

South Dakota Corrections Commission

Bylaws

1. Officers:

- 1) The Officers of the Commission shall be the Chairperson and Vice-Chair.
- 1) The Chairperson shall be elected from the membership, shall preside over all meetings of the Commission, shall have authority to call meetings, shall approve the proposed agenda for each meeting and shall serve a two year term, or until membership on the Commission shall expire or the Chairperson is otherwise removed.
- 2) The Vice-Chairperson shall be elected from the membership, shall conduct all meetings in the absence of the Chair and shall serve for a two year term, or until membership on the Commission shall expire or the Vice-Chairperson is otherwise removed.
- 3) In years in which a Chairperson or Vice-Chairperson must be elected, the election shall take place at the Spring meeting.
- 4) In the event the Chairperson fails to complete his/her term, the Vice-Chairperson shall serve the remainder of the Chairperson's term.
- 6) In the event the Vice-Chairperson is unable to serve the remainder of the Chairperson's term, the members of the Commission shall elect from the membership at the next scheduled meeting, a Chairperson and Vice-Chairperson.

2. Meetings:

- 1) The Commission shall conduct at least two meetings per year, in accordance with SDCL 1-15-1.13.
- 2) Meetings shall be called by the Chairperson, or the Secretary of Corrections, as set forth by statute.
- 3) A quorum shall consist of 5 or more members of the Commission.
- 4) Reasonable notice shall be given in advance of all meetings. The agenda will be forwarded to all members in advance of the meeting.
- 5) The agenda for each meeting shall include criminal justice issues. Issues may be placed on the agenda by any member of the Commission by

forwarding a written request to the Secretary of Corrections or Chairperson a minimum of seven days in advance of the meeting.

- 6) The official meetings of the Commission are open to the public, unless a specific law is cited by the Commission to close the official meeting to the public.
- 7) The Commission shall provide public notice of the meeting, with the approved agenda, not less than an entire, continuous seventy-two hours immediately preceding any meeting, in accordance with statute.
- 8) All matters requiring a vote shall be determined by a majority of those members present. A member is deemed present if the member answers present to the roll call conducted by the Chairperson for the purpose of determining a quorum. Each vote at a meeting shall be taken by roll call.
- 9) Draft minutes of the Commission's meetings shall be available for inspection within ten business days after the meeting in accordance with statute.
- 10) An annual report of the Commission's activities shall be prepared and submitted to the Legislature, Governor, Chief Justice, and members of the Commission in accordance with statute.

3. Commission Bylaws:

- 1) The bylaws shall serve as the codes of rules adopted for the management of the affairs of the Corrections Commission.
- 2) The members may adopt such bylaws for the Corrections Commission as are not inconsistent with the laws of this state.
- 3) The members shall have the power at any regularly called meeting to adopt such bylaws as deemed necessary for the government of the Corrections Commission. The bylaws shall become effective upon approval by a majority vote of those members in attendance.

Adopted by South Dakota Corrections Commission

11/3/99

Amended and Adopted

12/17/99

Amended and Adopted

11/2015