



# TENNESSEE SEX OFFENDER TREATMENT BOARD

## BY-LAWS

### Article I – Creation

In accordance with statute 39-13-704, there is created, in the Department of Correction (Department), a sex offender treatment board (Board) which shall consist of twelve (12) members.

### Article II – Organization

A. The Board shall consist of twelve (12) members. Board members are appointed pursuant to 39-13-704 subsection (a). Board members serve a term of four (4) years. The Commissioner of Correction shall appoint a presiding officer for the board from among the board members. The presiding officer shall serve as such at the pleasure of the Commissioner.

B. Committees

The Board, by resolution of a majority of the members of the Board, may designate and appoint one or more committees to serve in an advisory capacity to the Board. No such committee(s) shall have the authority of the Board and shall perform only those functions determined by the Board. Committee members shall be appointed by the Presiding Officer and shall serve at the pleasure of the Board. The Chairperson(s) of committee(s) may be designated by the Board or may be selected by the members of the committee(s), as determined by the Board.

Each committee shall meet with the Board at least once each year at such regular meeting of the Board as may be designated by the Board and at such other times as may be called by the Presiding Officer of the Board.

C. Meetings – Regular

Meetings of the Board shall be held on a regular basis at a place and time determined by the Board or at such other times as may be established by a majority vote of the entire membership of the Board.

D. Emergency or special meetings of the Board may be called by the Commissioner of Correction, Presiding Officer, or upon written request of a majority of members of the Board. Notice of any emergency or special meetings of the Board shall be mailed or be delivered by telephone to each member of the Board stating the time, place, and purpose of the meeting. Notice by telephone must be given no later than 24 hours prior to the time set for the meeting, or if mailed, shall be mailed not later than 72 hours prior to the hour set for the meeting. Any member of the Board may waive notice of the time, place, and purpose of an emergency or special meeting at any time before, during, or after such meeting.



BY-LAWS

E. Quorum

The quorum of members necessary for the Board to transact business shall be a simple majority of the entire membership of the Board. Decision of the Board shall be by simple majority vote of the members of the Board present unless otherwise specified by these by-laws.

F. Compensation

Members of the Board shall serve without compensation but shall be reimbursed for any necessary and actual traveling expenses incurred by them in the performance of their duties as members, as allowable under statute and state fiscal guidelines.

**Article III – Procedures and Rules of Order**

- A. Meetings of the Board shall be conducted in the following manner: there will be an agenda for each meeting. Board action shall require a motion, second, and majority vote.
- B. The Presiding Officer shall preside at all meetings. In the absence of the Presiding Officer, a member selected by those Board members present shall preside.
- C. The agenda may be changed by the Presiding Officer or by a majority vote of the Board members present.
- D. Minutes shall be made of meetings of the Board.
- E. The Presiding Officer may participate in discussion and shall vote as any other Board member.
- F. A roll call vote shall be taken upon the request of any Board member. The names of the Board members shall be called in alphabetical order by the Presiding Officer, and each member shall vote "yes" or "no" at such time unless he/she chooses to abstain.

**Article IV – General Policies**

- A. The Board shall act only by resolution at a duly called meeting of the Board and no individual member of the Board shall exercise individually any administrative authority with respect to the Board.
- B. No individual member of the Board shall make a statement of policy which purports to be that of the Board unless the Board shall have adopted such policy, but no one shall be prohibited from stating his or her personal opinions, provided they are clearly identified as such.



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### Article V – Administrative Directives

- A. The Presiding Officer shall attend all Board meetings or send a suitable representative selected by him/her.
- B. The Presiding Officer shall prepare an agenda for all regular meetings, and have such agenda emailed or mailed to Board members at least five (5) days prior to each meeting.
- C. Copies of the minutes of each regular meeting shall be emailed to all Board members by the Presiding Officer at least five (5) days prior to the next regular meeting. Minutes of emergency or special meetings shall be emailed to Board members as soon as is reasonably possible.
- D. The Presiding Officer shall see that the Board is kept well informed of the activities and programs of the Board and of its committees and shall regularly advise the Board concerning any staff vacancies relating to high-level personnel.
- E. A calendar of important dates and rule-making events shall be prepared by the Presiding Officer.

### Article VI – Bylaws

These by-laws may be amended or repealed and new by-laws may be adopted by a majority vote of the entire membership of the Board at any regular meeting of the Board, only after notice to all Board members.

The Sex Offender Treatment Board does by resolution hereby adopt these by-laws on August 21, 2007.

**\*modified September 25, 2023, to reflect the legislative change to the number of board members\***