



Interstate Commission for Adult Offender Supervision  

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Ensuring Public Safety for the 21st Century

# ICAOS Ex Officio Orientation Manual

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# Introduction

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The purpose of this manual is to provide ex officio members with information and support to carry out their role. Ex officio members will be able to assess existing opportunities for involvement, become familiar with other organizations represented on the Commission and make recommendations for common goals.

## History

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Since 1937, the Interstate Compact for the Supervision of Parolees and Probationers has provided the statutory authority for regulating the transfer of adult parole and probation supervision across state boundaries. All fifty states were members of this interstate agreement, as were the District of Columbia, Puerto Rico and the U.S. Virgin Islands.

In 2002, the compact was revised to include a modern administrative structure, a process for rule promulgation, a means for electronic information sharing and adequate funding to carry out its tasks. The Commission now provides a wide variety of training programs, technical assistance, data sharing and other services to the states.

## Purpose

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The Interstate Commission for Adult Offender Supervision is established to fulfill the objectives of the Compact, through means of joint cooperative action among the compacting states to promote, develop and facilitate safe, orderly, efficient, cost effective and uniform transfer and of supervised individuals in the community who are authorized pursuant to the bylaws and rules of this Compact to travel across state lines both to and from each compacting state, and, when necessary, return supervised individuals to the originating jurisdictions.

The Commission oversees the day-to-day operation of the compact between the states, promulgates rules to achieve the goals of the compact and ensures an opportunity for input and timely notice to victims and member jurisdictions. The Commission is also responsible for the collection of uniform data, providing access to information on active cases by authorized criminal justice officials, and coordinates regular reporting of Compact activities to heads of state councils, state executive, judicial, and legislative branches and criminal justice administrators.

The Commission monitors compliance with the rules governing interstate movement of supervised individuals and intervenes to address and correct noncompliance issues. The Commission also assists states with training and educating the state offices, courts, field staff and others.

# Membership

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Each member state or territory is represented by one Commissioner. The jurisdiction's Governor is responsible for appointing the Commissioner, in consultation with the State Council. The Commission membership also includes individuals who are not Commissioners and who do not have a vote, but who are members of interested organizations. These ex officio members serve at the pleasure of the sponsoring organization. Ex officio members of the Commission currently include:

- American Jail Association (AJA)
- American Probation and Parole Association (APPA)
- Association of Paroling Authorities International (APAI)
- Association of Prosecuting Attorneys (APA)
- Conference of Chief Justices (CCJ)
- Conference of State Court Administrators (COSCA)
- Interstate Commission for Juveniles (ICJ)
- National Association for Public Defense (NAPD)
- National Association of Attorney General (NAAG)
- National Association of Police Organizations (NAPO)
- National Conference of State Legislatures (NCSL)
- National Criminal Justice Association (NCJA)
- National Governors Association (NGA)
- National Institute of Corrections (NIC)
- National Organization for Victim Assistance (NOVA)
- National Sheriffs' Association (NSA)
- National District Attorneys Association (NDAA)

## Role of an Ex Officio Member

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The primary role of an ex officio member of the Commission is to be a source of communication between the Commission and the organization he or she represents. In addition, ex officio members may be able to contribute information or expertise to the Commission; therefore, they are permitted the same level of commitment as regular voting members by serving on a standing Committee and attending the Annual Meeting.

Additional roles/expectations for ex officios include:

- Attend a majority of the meetings for the Committee(s) in which they choose to serve.
- Participate in Committee assignments, obligations and be prepared for meetings.
- Bring items of interest before a Committee or the Commission.
- Make comments in Committee or Commission meetings.
- Attend the Annual Meeting of the Commission.
- Provide information to the Commission as needed.

- Offer feedback to common objectives.
- Collaborate with the Commission to accomplish mutually beneficial projects or goals.

## Committees

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Below are standing Committees established by the Commission and their business purpose:

### *Executive Committee*

The Executive Committee is empowered to act on behalf of the Commission between Commission meetings, except for rulemaking or amendment of the Compact. The Committee is composed of all officers of the Interstate Commission, the chairpersons of each standing committee, the regional representatives, and the ex officio past chair, DCA Liaison chair and victims' representative.

The Commission determines the procedures, duties, budget, and tenure of the Executive Committee. The power of the Executive Committee to act on behalf of the Commission is subject to any limitations imposed by the Commission, the Compact or its Bylaws. The Executive Committee is responsible for monitoring the health, needs, and accomplishments of the Commission while also ensuring the organization operates according to its Bylaws. The Committee's functions include, but are not limited to: financial management, national staff oversight, strategic planning and scheduling of full Commission meetings.

### *Compliance Committee*

The Compliance Committee monitors the compliance of member states with the terms of the Compact and the Commission's rules. The Committee is also responsible for developing appropriate enforcement procedures for the Commission's consideration.

### *Rules Committee*

The Rules Committee drafts proposed rules for the Commission's consideration as appropriate and administers the Commission's rulemaking procedural requirements under the Compact.

