

**BYLAWS OF THE  
SEXUAL OFFENDER MANAGEMENT BOARD**

**ARTICLE I**

**NAME & PURPOSE**

- 1.1 Name.** The name of this Board shall be the Sexual Offender Management Board for the state of Idaho.
- 1.2 Authority.** The Sexual Offender Management Board (hereinafter Board) is created pursuant to section 18-8312, Idaho Code, effective July 1, 2011. It is a policymaking board that works in concert with other agencies, but acts independently from any other board or agency. The Board derives its authority pursuant to section 18-8314, Idaho Code.
- 1.3 Purpose.** The primary purpose of the Board shall be to develop, advance and oversee statewide sexual offender management policies and practices for adult and juvenile offenders, as demonstrated by *evidence-based best practices*. To that end it shall:
- A. Establish standards for sexual risk assessments, to include psychosexual evaluations or any variation thereof as ordered by the courts;
  - B. Establish standards for sexual offender treatment programs;
  - C. Establish qualifications and administer a certification process for:
    - i. Professionals conducting psychosexual evaluations pursuant to section 18-8316, Idaho Code, or adjudication proceedings on juvenile sexual offenders;
    - ii. Professionals providing treatment to adult or juvenile sexual offenders as ordered or required by the court, Idaho Department of Correction, Idaho Commission of Pardons and Parole, or the Idaho Department of Juvenile Corrections; and
    - iii. Professionals conducting post-conviction sexual offender polygraphs as ordered or required by the court, Idaho Department of Correction, Idaho Commission of Pardons and Parole, or the Idaho Department of Juvenile Corrections.
  - D. Establish and carryout protocols for quality assurance of adherence to the standards and qualifications set by the Board;
  - E. Establish standard protocols for sexual offender management to include specialized guidelines for juvenile probation and for adult probation and parole supervision;

- F. Establish standard protocols for a risk-based sexual offender registration classification system; and
- G. Develop a comprehensive and sustainable professional development program for all public and private providers of sexual offender management services to enhance the capacity and quality of sex offender treatment services.

## ARTICLE II

### MEMBERS

#### 2.1 Number, Appointment and Qualification.

A. The Governor appoints the Board members. A representative of the judiciary shall serve on the Board in a non-voting capacity and is appointed by the Chief Justice of the Supreme Court.

B. The Board shall consist of the following eleven (11) members:

1. One (1) member with expertise in the assessment and treatment of adult sexual offenders;
2. One (1) member with expertise in the assessment and treatment of juveniles who have been adjudicated for sexual offenses;
3. One (1) member with expertise in cultural diversity and behavior of offenders as they relate to assessment and treatment;
4. One (1) representative from the Idaho Department of Correction;
5. One (1) representative from the Idaho Department of Juvenile Correction;
6. One (1) attorney with experience in the prosecution of sexual offenders;
7. One (1) attorney with experience in the defense of sexual offenders;
8. One (1) representative from the Idaho Sheriffs' Association;
9. One (1) representative from the public;
10. One (1) member with expertise in post-conviction sexual offender polygraph examination;
11. One (1) non-voting representative of the Judiciary as designated by the Chief Justice.

**2.2 Tenure.** The Board members who are appointed by the Governor shall serve a term of three (3) years, with the only exception being a member appointed to serve in a vacant position. Such member shall hold office for the remainder of the appointed position's term.

**2.3 Power and Rights.** In addition to such powers and rights as are vested by law, or these bylaws, the members shall have such other powers and rights as the membership may determine in accordance with the Idaho Code and Constitution.

**2.4 Removal.** The Governor may remove members of the Board as provided in section 18-8313, Idaho Code. The Chief Justice may remove the Board's judiciary representative.

**2.5 Resignation.** A member who is appointed by the Governor must deliver a written resignation to the Governor, and a copy to the Chair.

