

**South Dakota Corrections Commission**  
*By-laws*

- I. Officers. 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 for a one year term or until membership on the Commission shall expire.
  - 2) The Vice-Chair shall be elected from the membership, shall conduct all meetings in the absence of the Chair and shall serve for a one year term or until membership on the Commission shall expire.
  - 3) Elections of the Chairperson and Vice-Chairperson shall take place each year at the Spring meeting.
  - 4) In the event the Chairperson shall fail to complete his/her term, the Vice-Chair shall serve the remainder of the Chairperson's term.
- II. Meetings.
- 1) Meetings may be set by the Chairperson or the Secretary of Corrections as set forth by statute. Only the party calling the meeting may rescind the call of the meeting.
  - 2) A quorum shall consist of 5 or more members.
  - 3) Reasonable notice shall be given in advance of all meetings and the proposed agenda forwarded to all members in advance.
  - 4) The agenda for each meeting shall include topics of interest. Said topics may be placed on the agenda by any member forwarding a written request to the Secretary of Corrections five days in advance of the meetings. The Chairman shall approve the agenda before it is circulated to members. Additional items may be added to the agenda by the affirmative vote of the majority of the members present at any meeting.
  - 5) All matters requiring a vote shall be determined by a majority of those members in attendance.

III Commission Action and Reports.

- 1) The Commission shall conduct at least three meetings per year, with the final meeting each year to be held in December for the purpose of reviewing proposed legislation that any legislator, member, or person may present for endorsement.
- 2) In the event the Commission shall vote to endorse or take any position in opposition to any legislation, a member of the prevailing side shall be designated by the Commission to represent the Commission's position before the legislature.
- 3) The Commission may also from time to time issue reports, which reports shall be adopted by the majority of those in attendance.

Adopted by South Dakota Corrections Commission  
11/3/99  
Amended  
12/17/99