ADULT CORRECTIONS COMMITTEE
(AD HOC)

Charges Assigned by the President:

1. The Committee shall engage in discussions to promote career development of staff working in adult correctional facilities and systems through building integrated trainings and experiences to be presented to the ACA Career Development Ad Hoc Committee.

2. The Committee shall develop a list of recommendations to increase the attendance at ACA conferences of staff working in adult correctional prisons and systems.

3. Members of the Committee will participate in the development and delivery of integrated trainings to be delivered at the ACA conferences and other trainings, e-learning and webinars in between ACA conferences.

4. The committee chair shall serve on the ACA Career Development Ad Hoc Committee.

5. If the Committee learns of innovative programs, technology or positive initiatives regarding their subject matter, the committee could consider writing an article for possible inclusion in Corrections Today magazine.

6. The Committee shall submit names of viable candidates to assist the Nominating Committee in the election in time for their 2020 spring meeting. The Committee shall develop the list at their January 2020 meeting, following a reminder by ACA staff that will include a list of open positions. The recommendations should be to the ACA Executive Director’s office by no later than March 1, 2020.

7. The Chair shall appoint a Committee member to act as “secretary” to work closely with the Chair to distribute information regarding meetings, take minutes at meetings, distribute minutes following meetings (including distribution to the Exec. Office at ACA) and to perform other administrative duties relating to the committee, as requested.

8. A written record of any proposals, recommendations or actions should be submitted to the ACA Executive Office. Minutes should be submitted to the President following committee meetings to pres@aca.org.

In the absence of the Chair, the Vice Chair shall chair the meeting of this committee. In the absence of the Chair and Vice Chair, the Committee will appoint a member to temporarily chair the meeting.
ADULT LOCAL DETENTION COMMITTEE
(AD HOC)

Charges Assigned by the President:

1. The Committee shall develop a list of recommendations to increase the attendance at ACA conferences of staff working in adult local detention facilities.

2. If the Committee chooses to do so, there are 4 opportunities (one at each conference) that the committee could submit an interesting and informative workshop proposal. Workshops should not only provide information on innovations, but also what are the implications and challenges in making changes in the culture.

3. If the Committee learns of innovative programs, technology or positive initiatives regarding their subject matter, the committee could consider writing an article for possible inclusion in Corrections Today magazine.

4. The Committee shall submit names of viable candidates to assist the Nominating Committee in the election in time for their 2020 spring meeting. The Committee shall develop the list at their January 2020 meeting, following a reminder by ACA staff that will include a list of open positions. The recommendations should be to the ACA Executive Director’s office by no later than March 1, 2020.

5. The Chair shall appoint a Committee member to act as “secretary” to work closely with the Chair to distribute information regarding meetings, take minutes at meetings, distribute minutes following meetings (including distribution to the Exec. Office at ACA) and to perform other administrative duties relating to the committee, as requested.

6. A written record of any proposals, recommendations or actions should be submitted to the ACA Executive Office. Minutes should be submitted to the President following committee meetings to pres@aca.org.

In the absence of the Chair, the Vice Chair shall chair the meeting of this committee. In the absence of the Chair and Vice Chair, the Committee will appoint a member to temporarily chair the meeting.
BEHAVIORAL HEALTH COMMITTEE
(AD HOC)

Charges Assigned by the President:

The Chair, in collaboration with the other treatment committee chairs, shall submit an editorial for the September/October 2019 edition of Corrections Today detailing the Committee’s action plan for 2019-2021.

1. Performance Based Standards and Expected Practices
   The Committee shall work on any performance-based standards and expected practices referred from the Standards Committee.

2. Educational/Professional Development
   a. The Committee shall identify exemplary practices in the area of behavioral/mental health services.

   b. The Committee shall submit at least three sponsored workshop topics along with session title, overview, objectives, speakers and resumes for consideration to the ACA staff for each Congress of Correction and Winter Conference.

   c. The Committee shall submit articles for ACA's publications.

   d. The Committee shall present 1 training session on a critical topic by webinar for corrections professionals per year.

3. Networking
   a. The Committee shall work with other ACA committees to address critical issues and the provision of services for individuals with mental illness or behavioral issues in corrections.

   b. The Committee shall collaborate with the Healthcare Committee and Substance Disorders committee to create a subcommittee addressing co-occurring Disorders.

Committee Members’ responsibilities
- Members are expected and should make every effort to attend all four meetings
- Each member must be a working member of a subcommittee
- Members should have a current ACA membership status.
COMMITTEE ON CORRECTIONAL AWARDS
(STANDING)

Bylaws Charge:

The Committee on Correctional Awards, the members of which shall serve no more than two consecutive terms of two years, shall meet at the annual Congress of Correction and Winter Conference to review nominations for awards established by the Association and shall select the most qualified candidates according to criteria established by the Board of Governors for that award. An award may be proposed by any member, committee, or organization in the Association and will be established, following the recommendation of the committee, upon approval by the Executive Committee, Board of Governors and Delegate Assembly.

Charges Assigned by the President:

1. The Committee shall submit names of viable candidates to assist the Nominating Committee in the election in time for their 2020 spring meeting. The Committee shall develop the list at their January 2020 meeting, following a reminder by ACA staff that will include a list of open positions. The recommendations should be to the ACA Executive Director’s office by no later than March 1, 2020.

2. The Chair shall appoint a Committee member to act as “secretary” to work closely with the Chair to distribute information regarding meetings, take minutes at meetings, distribute minutes following meetings (including distribution to the Exec. Office at ACA) and to perform other administrative duties relating to the committee, as requested.

3. A written record of any proposals, recommendations or actions should be submitted to the ACA Executive Office. Minutes should be submitted to the President following committee meetings to pres@aca.org.

In the absence of the Chair, the Vice Chair shall chair the meeting of this committee. In the absence of the Chair and Vice Chair, the Committee will appoint a member to temporarily chair the meeting.
CORRECTIONAL NURSES COMMITTEE
(AD HOC)

Charges Assigned by the President:
The Chair, in collaboration with the other treatment committee chairs, shall submit an editorial for the September/October 2019 edition of Corrections Today detailing the Committee’s action plan for 2019-2021.

1. Certified Correctional Nurse Program
   a. The Committee shall review and update ACA’s Certified Correctional Nurse and Nurse Manager Program.
   b. A subcommittee shall review, develop and update all current ACA nursing expected practices and develop new expected practices for juvenile detention facility and juvenile correctional facility manuals.
      - The subcommittee shall be composed ONLY of members that are certified correctional nurses or higher.

2. Educational/Professional Development
   a. The Committee shall identify exemplary practices in the area of correctional nursing.
   b. The Committee shall submit at least three sponsored workshop topics on correctional nursing practice for consideration to the ACA staff for each Congress of Correction and Winter Conference.
   c. The Committee shall submit articles on the provision of correctional nursing for ACA's publications.
   d. The Committee shall present 1 training session on a critical topic by webinar for corrections nursing professionals per year.

3. Networking
   a. The Committee shall work with other ACA committees to address critical correctional nurse practice issues and services for the corrections population.

Committee Members’ responsibilities
• Members are expected and should make every effort to attend all four meetings
• Each member must be a working member of a subcommittee
• Members should have a current ACA membership status.
COMMUNITY CORRECTIONS COMMITTEE
(AD HOC)

Charges Assigned by the President:

1. Develop strategies that are focused on local jail reentry exemplary practices along with community corrections. Begin to explore exemplary practices and outline a process to open dialogue on with our local jail, ACA members and Community Corrections Members. Example: focus on the CSG Stepping Up Studies to better prepare local inmates to reenter their lives locally by addressing the many barriers that exist in his/her life. Possibly publish these exemplary practices in Corrections Today and other media resources.

2. Continue collaboration and planning between prison and community corrections leaders to explore exemplary practices and develop model reentry planning both inside the institution and when they come to community corrections programs and provide these exemplary practices to the Adult Corrections Committee and the ACA Professional development.

