

# CT SENTENCING COMMISSION BYLAWS

Steering Committee  
Meeting

August 14, 2025

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# ARTICLE I

## ESTABLISHMENT & AUTHORITY

- Establishment of Commission
    - Commission was established by PA 10-129 and derives its authority from CGS § 54-300
    - Commission is within OPM for administrative purposes only
  - Purpose and authority of bylaws
    - Purpose of the bylaws is to ensure the consistent and efficient operation of the Commission in fulfilling its mission.
    - Bylaws supplement applicable law
      - If conflicting, CT law takes precedent
    - Commission may make rules or adopt policies and procedures that supplement the bylaws.
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# ARTICLE II

## STATUTORY DUTIES

- Statutory duties of the Commission (also be found in CGS § 54-300)
    - Facilitate the development and maintenance of a state-wide sentencing database in collaboration with state and local agencies, using existing state databases or resources where appropriate.
    - Evaluate existing sentencing statutes, policies and practices including conducting a cost-benefit analysis.
    - Conduct sentencing trends analyses and studies and prepare offender profiles.
    - Provide training regarding sentencing and related issues, policies and practices.
    - Act as a sentencing policy resource for the state.
    - Preserve judicial discretion and provide for individualized sentencing.
    - Evaluate the impact of pretrial, sentencing diversion, incarceration and post-release supervision programs.
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# ARTICLE II

## STATUTORY DUTIES

- Statutory duties of the Commission (also be found in CGS § 54-300)
    - Perform fiscal impact analyses on selected proposed criminal justice legislation.
    - Identify potential areas of sentencing disparity related to racial, ethnic, gender and socioeconomic status.
    - Make recommendations concerning criminal justice legislation, including proposed modifications thereto, to the joint standing committee of the General Assembly having cognizance of matters relating to the judiciary which shall hold a hearing thereon.
    - Obtain full and complete information with respect to programs and other activities and operations of the state that relate to the criminal sentencing structure in the state.
    - Upon completing the development of the state-wide sentencing database, the Commission shall review criminal justice legislation as requested and as resources allow.
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# ARTICLE III

## COMMISSION MEMBERSHIP

- Composition – 23 members
    - Commission Chair - An active or retired judge appointed by the Chief Justice of the Supreme Court (four-year term)
    - One appointment each from (four-year term for all appointments):
      - Governor
      - Chief Justice of the Supreme Court
      - President Pro Tempore of the Senate
      - Speaker of the House
      - Senate Majority Leader
      - Senate Minority Leader
      - House Majority Leader
      - House Minority Leader
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# ARTICLE III

## COMMISSION MEMBERSHIP

- Composition – 23 members
    - Two judges appointed by the Chief Justice of the Supreme Court (one of whom serves a one-year term and one of whom serves a three-year term)
    - One representative from CSSD appointed by the Chief Justice of the Supreme Court (two-year term)
    - One state's attorney appointed by the Chief State's Attorney (three-year term)
    - One member of the criminal defense bar appointed by the president of the CT Criminal Defense Lawyers Association (three-year term)
    - One municipal police chief appointed by the president of the CT Police Chiefs Association (two-year term)
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# ARTICLE III

## COMMISSION MEMBERSHIP

- Composition – 23 members
    - *Ex-officio* members:
      - Commissioner of DOC
      - Chief State's Attorney
      - Chief Public Defender
      - Victim Advocate
      - Chairperson of Board of Pardons and Paroles
      - Commissioner of DESPP
      - Commissioner of DMHAS
      - Undersecretary of Criminal Justice Policy and Planning Division within OPM
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# ARTICLE III

## COMMISSION MEMBERSHIP

- Resignation and vacancies
  - Any appointed member may resign upon written notice to the Executive Director and appointing authority.
  - In the event of vacancy, the Chair shall promptly request the appointing authority to select a qualified replacement to fill the position for the remainder of the unexpired term.

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# ARTICLE IV

## OFFICERS

- Officers of the Commission are the Chair and Vice Chair
  - Nomination and appointment
    - As previously mentioned, Chair is nominated by the Chief Justice of the Supreme Court
    - Vice Chair is nominated by the Steering Committee and elected by a majority vote of the Commission at a regular meeting
      - May be removed from office by the Commission pursuant to parliamentary procedure
      - Two-year term OR until expiration of their term as a member of the Commission, whichever comes first
      - Cannot serve two consecutive terms as Vice Chair
      - Cannot serve as both Chair and Vice Chair at the same time
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# ARTICLE IV

## OFFICERS

- Duties
    - Chair shall: prepare meeting agendas; call special meetings; assure that all approved resolutions and policies of the Commission are followed and carried into effect; work closely with the Executive Director in the exercise of all powers granted to the Commission; and appoint Advisory Committee Chairs.
    - Vice Chair shall: act as assistant to the Chair; perform such duties as may be assigned by the Chair; and perform all the duties of the Chair in his or her absence.
  - The Commission may appoint or designate an Executive Director and such other staff as may be necessary for the discharge of its mission and duties.
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# ARTICLE V

## MEETINGS

- Regular meetings shall occur at least once per quarter
    - Schedule of meetings for the year must be determined by the final Commission meeting of the prior year
    - Special meetings may be called by the Chair
      - Chair must state the purpose of the meeting and notify members at least three days prior
  - Voting
    - Each member present is entitled to one vote
    - No member may send a delegate to vote as a proxy, except as authorized by the Chair
    - Twelve members present constitutes a quorum, which is required for the Commission to act
  - Official recommendations concerning criminal justice policy, procedure, or legislation shall be made via written resolution approved by a two-thirds roll call vote of the present members with dissenting opinions recorded.
  - All meetings of the Commission and its committees must be open to the public
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# ARTICLE VI

## COMMITTEES

- Steering Committee
    - Composition
      - Chair
      - Vice Chair
      - Chief State's Attorney
      - Chief Public Defender
      - Chief Court Administrator
      - Undersecretary of Criminal Justice Policy and Planning Division within OPM
      - Three Commission members elected by the Commission (two-year term)
      - Executive Director is an *ex-officio* member without a vote
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# ARTICLE VI

## COMMITTEES

- Steering Committee
    - Duties
      - Maintains general supervision of the affairs of the Commission between its business meetings; sets the hour and place of meetings; makes recommendations to the Commission; and appoints Advisory Committees
    - Meetings
      - Special meetings of the Steering Committee may be called by the Chair OR upon written request of three members of the Steering Committee
      - A simple majority of members present constitutes a quorum, which is required for the Committee to act
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# ARTICLE VI

## COMMITTEES

- Advisory Committees
    - Creation and oversight
      - Steering Committee may appoint Advisory Committees to serve for a specified period with the consent of the Commission
      - Steering Committee, with input from the Chair and Executive Director, shall define the objectives, performance measures, and timelines for each Advisory Committee
      - Advisory Committees may not delegate authority to other groups without approval from the Steering Committee
    - Composition
      - Chair and Vice Chair
        - Appointed by the Commission Chair with the consent of the Steering Committee
      - Non-Commission members may serve on Advisory Committees as deemed appropriate by Steering
    - A simple majority of members present constitutes a quorum, which is required for the Committee to act
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# ARTICLE VII

## PARLIAMENTARY AUTHORITY

- The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Commission in all cases in which they are applicable and in which they do not conflict with State laws and regulations; these Bylaws; and any rules, procedures, or resolutions the Commission may adopt.

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# ARTICLE VIII

## AMENDMENT OF BYLAWS

- Bylaws may be amended at any regular Commission meeting by a two-thirds vote of members present
  - Amendments must be submitted in writing at the previous regular meeting