

# **BY-LAWS OF THE INDIANA PROSECUTING ATTORNEYS COUNCIL**

**December 11, 2013**

## **ARTICLE I. NAME; MEMBERSHIP; DUES**

Section 1. Name. -- The name of this organization shall be Indiana Prosecuting Attorneys Council.

Section 2. Membership. -- Each Prosecuting Attorney and Chief Deputy Prosecuting Attorney of the several Judicial Circuits in the State of Indiana shall, by virtue of their holding of said office, be members of this Council in accordance with Indiana Code 33-39-8-2.

Section 3. Dues. -- The respective members of the Council shall become members by virtue of their office, as provided within Section 2 of this Article, and shall not be assessed any dues as a condition of their membership therein.

## **ARTICLE II. COUNCIL - Purpose; Duties; Nonpartisanship**

Section 1. Purpose. -- The purpose of the Indiana Prosecuting Attorneys Council shall be to further law enforcement and to operate for the mutual benefit of the office of Prosecuting Attorney of the several Judicial Circuits of the State of Indiana in fulfilling their duties under the constitution and laws of the State of Indiana in the most efficient and professional manner.

Section 2. Duties. -- The Council shall assist in the coordination of the duties of the Prosecuting Attorneys of the State of Indiana and their staffs; prepare manuals of procedure; give assistance in preparation of the trial briefs, forms and instructions; conduct research and studies that would be of interest and value to all Prosecuting Attorneys and their staffs; and maintain liaison contact with study commissions and agencies of all branches of local, state and federal government that will be of benefit to law enforcement and the fair administration of justice in the State of Indiana.

Section 3. Nonpartisanship. -- While it is recognized that the membership is composed of different political parties, this Council shall not in any way operate as a partisan political group.

Section 4. Annual Meetings. -- The Council shall meet three times each year in the spring, summer, and winter.

**ARTICLE III. COUNCIL DIRECTORS - Duties; Vacancies; Meetings; Quorum;  
Organization; Order Of Business**

Section 1. Directors. -- The governing body of this Council shall consist of a Board of Directors composed of ten members including a Chairman, Vice-Chairman, Secretary-Treasurer, plus Honorary Members with voting rights. The Board of Directors shall be elected by the membership subject to the following conditions:

For purposes of organization, the Council, at its first election, shall elect five members to serve for a period of one year and five members to serve for a period of two years; thereafter, all elections of members to the Board of Directors shall be for a period of two years or until the completion of the term of the retiring member so as to facilitate the purposes of this Section. Said directors shall be divided equally between the two major political parties and insofar as is practical shall be selected from the various geographic areas of the state to insure representation of each section of the state. Said election shall be conducted at the annual summer meeting of the membership and the newly-elected directors shall assume the duties of their office immediately following said election.

All active past-chairmen of the Council shall be ex-officio members of the Board of Directors and shall have no vote.

Section 2. Duties of the Board of Directors. -- The Board of Directors shall have the management and control of the business of the Council. They shall have the authority to employ an executive director, staff, and clerical assistants necessary to fulfill the purposes of the Council in accordance with Indiana Code 33-39-8-3.

Section 3. Vacancies. -- Any vacancies that shall occur in the Board of Directors shall be filled by the remaining Directors for the duration of the unexpired term of any such vacancy.

Section 4. Meetings. -- The Board of Directors shall meet at least quarterly and at such other times as may from time to time be determined. The Chairman shall cause the Secretary to give due notice of the time and place of said meeting. The Chairman shall have the power to call a meeting of the Board of Directors by giving proper notice thereof. Other meetings of the Board of Directors may be held upon the call of three or more members of the Board of Directors by giving written notice at least 48 hours beforehand stating the time and place of said meeting.

Section 5. Quorum. -- At any meeting of the Board of Directors the presence of a majority of the members of the board shall constitute a quorum for the transaction of any business.

Section 6. Organization. -- The Chairman, and in his absence the Vice-Chairman, and in their absence, any director chosen by the directors present, shall call meetings of the Board of Directors to order and shall act as chairman of such meeting. The Secretary of the

Council shall act as Secretary of the Board of Directors but in the absence of the Secretary the presiding officer may appoint any member to act as Secretary.

Section 7. Order of Business. -- The order of business of meetings of the Board of Directors shall be as follows: 1) Roll call; 2) Reading of the minutes; of the preceding meeting and action thereon; 3) Reports of Officers; 4) Reports of Committees; 5) Unfinished Business; 6) New Business; 7) Adjournment.

Section 8. Attendance. -- Any Officer or Director who accumulates three or more unexcused absences within a twenty-four month period shall cause a vacancy. The vacancy shall be filled as provided by these By-Laws. A roll shall be taken at each regular meeting. The minutes shall reflect attendance as: Present, Excused or Unexcused. Absences may be excused in advance by the Council President or Executive Director.

#### **ARTICLE IV. COUNCIL OFFICERS - Election; Duties; Vacancies; Chairman; Vice-Chairman; Secretary-Treasurer.**

Section 1. Officers. The officers of the Council shall consist of a Chairman, a Vice-Chairman, and a Secretary-Treasurer.

Section 2. Election of Officers. -- The officers of the Council shall be elected by the general membership at the annual summer meeting of the Council and shall serve for a term of one year.

Section 3. Vacancies. Whenever any vacancies shall occur in any office for any reason, the same shall be filled by the Board of Directors for the remaining portion of the term created by such vacancy.

Section 4. Chairman. -- The Chairman shall preside at all meetings of the membership and directors, discharge all duties which devolve upon a presiding officer and such other duties as the Board of Directors may prescribe.

Section 5. Vice-Chairman. -- The Vice-Chairman shall perform all the duties of the Chairman during his absence or disability and such other duties as the Board of Directors may prescribe. The Vice-Chairman shall serve as Parliamentarian.

Section 6. Secretary/Treasurer. The Secretary/Treasurer shall have custody and care of the records, minutes and finances of the Council. He shall attend all meetings of the Council and the Board of Directors and shall keep or cause to be kept a true and complete record of the proceedings of such meetings. He shall serve notices of the Council. He shall be the legal custodian of all monies and other valuables of the Council, shall keep correct and complete records of the accounts, shall deposit the funds of the Council in some reliable bank or depository designated by the Board of Directors and shall keep such bank account in the name of the Council. He shall keep a complete and accurate record of the membership.