- 2.6 Travel and Training Compensation.** Board members shall be reimbursed for expenses, including related travel and per diem to attend Board or other Board-related meetings, and Board approved professional development workshops and conferences, in accordance with the Idaho state travel policies and procedures. Board members who are not public employees will be compensated as provided by section 59-509(o), Idaho Code.
- 2.7 Conflict of Interest.** Board members should make every effort to assure the public that no conflicts of interest exist in the management of Board business. When conflicts do occur, the Board member shall abstain from voting in conflict of interest situations. (See Article V.) The general standard of conduct is to avoid any action that might result in or create the appearance of the use of public office for private gain; or giving preferential treatment; or impeding governmental efficiency or economy; or the loss of independence and impartiality in the decision-making process; or making decisions outside of the official decision-making process; or any action that would create a lack of public confidence in the integrity of the Board.

## ARTICLE III

### OFFICERS AND AGENTS

- 3.1 Number and Qualification.** The officers of the Board shall be a Chair and Vice-Chair. The Manager assigned to the Board shall be considered as an agent for the Board.
- 3.2 Selection.** The Board selects the Chair and Vice-Chair.
- 3.3 Term.** The Chair and Vice-Chair shall each hold office for two (2) consecutive years and may be reappointed at the expiration of their terms.
- 3.4 Chair, Vice Chair and Manager.**
- A. The Chair shall generally supervise the Board with the consent of the members. The Chair shall preside at all meetings of the Board. The Chair shall be responsible for decisions regarding the furtherance of the Board's goals and duties.
  - B. The Vice-Chair shall have duties and powers, as the members shall determine. The Vice-Chair shall have and may exercise all the powers and duties of the Chair during the absence of the Chair or in the event of his or her inability to act.
  - C. The Manager shall act as the Chief Executive Officer for the Board and shall be responsible for the administration and management of board affairs in consultation with the Chair. The Manager shall have additional duties and powers as determined by the Board.
- 3.5 Election Procedure.** The Chair and Vice-Chair shall be nominated by a Board member motion in open meeting. Motion must be seconded with majority affirmative vote to become final. The Chair and Vice-Chair selection will take place during a regular autumn meeting in odd numbered years.
- 3.6 Resignation.** The Chair may submit a resignation letter to the Board. The Vice-Chair may resign by delivering a letter to the Chair. Such resignation shall be effective upon receipt (unless specified to be effective at some other time), and acceptance thereof shall not be necessary to make the resignation effective.
- 3.7 Vacancies.** If the office of Chair or Vice-Chair becomes vacant, the members will elect a successor. Each successor shall hold office for the remainder of the term, or until he or she sooner dies, resigns, is removed or becomes disqualified.
- 3.8 Conflict of Interest.** If both the Chair and Vice-Chair have a conflict of interest on any matter taken up by the Board, the Chair shall designate another Board member to preside over the Board in that matter.

**3.9 Appointment of Subcommittees.** Other than subcommittees established in the Idaho Sexual Offender Management Board Standards and Guidelines, it shall be the duty of the Chair, with approval of the Board, to establish subcommittees responsible to act as directed by the members. Subcommittees may include Board members as well as invited experts and other stakeholders or participants. If a Board member appointed to these committees is unavailable to attend the committee meetings, another person, with knowledge and expertise in the field, can sit in as a proxy for the absent Board member. It shall be the duty of the Chair, with approval of the members, to appoint Chairs of all subcommittees. The Chairs of such subcommittees shall be chosen from standing members. Subcommittees shall have no legal authority to act, but shall report their findings and recommendations to the members.

Subcommittees will convene at the call of the Chair, at least annually, for the following topics:

- A. Evaluation Standards: this subcommittee will convene to review, revise, and update the Board's Standards to ensure the psychosexual evaluation standards and assessments conform to best practices.
- B. Treatment Standards: this subcommittee will convene to review, revise, and update the Board's Standards to ensure the sexual offender treatment standards conform to best practices.
- C. Polygraph Standards: this subcommittee will convene to review, revise, and update the Board's Standards to ensure the post-conviction sex offender polygraph testing standards conform to best practices.
- D. Board Forms and Templates: this subcommittee will convene to develop, review, and modify the forms and templates used by the Board and those recommended or required by the Board to be used by certified providers.