3. The Committee shall engage in discussions to promote career development for staff in community correctional settings through building integrated trainings and experiences to be presented to the ACA Professional development. The chair shall serve as a member of the ACA Professional development.

4. The Committee shall develop a list of recommendations to increase the attendance at ACA conferences of staff working in community correctional settings.

5. If the Committee learns of innovative programs, technology or positive initiatives regarding their subject matter, the committee could consider writing an article for possible inclusion in Corrections Today magazine. In addition, the committee should provide more publication articles for possible inclusion in CT to better highlight Community Corrections and Exemplary practices within our field.

6. The Committee shall submit names of viable candidates to assist the Nominating Committee in the election in time for their 2020 spring meeting. The Committee shall develop the list at their January 2020 meeting, following a reminder by ACA staff that will include a list of open positions. The recommendations should be to the ACA Executive Director’s office by no later than March 1, 2020.

7. The Chair shall appoint a Committee member to act as “secretary” to work closely with the Chair to distribute information regarding meetings, take minutes at meetings, distribute minutes following meetings (including distribution to the Exec. Office at ACA) and to perform other administrative duties relating to the committee, as requested.

8. A written record of any proposals, recommendations or actions should be submitted to the ACA Executive Office. Minutes should be submitted to the President following committee meetings to pres@aca.org.

In the absence of the Chair, the Vice Chair shall chair the meeting of this committee. In the absence of the Chair and Vice Chair, the Committee will appoint a member to temporarily chair the meeting.
CONGRESS PROGRAM PLANNING COMMITTEE
(STANDING)

Bylaws Charge:

A Committee on Congress Program Planning shall, under guidelines approved by the Board of Governors, assist the Association staff in the development of the annual Congress of Correction and Winter Conference programs.)

Charges Assigned by the President:

1. The Committee shall submit names of viable candidates to assist the Nominating Committee in the election in time for their 2020 spring meeting. The Committee shall develop the list at their January 2020 meeting, following a reminder by ACA staff that will include a list of open positions. The recommendations should be to the ACA Executive Director’s office by no later than March 1, 2020.

2. The Chair shall appoint a Committee member to act as “secretary” to work closely with the Chair to distribute information regarding meetings, take minutes at meetings, distribute minutes following meetings (including distribution to the Exec. Office at ACA) and to perform other administrative duties relating to the committee, as requested.

3. A written record of any proposals, recommendations or actions should be submitted to the ACA Executive Office. Minutes should be submitted to the President following committee meetings to pres@aca.org.

In the absence of the Chair, the Vice Chair shall chair the meeting of this committee. In the absence of the Chair and Vice Chair, the Committee will appoint a member to temporarily chair the meeting.
CONSTITUTION AND BYLAWS COMMITTEE
(STANDING)

Bylaws Charge:

The Committee on Constitution and Bylaws shall recommend to the Executive Committee, Board of Governors and the Delegate Assembly action to be taken by the membership on proposed amendments to or revision of the Constitution and Bylaws.

Charges Assigned by The President

1. The Committee shall submit names of viable candidates to assist the Nominating Committee in the election in time for their 2020 spring meeting. The Committee shall develop the list at their January 2020 meeting, following a reminder by ACA staff that will include a list of open positions. The recommendations should be to the ACA Executive Director’s office by no later than March 1, 2020.

2. The Chair shall appoint a Committee member to act as “secretary” to work closely with the Chair to distribute information regarding meetings, take minutes at meetings, distribute minutes following meetings (including distribution to the Exec. Office at ACA) and to perform other administrative duties relating to the committee, as requested.

3. A written record of any proposals, recommendations or actions should be submitted to the ACA Executive Office. Minutes should be submitted to the President following committee meetings to pres@aca.org.

In the absence of the Chair, the Vice Chair shall chair the meeting of this committee. In the absence of the Chair and Vice Chair, the Committee will appoint a member to temporarily chair the meeting.
CREDENTIALS COMMITTEE
(STANDING)

Bylaws Charges:

A. The Credentials Committee shall comprise at least three but not more than five members, each of whom shall be a member of the Delegate Assembly.

B. All delegates shall sign in at the meeting of the Delegate Assembly.

C. The committee shall certify voting members at the Delegate Assembly meeting and decide all disputes regarding certification.

Charges Assigned by the President

1. The Chair shall appoint a Committee member to act as “secretary” to work closely with the Chair to distribute information regarding meetings, take minutes at meetings, distribute minutes following meetings (including distribution to the Exec. Office at ACA) and to perform other administrative duties relating to the committee, as requested.

2. A written record of any proposals, recommendations or actions should be submitted to the ACA Executive Office. Minutes should be submitted to the President following committee meetings to pres@aca.org.
Charges Assigned by the President:

The American Correctional Association provides leadership and expertise not only to its members, but others interested in criminal justice both nationally and internationally. We know that the terms we use in our profession matter. We also recognize that we describe persons, places and conditions associated with our work differently. That inconsistency may result in unintended consequences including lack of acceptance of those in our care who worked to support positive change.

The Committee shall utilize the past ACA publication [1998] regarding terminology as a starting point for this work; endorsing some definitions that remain appropriate, modify some definitions that require change based on the passage of time and evidentiary findings and develop new definitions for terms not previously addressed.

The charge of this Committee is to identify those terms we use differently in our daily work as well as in the written text. Further, to provide a clear definition of that (WORD) term. Finally, the committee will recommend this Glossary of Terms to the Policy and Resolutions Committee for a recommendation to the Board of Governors by the Summer 2020 ACA Congress. Once approved, ACA staff will utilize the approved terms in all policy and resolutions, performance measures and other publications.

The Co-Chairs shall appoint a Committee member to act as “secretary” to work closely with the Co-Chairs to distribute information regarding meetings, take minutes at meetings, distribute minutes following meetings (including distribution to the Exec. Office at ACA) and to perform other administrative duties relating to the committee, as requested.

A written record of any proposals, recommendations or actions should be submitted to the ACA Executive Office. Minutes should be submitted to the President following committee meetings to pres@aca.org.
DENTAL COMMITTEE
(AD HOC)

Charges Assigned by the President:

The Chair, in collaboration with the other treatment committee chairs, shall submit an editorial for the September/October 2019 edition of Corrections Today detailing the Committee’s action plan for 2019-2021.

1. Performance Based Standards and Expected Practices
   a. The Committee shall work on any performance-based standards and expected practices referred from the Standards Committee.
   b. A subcommittee shall review, develop and update all current ACA dental health expected practices and develop new practices for juvenile detention facility, juvenile correctional facility, adult correctional facility, and adult local detention facility manuals.
   c. The subcommittee shall be composed ONLY of members from an accredited facility.

2. Educational/Professional Development
   a. Committee shall identify exemplary practices in the area of dental health services.
   b. The Committee shall submit at least three sponsored workshop topics along with session overview, speakers and resumes for consideration to the ACA staff for each Congress of Correction and Winter Conference.
   c. The Committee shall submit articles for ACA’s publications.
   d. The Committee shall present 1 training session on a critical topic by webinar for corrections professionals per year.

3. Networking
   a. The Committee shall work with other ACA committees to address critical correctional dental practice issues and services for the corrections population.

Committee Members’ responsibilities
- Members are expected and should make every effort to attend all four meetings
- Each member must be a working member of a subcommittee
- Members should have a current ACA membership status.
Bylaws Charges:

The Council of Dual Membership Chapters shall comprise the presidents of such chapters or designated alternates selected by the chapter. The council shall promote the efforts of member organizations and shall inform the Board of Governors of proposals designed to strengthen the ability of the chapters to serve their members and to promote the objectives of the Association. No chair shall serve for more than four consecutive years.

Charges Assigned by the President:

1. The Committee will, through cooperation with the Membership Committee, facilitate the establishment of student chapters at high schools, colleges and universities.

2. If the Committee learns of innovative programs, technology or positive initiatives regarding their subject matter, the committee could consider writing an article for possible inclusion in Corrections Today magazine.