Section 7. Executive Director. -- The Board of Directors may employ an Executive Director and prescribe such powers and duties as they may by written resolution deem necessary.

Section 8. Corresponding Secretary. -- The Corresponding Secretary shall be appointed at the beginning of each meeting by the Executive Director. The duties of the Corresponding Secretary shall be to assist the elected Secretary/Treasurer of the Council.

#### **ARTICLE V. Meetings of Membership; Quorum; Order of Business.**

Section 1. Meetings of the Membership. -- The membership of the Council shall meet once in the spring, summer, and once in the winter and at such other times and places as may be approved by the Board of Directors. Such meetings shall be called upon written notice to the members at least 48 hours prior to the opening of such meeting.

Section 2. Quorum. -- The members present at any meeting of the membership shall constitute a quorum for the transaction of business. Each member shall be entitled to one vote only and no proxy shall be allowed.

Section 3. Order of Business. -- The order of business so far as possible at all meetings shall be: 1) Call to Order and proof of quorum, 2) Proof of notice of meeting, 3) Reading and action on any unapproved minutes, 4) Reports of Officers and Committees, 5) Election of Directors, 6) Unfinished business, 7) New Business, 8) Adjournment.

#### **ARTICLE VI. AMENDMENTS.**

Section 1. Amendments to By-Laws -- These by-laws may be amended in accordance with the following procedure:

The proposed change in said by-laws shall be first by resolution of the Board of Directors and said resolution shall be given in writing to the membership of the Council at least 48 hours preceding any meeting at which said proposed change shall be brought before the membership and a two-thirds majority of the members present at such meeting shall be required for the passage of such amendment.

#### **ARTICLE VII. PARLIAMENTARY PROCEDURE.**

Except where the By-Laws govern, the Council and the Board of Directors shall operate and report according to the current edition of *Robert's Rules of Order Newly Revised*. The rules contained in the current edition of *Robert's Rules of Order Newly Revised*, shall govern the Council and the Board of Directors in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order the Indiana Prosecuting Attorneys Council may adopt.

## ARTICLE VIII. COMMITTEES

Section 1. Executive Committee. -- The Executive Committee shall consist of the Chairperson, Vice-Chairperson, Secretary/Treasurer and the Executive Director as more fully described in Annex A.

Section 2. Standing Committees. -- The following Standing Committees are established as more fully described in Annex B:

A. Ethics

B. Capital Litigation

C. Technology/Computer

D. Child Support

E. Diversion/Deferral

F. Public Relations/Outreach

G. Elder, Delinquency, Domestic Violence, and Sex Crimes.

H. Office Administrator

Section 3. Special Committees. -- The Executive Committee shall appoint Special Committees from time to time as the need arises to carry out a specific purpose.

Section 4. Term of Committee. -- The term of each Standing or Special Committee shall be designated, unless otherwise determined by the committee description contained in Annex B, at the time of appointment by the Council Board of Directors.

Section 5. Establishment and Removal. -- Each Standing or Special Committee shall be established upon the direction of the Executive Committee. The committee members shall be nominated by the Executive Committee and approved by majority vote of the Council Board of Directors. Any committee with power will be approved by a two-thirds majority vote. The Council Board of Directors, upon the recommendation of the Executive Committee, reserves the right to remove any committee member, for any reason, prior to the expiration of their term by a majority vote.

Section 6. Vacancies. -- Whenever any vacancy shall occur in any Standing or Special Committee, other than the Standing Committee on Ethics, prior to expiration of the member's term of appointment, the same shall be filled by the Executive Committee for the remaining portion of the term created by such vacancy.

Section 7. Attendance. -- Three or more unexcused absences, within a twenty-four month period by a Committee member shall cause a vacancy and that member shall be replaced. The minutes shall reflect attendance as: Present, Excused or Unexcused. It shall be the duty of the Chair to excuse attendance.

Section 8. Rules. -- Each Standing Committee shall, at a minimum, file an annual written report to be included in the records of the Council Board of Directors. Special Committees shall, at a minimum, file a written report at the conclusion of its purpose or tasking. Except where the By-Laws govern, committees shall operate and report according to *Robert's Rules of Order Newly Revised*.

Section 9. Limit of Authority. -- No committee shall have the authority to amend or repeal these By-Laws, to elect or remove any officer or director, or to contract or incur any financial obligation binding upon the Council.

Section 10. Membership. -- Unless specified otherwise in these by-laws, Committee Chairs, in consultation with committee members, are authorized to include up to fifteen members.

## **ARTICLE IX. HONORARY MEMBERS**

Section 1. Voting Members. -- Honorary Members with voting rights shall consist of the duly elected directors of the Association of Indiana Prosecuting Attorneys, Inc. so long as they are currently serving as an elected Prosecuting Attorney for a Judicial Circuit within the State of Indiana. Honorary Members with voting rights shall not be entitled to the privilege of holding office.

Section 2. Non-Voting Members. -- The Council has authority from time to time to appoint Honorary Members without voting rights. The Council shall make these appointments by resolution which shall include the term, purpose and limits of authority.

Section 3. Ex-Officio. -- Honorary Members with voting rights shall consist of ex-officio voting members of the Board of Directors of the Association of Indiana Prosecuting Attorneys, Inc. so long as they are currently serving as an elected Prosecuting Attorney for a Judicial Circuit within the State of Indiana. Ex-Officio Honorary Members with voting rights shall not be entitled to the privilege of holding office (i.e. President, Vice President, and Secretary/Treasurer).

## ANNEX A

### COUNCIL EXECUTIVE COMMITTEE

#### ARTICLE I. NAME; MEMBERSHIP

Section 1. Name. -- The name of this Committee shall be the Executive Committee, hereinafter referred to within this Annex A as “Executive Committee” or “Committee”.

Section 2. Membership. -- The Committee shall consist of the President, Vice- President, Secretary/Treasurer and the Executive Director.

#### ARTICLE II. EXECUTIVE COMMITTEE -- Purpose; Duties; Authority

Section 1. Purpose. -- The Executive Committee shall provide executive leadership to the Standing and Special Committees and shall issue instructions and directives to ensure the efficient functioning of the Council as required by Indiana Code 33-39-8.