**3.10 Spokesman.** It shall be the responsibility of the Chair, Vice Chair, or the Manager to speak on behalf of the Board for official information concerning the Board. If the Chair, Vice Chair, and Manager are unavailable, another person as directed by the Chair, Vice Chair, or Manager shall speak on behalf of the board.

## ARTICLE IV

### MEETINGS

- 4.1 Regular Meetings.** Meetings will normally be held in Boise, Idaho at a date and time determined by the Chair. No less than quarterly meetings will be held in a calendar year. Members may join a regular meeting by telephonic or other electronic means as deemed practical and at the discretion of the Chair or Manager; however, personal attendance is preferred.
- 4.2 Special Meetings.** Special meetings may be called by the Chair or Manager on an as needed basis. Special meetings may be held by telephonic or other electronic means as deemed practical at the discretion of the Chair or Manager.
- 4.3 Call and Notice.**
- A. Meetings. Reasonable notice of the time and place of meetings of the members shall be given to each member. Such notice need not specify the purposes, unless otherwise required by law or these bylaws or unless there is to be considered at the meeting amendments to these bylaws.
  - B. Reasonable and Sufficient Notice. It shall be reasonable and sufficient notice to send a member notice by mail, e-mail, facsimile or by telephone at least seven (7) calendar days before a meeting, addressed to such member at his or her usual or last known business address, e-mail address, fax number or telephone number. In such case that a special meeting is called, notice shall be as soon as practical.
  - C. Public Notice. Notice of the time and place of all meetings shall be in accordance with the Idaho Open Meeting Law as provided in chapter 2, title 74, Idaho Code.
- 4.4 Quorum.**
- A. Definition. A majority of appointed Board members shall constitute a quorum for all actions.
  - B. Determination of Quorum. Members may be present at a meeting either in person or by telephone, in accordance with Idaho Code § 74-203. If a quorum is not present at the scheduled time of the meeting, business may be provisionally transacted. Ratification of provisionally transacted business shall occur at such time as a quorum is present, or at the next regular meeting. If following the declaration of a quorum, Board members leave, no longer establishing a present majority, the quorum is lost.
- 4.5 Action by Vote.**
- A. The vote on any action required or permitted to be taken, shall be taken and recorded in open meeting as dictated by the Idaho Open Meeting Law. Each member, representing a particular agency shall have one (1) vote. When a quorum is present, a majority of the votes properly cast by members present shall decide any question, unless otherwise provided by law or these bylaws.

- B. The presiding officer shall abstain from voting until the quorum has cast their votes. If a tie should result with the presiding officer's vote, the presiding officer may abstain from voting or may cast a vote, which vote shall decide the matter.
- 4.6 Attendance.** Board members are expected to attend every meeting. In the event a Board member or representative cannot attend, the member shall notify the Board's Manager in a timely manner. Participation by telephonic or electronic means shall be deemed as actual attendance.
- 4.7 Proxies.** Members cannot vote by absentee ballot. Any member can send a representative to attend a meeting with approval by the Chair or Manager. The representative shall not be authorized to vote at the meeting and shall not be counted for the purpose of determining whether a quorum is present.
- A. A member's representative shall be from an equal or reasonably similar discipline, and where applicable, from the same organization as the member.
- B. A representative for the Judiciary member shall be recommended by the Chief Justice.
- C. Representatives shall be responsible for informing the member of meeting discussions and resulting actions.
- 4.8 Absences.** Two (2) consecutive absences without representation or three (3) absences within a six (6) month period of time shall trigger a review of the ability of the member to participate in the Board's duties and responsibilities. After review, the Chair shall have the option of asking the board member to resign and initiating the process to replace the Board member.
- 4.9 Executive Session.** The Board may conduct business in executive session in accordance with Idaho Code § 74-206.
- 4.10 Subcommittees.** Subcommittees shall meet on an as-needed basis. Recommendations of subcommittees shall be ratified by a majority of Board members at a regular or special meeting. These bylaws shall be amended as needed to incorporate subcommittee rules of order.
- 4.11 Minutes.** Minutes shall be kept of all regular and special meetings of the Board, and shall be approved at the next appropriate meeting. Minutes of all subcommittee meetings shall be kept.
- 4.12 Retention and Public Information.** The Board shall establish and carry out protocols for the retention of records maintained in the office of the Board. Requests for public information shall be processed in compliance with the Idaho Public Records Act, Title 74, Chapter 1, Idaho Code..