3. The Council shall submit names of viable candidates to assist the Nominating Committee in the election in time for their 2020 spring meeting. The Council shall develop the list at their January 2020 meeting, following a reminder by ACA staff that will include a list of open positions. The recommendations should be to the ACA Executive Director’s office by no later than March 1, 2020.

4. The Chair shall appoint a Council member to act as “secretary” to work closely with the Chair to distribute information regarding meetings, take minutes at meetings, distribute minutes following meetings (including distribution to the Exec. Office at ACA) and to perform other administrative duties relating to the committee, as requested.

5. A written record of any proposals, recommendations or actions should be submitted to the ACA Executive Office. Minutes should be submitted to the President following committee meetings to pres@aca.org.

In the absence of the Chair, the Vice Chair shall chair the meeting of this committee. In the absence of the Chair and Vice Chair, the Committee will appoint a member to temporarily chair the meeting.
COUNCIL ON PROFESSIONAL EDUCATION
(STANDING)

Bylaws Charge:

The Council on Professional Education shall comprise no more than 15 persons from accredited institutions of higher education. The members shall be appointed to four-year terms. No member shall serve more than two consecutive full terms. The council shall consider the professional education and personnel requirements of the corrections field and make recommendations to the Executive Committee, subject to the approval of the Board of Governors. No chair shall serve more than four consecutive years.

President’s Charges:

The American Correctional Association supports educational attainment at all levels, recognizing that educational achievement is clearly linked to rehabilitation and recidivism data. Given this direction from ACA, the Committee shall:

1. Promote educational attainment and program completion through endorsement of recognition ceremonies involving community and family members.

2. Promote tracking the impact of educational programming and completion in areas of institutional conduct and recidivism.

3. Promote expansion of post-secondary opportunities inside prisons and expanded resources allocated to Pell Grant Awards.

4. Working with other ACA Committees, promote the professional development of correctional staff through formal academic offerings and ACA sponsored workshops and trainings. Further, expand the recognition of participation in these events by exploring opportunities to offer college and CEU credits consistent with the groundbreaking effort of the ACA Healthcare Committees.
COMMITTEE ON EQUAL RIGHTS
(STANDING)

Bylaws Charge:

The Committee on Equal Rights shall advise the Executive Committee regarding issues which the Association should consider with respect to preventing discrimination against persons employed by correctional agencies or offenders in custody because of age, race, religion, color, national origin, marital status, disabilities, gender or sexual orientation.

Charges Assigned by the President

1. If the Committee chooses to do so, there are 4 opportunities (one at each conference) that the committee could submit an interesting and informative workshop proposal. Workshops should not only provide information on innovations, but also what are the implications and challenges in making changes in the culture.

2. If the Committee learns of innovative programs, technology or positive initiatives regarding their subject matter, the committee could consider writing an article for possible inclusion in Corrections Today magazine.

3. The Committee shall submit names of viable candidates to assist the Nominating Committee in the election in time for their 2020 spring meeting. The Committee shall develop the list at their January 2020 meeting, following a reminder by ACA staff that will include a list of open positions. The recommendations should be to the ACA Executive Director’s office by no later than March 1, 2020.

4. The Chair shall appoint a Committee member to act as “secretary” to work closely with the Chair to distribute information regarding meetings, take minutes at meetings, distribute minutes following meetings (including distribution to the Exec. Office at ACA) and to perform other administrative duties relating to the committee, as requested.

5. The Committee shall develop proposals as determined necessary to the Policies and Resolutions Committee to ensure the American Correctional Association continues to provide programs and services for all members and those we serve without regard to age, race, religion, color, national origin, marital status disabilities gender or sexual orientation.

6. A written record of any proposals, recommendations or actions should be submitted to the ACA Executive Office. Minutes should be submitted to the President following committee meetings to pres@aca.org.

In the absence of the Chair, the Vice Chair shall chair the meeting of this committee. In the absence of the Chair and Vice Chair, the Committee will appoint a member to temporarily chair the meeting.
ETHICS COMMITTEE
(STANDING)

Bylaws Charge:

The Committee on Ethics shall recommend to the Executive Committee revisions and additions to the Association’s Code of Ethics. Complaints of violation of the Code of Ethics shall be submitted to the Committee, which shall make its recommendation to the Board of Governors.

Charges Assigned by the President:

1. The Ethics Committee will review the ACA Code of Ethics and make recommendations of any possible changes to the Board of Governors.

2. If the Committee chooses to do so, there are 4 opportunities (one at each conference) that the committee could submit an interesting and informative workshop proposal. Workshops should not only provide information on innovations, but also what are the implications and challenges in making changes in the culture.

3. If the Committee learns of innovative programs, technology or positive initiatives regarding their subject matter, the committee could consider writing an article for possible inclusion in Corrections Today magazine.

4. The Committee shall submit names of viable candidates to assist the Nominating Committee in the election in time for their 2020 spring meeting. The Committee shall develop the list at their January 2020 meeting, following a reminder by ACA staff that will include a list of open positions. The recommendations should be to the ACA Executive Director’s office by no later than March 1, 2020.

5. The Chair shall appoint a Committee member to act as “secretary” to work closely with the Chair to distribute information regarding meetings, take minutes at meetings, distribute minutes following meetings (including distribution to the Exec. Office at ACA) and to perform other administrative duties relating to the committee, as requested.

6. A written record of any proposals, recommendations or actions should be submitted to the ACA Executive Office. Minutes should be submitted to the President following committee meetings to pres@aca.org.

In the absence of the Chair, the Vice Chair shall chair the meeting of this committee. In the absence of the Chair and Vice Chair, the Committee will appoint a member to temporarily chair the meeting.
Charges Assigned by the President:

1. If the Committee chooses to do so, there are 4 opportunities (one at each conference) that the committee could submit an interesting and informative workshop proposal. Workshops should not only provide information on innovations, but also what are the implications and challenges in making changes in the culture.

2. If the Committee learns of innovative programs, technology or positive initiatives regarding their subject matter, the committee could consider writing an article for possible inclusion in Corrections Today magazine.

3. The Committee shall submit names of viable candidates to assist the Nominating Committee in the election in time for their 2020 spring meeting. The Committee shall develop the list at their January 2020 meeting, following a reminder by ACA staff that will include a list of open positions. The recommendations should be to the ACA Executive Director’s office by no later than March 1, 2020.

4. The Chair shall appoint a Committee member to act as “secretary” to work closely with the Chair to distribute information regarding meetings, take minutes at meetings, distribute minutes following meetings (including distribution to the Exec. Office at ACA) and to perform other administrative duties relating to the committee, as requested.

5. The Committee shall review proposals to performance-based measures that address facility planning and design and provide written feedback to the ACA Performance Measures Committee for proposed changes.

6. A written record of any proposals, recommendations or actions should be submitted to the ACA Executive Office. Minutes should be submitted to the President following committee meetings to pres@aca.org.

In the absence of the Chair, the Vice Chair shall chair the meeting of this committee. In the absence of the Chair and Vice Chair, the Committee will appoint a member to temporarily chair the meeting.
CORRECTIONAL HEALTH CARE COMMITTEE  
(STANDING)

Bylaws Charge:

The Committee on Correctional Health Care shall promote the integration of adequate, comprehensive health services for offenders and detainees, both pre- and post-adjudication, specific to their age and gender from arrest through reentry. The committee shall advise the president of and communicate to the members of the Association regarding the constitutional and other legal requirements for the provision of acceptable correctional health care services. The committee shall develop materials on correctional health care topics useful to the field. The committee shall work collaboratively with the president, governing bodies, committees, affiliate organizations, related associations and the public health sector to ensure the relevancy and ethical soundness of the Association’s standards, policies, resolutions and position statements.

Charges Assigned by the President

The Chair, in collaboration with the other treatment committee chairs, shall submit an editorial for the September/October 2019 edition of Corrections Today detailing the Committee’s action plan for 2019-2021.

Performance Based Standards and Expected Practices

The Committee shall work on any performance-based standards and expected practices referred from the Standards Committee.

a. A subcommittee shall review, develop and update all ACA health care performance-based standards and expected practices and develop new expected practices for juvenile corrections populations.

