

CALIFORNIA PROBATION PAROLE AND CORRECTIONAL ASSOCIATION
DELEGATE MANUAL

Delegate Manual



CALIFORNIA PROBATION, PAROLE AND
CORRECTIONAL ASSOCIATION

2010

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SECTION I

THE DELEGATE ASSEMBLY

A. OVERVIEW / PURPOSE

The California Probation, Parole, and Correctional Association (CPPCA) functions with a delegate assembly whose purpose is to represent the membership in determining policy for the Association. The delegate assembly is established in Article IV of the Association Constitution. Its membership consists of representatives from each chapter from throughout the state, and meets annually, in conjunction with the State Training Conference, to represent the voice of the membership.

B. DELEGATES SERVE FOR A FULL FISCAL YEAR, from October 1 through September 30 of the following year.

C. THE NUMBER OF DELEGATES ALLOTTED TO EACH CHAPTER shall be determined by the Executive Director, based on the official voting membership at the close of business on June 1 according to the following schedule established in ARTICLE IV, SECTION 2 (b)(1) of the Constitution:

“ONE DELEGATE for each chapter of less than fifty members”

“ONE ADDITIONAL DELEGATE for chapters of fifty (50) to one hundred members”

“ONE ADDITIONAL DELEGATE for each additional fifty (50) members up to four hundred (400)”

“ONE ADDITIONAL DELEGATE for each one hundred members over four hundred (400)”

When membership is 0 - 49	1 Delegate is allotted
When membership is 50 - 100	2 Delegate are allotted
When membership is 101 - 149	3 Delegate are allotted
When membership is 150 - 199	4 Delegate are allotted
When membership is 200 - 249	5 Delegate are allotted
When membership is 250 - 299	6 Delegate are allotted
When membership is 300 - 349	7 Delegate are allotted
When membership is 350 - 400	8 Delegate are allotted
When membership is 401 - 499	9 Delegate are allotted
When membership is 501 - 599	10 Delegate are allotted
When membership is 601 - 699	11 Delegate are allotted
When membership is 701 - 799	12 Delegate are allotted

A Chapter Chair may submit a request in writing to the Executive Director for an auxiliary entitlement count of members as of May 31. The Executive Director shall report back to the Chapter no later than June 30. Assuming new Delegate positions result, those delegates shall serve from time of notification through September 30 of the fiscal year in which they are allocated.

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The Chapter Chair must convey the name(s) of such auxiliary delegate(s) to the State Chair of the Delegates and the State Office by July 31.

SECTION II

DELEGATE STEERING COMMITTEE

- A. THE STATE CHAIR OF THE DELEGATES may call upon each Regional Vice President to appoint a Regional Delegate Chair from duly elected delegates of that Region to assist in carrying out delegate activities during the fiscal year.
- B. THE DELEGATE STEERING COMMITTEE will consist of the following:
- State Delegate Chair
 - Delegate Vice Chair
 - Immediate Past Delegate Chair
 - Northern Region Delegate Chair
 - North Coastal Region Delegate Chair
 - Central Valley Region Delegate Chair
 - (2) Southern Region Delegate Chairs
- C. THE PURPOSE OF THE STEERING COMMITTEE IS TO:
- Enhance the continuity, consistency and cohesiveness of the delegate body.
 - Develop and maintain a statewide information and communication system.
 - Assist the State Chair of the Delegates in maintaining a broad awareness of the relevant issues being proposed and matters affecting the local delegates.
- D. DUTIES
1. The Steering Committee is to meet quarterly or as-needed during the year to discuss resolutions/issues being proposed by membership delegates.
 2. Assist in the development of the agenda for the Annual Delegate Caucus.
 3. Maintain the State Delegate networking system.

SECTION III

REGIONAL DELEGATE CHAIR

A. DUTIES:

1. Meet with the chapter delegates in their designated region at least quarterly, or as needed.
2. Provide liaison with the State Chair of the Delegates and the Vice Chair of the Delegates, the local chapters and thereby to the Board of Directors.
3. Communicate with other Regional Delegate Chairs regarding information sharing, status of previously passed resolutions, current pending resolutions and current issues.
4. Stimulate discussion of statewide issues affecting the membership.
5. Assist and support the State Chair of the Delegates in preserving and maintaining the integrity and viability of the delegate process/system.
6. Coordinate the development of resolutions which represent the collective views of the membership.
7. Assist in the development of the agenda for the delegate caucus at the Annual Conference.

SECTION IV

STATE CHAIR OF THE DELEGATES

A. THE CHAIR OF THE DELEGATES sits as a voting member of the Board of Directors and the Executive Committee and is specifically charged with being the liaison between the Board and the Delegate Assembly.