## ARTICLE V

### BOARD FINANCES

- 5.1 Spending Authority.** The Chair, Vice Chair and Manager shall have the ability to approve expenditures. The Manager shall be responsible for management of the Board's allocated funding and shall have the authority to approve expenditures without the Board's consent, up to one thousand dollars (\$1,000) per event.
- 5.2 Expenditures.** Expenditures in excess of one thousand dollars (\$1,000) per event shall require approval by the Board.
- 5.3 Contracts.** The Manager shall have the authority to develop services contracts for furtherance of Board business. Such contracts shall require approval by the Board and signature by the Chair.
- 5.4 Grants or Technical Assistance Requests.**
- A. The Manager shall have authority to develop grant funding proposals. Such proposals shall require approval by the Board prior to submission.
  - B. The Manager shall be responsible for oversight of grants or technical assistance requests.
- 5.5 Professional Development Requests**
- A. When feasible, requests for Board member and staff professional development shall be made and approved by a vote of the Board.
  - B. If time constraints limit the ability for Board review and approval, the Chair and Manager shall have the authority to review and approve such requests.
  - C. Staff professional development requests that do not exceed one thousand dollars (\$1000) shall be approved by the Manager upon consent of the Chair.
  - D. All professional development requests where travel is required shall comply with regulations established by the Idaho Board of Examiners.

## ARTICLE VI

### ETHICS AND CONFLICT OF INTEREST

- 6.1 Declaration.** All Board members shall make a declaration orally or in writing during a regular, special, or committee meeting of the Board, which will be included in the minutes, of any conflict of interest or appearance of a conflict of interest. The Board member should not participate in the discussion if a conflict of interest is declared but may answer questions of the Board. It is the responsibility of the Chair to enforce this section.
- 6.2 Abstention from Motions and Voting.** A Board member shall abstain from making a motion, seconding a motion, or voting on any matter in which the member has a conflict of interest or the appearance of a conflict of interest. The minutes shall reflect any abstention.
- 6.3 Responsibility of Board Members and Staff.** If a Board member or a Board staff person is aware of a conflict of interest or appearance of conflict of interest of a Board member, such person shall bring the conflict to the attention of the Chair.
- 6.4 Prohibitions.** No Board member shall accept any fee, gratuity, or other consideration of any kind or nature from any person, unit, agency or organization for the purpose of influencing a vote, decision or recommendation of a Board member or staff member on a matter before the Board.

Further reference Idaho Statutes: Title 74, chapter 4, Ethics in Government; Title 18, chapter 13, Bribery and Corrupt Influences Act; Idaho Attorney General's Office Ethics in Government Manual.

## **ARTICLE VII**

### **AMENDMENTS**

These bylaws may be amended at any regular meeting of the Board by a two-thirds vote of the voting members.

## **ARTICLE VIII**

### **DISSOLUTION**

The Board may be dissolved by legislative action.

## **ARTICLE IX**

### **RULES OF PROCEDURES**

The conduct of the Board shall be governed by the Idaho Open Meeting law. All matters not covered by law, these by-laws, or policies and procedures that have been approved by the Board shall be governed by the most recently published version of Robert's Rules of Order.