    - The subcommittee shall be composed ONLY of members from an accredited facility.

1. Educational/Professional Development

a. The Committee shall identify exemplary practices in the area of correctional health care.

b. The Committee shall submit at least three sponsored workshop topics along with session overview, speakers and resumes for consideration to the ACA staff for each Congress of Correction and Winter Conference.

c. The Committee shall submit articles for ACA’s publications.

d. The Committee shall present 1 training session on a critical topic by webinar for corrections professionals per year.

2. Networking

a. The Committee shall work with other ACA committees to address critical issues and the provision of treatment services for the corrections population.

b. The Committee shall collaborate with the Behavioral Health Committee and Substance Disorders committee to create a subcommittee addressing co-occurring Disorders.

Committee Members’ responsibilities

- Members are expected and should make every effort to attend all four meetings
- Each member must be a working member of a subcommittee
- Members should have a current ACA membership status.

CORRECTIONAL INDUSTRIES COMMITTEE  
(AD HOC)
Charges Assigned by the President:

1. If the Committee chooses to do so, there are 4 opportunities (one at each conference) that the committee could submit an interesting and informative workshop proposal. Workshops should not only provide information on innovations, but also what are the implications and challenges in making changes in the culture.

2. If the Committee learns of innovative programs, technology or positive initiatives regarding their subject matter, the committee could consider writing an article for possible inclusion in Corrections Today magazine.

3. The Committee shall submit names of viable candidates to assist the Nominating Committee in the election in time for their 2020 spring meeting. The Committee shall develop the list at their January 2020 meeting, following a reminder by ACA staff that will include a list of open positions. The recommendations should be to the ACA Executive Director’s office by no later than March 1, 2020.

4. The Committee shall work with the Sustainability Committee to explore opportunities to expand correctional industries in support of “green initiatives”.

5. The Chair shall appoint a Committee member to act as “secretary” to work closely with the Chair to distribute information regarding meetings, take minutes at meetings, distribute minutes following meetings (including distribution to the Exec. Office at ACA) and to perform other administrative duties relating to the committee, as requested.

6. A written record of any proposals, recommendations or actions should be submitted to the ACA Executive Office. Minutes should be submitted to the President following committee meetings to pres@aca.org.

In the absence of the Chair, the Vice Chair shall chair the meeting of this committee. In the absence of the Chair and Vice Chair, the Committee will appoint a member to temporarily chair the meeting.
INFORMATION TECHNOLOGY/INFORMATION SUPPORT COMMITTEE
(AD HOC)

Charges Assigned by the President:
1. Develop Use Cases that will help define for Corrections Executives how technology is being used to address the following key operational issues faced by correctional administrators:
   - Workforce development, recruitment and retention of agency staff
   - Improving staff and inmate safety
   - Improving inmate service delivery
   - Promote process efficiencies that help reduce correctional operational costs and improve productivity
2. Identify correctional organizations modeling best practices in Information Technology management strategies and seek to recruit these jurisdictions to present workshops at ACA conferences and/or develop whitepapers highlighting their accomplishments and vet these for submission to Corrections Today for publication.
3. Examine existing data-exchange frameworks that enhance data sharing amongst correctional agencies and between correctional agencies and their business partners, including sharing information with:
   - Public safety agencies
   - Reentry focused service organizations (public and private)
   - The public
4. Develop a working relationship with the respective Technology Committees of the Corrections Technology Association (CTA), The American Probation and Parole Association (APPA), the American Jail Association (AJA) and the IJIS Institute IJIS), as each organization currently pursues technology issues that are relevant to the ACA’s interests and each organization is presently represented on the ACA Technology Committee. The goal of such will be to assist ACA in continuously identifying best practices related to corrections technology, to solicit information on workshops to be presented at ACA and to continuously grow our knowledge base about emerging technologies consistent with ACA’s mission and values.
   - Work with the American Correctional Association in continuous quality improvement of the accreditation process: Suggest Information Technology Standards to help guide the Accreditation Process that are consistent with industry best-practices and will facilitate correctional agency’s expected practices; identifying barriers to progress; and developing actions needed to assist in the resolution process.”
5. Develop workshops for each of the two ACA National Conferences that are: Specific to the use of technologies within a correctional setting that demonstrate how technology solutions are being used to help facilitate the work of corrections in the US and internationally, and/or Specific to Corrections IT staff training and education. These workshops should not only provide information on innovations, but also identify operational and organizational change processes that were utilized to assist with assimilation of the technology into the organization, identifying Organizational Change Management requirements that a correctional agency will need to consider in applying the solution to their environment.
6. Develop at least one draft paper annually to be submitted for publication in Corrections Today Magazine that illustrates how technology is being used to promote innovative correctional programs.
7. The Committee shall submit names of viable candidates to assist the Nominating Committee in the election in time for their 2018 spring meeting. The Committee shall develop the list at their January 2018 meeting, following a reminder by ACA staff that will include a list of open positions. The recommendations should be to the ACA Executive Director’s office by no later than March 1, 2018.
8. The Chair shall appoint a Committee member to act as “secretary” to work closely with the Chair to distribute information regarding meetings, take minutes at meetings, distribute minutes following meetings (including distribution to the Exec.Office at ACA) and to perform other administrative duties relating to the committee, as requested.
9. A written record of any proposals, recommendations or actions should be submitted to the ACA Executive office. Minutes should be submitted to the President following committee meetings to pres@aca.org.
10. In the absence of the Chair, the Vice Chair shall chair the meeting of this committee. In the absence of the Chair and Vice Chair, the Committee will appoint a member to temporarily chair the meeting.
Internal Affairs/Compliance and Monitoring, Oversight Committee

The Internal Affairs/Compliance and Monitoring, Oversight Committee was established at the request of the ACA President to assist in information sharing nationwide, positive contributions for ACA standards and development, and the betterment of each of the state agencies. It will give the states an opportunity to network and to information share.

The mission of this committee is to assist our divisions in the safety of our staff and the community while maintaining secure operations in our agencies in a manner which is based on national standards, exemplary practices and information sharing. Some areas this committee will be addressing will include: Public corruption; Gangs; confidentially and Introduction of contraband (cell phones and drugs) to include discussion of Managed Access; jamming; Millennials and the need for cell phones and social media could hinder hiring and recruitment of younger individuals.

Charges Assigned by the President:

1. The Committee shall identify exemplary practices of monitoring and managing inmate security threat groups (gangs) and deliver training and publish articles highlighting these exemplary practices.

2. The Committee shall identify exemplary practices in the use of technology and deliver training and publish articles highlighting these exemplary practices.

3. The Committee shall submit names of viable candidates to assist the Nominating Committee in the election in time for their 2020 spring meeting. The Committee shall develop the list at their January 2020 meeting, following a reminder by ACA staff that will include a list of open positions. The recommendations should be to the ACA Executive Director’s office by no later than March 1, 2020.

4. The Chair shall appoint a Committee member to act as “secretary” to work closely with the Chair to distribute information regarding meetings, take minutes at meetings, distribute minutes following meetings (including distribution to the Exec. Office at ACA) and to perform other administrative duties relating to the committee, as requested.

5. A written record of any proposals, recommendations or actions should be submitted to the ACA Executive Office. Minutes should be submitted to the President following committee meetings to pres@aca.org.

In the absence of the Chair, the Vice Chair shall chair the meeting of this committee. In the absence of the Chair and Vice Chair, the Committee will appoint a member to temporarily chair the meeting.
INTERNATIONAL CORRECTIONS COMMITTEE
(STANDING)

Bylaws Charge:

The Committee on International Corrections shall have the responsibility of promoting dissemination and exchange of information among correctional practitioners throughout the world. It shall advise the Executive Committee concerning actions which the Association may initiate, subject to Board of Governors’ approval, to further international communications.

Charges Assigned by the President:

1. If the Committee chooses to do so, there are 4 opportunities (one at each conference) that the committee could submit an interesting and informative workshop proposal. Workshops should not only provide information on innovations, but also what are the implications and challenges in making changes in the culture.