B. DUTIES

1. Serves on the Board of Directors and Executive Committee.
2. Is the administrative officer of the delegate body and presides over the delegates throughout the fiscal year and at the Annual Delegate Caucus. In this capacity controls the agenda and procedures, and delegate body's presentations at the Annual Business Meeting.
3. Is responsible for recognizing individuals as the official delegates of their respective chapters.
4. Is responsible to the Board of Directors as spokes-person for the delegates, representing their views and interests, and informs the delegates of issues of concern to the Board and the Executive Committee and facilitates their continuing discussion.
5. Works to enhance this continuity, consistency and cohesiveness of the delegate body.
6. Maintains the regional delegate system, reviewing the process to assure maximal representation of members' points of view with the Planning and Scope Committee.
7. Maintains a current accurate delegate roster, supervises attendance at the Annual delegate Caucus, Annual Business Meeting, and oversees the reimbursement process.
8. Develops and maintains an ongoing communications network with the Regional Delegate Chairs and chapter delegates to:
 - i. Gather input from delegates on pressing issues
 - ii. Provide feedback pertinent to the delegates
9. Calls and presides over meetings of the Delegate Steering Committee.
10. Maintains the delegate column in the Correctional News.
11. Calls for delegate resolutions no later than four months prior to the Annual Caucus.
12. Serves on the Annual Conference Committee.
13. Reviews and updates the Delegate Manual.

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14. The term of office for the State Chair of the Delegates is two (2) years.
15. When the Delegate Chair of Delegates must resign prior to the expiration of his/her term:

“In order to maintain an orderly transition of authority in the event of the Delegate Chair or Delegate Vice-Chair becoming unable to perform their duties or complete their term of service, the following resolution is proposed: “In the event of a vacancy in the office of the Delegate Chair, the Delegate Vice Chair shall act as Acting Delegate Chair. The Acting Delegate Chair shall appoint an Acting Vice Chair from the Northern or Southern Regions from which the Acting Delegate Chair originates. This Acting Vice Chair shall serve until an election is held at the next meeting of the Delegate Body, at which time the Delegate Body shall elect an Acting Delegate Vice Chair to serve with the Acting Delegate Chair. The newly elected Acting Vice Chair shall be from the same Region as the Acting Delegate Chair unless the Acting Delegate Chair serves as the Acting Delegate Chair for less than one year. In that case the Vice Chair shall be elected from the other Region from the Acting Delegate Chair. This is intended to maintain the North-South rotation of the Chairmanship. The Acting Delegate Chair shall serve out the remaining term of the departed State Chair of the Delegates and then shall assume office as the State Chair of the Delegates to serve their own 2 year term. If the Acting Delegate Vice Chair is from the same Regions as the Acting Delegate Chair, then a Vice Chair of the Delegates shall be elected when the Acting State Chair of the Delegates becomes elected State Chair of the Delegates. This newly elected Vice Chair shall be from the opposite Regions from the newly elected State Chair of the Delegates, preserving the rotation between the North-South Regions.”

Passed by 2008 Delegate Assembly and accepted by the Board of Directors, Sept 16, 2008.

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SECTION V

STATE DELEGATE VICE-CHAIR

- A. THE VICE-CHAIR will act as chair and vote at Board and at Executive Committee meetings in the absence of the Delegate Chair.
- B. DUTIES
 1. Coordinates delegate activities and communications as directed by the Delegate Chair.
 2. Assists the Delegate Chair in fulfilling the duties and responsibilities of the office.
 3. Maintains the regional body in his/her part of the state.
 4. Represents the collective views and interests of the delegate body at the Board of Director/Executive Committee meetings in the absence of the State Delegate Chair.
 5. Assumes responsibility for the maintenance of records of all delegate resolutions and Association position papers so future resolutions can be compared with same.
 6. Assumes the position of State Chair of the Delegates in the fiscal year following completion of the term as Delegate Vice-Chair.
 7. Attend at least one (1) Board meeting as a non-voting member.
 8. The term of office for the Delegate Vice-Chair is two (2) years.

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SECTION VI

THE DELEGATES

- A. THE DELEGATE BODY provides a vital link of communication between the local membership and the state officers.

- B. DELEGATES ARE ELECTED to serve from October 1 through September 30. This term coincides with the fiscal year of the Association and ends with the annual caucus. To provide beneficial continuity, it is recommended that delegates serve a minimum two-year period with alternating terms in Chapters having more than one delegate.