### *Training, Education and Public Relations Committee*

The Training, Education and Public Relations Committee develops educational resources and training materials for use by the Commission and in the member states to help ensure awareness of, and compliance with, the terms of the Compact and the Commission's rules.

### *Information Technology Committee*

The Information Technology Committee identifies and develops appropriate information technology resources to facilitate the tracking of Adult Offender Supervision and the administration of Commission activities. The Committee also develops recommendations for the Commission's consideration as appropriate.

### *Finance Committee*

The Finance Committee is responsible for monitoring the Commission's budget and financial practices, including the collection and expenditure of Commission revenues, and for developing recommendations for the Commission's consideration as appropriate.

### *DCA Liaison Committee*

The DCA Liaison Committee acts as a liaison to improve the communication and relationship between Commissioners and Deputy Compact Administrators. The Committee provides a mechanism for DCAs to communicate concerns or needs.

### *Ad Hoc Committees*

Ad Hoc Committees are formed for a one-time purpose to deal with a particular issue and disband after the issue is resolved. They provide a stopgap or temporary measures to solve problems that are not resolved by ordinary processes of the Commission.

## Meetings

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### *Annual Business Meeting*

The Commission is required to meet at least once each calendar year at a time and place determined by the Commission. Additional meetings are scheduled at the discretion of the chairperson, and must be called upon the request of a majority of Commission members. All Commission members shall be given a thirty-day written notice of the Commission's Annual Business Meeting and meeting information.

### *Committee and Region Meetings*

Committees and regions generally meet via teleconference through WebEx. WebEx is an interactive conferencing tool which allows participants to view documents on their computer. The National Office hosts and schedules WebEx meetings. Committee and Region chairs are responsible for setting their meeting dates and notifying the National Office. The National Office will then set up the meeting, send out notices and materials, and report to the Chair if a quorum is established.

If the funding is approved, a committee or region may meet face to face. The National Office secures accommodations, logistics and meeting space for these meetings.

### *Quorum*

Commission Members representing a majority of the Compacting States constitute a quorum for the transaction of business, except as otherwise required in the Commission's Bylaws. The participation of a Commission Member from a Compacting State in a meeting is sufficient to constitute the presence of that state for purposes of determining the existence of a quorum,

provided the member present is entitled to vote on behalf of the Compacting state represented. The presence of a quorum must be established before any vote of the Commission can be taken.

### *Voting*

Each Compacting State represented at any meeting of the Commission is entitled to one vote. A Member must vote and cannot delegate a vote to another Member. Members may participate and vote in meetings of the Commission and its duly authorized committees. Except as otherwise required by the Compact or the Bylaws, any question submitted to a vote of the Commission is determined by a simple majority.

### *Public Participation in Meetings*

Upon prior written request to the Commission, any person who desires to present a statement on a matter that is on the agenda shall be afforded an opportunity to present an oral statement to the Commission at an open meeting. The Chairperson may, depending on the circumstances, afford any person who desires to present a statement on a matter that is on the agenda an opportunity to be heard absent a prior written request to the Commission. The Chairperson may limit the time and manner of any such statements at any open meeting.

### *National Office Support*

The National Office maintains the minutes for each Commission, Committee and Region meeting, which describes all matters discussed and provides a full and accurate summary of any actions taken, a description of the views expressed and the record of any roll call vote. Services to assist Executive Committee members when convening Committee and or Region meetings include:

- Scheduling meetings
- Notifying chair of quorum
- Outlining an agenda
- Taking minutes
- Managing committee/region documents
- Providing logistical support
- Posting meeting information on the Commission's website (10 days prior to the meeting)

## Finance

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Each Compacting State is assessed an annual fee to cover the cost of the operations and activities of the Commission and its staff. The Commission approves the annual budget each year at the annual business meeting. ICAOS Rule 2.103 defines how annual fees are assessed.

The Commission operates on an annual budget cycle beginning on July 1 and ending on June 30 of each year. The budget report distributed at the annual business meeting details expenditures, income and the fund balance of the Commission for the previous, current and ensuing fiscal year.

The Executive Director in consultation with the Treasurer are responsible for drafting a budget for consideration by the full Commission.

## National Office Services

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The National Office is a resource center for the Commission. Among its many responsibilities, the National Office provides assistance with logistical planning, training, policies, programs, supporting the work of regions and committees, as well as maintaining the Commission's website, and national system. Specific programs and assistance provided by the National Office include:

- Assist States with the establishment and maintenance of State Councils
- Develop and deliver training programs, curriculum and materials
- Administer the Interstate Commission Offender Tracking System (ICOTS), related reports, data sharing and statistics
- Oversee the Commission's website, documents, software, etc.
- Maintain and develop policies for the National Office and the Commission
- Comprehensive Meeting Support
- Provide interpretation of the Commission's rules
- Assist states with dispute resolution
- Conduct annual compliance audit

## Appendix

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See the Commission's website [www.interstatecompact.org](http://www.interstatecompact.org) for additional information such as:

- Annual Report(s)
- Statute
- By-laws
- Rules
- Policies
- Training Materials
- Bench Book
- State Council Took Kit
- Practitioner Guides