2. If the Committee learns of innovative programs, technology or positive initiatives regarding their subject matter, the committee could consider writing an article for possible inclusion in Corrections Today magazine.

3. The committee shall review the on-going interest of international governments engagement with the American Correctional Association and make recommendations to support the expansion of quality corrections in those interested countries.

4. The Committee shall submit names of viable candidates to assist the Nominating Committee in the election in time for their 2020 spring meeting. The Committee shall develop the list at their January 2020 meeting, following a reminder by ACA staff that will include a list of open positions. The recommendations should be to the ACA Executive Director’s office by no later than March 1, 2020.

5. The Chair shall appoint a Committee member to act as “secretary” to work closely with the Chair to distribute information regarding meetings, take minutes at meetings, distribute minutes following meetings (including distribution to the Exec. Office at ACA) and to perform other administrative duties relating to the committee, as requested.

6. A written record of any proposals, recommendations or actions should be submitted to the ACA Executive Office. Minutes should be submitted to the President following committee meetings to pres@aca.org.

In the absence of the Chair, the Vice Chair shall chair the meeting of this committee. In the absence of the Chair and Vice Chair, the Committee will appoint a member to temporarily chair the meeting.
Charges Assigned by the President:

1. If the Committee chooses to do so, there are 4 opportunities (one at each conference) that the committee could submit an interesting and informative workshop proposal. Workshops should not only provide information on innovations, but also what are the implications and challenges in making changes in the culture.

2. If the Committee learns of innovative programs, technology or positive initiatives regarding their subject matter, the committee could consider writing an article for possible inclusion in Corrections Today magazine.

3. The Committee shall develop a list of recommendations to increase the attendance of staff working juvenile corrections.

4. The Committee shall identify best practices in managing the most violent juveniles in order to reduce the underage transfers to the adult system and to maintain an increased level of safety for staff managing this challenging population.

5. The Committee shall submit names of viable candidates to assist the Nominating Committee in the election in time for their 2020 spring meeting. The Committee shall develop the list at their January 2020 meeting, following a reminder by ACA staff that will include a list of open positions. The recommendations should be to the ACA Executive Director’s office by no later than March 1, 2020.

6. The Chair shall appoint a Committee member to act as “secretary” to work closely with the Chair to distribute information regarding meetings, take minutes at meetings, distribute minutes following meetings (including distribution to the Exec. Office at ACA) and to perform other administrative duties relating to the committee, as requested.

7. A written record of any proposals, recommendations or actions should be submitted to the ACA Executive Office. Minutes should be submitted to the President following committee meetings to pres@aca.org.

In the absence of the Chair, the Vice Chair shall chair the meeting of this committee. In the absence of the Chair and Vice Chair, the Committee will appoint a member to temporarily chair the meeting.
LEGAL ISSUES COMMITTEE
(STANDING)

Bylaws Charges:
The Committee on Legal Issues — which comprises attorneys engaged in the active practice of corrections law on behalf of correctional agencies, institutions, field services or community programs, and others — shall be knowledgeable about legal matters affecting corrections, shall advise the Executive Committee of developments in the law relating to corrections and shall, with approval of the board, develop materials on correctional legal topics useful to the field.

Charges Assigned by the President:

1. If the Committee chooses to do so, there are 4 opportunities (one at each conference) that the committee could submit an interesting and informative workshop proposal. Workshops should not only provide information on innovations, but also what are the implications and challenges in making changes in the culture.

2. If the Committee learns of innovative programs, technology or positive initiatives regarding their subject matter, the committee could consider writing an article for possible inclusion in Corrections Today magazine.

3. The Committee shall submit names of viable candidates to assist the Nominating Committee in the election in time for their 2020 spring meeting. The Committee shall develop the list at their January 2020 meeting, following a reminder by ACA staff that will include a list of open positions. The recommendations should be to the ACA Executive Director’s office by no later than March 1, 2020.

4. The Chair shall appoint a Committee member to act as “secretary” to work closely with the Chair to distribute information regarding meetings, take minutes at meetings, distribute minutes following meetings (including distribution to the Exec. Office at ACA) and to perform other administrative duties relating to the committee, as requested.

5. A written record of any proposals, recommendations or actions should be submitted to the ACA Executive Office. Minutes should be submitted to the President following committee meetings to pres@aca.org.

In the absence of the Chair, the Vice Chair shall chair the meeting of this committee. In the absence of the Chair and Vice Chair, the Committee will appoint a member to temporarily chair the meeting.
LEGISLATIVE AFFAIRS COMMITTEE
(STANDING)

Bylaws Charge:

The Legislative Committee will monitor legislation and assist in the development of legislative position statements on priorities established by the Association.

Charges Assigned by the President:

1. Identify model legislation passed throughout the country that is aligned with the principles of the American Correctional Association and should be encouraged nationally and within other states for consideration. Emphasis is being placed on this committee to assist ACA in enhancing its influence on criminal justice legislation.

2. If the Committee chooses to do so, there are 4 opportunities (one at each conference) that the committee could submit an interesting and informative workshop proposal. Workshops should not only provide information on innovations, but also what are the implications and challenges in making changes in the culture.

3. If the Committee learns of innovative legislation or positive initiatives regarding criminal justice legislation, the committee could consider writing an article for possible inclusion in Corrections Today magazine.

4. The Committee shall submit names of viable candidates to assist the Nominating Committee in the election in time for their 2020 spring meeting. The Committee shall develop the list at their January 2020 meeting, following a reminder by ACA staff that will include a list of open positions. The recommendations should be to the ACA Executive Director’s office by no later than March 1, 2020.

5. The Chair shall appoint a Committee member to act as “secretary” to work closely with the Chair to distribute information regarding meetings, take minutes at meetings, distribute minutes following meetings (including distribution to the Exec. Office at ACA) and to perform other administrative duties relating to the committee, as requested.

6. A written record of any proposals, recommendations or actions should be submitted to the ACA Executive Office. Minutes should be submitted to the President following committee meetings to pres@aca.org.

In the absence of the Chair, the Vice Chair shall chair the meeting of this committee. In the absence of the Chair and Vice Chair, the Committee will appoint a member to temporarily chair the meeting.
MEMBERSHIP COMMITTEE
(STANDING)

Bylaws Charge:

The Committee on Membership shall promote the recruitment of Association members from all sectors of the field of corrections and shall make recommendations to the Executive Committee regarding membership issues, including the dues structure for membership. It shall also recommend to the board action upon requests for organizational affiliation and disaffiliation with cause.

Charges Assigned by the President

1. The Committee shall obtain copies of the recommendations prepared by other committees regarding increasing attendance and use those ideas as tools to increase membership.

2. The Committee will, through cooperation with the Dual Chapter Membership Council, facilitate the establishment of student chapters at high schools, colleges and universities.

3. If the Committee chooses to do so, there are 4 opportunities (one at each conference) that the committee could submit an interesting and informative workshop proposal. Workshops should not only provide information on innovations, but also what are the implications and challenges in making changes in the culture.

4. If the Committee learns of innovative programs, technology or positive initiatives regarding their subject matter, the committee could consider writing an article for possible inclusion in Corrections Today magazine.

5. The Committee shall submit names of viable candidates to assist the Nominating Committee in the election in time for their 2020 spring meeting. The Committee shall develop the list at their January 2020 meeting, following a reminder by ACA staff that will include a list of open positions. The recommendations should be to the ACA Executive Director’s office by no later than March 1, 2020.

6. The Chair shall appoint a Committee member to act as “secretary” to work closely with the Chair to distribute information regarding meetings, take minutes at meetings, distribute minutes following meetings (including distribution to the Exec. Office at ACA) and to perform other administrative duties relating to the committee, as requested.

7. A written record of any proposals, recommendations or actions should be submitted to the ACA Executive Office. Minutes should be submitted to the President following committee meetings to pres@aca.org.