- C. ANY VOTING MEMBER OF THE ASSOCIATION may be nominated to represent the members of his/her chapter as a membership delegate, provided s/he does not serve concurrently as a delegate and a member of the Executive Committee.

- D. DUTIES:
 - 1. Communicate with members. This can be done on an individual basis, at chapter meetings and/or at specially called meetings with the delegates. All issues pertinent to the organization are valid, including but not limited to Association policy matters, state laws relevant to the correctional field or professional issues.

 - 2. Communicate the opinions and wishes of the membership/chapter to the Delegate Chair for communication to the Board of Directors.

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3. Forward resolutions to the Delegate Chair, and review the resolutions sent by the Delegate Chair for chapter membership input and guidance prior to the Annual Conference. These resolutions will be considered during the Annual Delegate Caucus for presentation to the Annual Business Meeting.

4. Represent the members of your chapter by attending the Annual Delegate Caucus and Business Meeting at the Annual Conference. The delegate caucus is a time for the delegates to propose and discuss motions on the resolutions presented and to review professional issues which have been placed on the agenda. At the Annual Business Meeting, the results of the delegate caucus are presented to the Board of Directors through the introduction of resolutions. The chapter membership, at its discretion, may bind its delegates as a group or as individual delegates; or it may free its delegates to vote their best judgment at the first or subsequent ballots, either as a body or as individual delegates, at the discretion of the chapter membership.

5. The State Conference registration should include a category for "Delegates" with corresponding reduced rate which includes meals only. Delegates would then complete the registration for marking "Delegate", pay the cost for meals only, and mail the check to the State as all other attendees do. The checks would be cashed and no amount reimbursed to local chapters/delegates."

6. Train newly elected chapter delegates.

7. Insure that the Chapter Chair has submitted your name, address (home and work) and phone numbers to the state office and to the State Delegate Chair during October of each year.

SECTION VII

RESOLUTION/CAUCUS PROCESS

- A. THE DELEGATE BODY conducts its business with the use of resolutions.
- B. A RESOLUTION MAY PRESENT FOR CONSIDERATION ALMOST ANYTHING PERTAINING TO THE ASSOCIATION. It can, for instance, propose refinements in the Association conduct of business or propose Association stands on any relevant issues. It is the method by which members, through their chapters can propose action or changes to the Association's Board of Directors.
- C. THE PROCESS OF INTRODUCING AND DEALING WITH RESOLUTIONS IS AS FOLLOWS:
 - 1. In response to a call for resolution from the Delegate Chair, chapters forward copies of resolutions to the Delegate Chair three months prior to the Annual Conference. Resolutions should be presented in the prescribed Resolution Form (See Attached).
 - 2. The State Delegate Chair compiles these resolutions and sends them to all chapters at least two months before the conference. The purpose of these two steps is to give all chapters ample opportunity to review resolutions introduced by other chapters, gather input from their own membership and formulate a position on each resolution.
 - 3. At the first caucus. The State Delegate Chair solicits any last minute resolutions which, for valid reason could not be introduced earlier.
 - 4. If there are last minute resolutions, the delegate assembly votes whether or not to consider them. A two thirds majority is necessary to consider a late resolution.
 - 5. Any last-minute resolutions accepted as well as all previously introduced resolutions are then formally brought to the floor, debated/discussed, and voted upon. Parliamentary process is followed.
 - 6. At the conclusion of the caucus, the resolutions introduced and approved by the body are reviewed. The last order of business for the caucus is to elect a new Delegate Vice Chair for the next fiscal year. The Vice Chair becomes State Chair of the Delegates the following year. The office of the Vice Chair rotates from North to South as does the association presidency and candidates must be delegates in good standing to be eligible for nomination. A simple majority is needed for election.