Section 2. Duties. -- The duties of the Executive Committee shall include:

- a) Developing and proposing goals and objectives for the Council;
- b) Creating and organizing Committees to achieve Council goals;
- c) Assisting the Executive Director pertaining to the employment, dismissal, and/or discipline of Council personnel;
- d) Analyzing and recommending budget for approval by the Council Board of Directors;
- e) Except for the Standing Committee on Ethics, nominating Officers, Committee Chairs and members to the Council Board of Directors for approval;
- f) Providing oversight for Council Scholarship Programs;
- g) Other than the Eugene “Shine” Feller award; evaluating nominations and making recommendations for final approval of award recipients;
- h) Providing oversight to Council By-Laws and Committees;
- i) Evaluating, at least annually, the Executive Director’s performance and measuring the Executive Director’s performance against the duties specified in Article III of this Annex; and,
- j) Performing any other function necessary to assist the Executive Director and the Council Board of Directors in carrying out their statutory duties.

Section 3. Authority. -- The Executive Committee shall have authority to approve binding contracts for conferences and training. At least annually the Council Board of Directors shall set contract approval authority for the Executive Committee and Executive Director in all other matters. If the Council Board of Directors fails to establish such authority, the Executive Committee and/or the Executive Director may enter into contracts or amendments thereto that are necessary to carry on the business of the Indiana Prosecuting Attorneys Council.

Section 4. Vacancies. -- Whenever any vacancy shall occur in any Standing or Special Committee, other than the Standing Committee on Ethics, prior to expiration of the member's term of appointment, the same shall be filled by the President or the Executive Committee for the remaining portion of the term created by such vacancy.

### **ARTICLE III. EXECUTIVE DIRECTOR -- Duties**

Section 1. Duties. -- The duties of the Executive Director, as required by Article IV, section 7 of the By-Laws, shall include:

- a) Assisting the Council in fulfilling its statutory functions and duties;
- b) Supervising full and part-time staff members of the Indiana Prosecuting Attorneys Council which includes the authority to employ, terminate or discipline employees.
- c) Preparing and monitoring budgets and managing all fiscal matters affecting the Indiana Prosecuting Attorneys Council;
- d) Managing day to day full-time operations of the Indiana Prosecuting Attorneys Council;
- e) Facilitating conferences and training events involving Indiana Prosecuting Attorneys and Support Personnel;
- f) Facilitating creation and publication of manuals, forms, and documents designed to assist Prosecuting Attorneys;
- g) Facilitating study and research of issues involving Indiana Prosecuting Attorneys and related matters of public safety;
- h) Representing the interests of Indiana Prosecuting Attorneys in various private, public and governmental organizations and/or committees, either in person or through a designee;
- i) Maintaining liaison with all branches of government and subordinate agencies for the benefit of law enforcement and public safety;
- j) Appointing, at the commencement of any regular meeting, a Corresponding Secretary;
- k) Having the power and authority as is necessary to carry out his or her responsibilities herein;
- l) Participate in national organizations dedicated to the training and support of Prosecuting Attorneys and Criminal Justice; and
- m) Performing any other tasks or duties assigned by the Executive Committee or the Council Board of Directors.

### **ARTICLE IV. EXECUTIVE COMMITTEE MEETINGS -- Quorum; Organization; Order of Business**

Section 1. Regular Meetings. -- The Executive Committee shall meet prior to each Council Board of Directors meeting.

Section 2. Special Meetings. -- Special meetings may be called by the Executive Director or President. The purpose of the meetings shall be in the call. Except in cases of emergency, at least three days' notice shall be given.

Section 3. Quorum. -- At any meeting of the Executive Committee the presence of a majority of the members of the Committee shall constitute a quorum for the transaction of any business.

Section 4. Organization. -- The Chairman, and in his or her absence, the Vice-Chairman, shall call meetings of the Executive Committee to order and shall act as chairman of such meeting.

Section 5. Order of Business. -- The order of business so far as possible at all meetings shall be: 1) Call to Order; 2) Roll Call and proof of quorum; 3) Reading of the previous meeting's minutes and action thereon; 4) Old business; 5) New business; and 6) Adjournment.

#### **ARTICLE V. REPORTS**

Section 1. Reports. -- The Committee shall submit reports written in an approved format to the Council Board of Directors following any regular or special meeting held by the Executive Committee. The Executive Director shall be responsible for drafting and submitting the necessary written reports.

#### **ARTICLE VI. PARLIAMENTARY PROCEDURE.**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Committee in all cases in which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order the Council may adopt.

**ANNEX B**

**COUNCIL STANDING COMMITTEES**

**A. ETHICS COMMITTEE**

**ARTICLE I. NAME; MEMBERSHIP**

Section 1. Name. -- The name of this Committee shall be the Ethics Committee, hereinafter referred to within this Annex B as "Ethics Committee" or "Committee".

Section 2. Membership. -- The Committee shall consist of the Executive Director or his/her designee plus other members approved by a two-thirds vote of the Council Board of Directors. A staff attorney shall be appointed by the Executive Director to facilitate the support needs of the Committee.

Section 3. Committee Chair. -- The Committee Chair shall be elected every two years by a majority vote of the Committee members.

**ARTICLE II.COMMITTEE -- Purpose; Duties; Authority**

Section 1. Purpose. -- The Ethics Committee shall be charged with consulting, monitoring, and recommending advice regarding current matters of controversy pertaining to the Council and its members, or pertaining to the ethics of legal practice, education and research.

Section 2. Duties. -- The duties of the Ethics Committee shall include:

- a) Developing Committee goals to achieve the Council's ethics goals for the year;
- b) Issuing opinions on ethical issues proposed by Council members, elected Prosecuting Attorneys or their deputies;
- c) Reviewing and overseeing the Indiana Prosecuting Attorneys Council Ethics Manual;
- d) Meeting annually, if possible, with the Director of the Indiana Disciplinary Commission and engaging in a dialogue regarding ethical issues involving Indiana Prosecuting Attorneys;
- e) Interpreting and offering guidance pertaining to Indiana's Rules of Professional Responsibility; and
- f) Providing curriculum, instruction and oversight to Indiana prosecutors every two years, or as needed, for an Applied Professionalism course.

Section 3. Authority. -- The Ethics Committee shall have independent authority on matters of ethics to issue opinions and policy. Binding contractual authority remains exclusively with the Council Board of Directors.