In the absence of the Chair, the Vice Chair shall chair the meeting of this committee. In the absence of the Chair and Vice Chair, the Committee will appoint a member to temporarily chair the meeting.
MILITARY CORRECTIONS COMMITTEE
(STANDING)

Bylaws Charge:

The Committee on Military Corrections shall promote and foster understanding within the Association of military corrections programs. The committee shall represent all aspects of correctional military service, and members shall be appointed by their military branch. The chair shall be designated by the committee.

Charges Assigned by the President:

1. The Committee shall submit names of viable candidates to assist the Nominating Committee in the election in time for their 2020 spring meeting. The Committee shall develop the list at their January 2020 meeting, following a reminder by ACA staff that will include a list of open positions. The recommendations should be to the ACA Executive Director’s office by no later than March 1, 2020.

2. The Committee may submit workshop topics for consideration to the Congress Program Planning Committee and the ACA staff for the Congress of Correction and Winter Conference. The committee shall also encourage correctional agencies and professionals to submit articles for ACA’s publications.

3. The Chair shall appoint a Committee member to act as “secretary” to work closely with the Chair to distribute information regarding meetings, take minutes at meetings, distribute minutes following meetings (including distribution to the Exec. Office at ACA) and to perform other administrative duties relating to the committee, as requested.

4. A written record of any proposals, recommendations or actions should be submitted to the ACA Executive Office. Minutes should be submitted to the President following committee meetings to pres@aca.org.

In the absence of the Chair, the Vice Chair shall chair the meeting of this committee. In the absence of the Chair and Vice Chair, the Committee will appoint a member to temporarily chair the meeting.
**PAST PRESIDENTS COUNCIL**  
*(STANDING)*

Bylaws Charge:

The Past Presidents Council, made up of the past presidents of the Association, including a chair appointed by the president to a term of two years, will receive its charge from the president.

Charges Assigned by the President:

1. The Council shall continue its review of ACA’s Declaration of Principles with possible recommendations to the Board of Governors for review.

2. The Council shall submit names of viable candidates to assist the Nominating Committee in the election in time for their 2020 spring meeting. The Committee shall develop the list at their January 2020 meeting, following a reminder by ACA staff that will include a list of open positions. The recommendations should be to the ACA Executive Director’s office by no later than March 1, 2020.
PROBATION AND PAROLE COMMITTEE
(AD HOC)

Charges Assigned by the President:

1. The Committee shall engage in discussions to promote career development for staff working in probation and parole. They should develop integrated trainings that can be delivered at ACA conferences. They should develop trainings, e-learning and webinars that can be delivered in between ACA conferences. These training proposals shall be provided to the ACA Professional development.

2. The Chair shall serve on the ACA Professional Development Committee.

3. The Committee shall develop a list of recommendations to increase attendance at ACA conferences of staff working in probation and parole.

4. The Committee shall develop a list of exemplary practices in the areas of probation and parole and ensure workshops and articles highlight these efforts.

5. If the Committee learns of innovative programs, technology or positive initiatives regarding their subject matter, the committee could consider writing an article for possible inclusion in Corrections Today magazine.

6. The Committee shall submit names of viable candidates to assist the Nominating Committee in the election in time for their 2020 spring meeting. The Committee shall develop the list at their January 2020 meeting, following a reminder by ACA staff that will include a list of open positions. The recommendations should be to the ACA Executive Director’s office by no later than March 1, 2020.

7. The Chair shall appoint a Committee member to act as “secretary” to work closely with the Chair to distribute information regarding meetings, take minutes at meetings, distribute minutes following meetings (including distribution to the Exec. Office at ACA) and to perform other administrative duties relating to the committee, as requested.

8. A written record of any proposals, recommendations or actions should be submitted to the ACA Executive Office. Minutes should be submitted to the President following committee meetings to pres@aca.org.

In the absence of the Chair, the Vice Chair shall chair the meeting of this committee. In the absence of the Chair and Vice Chair, the Committee will appoint a member to temporarily chair the meeting.
PROFESSIONAL DEVELOPMENT COMMITTEE

(AD HOC)

Charges Assigned by the President:

A core service the American Correctional Association provides its membership is career development opportunities. The ACA Healthcare Committee provide a great model to demonstrate how their committees yield both tangible actions but opportunities for staff to develop and remain attached to best practices. This approach provides a framework to keep members active not only during our two conferences each year, but throughout the year. This committee will begin its work in two integrated areas, Community Corrections and Prison Management.

This Committee is charged with building a meaningful and ongoing approach to engage and develop ACA members at conferences and throughout the year in the following two content areas: Community Corrections and Prison Management. To ensure that the established ACA Committees are aligned and involved in this initiative, the Chairs of the relevant ACA Committees will serve as members of the Committee. Beginning with the Winter 2020 Conference, the committees will be asked to develop and deliver a four-hour integrated training block for each of the two content areas. The Committee shall:

1. Determine the context that will be delivered in an integrated four-hour training block (one for Prison Management and one for Community Corrections) for the Winter 2020 Conference.
2. Prepare all materials and identify the trainers for the four-hour training which may include a test.
3. Market this training and encourage attendance from all jurisdictions.
4. Work with the ACA staff to achieve credit for attending this training block which may include CEU, college credit or potential certification.
5. Following the Winter 2020 Conference, develop ongoing trainings through e-learning, webinars, ACA certification programs, activities or projects with appropriate credit provided for successful completion.
6. Meet to continue to plan and expand training tracts at ACA conferences.
7. Develop a marketing plan to promote increased engagement and attendance of prison staff and community corrections professionals.
8. The Co-Chairs shall appoint a Committee member to act as “secretary” to work closely with the Co-Chairs to distribute information regarding meetings, take minutes at meetings, distribute minutes following meetings (including distribution to the Exec. Office at ACA) and to perform other administrative duties relating to the committee, as requested.
9. A written record of any proposals, recommendations or actions should be submitted to the ACA Executive Office. Minutes should be submitted to the President following committee meetings to pres@aca.org.
PROFESSIONAL REGISTRY COMMITTEE
(AD HOC)

Charges Assigned by the President:

Currently, the American Correctional Association manages a Job Board to support jurisdictions in their effort to find and appoint professionals into key roles. Beyond this Job Bank, ACA is often contacted for recommendations and referrals to fill leadership roles. It is appropriate that we are called on for this service.

In an effort to support our ACA members in their career journey, ACA is establishing a Professional Registry available to its members. This committee is charged with designing an electronic format to collect experiences, certification, education and training achievements, as well as positions the member is seeking, the desired region within the US or international location and any other pertinent information. The committee will work with ACA staff to develop a platform for housing this registry as well as rules of engagement for its use. The Committee must consider how this system will be maintained with minimal staff maintenance time with an emphasis on the initiative of members to complete and submit their credentials. Further, rules for accessing this system by correctional jurisdictions must be established. The committee is also requested to propose a communication to alert members of this service.

The Co-Chairs shall appoint a Committee member to act as “secretary” to work closely with the Co-Chairs to distribute information regarding meetings, take minutes at meetings, distribute minutes following meetings (including distribution to the Exec. Office at ACA) and to perform other administrative duties relating to the committee, as requested.

A written record of any proposals, recommendations or actions should be submitted to the ACA Executive Office. Minutes should be submitted to the President following committee meetings to pres@aca.org.
Charges Assigned by the President:

1. If the Committee chooses to do so, there are 4 opportunities (one at each conference) that the committee could submit an interesting and informative workshop proposal. Workshops should not only provide information on innovations, but also what are the implications and challenges in making changes in the culture.

2. If the Committee learns of innovative programs, technology or positive initiatives regarding their subject matter, the committee could consider writing an article for possible inclusion in Corrections Today magazine.

3. Faith-based organizations play an important role both providing services inside jails and prisons as well the re-entry process for those incarcerated back to the community. The Committee shall promote the value of faith-based services and programs throughout the correctional continuum.

