



Maine County Corrections Professional Standards Council

Council Bylaws

Article I: Name

The name of this organization shall be the County Corrections Professional Standards Council (hereinafter referred to as "the Council").

Article II: Purpose & Duties

The purpose & duties of the Council shall be in accordance with Title 34-A Section 1210-F; and any other directives required by law; including

1. Evaluate and advise the Commissioner of Corrections (hereinafter referred to as the "Commissioner") regarding the composition of programs and services required pursuant to section 1208-B, subsection 4.
2. Advise the Commissioner on adopting rules and standards for the jails.
3. Develop rules for reporting to the Department of Corrections (the "Department") the information required in section 1208-B, subsection 5, and section 1210-E, subsection 6.
4. Develop budget recommendations for the department related to the County Jail Operations Fund, to be submitted to the Commissioner and the Governor as part of the State's biennial budget process.
5. Make supplemental county jail funding recommendations to the Department to address shortfalls, emergencies, or other needs.
6. Consider and submit needed legislation regarding required programs, services, and reporting to the joint standing committee of the Legislature having jurisdiction over criminal justice and public safety matters. Furthermore, the Council may provide information or recommendations to the Legislature or any of its committees with regard to matters related to the jurisdiction of the Council.
7. Communicate changes to policy, reporting and processes to the appropriate representatives in each County or Regional Jail.

Article III: Membership

Section 1: Composition

The Council shall consist of 7 members appointed by the commissioner as follows:

1. Two members selected from a list of nominations submitted by a statewide association of county commissioners.
2. Two members selected from a list of nominations submitted by a statewide association of sheriffs.

3. One member selected from a list of nominations submitted by a statewide association representing municipalities.
4. Two members appointed from the department at the Commissioner's discretion.

Section 2: Terms

Council members shall serve for 2-year terms and until their successors have been appointed. A vacancy must be filled in the same manner as the original appointment.

Article IV: Officers

Section 1: Officers

The officers of the Council shall be a Chairperson, a Vice-Chairperson, and a Clerk.

Section 2: Election and Term

Officers shall be elected by a majority vote of the Council members at the first meeting of the calendar year and shall serve for a term of 2 years and until a successor is duly appointed.

Section 3: Duties

1. **Chairperson:** The Chairperson shall preside at all meetings, appoint committee members, and perform other duties as prescribed by the Council. In accordance with Title 34-A Section 1210-F, the Chairperson must be a member of the Council selected from a list of nominations provided by either a statewide association of sheriffs or a statewide association of county commissioners.
2. **Vice-Chairperson:** The Vice-Chairperson shall assume the duties of the Chairperson in their absence. In accordance with Title 34-A Section 1210-F, the Chairperson must be a member of the Council selected from a list of nominations provided by either a statewide association of sheriffs or a statewide association of county commissioners.
3. **Clerk:** The Clerk shall keep accurate records of all meetings and perform other duties as assigned. The Clerk is not required to be a member of the Council and may be a member of an association that provides nominations for membership on the Council.

Article V: Meetings

Section 1: Regular Meetings

The Council shall hold regular meetings at a time and place designated by the Chairperson and may hold these meetings remotely pursuant to Title 1 M.R.S.A. § 403-B. Meetings will be publicly advertised, and able to be publicly attended via the Council's web presence or other method as required under Maine's Freedom of Access Act.

Section 2: Special Meetings

Special meetings may be called by the Chairperson or by a majority of the Council members.

Section 3: Quorum

Four (4) members of the Council shall constitute a quorum for the transaction of business. A majority vote of members present shall be necessary for the adoption thereof unless a greater proportion is otherwise required by law or as expressly stated in the by-laws (see Article VIII Amendments).

Article VI: Subcommittees

The Council may establish subcommittees as necessary to carry out its functions that may include and be led by non-members of the Council for the purposes of reporting back to the Council for matters requiring approval. The Council shall appoint subcommittee members and designate subcommittee chairpersons by majority vote.

Article VII: Reporting to Legislature

The Council will assist the Department in the preparation of the Annual Report on Jails by Title 34-A, section 1210-E subsection 10. The Council will also be responsible for any future reporting directives required by law.

Article VIII: Amendments

These bylaws may be amended by a two-thirds vote of the Council members, provided that the proposed amendments have been submitted in writing at the previous regular meeting.

Article IX: Adoption

These bylaws shall become effective upon approval by a majority vote of the Council members and shall remain in effect until amended or repealed.

Adopted: July 24, 2025