Section 4. Term. -- The term of each Ethics Committee member shall be perpetual and the member shall serve until a successor is chosen. When a vacancy occurs, at least one member shall be nominated by the Ethics Committee and submitted to the Council

Board of Directors for consideration. A two-thirds vote of the Council Board of Directors is required to replace a vacancy.

### **ARTICLE III. MEETINGS -- Quorum; Organization; Order of Business**

Section 1. Regular Meetings. -- The regular meetings of the Ethics Committee shall meet at least quarterly unless otherwise directed by the Committee Chair, Executive Director or Executive Committee.

Section 2. Special Meetings. -- Special meetings may be called by the Executive Director, Committee Chair or Executive Committee. The purpose of the meetings shall be in the call. Except in cases of emergency, at least three days' notice shall be given.

Section 3. Quorum. -- At any meeting of the Ethics Committee the presence of a majority of the members of the Committee shall constitute a quorum for the transaction of any business.

Section 4. Organization. -- The Chairman, and in his or her absence, the Vice-Chairman, shall call meetings of the Ethics Committee to order and shall act as chairman of such meeting. The designee should be a member of the Committee.

Section 5. Order of Business. -- The order of business so far as possible at all meetings shall be: 1) Call to Order; 2) Roll Call and proof of quorum; 3) Reading of the previous meeting's minutes and action thereon; 4) Old business; 5) New business; and 6) Adjournment.

### **ARTICLE IV. REPORTS**

Section 1. Reports. -- The Committee shall submit reports written in an approved format to the Executive Committee and/or Council following any regular or special meeting held by the Ethics Committee. The Committee, shall at a minimum, annually submit a written report detailing their activities. The staff attorney shall be responsible for drafting and submitting the necessary written reports.

Section 2. Opinions. -- The Committee shall make a written record regarding ethical questions or issues presented to the Committee. The staff attorney on ethics shall maintain a record of all reports and/or opinions. Given the confidential nature of the Committee's work, reports or opinions shall be drafted in a manner to protect the identity of the person seeking advice or presenting matters to the Committee for consideration.

### **ARTICLE V. PARLIAMENTARY PROCEDURE**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Committee in all cases in which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order the Council may adopt.

## **B. CAPITAL LITIGATION COMMITTEE**

### **ARTICLE I. NAME; MEMBERSHIP**

Section 1. Name. -- The name of this Committee shall be the Capital Litigation Committee, hereinafter referred to within this Annex B as “Capital Litigation Committee” or “Committee”.

Section 2. Membership. -- The Committee shall include at least two attorneys from the Attorney General’s office. A staff attorney shall be appointed by the Executive Director to facilitate the support needs of the Committee.

Section 3. Committee Chair. -- The Committee Chair and Committee members shall be nominated by the Executive Committee and approved by a majority vote of the Council Board of Directors.

### **ARTICLE II.COMMITTEE -- Purpose; Duties; Authority**

Section 1. Purpose. -- The Capital Litigation Committee shall assist prosecutors with analysis and advice pertaining to a capital litigation case or potential capital cases.

Section 2. Duties. -- The duties of the Capital Litigation Committee shall include:

- a) Developing Committee goals to achieve the Council’s capital litigation goals for the year;
- b) Advising Prosecutors on capital or habitual litigation issues;
- c) Reviewing eligible cases;
- d) Reviewing pending cases;
- e) Assisting the Legislative Committee with the legislative agenda; and,
- f) Authorizing the Staff Attorney and/or the Chairman to attend the Capital Litigation National Conference and develop contacts.

Section 3. Authority. -- The Capital Litigation Committee shall be limited to recommendation, oversight and review. Binding authority remains exclusively with the Council Board of Directors.

### **ARTICLE III. MEETINGS -- Quorum; Organization; Order of Business**

Section 1. Regular Meetings. -- The regular meetings of the Capital Litigation Committee shall be at the call of a prosecutor with a capital litigation case unless otherwise directed by the Committee Chair, Executive Director or Executive Committee.

Section 2. Special Meetings. -- Special meetings may be called by the Committee Chair, Executive Director or Executive Committee. The purpose of the meetings shall be in the call. Except in cases of emergency, at least three days’ notice shall be given.

Section 3. Quorum. -- At any meeting of the Capital Litigation Committee the presence of a majority of the members of the Committee shall constitute a quorum for the transaction of any business.

Section 4. Organization. -- The Chairman, and in his or her absence, his or her designee, shall call meetings of Capital Litigation Committee to order and shall act as Chairman of such meeting. The designee should be a member of the Committee.

Section 5. Order of Business. -- The order of business so far as possible at all meetings shall be: 1) Call to Order; 2) Roll Call and proof of quorum; 3) Reading of the previous meeting's minutes and action thereon; 4) Old business; 5) New business; and 6) Adjournment.

#### **ARTICLE IV. REPORTS**

Section 1. Reports. -- The Committee shall submit reports written in an approved format to the Executive Committee and/or Council following any regular or special meeting held by the Capital Litigation Committee. The Committee, shall at a minimum, annually submit a written report detailing their activities. The staff attorney shall be responsible for drafting and submitting the necessary written reports.

#### **ARTICLE V. PARLIAMENTARY PROCEDURE**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Committee in all cases in which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order the Council may adopt.

## C. TECHNOLOGY/COMPUTER COMMITTEE

### **ARTICLE I. NAME; MEMBERSHIP**

Section 1. Name. -- The name of this Committee shall be the Technology/Computer Committee, hereinafter referred to within this Annex B as "Technology/Computer Committee" or "Committee".

Section 2. Membership. -- A staff attorney shall be appointed by the Executive Director to facilitate the support needs of the Committee.

Section 3. Committee Chair. -- The Committee Chair and Committee members shall be nominated by the Executive Committee and approved by a majority vote of the Council Board of Directors.

### **ARTICLE II.COMMITTEE -- Purpose; Duties; Authority**

Section 1. Purpose. -- The Technology/Computer Committee shall promote the use of Information Technology to increase efficiency of the Indiana Prosecuting Attorneys Council and Prosecuting Attorneys through study, analysis, proposals and recommendations to the Executive Committee, Executive Director and Council Board of Directors.