4. The Committee shall submit names of viable candidates to assist the Nominating Committee in the election in time for their 2020 spring meeting. The Committee shall develop the list at their January 2020 meeting, following a reminder by ACA staff that will include a list of open positions. The recommendations should be to the ACA Executive Director’s office by no later than March 1, 2020.

5. The Chair shall appoint a Committee member to act as “secretary” to work closely with the Chair to distribute information regarding meetings, take minutes at meetings, distribute minutes following meetings (including distribution to the Exec. Office at ACA) and to perform other administrative duties relating to the committee, as requested.

6. A written record of any proposals, recommendations or actions should be submitted to the ACA Executive Office. Minutes should be submitted to the President following committee meetings to pres@aca.org.

In the absence of the Chair, the Vice Chair shall chair the meeting of this committee. In the absence of the Chair and Vice Chair, the Committee will appoint a member to temporarily chair the meeting.
RESEARCH COUNCIL
(STANDING)

Bylaws Charge:

The Research Council shall comprise no more than 15 persons who are recognized in the field of correctional research and appointed to four-year terms. No member shall serve more than two consecutive full terms. No chair shall serve more than four consecutive years. The council shall advise the Executive Committee and Board of Governors regarding correctional research.

Charges Assigned by the President:

1. If the Committee chooses to do so, there are 4 opportunities (one at each conference) that the committee could submit an interesting and informative workshop proposal. Workshops should not only provide information on innovations, but also what are the implications and challenges in making changes in the culture.

2. If the Committee learns of innovative programs, technology or positive initiatives regarding their subject matter, the committee could consider writing an article for possible inclusion in Corrections Today magazine.

3. The Committee shall review current research projects and determine if the findings of the research should generate proposals to the Policy and Resolutions for consideration. If so, the committee should prepare a corresponding proposal.

4. The Council shall submit names of viable candidates to assist the Nominating Committee in the election in time for their 2020 spring meeting. The Committee shall develop the list at their January 2020 meeting, following a reminder by ACA staff that will include a list of open positions. The recommendations should be to the ACA Executive Director’s office by no later than March 1, 2020.

5. The Chair shall appoint a Committee member to act as “secretary” to work closely with the Chair to distribute information regarding meetings, take minutes at meetings, distribute minutes following meetings (including distribution to the Exec. Office at ACA) and to perform other administrative duties relating to the committee, as requested.

6. A written record of any proposals, recommendations or actions should be submitted to the ACA Executive Office. Minutes should be submitted to the President following committee meetings to pres@aca.org.

In the absence of the Chair, the Vice Chair shall chair the meeting of this committee. In the absence of the Chair and Vice Chair, the Committee will appoint a member to temporarily chair the meeting.
RESOLUTIONS AND POLICIES COMMITTEE  
(STANDING)

Bylaws Charges:
The Committee on Resolutions and Policy Development shall be responsible for developing Association resolutions and public policies.

A. Resolutions. A resolution is a formal statement regarding a desired course of action on a matter or issue related to the objectives of the Association. The committee may receive proposed resolutions from any member, committee or organization in the Association. Resolutions shall be offered by the committee to the Executive Committee for review and recommendation to the Board of Governors. To become effective, resolutions require approval by the Board of Governors and Delegate Assembly. A proposed resolution from a member shall be presented to the committee no later than 72 hours prior to being offered for consideration at the meeting of the committee. Unless rescinded, a resolution shall remain in force for three years. A resolution may be offered for renewal.

B. Public Policies. A public policy is a position statement on a criminal justice issue consistent with the Association’s Declaration of Principles that will guide and determine present and future decisions of the Association and give direction for criminal justice practices. A policy may be proposed by any member, committee or organization in the Association. Upon the initiation of a policy proposal, the committee shall review the proposed policy to determine its recommendation. The committee shall bring the proposed policy to the Executive Committee, Board of Governors and the Delegate Assembly for their approval. Upon approval, the ratified policy shall be communicated to the general membership for their information. A ratified policy will be reviewed every five years by the committee and the governing bodies of the Association for renewal or expiration.

(CONTINUED)
RESOLUTIONS AND POLICIES COMMITTEE  
(StanDing)  
(Continued)

Charges Assigned by the President:

1. The Committee shall seek comments from the ACA leadership and committees on policies and resolutions prior to review by this committee at their next scheduled meeting taking place at an ACA Winter Conference or Congress of Correction.

2. The Committee shall submit names of viable candidates to assist the Nominating Committee in the election in time for their 2020 spring meeting. The Committee shall develop the list at their January 2020 meeting, following a reminder by ACA staff that will include a list of open positions. The recommendations should be to the ACA Executive Director’s office by no later than March 1, 2020.

3. The Chair shall appoint a Committee member to act as “secretary” to work closely with the Chair to distribute information regarding meetings, take minutes at meetings, distribute minutes following meetings (including distribution to the Exec. Office at ACA) and to perform other administrative duties relating to the committee, as requested.

4. A written record of any proposals, recommendations or actions should be submitted to the ACA Executive Office. Minutes should be submitted to the President following committee meetings to pres@aca.org.

In the absence of the Chair, the Vice Chair shall chair the meeting of this committee. In the absence of the Chair and Vice Chair, the Committee will appoint a member to temporarily chair the meeting.
RESTORATIVE JUSTICE/VICTIMS COMMITTEE
(AD HOC)

Charges Assigned by the President:

1. If the Committee chooses to do so, there are 4 opportunities (one at each conference) that the committee could submit an interesting and informative workshop proposal. Workshops should not only provide information on innovations, but also what are the implications and challenges in making changes in the culture.

2. If the Committee learns of innovative programs, technology or positive initiatives regarding their subject matter, the committee could consider writing an article for possible inclusion in Corrections Today magazine.

3. The Committee shall submit names of viable candidates to assist the Nominating Committee in the election in time for their 2020 spring meeting. The Committee shall develop the list at their January 2020 meeting, following a reminder by ACA staff that will include a list of open positions. The recommendations should be to the ACA Executive Director’s office by no later than March 1, 2020.

4. The Chair shall appoint a Committee member to act as “secretary” to work closely with the Chair to distribute information regarding meetings, take minutes at meetings, distribute minutes following meetings (including distribution to the Exec. Office at ACA) and to perform other administrative duties relating to the committee, as requested.

5. A written record of any proposals, recommendations or actions should be submitted to the ACA Executive Office. Minutes should be submitted to the President following committee meetings to pres@aca.org.

In the absence of the Chair, the Vice Chair shall chair the meeting of this committee. In the absence of the Chair and Vice Chair, the Committee will appoint a member to temporarily chair the meeting.
CORRECTIONAL SECURITY OPERATIONS
(AD HOC)

Charges Assigned by the President:

1. If the Committee chooses to do so, there are 4 opportunities (one at each conference) that the committee could submit an interesting and informative workshop proposal. Workshops should not only provide information on innovations, but also what are the implications and challenges in making changes in the culture.

2. If the Committee learns of innovative programs, technology or positive initiatives regarding their subject matter, the committee could consider writing an article for possible inclusion in Corrections Today magazine.

3. The Committee shall develop recommendations to generate increased attendance and participation of jail and prison operation staff at ACA conferences. This should include practitioner-driven workshops focusing on operations that support safety and productive facilities.

4. The Committee shall submit names of viable candidates to assist the Nominating Committee in the election in time for their 2020 spring meeting. The Committee shall develop the list at their January 2020 meeting, following a reminder by ACA staff that will include a list of open positions. The recommendations should be to the ACA Executive Director’s office by no later than March 1, 2020.

5. The Chair shall appoint a Committee member to act as “secretary” to work closely with the Chair to distribute information regarding meetings, take minutes at meetings, distribute minutes following meetings (including distribution to the Exec. Office at ACA) and to perform other administrative duties relating to the committee, as requested.

6. A written record of any proposals, recommendations or actions should be submitted to the ACA Executive Office. Minutes should be submitted to the President following committee meetings to pres@aca.org.