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Delegate Resolution Form

Delegate: _____

Chapter: _____

Date: _____

Resolution: _____

Background (enter in supporting information here): _____

Moved/Supported: _____

Seconded: _____

Status: _____

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SECTION VIII

ANNUAL BUSINESS MEETING

- A. THE BUSINESS MEETING, with prescribed formal notice to the membership, is the culmination of the resolution/caucus process and is required by California Corporate Law.
- B. QUORUM – 50% plus one of present delegates for the current year shall constitute a quorum.
- C. AT THIS MEETING, WITH THE DELEGATE BODY AND BOARD OF DIRECTORS PRESENT, AND THE FIRST VICE PRESIDENT PRESIDING, THE DELEGATE CHAIR presents to the board any resolutions previously approved by the delegate caucus. The resolutions are formally reintroduced and approved by the delegate body (usually by affirmation).
- D. A MAJORITY VOTE SHALL BE REQUIRED TO PASS any motion presented at the meeting. A concurring majority vote of the Executive Committee of the Board of Directors shall be required for the Association to be bound by the motion passed by the membership delegates.
- E. IF BY A MAJORITY VOTE, THE EXECUTIVE COMMITTEE REJECTS A MOTION PASSED BY THE MEMBERSHIP DELEGATES, a two-thirds vote at the combined meeting of the Executive Committee and the membership delegates shall be required to pass the motion or a subsequent motion related to the original motion. A quorum shall consist of the quorum of each body as provided in the constitution.
- F. THE BOARD OF DIRECTORS of the Association shall be bound by and carry out any motion passed by the delegates.
- G. OTHER ITEMS COVERED IN THE ANNUAL BUSINESS MEETING are a report to the delegate body on its previous year's resolutions and action taken on each of them, as well as a State of the Association report presented by the Executive Director.

MISSION

THE MISSION OF THE CALIFORNIA PROBATION, PAROLE AND
CORRECTIONAL ASSOCIATION IS TO:

- PROMOTE THE PROFESSIONALISM OF CORRECTIONS PRACTITIONERS
- SUPPORT RESEARCH RELEVANT TO CORRECTIONS
- ADVOCATE POSITIONS ON CORRECTIONS ISSUES TO LAWMAKERS AND POLICY MAKERS
- EDUCATE THE PUBLIC ON ISSUES VITAL TO CORRECTIONS
- PROMOTES COLLABORATIVE EFFORTS WITH RELATED AGENCIES
- PROVIDE A SUPPORTIVE NETWORK FOR ITS MEMBERS

CODE OF ETHICS

IN RECOGNITION OF THE PROFOUND RESPONSIBILITIES INHERENT IN A PROFESSION DEDICATED TO THE ADJUSTMENT OF SOCIAL RELATIONSHIPS, I ACKNOWLEDGE THESE TO BE MY GUIDING PRECEPTS:

- SERVE WITH HUMILITY
- ACT WITHOUT PREJUDICE
- UPHOLD THE LAW WITH DIGNITY
- BE OBJECTIVE IN THE PERFORMANCE OF MY DUTIES
- RESPECT THE INALIENABLE RIGHTS OF ALL PERSONS
- HOLD INVIOLEATE THOSE CONFIDENCES AND RESPONSIBILITIES TO THE INDIVIDUAL AND TO THE COMMUNITY
- COOPERATE WITH FELLOW WORKERS AND RELATED AGENCIES
- BE AWARE OF MY RESPONSIBILITIES TO THE INDIVIDUAL CONTINUOUSLY SEEKING KNOWLEDGE AND UNDERSTANDING

I ACCEPT THESE PRINCIPLES AS MY CODE OF ETHICS AND SHALL BUILD MY PROFESSIONAL LIFE UPON THEM

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CPPCA ANNUAL SCHEDULE OF EVENTS

DATE	EVENT
JAN 1	New Membership year. New officers assume leadership
JAN 15	Nominations for Regional Vice Presidents due to Nominations and Elections Committee.
FEB 1	Nominations for Elections Committee list of nominees for Second VP and candidates for Reg. VP(s) due to State Office.
FEB 15	Copy due to State Office for March Correctional News. Call for Award Nominees. Names for Auxiliary Delegates due to State Office and Chair of Delegates. Auxiliary begin serving term to end September 30 th .
APRIL 15	Copy due in State Office for CN
APRIL TBA	Legislative Day – Sacramento
APRIL TBA	1 st Quarter Board of Directors Meeting
APRIL 30	Nominations for Awards due to Awards Committee Chair
MAY 1	Req. for Orgs. Wishing to present awards at the Conf. due to the Awards Comm. Chair. Delegate resolutions due to the State Chair of Delegates
MAY 20	Awards Committee Recommendations due in State Office
JUNE 15	Copy due in State Office July for CN Delegate resolutions due to the State Chair of the Delegates
JUNE TBA	2 nd Quarter Board of Directors Meeting
JULY 1	Copy due in State Office for CN
JULY 10	Ballots due back in State Office-Delivered to Nom/Elect Comm.
JULY 15	Copy due in State Office for September CN
JULY 20	Nom. & Elect. Comm. – Elect. results to Board Pres. & Exec. Dir.
AUG 15	Copy Due for October Correctional News
SEPT TBA	Annual Conference
SEPT TBA	Annual Business Meeting
SEPT TBA	3 rd Quarter Board of Directors Meeting
DEC TBA	4 th Quarter Board of Directors Meeting
DEC 15	Content to state office for CN

NOTES