Section 2. Duties. -- The duties of the Technology/Computer Committee shall include:

- a) Developing short term and long term goals;
- b) Studying and providing guidance pertaining to proposals associated with information technology agreements;
- c) Providing oversight, drafting and negotiating contracts involving Technology/Computer resources;
- d) Mediating disputes with information technology vendors and making recommendations to the Executive Committee, Executive Director, and Council Board of Directors regarding dispute resolution;
- e) Identifying and promoting resource procurement to advance Technology/Computer and its uses by prosecutors and their staff;
- f) Making budget allocation recommendations for Technology/Computer resources to the Indiana Prosecuting Attorneys Council;
- g) Providing input and oversight for web-based products generated by the Indiana Prosecuting Attorneys Council; and,
- h) Coordinating efforts with the Judicial Technology and Automation Committee (JTAC) and other similar stakeholder organizations.

Section 3. Authority. -- The Technology/Computer Committee authority shall be limited to recommendation, oversight and review. Binding authority, unless specifically provided by resolution, remains exclusively with the Council Board of Directors.

### **ARTICLE III. MEETINGS -- Quorum; Organization; Order of Business**

Section 1. Regular Meetings. -- The regular meetings of the Technology/Computer Committee shall be held at the Summer and Winter Conferences unless otherwise directed by the Committee Chair, Executive Director or Executive Committee.

Section 2. Special Meetings. -- Special meetings may be called by the Committee Chair, Executive Director or Executive Committee. The purpose of the meetings shall be in the call. Except in cases of emergency, at least three days' notice shall be given.

Section 3. Quorum. -- At any meeting of the Technology/Computer Committee the presence of a majority of the members of the Committee shall constitute a quorum for the transaction of any business.

Section 4. Organization. -- The Chairman, and in his or her absence, his or her designee, shall call meetings of the Technology/Computer Committee to order and shall act as Chairman of such meeting. The designee should be a member of the Committee.

Section 5. Order of Business. -- The order of business so far as possible at all meetings shall be: 1) Call to Order; 2) Roll Call and proof of quorum; 3) Reading of the previous meeting's minutes and action thereon; 4) Old business; 5) New business; and 6) Adjournment.

### **ARTICLE IV. REPORTS**

Section 1. Reports. -- The Committee shall submit reports written in an approved format to the Executive Committee and/or Council following any regular or special meeting held by the Technology/Computer Committee. The Committee, shall at a minimum, annually submit a written report detailing their activities. The staff attorney shall be responsible for drafting and submitting the necessary written reports.

### **ARTICLE V. PARLIAMENTARY PROCEDURE**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Committee in all cases in which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order the Council may adopt.

## **D. CHILD SUPPORT COMMITTEE**

### **ARTICLE I. NAME; MEMBERSHIP**

Section 1. Name. -- The name of this Committee shall be the Child Support Committee, hereinafter referred within this Annex B as “Child Support Committee” or “Committee”.

Section 2. Membership. -- One of the members shall be the Child Support Sub-Committee Chair. A staff attorney shall be appointed by the Executive Director to facilitate the support needs of the Committee.

Section 3. Committee Chair. -- The Committee Chair and all Committee members, except the Sub-Committee Chair, shall be nominated by the Executive Committee and approved by a two-thirds vote of the Council Board of Directors.

### **ARTICLE II. COMMITTEE -- Purpose; Duties; Authority**

Section 1. Purpose. -- The Child Support Committee shall coordinate their efforts with other child support agencies in the state to provide strategies and approaches to improve child support legislation, policy and training manuals.

Section 2. Duties. -- The duties of the Child Support Committee shall include:

- a) Developing short and long term goals to facilitate improvements in child support enforcement efforts;
- b) Negotiating with Child Support Bureau (CSB) the term of cooperative agreements;
- c) Serving as liaison with CSB for Prosecutors regarding training, manuals, policy and common issues;
- d) Providing oversight and supervision to the Child Support Sub-Committee;
- e) Evaluating legislative proposals submitted by the Sub-Committee and making recommendations to the Standing Committee on Legislation regarding the same; and,
- f) Providing recommendations to the Executive Committee, Executive Director and Council Board of Directors regarding IV-D budgeting and funding objectives with respect to improving child support enforcement.

Section 3. Authority. -- The Child Support Committee shall have authority to appoint Sub-Committee members. Binding authority remains exclusively with the Council Board of Directors.

### **ARTICLE III. MEETINGS -- Quorum; Organization; Order of Business**

Section 1. Regular Meetings. -- The regular meetings of the Child Support Committee shall be held at the Summer and Winter conferences unless otherwise directed by the Committee Chair, Executive Director, or Executive Committee.

Section 2. Special Meetings. -- Special meetings may be called by the Committee Chair, Executive Director or Executive Committee. The purpose of the meetings shall be in the call. Except in cases of emergency, at least three days' notice shall be given.

Section 3. Quorum. -- At any meeting of the Child Support Committee the presence of a majority of the members of the Committee shall constitute a quorum for the transaction of any business.

Section 4. Organization. -- The Chairman, and in his or her absence, his or her designee, shall call meetings of the Child Support Committee to order and shall act as Chairman of such meeting. The designee should be a member of the Committee.

Section 5. Order of Business. -- The order of business so far as possible at all meetings shall be: 1) Call to Order; 2) Roll Call and proof of quorum; 3) Reading of the previous meeting's minutes and action thereon; 4) Old business; 5) New business; and 6) Adjournment.

#### **ARTICLE IV. CHILD SUPPORT SUB-COMMITTEE**

Section 1. Name. -- The name of this Sub-Committee shall be the Child Support Sub-Committee, hereinafter referred within this Annex B, Paragraph D, Article IV, as the "Child Support Sub-Committee" or "Sub-Committee."

Section 2. Membership. -- The members will be appointed by the Child Support Committee. Members of the Sub-Committee may consist of prosecutors, deputy prosecutors, caseworkers, child support staff or any other person deemed beneficial to the committee.

Section 3. Sub-Committee Chair. -- The Sub-Committee Chair shall be elected from the Child Support Sub-Committee members by a majority vote.

Section 4. Sub-Committee Vice Chair. -- The Sub-Committee Vice-Chair shall be elected from the Child Support Sub-Committee members by a majority vote. The Sub-Committee Vice-Chair shall succeed the Sub-Committee Chair if the Sub-Committee Chair can no longer fulfill his/her duties.