In the absence of the Chair, the Vice Chair shall chair the meeting of this committee. In the absence of the Chair and Vice Chair, the Committee will appoint a member to temporarily chair the meeting.
STAFF WELLNESS COMMITTEE
(AD HOC)

Charges Assigned by the President:

1. The committee shall plan and coordinate a staff wellness fair at the Congress of Correction.

2. The Committee shall submit sponsored workshop topics along with session overview, speakers and resumes for consideration to the ACA staff for each Congress of Correction and Winter Conference.

3. If the Committee learns of innovative programs, technology or positive initiatives regarding their particular subject matter, the committee shall submit an article for publication in Corrections Today magazine.

4. The Chair shall appoint a Committee member to act as “secretary” to work closely with the Chair to distribute information regarding meetings, take minutes at meetings, distribute minutes following meetings (including distribution to the Exec. Office at ACA) and to perform other administrative duties relating to the committee, as requested.

5. A written record of any proposals, recommendations or actions should be submitted to the ACA Executive Office. Minutes should be submitted to the President following committee meetings to pres@aca.org.

In the absence of the Chair, the Vice Chair shall chair the meeting of this committee. In the absence of the Chair and Vice Chair, the Committee will appoint a member to temporarily chair the meeting.
PERFORMANCE-BASED STANDARDS COMMITTEE
(STANDING)

Bylaws Charge:

The Committee on Performance-Based Standards shall consist of 20 members, not including the chair. Twelve At-Large members will be appointed by the president, and eight At-Large Members shall be appointed by the Commission on Accreditation for Corrections chair. The president shall appoint three members annually to a four-year term. The president may also appoint up to three members to the committee representing agencies involved in the accreditation process from outside the United States. These international members are in addition to the 21 mentioned above and shall be confirmed by a majority vote of the Board of Governors. Their term shall be concurrent with the term of the president at the time of their appointment. The president shall also appoint the chair of the committee for a two-year term. The chair of the Commission on Accreditation for Corrections shall biennially appoint eight commissioners to the Performance-Based Standards Committee for a two-year term. No member shall serve for more than two consecutive full terms, unless they were appointed to fill a vacancy. If a member of the committee ceases to work in corrections and is not retired, the person will be required to resign. The resignation shall take place within 180 days from the date the person is no longer employed in corrections. The president or commission chair shall appoint a replacement, if possible, from the same field of corrections, to complete the remainder of the term. The committee shall have the sole authority to approve all performance standards, traditional standards and expected practices of the Association.

Charges Assigned by the President:

1. The Committee shall submit names of viable candidates to assist the Nominating Committee in the election in time for their 2020 spring meeting. The Committee shall develop the list at their January 2020 meeting, following a reminder by ACA staff that will include a list of open positions. The recommendations should be to the ACA Executive Director’s office by no later than March 1, 2020.

In the absence of the Chair, the Vice Chair shall chair the meeting of this committee. In the absence of the Chair and Vice Chair, the Committee will appoint a member to temporarily chair the meeting.
SUBSTANCE USE DISORDERS COMMITTEE
(AD HOC)

Charges Assigned by the President:

The Chair, in collaboration with the other treatment committee chairs, shall submit an editorial for the September/October 2019 edition of Corrections Today detailing the Committee’s action plan for 2019-2021.

1. Performance Based Standards and Expected Practices
   a. The Committee shall work on any performance-based standards and expected practices referred from the Standards Committee.
   b. A subcommittee shall review, develop and update all ACA substance disorders expected practices and develop new expected practices for adult and juvenile corrections populations.
      - The subcommittee shall be composed ONLY of members from an accredited facility.

2. Educational/Professional Development
   a. The Committee shall identify exemplary practices in the area of substance disorders.
   b. The Committee shall submit at least three sponsored workshop topics along with session title, overview, objectives, speakers and resumes for consideration to the ACA staff for each Congress of Correction and Winter Conference.
   c. The Committee shall submit articles for ACA's publications.
   d. The Committee shall present 1 training session on a critical topic by webinar for corrections professionals per year.

3. Networking
   a. The Committee shall work with other ACA committees to address critical issues and the provision of substance disorder services for the corrections population.
   b. The Committee shall collaborate with the Healthcare Committee and Behavioral Health committee to create a subcommittee addressing co-occurring Disorders.

Committee Members’ responsibilities
- Members are expected and should make every effort to attend all four meetings
- Each member must be a working member of a subcommittee
- Members should have a current ACA membership status.
SUSTAINABILITY-ORIENTED AND ENVIRONMENTALLY RESPONSIBLE PRACTICES IN 
CORRECTIONS COMMITTEE 
(STANDING)

Bylaws Charge:
Sustainability-oriented and Environmentally Responsible Practices Committee shall address short- and long-
term, cost-effective programs and practices through the promotion and implementation of sustainability-
oriented and environmentally responsible measures.

Charges Assigned by the President:

1. Explore ways to advise correctional administrators on the benefits and risks associated with 
   implementing “green” practices and creating “green” products and services, such as composting, reducing 
   pollution, and limiting waste that will reduce costs and improve green-collar job skills inside and outside of the 
   facility.

2. Explore ways to advise correctional administrators to increase security and safety through the use of 
   non-toxic materials.

3. The Committee shall work with the Correctional Industries Committee and support the integration 
   between sustainability and industries and promote exemplary practices through articles and workshops.

4. If the Committee chooses to do so, there are 4 opportunities (one at each conference) that the 
   committee could submit an interesting and informative workshop proposal. Workshops should not only provide 
   information on innovations, but also what are the implications and challenges in making changes in the culture.

5. If the Committee learns of innovative programs, technology or positive initiatives regarding their 
   subject matter, the committee could consider writing an article for possible inclusion in Corrections Today 
   magazine.

6. The Committee shall submit names of viable candidates to assist the Nominating Committee in the 
   election in time for their 2020 spring meeting. The Committee shall develop the list at their January 2020 
   meeting, following a reminder by ACA staff that will include a list of open positions. The recommendations 
   should be to the ACA Executive Director’s office by no later than March 1, 2020.

7. The Chair shall appoint a Committee member to act as “secretary” to work closely with the Chair to 
   distribute information regarding meetings, take minutes at meetings, distribute minutes following meetings 
   (including distribution to the Exec. Office at ACA) and to perform other administrative duties relating to the 
   committee, as requested.

8. A written record of any proposals, recommendations or actions should be submitted to the ACA 
   Executive Office. Minutes should be submitted to the President following committee meetings to pres@aca.org.

In the absence of the Chair, the Vice Chair shall chair the meeting of this committee. In the absence of the Chair 
and Vice Chair, the Committee will appoint a member to temporarily chair the meeting.
WOMEN WORKING IN CORRECTIONS COMMITTEE  
(AD HOC)

Charges Assigned by the President:

1. If the Committee chooses to do so, there are 4 opportunities (one at each conference) that the committee could submit an interesting and informative workshop proposal. Workshops should not only provide information on innovations, but also what are the implications and challenges in making changes in the culture.

2. If the Committee learns of innovative programs, technology or positive initiatives regarding their subject matter, the committee could consider writing an article for possible inclusion in Corrections Today magazine.

3. The Committee shall engage the Professional Registry Committee to promote the career growth of women and increase their consideration for leadership positions in jurisdictions beyond their own.

4. The Committee shall submit names of viable candidates to assist the Nominating Committee in the election in time for their 2020 spring meeting. The Committee shall develop the list at their January 2020 meeting, following a reminder by ACA staff that will include a list of open positions. The recommendations should be to the ACA Executive Director’s office by no later than March 1, 2020.

5. The Chair shall appoint a Committee member to act as “secretary” to work closely with the Chair to distribute information regarding meetings, take minutes at meetings, distribute minutes following meetings (including distribution to the Exec. Office at ACA) and to perform other administrative duties relating to the committee, as requested.

6. A written record of any proposals, recommendations or actions should be submitted to the ACA Executive Office. Minutes should be submitted to the President following committee meetings to pres@aca.org.

In the absence of the Chair, the Vice Chair shall chair the meeting of this committee. In the absence of the Chair and Vice Chair, the Committee will appoint a member to temporarily chair the meeting.