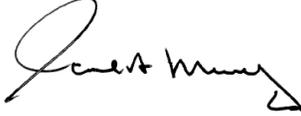


POLICY TITLE: PROCEDURES FOR ELECTING CHAIRPERSONS POLICY NUMBER: 1.1 CHAPTER 1: ADMINISTRATION, ORGANIZATION, AND MANAGEMENT		PAGE 1 of 3
 State of Maine Board of Corrections Approved by Chair: 		PROFESSIONAL STANDARDS:
EFFECTIVE DATE: May 20, 2014	LATEST REVISION: New Policy	CHECK ONLY IF APA []

I. AUTHORITY

The State Board of Corrections (SBOC) adopts this policy pursuant to the authority contained in 34-A MRS §§ 1801, 1802, and 1804, and the Memorandum of Understanding adopted pursuant to section 1804 on June 8, 2011.

II. APPLICABILITY

This policy applies to the SBOC, the Corrections Working Group, and related focus groups and/or sub-groups formed by the Corrections Working Group.

III. POLICY

Annually, the SBOC shall select a chairperson from among its current membership.

Annually, and as directed by 34-A MRS § 1804, the Commissioner of the Department of Corrections, the President of the Maine County Commissioners Association, and the President of the Maine Sheriffs Association shall appoint two co-chairs to convene and lead the Corrections Working Group.

Annually, the membership of each focus group and/or sub-group formed by the Corrections Working Group shall select a chairperson to convene and lead the respective focus group and/or sub-group.

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V. PROCEDURES

Procedure A: Selecting the Chairperson of the Board of Corrections

1. As part of its first meeting of each calendar year, the SBOC shall select a chairperson from its current membership.
 - a. The presiding chairperson from the previous year will entertain a motion to elect a chairperson.
 - b. After a second to the motion and the opportunity for discussion of the motion, the SBOC shall vote on the motion. If the motion receives a simple majority, the motion passes. If the motion fails, the presiding chairperson will continue entertaining new motions for the election of a chairperson until a motion passes.
 - c. The newly elected chairperson shall begin service in that capacity immediately.
2. The SBOC will also select a vice-chairperson to serve in the chairperson's absence.
 - a. The newly selected chairperson will entertain a motion to elect a vice-chairperson.
 - b. After a second to the motion and the opportunity for discussion of the motion, the SBOC shall vote on the motion. If the motion receives a simple majority, the motion passes. If the motion fails, the presiding chairperson will continue entertaining new motions for the election of a vice-chairperson until a motion passes.
 - c. The newly elected vice-chairperson shall begin service in that capacity immediately.
 - d. In the event a chairperson is no longer able to serve as the chairperson for the remainder of their annual term, the vice-chairperson will serve as chairperson for the remainder of the annual term and a new vice-chairperson will be elected pursuant to the above procedures.

Procedure B: Appointment of the Corrections Working Group Co-Chairs

1. During the first month of each new calendar year, the executive director of the SBOC shall formally request that the commissioner of the Department of Corrections, the president of the Maine County Commissioners Association, and the president of the Maine Sheriffs Association select or reaffirm the selection of two co-chairs to convene and lead the SBOC's Corrections Working Group. In accordance with 34-A MRS §1804, one co-chair must represent the department and one co-chair must represent county government.
2. The commissioner of the Department of Corrections, the president of the Maine County Commissioners Association, and the president of the Maine Sheriffs Association will

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notify the executive director of the SBOC, in writing, of their selection(s). The executive director will present the selection information to the SBOC at its next scheduled meeting.

3. The service as co-chair of the Corrections Working Group begins immediately upon notification of selection to the executive director.
4. In the event a co-chair of the Corrections Working Group is unable to serve as a co-chair for the remainder of their annual term, the executive director will formally request that the commissioner of the Department of Corrections, the president of the Maine County Commissioners Association, and the president of the Maine Sheriffs Association select a new co-chair to serve as a co-chair for the remainder of the annual term.

Procedure C: Selecting the Co-Chairs of the Board’s Focus Groups

1. As part of their first meeting of each calendar year, each focus group and/or sub-group formed by the Corrections Working Group shall select a chairperson to convene and lead the group.
 - a. The presiding chairperson from the previous year will entertain a motion to elect a chairperson.
 - b. After a second to the motion and the opportunity for discussion of the motion, the group shall vote on the motion. If the motion receives a simple majority, the motion passes. If the motion fails, the presiding chairperson will continue entertaining new motions for the election of a chairperson until a motion passes.
 - c. The newly elected chairperson shall begin service in that capacity immediately.
 - d. The executive director will be notified of selection of a chairperson.
2. In the event a chairperson is unable to serve for the remainder of their annual term, the group will select a new chairperson to serve for the remainder of the annual term.

VI. ATTACHMENTS

Attachment #1: Corrections Working Group Memorandum of Understanding, signed June 8, 2011.

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