Section 5. Duties. -- The duties of the Child Support Sub-Committee shall include:

- a) Developing training materials and policy;
- b) Organizing and hosting training conferences and meetings;
- c) Researching and studying issues pertaining to improving child support enforcement;
- d) Coordinating enforcement activities and programs with the CSB;
- e) Being responsible for awards programs;
- f) Studying funding/budgetary issues and making recommendations concerning the same to the Committee on Child Support;
- g) Performing legislative oversight and drafting proposed legislation helpful to child support enforcement activities by Prosecuting Attorneys;

- h) Creating a caseworker and prosecutor enforcement manual and related forms; and,
- i) Any other tasks directed by the Child Support Committee;

Section 6. Authority. -- The Child Support Sub-Committee authority shall be limited to recommendation, oversight and review. Binding authority remains exclusively with the Council Board of Directors. The Sub-Committee may, as necessary, create workgroups to work on specific tasks. The members shall be appointed by the Sub-Committee Chair. Members of the workgroups may consist of prosecutors, deputy prosecutors, caseworkers, child support staff, or any other person deemed beneficial to the Sub-Committee.

## **ARTICLE V. REPORTS**

Section 1. Reports. -- The Committee shall submit reports written in an approved format to the Executive Committee and/or Council following any regular or special meeting held by the Child Support Committee. The Committee, shall at a minimum, annually submit a written report detailing their activities. The staff attorney shall be responsible for drafting and submitting the necessary written reports.

## **ARTICLE VI. PARLIAMENTARY PROCEDURE**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Committee in all cases in which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order the Council may adopt.

## **E. DIVERSION/DEFERRAL COMMITTEE**

### **ARTICLE I. NAME; MEMBERSHIP**

Section 1. Name. -- The name of this Committee shall be the Diversion/Deferral Committee, hereinafter referred within this Annex B as “Diversion/Deferral Committee” or “Committee”.

Section 2. Membership. -- A staff attorney shall be appointed by the Executive Director to facilitate the support needs of the Committee.

Section 3. Committee Chair. -- The Committee Chair and Committee members shall be nominated by the Executive Committee and approved by a majority vote of the Council Board of Directors.

### **ARTICLE II. COMMITTEE -- Purpose; Duties; Authority**

Section 1. Purpose. -- The Diversion/Deferral Committee shall adopt guidelines for the expenditure of funds derived from a deferral program or a pretrial diversion program in fulfillment of Indiana Code 33-39-8-5.

Section 2. Duties. -- The duties of the Diversion/Deferral Committee shall include:

- a) Developing Committee goals to achieve the Council’s diversion and deferral goals for the year;
- b) Drafting guidelines for the expenditure of funds derived from a deferral program or a pretrial diversion program;
- c) Educating Council members regarding the drafted and adopted guidelines;
- d) Acting as a support team for questions regarding the implementation of the guidelines; and,
- e) Making recommendations pertaining to existing and proposed legislation to the Standing Committee on Legislation.

Section 3. Authority. -- The Diversion/Deferral Program authority shall be limited to recommendation, oversight, and review. Binding authority remains exclusively with the Council Board of Directors.

### **ARTICLE III. MEETINGS -- Quorum; Organization; Order of Business**

Section 1. Regular Meetings. -- The regular meetings of the Diversion/Deferral Committee shall be held at the Summer and Winter conferences unless otherwise directed by the Committee Chair, Executive Director or Executive Committee.

Section 2. Special Meetings. -- Special meetings may be called by the Committee Chair, Executive Director or Executive Committee. The purpose of the meetings shall be in the call. Except in cases of emergency, at least three days’ notice shall be given.

Section 3. Quorum. -- At any meeting of the Diversion/Deferral Committee the presence of a majority of the members of the Committee shall constitute a quorum for the transaction of any business.

Section 4. Organization. -- The Chairman, and in his or her absence, his or her designee, shall call meetings of the Diversion/Deferral Committee to order and shall act as Chairman of such meeting. The designee should be a member of the Committee.

Section 5. Order of Business. -- The order of business so far as possible at all meetings shall be: 1) Call to Order; 2) Roll Call and proof of quorum; 3) Reading of the previous meeting's minutes and action thereon; 4) Old business; 5) New business; and 6) Adjournment.

#### **ARTICLE IV. REPORTS**

Section 1. Reports. -- The Committee shall submit reports written in an approved format to the Executive Committee and/or Council following any regular or special meeting held by the Diversion/Deferral Committee. The Committee, shall at a minimum, annually submit a written report detailing their activities. The staff attorney shall be responsible for drafting and submitting the necessary written reports.

#### **ARTICLE V. PARLIAMENTARY PROCEDURE**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Committee in all cases in which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order the Council may adopt.

## **F. PUBLIC RELATIONS/OUTREACH COMMITTEE**

### **ARTICLE I. NAME; MEMBERSHIP**

Section 1. Name. -- The name of this Committee shall be the Public Relations/ Outreach Committee, hereinafter referred to within this Annex B as “Public Relations/Outreach Committee” or “Committee”.

Section 2. Membership. -- A staff attorney shall be appointed by the Executive Director to facilitate the support needs of the Committee.

Section 3. Committee Chair. -- The Committee Chair and Committee members shall be nominated by the Executive Committee and approved by a majority vote of the Council Board of Directors.

### **ARTICLE II. COMMITTEE -- Purpose; Duties; Authority**

Section 1. Purpose. -- The Public Relations/Outreach Committee shall promote the services and activities of the Council and Prosecutors. The Public Relations/Outreach Committee shall foster relationships within the Council through working to make the organization more inclusive, facilitating the disbursement of information, and conveying available involvement opportunities to the members and interested stakeholders.

Section 2. Duties. -- The duties of the Public Relations/Outreach Committee shall include:

- a) Developing Committee goals to achieve the Council’s public relation goals for the year;
- b) Assisting in training preparation;
- c) Developing standardized positive public safety presentations for prosecutors to give in his or her community;
- d) Encouraging and fostering relationships with advocacy groups (e.g. MADD);
- e) Developing a proactive procedure for responding to complex and difficult issues;
- f) Developing and providing oversight to an Indiana Prosecutor Media Guide;
- g) Acting as a liaison with Victims’ Groups;
- h) Identifying quality of life and wellness programs and activities helpful to Prosecutors and staff members; and,
- i) Developing formats for relevant and up to date public information for and about Indiana Prosecutors and their mission.

Section 3. Authority. -- The Public Relations/Outreach Committee authority shall be limited to recommendation, oversight and review. Binding authority remains exclusively with the Council Board of Directors.

### **ARTICLE III. MEETINGS -- Quorum; Organization; Order of Business**

Section 1. Regular Meetings. -- The regular meetings of the Public Relations/Outreach Committee shall be held at the Summer and Winter conferences unless otherwise directed by the Committee Chair, Executive Director or Executive Committee.

Section 2. Special Meetings. -- Special meetings may be called by the Committee Chair, Executive Director or Executive Committee. The purpose of the meetings shall be in the call. Except in cases of emergency, at least three days' notice shall be given.

Section 3. Quorum. -- At any meeting of the Public Relations/Outreach Committee the presence of a majority of the members of the Committee shall constitute a quorum for the transaction of any business.

Section 4. Organization. -- The Chairman, and in his or her absence, his or her designee, shall call meetings of the Public Relations/Outreach Committee to order and shall act as Chairman of such meeting. The designee should be a member of the Committee.

Section 5. Order of Business. -- The order of business so far as possible at all meetings shall be: 1) Call to Order; 2) Roll Call and proof of quorum; 3) Reading of the previous meeting's minutes and action thereon; 4) Old business; 5) New business; and 6) Adjournment.

### **ARTICLE IV. REPORTS**

Section 1. Reports. -- The Committee shall submit reports written in an approved format to the Executive Committee and/or Council following any regular or special meeting held by the Public Relations/Outreach Committee. The Committee, shall at a minimum, annually submit a written report detailing their activities. The staff attorney shall be responsible for drafting and submitting the necessary written reports.

### **ARTICLE V. PARLIAMENTARY PROCEDURE**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Committee in all cases in which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order the Council may adopt.

## **G. DELINQUENCY, DOMESTIC VIOLENCE, AND SEX CRIMES COMMITTEE**

### **ARTICLE I. NAME; MEMBERSHIP**

Section 1. Name. -- The name of this Committee shall be the Delinquency, Domestic Violence, and Sex Crimes Committee, hereinafter referred to within this Annex B as “Delinquency, Domestic Violence, and Sex Crimes Committee” or “Committee”.

Section 2. Membership. -- A staff attorney shall be appointed by the Executive Director to facilitate the support needs of the Committee.

Section 3. Committee Chair. -- The Committee Chair and Committee members shall be nominated by the Executive Committee and approved by a two-thirds vote of the Council Board of Directors.

### **ARTICLE II. COMMITTEE -- Purpose; Duties; Authority**

Section 1. Purpose. -- The Delinquency, Domestic Violence, and Sex Crimes Committee shall monitor and oversee legislative and policy changes involving issues on elder law, juvenile delinquency, domestic violence and/or sex crimes.

Section 2. Duties. -- The duties of the Delinquency, Domestic Violence, and Sex Crimes Committee shall include:

- a) Developing short and long term goals;
- b) Advising Prosecutors on Delinquency, Domestic Violence, and Sex Crimes issues;
- c) Studying the juvenile system with a focus on delinquency;
- d) Making legislative and policy recommendations to the Standing Committee on Legislation;
- e) Providing input for development of curriculum in focus areas;
- f) Providing oversight for manuals, forms or products in focus areas to assist prosecutors;
- g) Making recommendations and providing oversight pertaining to advanced trial advocacy courses; and,
- h) Acting as liaison with Department of Child Services (DCS), Family and Social Services Administration (FSSA), Judicial Center, other agencies and private organizations pertaining to focus areas.

Section 3. Authority. -- The Delinquency, Domestic Violence, and Sex Crimes Committee shall, with the consent of the Executive Committee, have the authority to appoint Sub-Committees. Binding authority remains exclusively with the Council Board of Directors.

### **ARTICLE III. MEETINGS -- Quorum; Organization; Order of Business**

Section 1. Regular Meetings. -- The regular meetings of the Delinquency, Domestic Violence, and Sex Crimes Committee shall be held at the Summer and Winter conferences unless otherwise directed by the Committee Chair, Executive Director or Executive Committee.

Section 2. Special Meetings. -- Special meetings may be called by the Committee Chair, Executive Director or Executive Committee. The purpose of the meetings shall be in the call. Except in cases of emergency, at least three days' notice shall be given.

Section 3. Quorum. -- At any meeting of the Delinquency, Domestic Violence, and Sex Crimes Committee the presence of a majority of the members of the Committee shall constitute a quorum for the transaction of any business.

Section 4. Organization. -- The Chairman, and in his or her absence, his or her designee, shall call meetings of the Delinquency, Domestic Violence, and Sex Crimes Committee to order and shall act as Chairman of such meeting. The designee should be a member of the Committee.

Section 5. Order of Business. -- The order of business so far as possible at all meetings shall be: 1) Call to Order; 2) Roll Call and proof of quorum; 3) Reading of the previous meeting's minutes and action thereon; 4) Old business; 5) New business; and 6) Adjournment.

### **ARTICLE IV. REPORTS**

Section 1. Reports. -- The Committee shall submit reports written in an approved format to the Executive Committee and/or Council following any regular or special meeting held by the Delinquency, Domestic Violence, and Sex Crimes Committee. The Committee, shall at a minimum, annually submit a written report detailing their activities. The staff attorney shall be responsible for drafting and submitting the necessary written reports.

### **ARTICLE V. PARLIAMENTARY PROCEDURE**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Committee in all cases in which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order the Council may adopt.

## **H. OFFICE ADMINISTRATOR COMMITTEE**

### **ARTICLE I. NAME; MEMBERSHIP**

Section 1. Name. -- The name of this Committee shall be the Office Administrator Committee, hereinafter referred to within this Annex B as "Office Administrator Committee" or "Committee".

Section 2. Membership. -- The Executive Committee will nominate members from among senior prosecuting attorney office administrators from among the several judicial circuits of the State of Indiana. A staff attorney and at least one Council administrative assistant shall be appointed by the Executive Director to facilitate the support needs of the Committee.

Section 3. Committee Chair. -- The Committee Chair and Committee members shall be nominated by the Executive Committee and approved by a two-thirds vote of the Council Board of Directors.

### **ARTICLE II. COMMITTEE -- Purpose; Duties; Authority**

Section 1. Purpose. -- The Office Administrator Committee shall monitor trends and initiatives relevant to the administration of prosecutor's offices.

Section 2. Duties. -- The duties of the Office Administrator Committee shall include:

- a) Developing short and long term goals;
- b) Advising Prosecutors on administrative issues;
- c) Providing input for development of curriculum in focus areas;
- d) Monitoring, studying, and developing proposals with respect to office organization, automation, and technology needs; and,
- e) Planning a periodic conference devoted solely to the professional training needs of office administrators, financial planners, paralegal specialists, and prosecutors other, non-attorney staff.

Section 3. Authority. -- The Office Administrator Committee's authority shall be limited to recommendation, oversight and review. Binding authority remains exclusively with the Council Board of Directors.

### **ARTICLE III. MEETINGS -- Quorum; Organization; Order of Business**

Section 1. Regular Meetings. -- The regular meetings of the Office Administrator Committee shall be held at the Summer and Winter conferences unless otherwise directed by the Committee Chair, Executive Director or Executive Committee.

Section 2. Special Meetings. -- Special meetings may be called by the Committee Chair, Executive Director or Executive Committee. The purpose of the meetings shall be in the call. Except in cases of emergency, at least three days' notice shall be given.

Section 3. Quorum. -- At any meeting of the Office Administrator Committee the presence of a majority of the members of the Committee shall constitute a quorum for the transaction of any business.

Section 4. Organization. -- The Chairman, and in his or her absence, his or her designee, shall call meetings of the Officer Administrator Committee to order and shall act as Chairman of such meeting. The designee should be a member of the Committee.

Section 5. Order of Business. -- The order of business so far as possible at all meetings shall be: 1) Call to Order; 2) Roll Call and proof of quorum; 3) Reading of the previous meeting's minutes and action thereon; 4) Old business; 5) New business; and 6) Adjournment.

#### **ARTICLE IV. REPORTS**

Section 1. Reports. -- The Committee shall submit reports written in an approved format to the Executive Committee and/or Council following any regular or special meeting held by the Office Administrator Committee. The Committee, shall at a minimum, annually submit a written report detailing their activities. The staff attorney shall be responsible for drafting and submitting the necessary written reports.

#### **ARTICLE V. PARLIAMENTARY PROCEDURE**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Committee in all cases in which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order the Council may adopt.

## **I. ADULT PROTECTIVE SERVICES COMMITTEE**

### **ARTICLE I. NAME; MEMBERSHIP**

Section 1. Name. -- The name of this Committee shall be the Adult Protective Services Committee, hereinafter referred within this Annex B as “APS Committee” or “Committee”.

Section 2. Membership. -- The Committee shall consist of elected all APS Hub Prosecutors. One of the members shall be the APS Sub-Committee Chair. A staff attorney shall be appointed by the Executive Director to facilitate the support needs of the Committee.

Section 3. Committee Chair. -- The Committee Chair and all Committee members, except the Sub-Committee Chair, shall be nominated by the Executive Committee and approved by a two-thirds vote of the Council Board of Directors.

### **ARTICLE II. COMMITTEE -- Purpose; Duties; Authority**

Section 1. Purpose. -- The APS Committee shall recommend strategies and approaches to improve APS services in Indiana.

Section 2. Duties. -- The duties of the APS Committee shall include:

- a) Developing short and long term plans to facilitate improvements in APS;
- b) Negotiating with Family and Social Services Administration (FSSA) the terms of contracts with FSSA;
- c) Serving as liaison with FSSA for Prosecutors regarding training, manuals, policy and common issues;
- d) Providing oversight and supervision to the APS Sub-Committee;
- e) Evaluating and drafting legislative proposals pertaining to APS and making recommendations to the Standing Committee on Legislation regarding the same; and,
- f) Providing recommendations to the Executive Committee, Executive Director and Council Board of Directors regarding prosecution of Elder Abuse cases and seeking civil remedies on behalf of APS clients.

Section 3. Authority. -- The APS Committee shall have authority to appoint Sub-Committee members. Binding authority remains exclusively with the Council Board of Directors.

### **ARTICLE III. MEETINGS -- Quorum; Organization; Order of Business**

Section 1. Regular Meetings. -- The regular meetings of the APS Committee shall be held at the Summer and Winter conferences unless otherwise directed by the Committee Chair, Executive Director, or Executive Committee.

Section 2. Special Meetings. -- Special meetings may be called by the Committee Chair, Executive Director or Executive Committee. The purpose of the meetings shall be in the call. Except in cases of emergency, at least three days' notice shall be given.

Section 3. Quorum. -- At any meeting of the APS Committee the members of the Committee present shall constitute a quorum and be sufficient for the transaction of any business.

Section 4. Organization. -- The Chairman, and in his or her absence, his or her designee, shall call meetings of the APS Committee to order and shall act as Chairman of such meeting. The designee should be a member of the Committee.

Section 5. Order of Business. -- The order of business so far as possible at all meetings shall be: 1) Call to Order; 2) Roll Call and proof of quorum; 3) Reading of the previous meeting's minutes and action thereon; 4) Old business; 5) New business; and 6) Adjournment.

#### **ARTICLE IV. ADULT PROTECTIVE SERVICES SUB-COMMITTEE**

Section 1. Membership. -- The Adult Protective Services Sub-Committee shall consist of eight to ten members. The members will be appointed by the APS Committee. Members of the Sub-Committee may consist of prosecutors, APS directors or any other person deemed beneficial to the committee.

Section 2. Sub-Committee Chair. -- The Sub-Committee Chair shall be elected from the APS Sub-Committee members by a majority vote.

Section 3. Duties. -- The duties of the APS Sub-Committee shall include:

- a) Creating and reviewing rules, protocols, and procedures developed by FSSA;
- b) Researching and studying issues pertaining to improving APS;
- c) Coordinating services programs with the State APS director or assistant director;
- d) Any other tasks directed by the APS Committee;

Section 4. Authority. -- The APS Sub-Committee authority shall be limited to recommendation, oversight and review. Binding authority remains exclusively with the Council Board of Directors.

#### **ARTICLE V. REPORTS**

Section 1. Reports. -- The Committee shall submit reports written in an approved format to the Executive Committee and/or Council following any regular or special meeting held by the APS Committee. The Committee shall, at a minimum, annually submit a written report detailing their activities. The staff attorney shall be responsible for drafting and submitting the necessary written reports.

#### **ARTICLE VI. PARLIAMENTARY PROCEDURE**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Committee in all cases in which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order the Council may adopt.