

ROCK COUNTY CRIMINAL JUSTICE COORDINATING COUNCIL

BYLAWS

I. Name

The name of this Council shall be the Rock County Criminal Justice Coordinating Council, hereinafter referred to as the CJCC.

II. Authority

The Rock County Board of Supervisors established the CJCC on May 11, 2006.

III. Purpose and Function

A. Purpose

The purpose of the CJCC is to bring stakeholders in the criminal justice system and members of the public together on a regular basis to discuss issues affecting the system, resolve problems, and plan for the future. The CJCC will act in an advisory capacity to the County Board on issues affecting the criminal justice system.

B. Function

The CJCC will endeavor to do the following: increase communication; make suggestions for more efficient use of resources; make suggestions to provide better outcomes for justice system users, their families, and the public at large; provide ongoing oversight for new or alternative programs; provide coordination across departments and budget areas; eliminate duplication; enhance public safety; and continue the work of the Jail Alternatives Ad hoc Study Committee, including refining and monitoring its recommendations for alternatives to incarceration that may help in reducing the average daily population at the jail.

IV. Membership

A. Appointing Authority

Appointment to the CJCC shall be by the Chair of the Rock County Board of Supervisors, who is authorized to appoint up to 17 individuals. The Rock County Board of Supervisors shall confirm all appointments.

B. Permanent Representatives

The CJCC shall be composed of the following permanent representatives:

1. The presiding judge or designee
2. The district attorney or designee
3. The Sheriff or designee
4. The Human Services Director or designee
5. A representative of the State Public Defender's Office
6. The County Board Chair or designee
7. A representative of Wisconsin Department of Corrections

C. Citizen Representatives

The Chair of the County Board of Supervisors shall give consideration to appointing citizen members from the following:

1. A municipal law enforcement representative
2. A representative of the juvenile justice system
3. A mental health professional
4. A representative of a private social service agency
5. A substance abuse treatment provider
6. A representative of the State of Wisconsin Department of Health and Family Services
7. A local school superintendent
8. A victim advocate
9. An individual previously adjudicated through the criminal justice system
10. Other citizens

D. Term of Members

Terms shall be for a period of three years. Initial appointments to the CJCC shall be staggered as follows: four (4) citizen members shall be appointed to serve one-year terms, three (3) citizen members shall be appointed to serve two-year terms, and three (3) citizen members shall be appointed to serve three-year terms. Permanent members shall continue to serve as long as they hold the office which qualifies them for membership on the CJCC.

E. Vacancies in Office

When a vacancy occurs on the CJCC, the vacancy shall be filled by the County Board of Supervisors for the unexpired term in the same manner as the original appointment.

F. Officers

The CJCC shall elect a Chair at the first CJCC meeting of the calendar year. A Vice Chair shall be elected if the CJCC determines that one is needed. Such offices will commence at the conclusion of the same meeting.

G. Duties and Responsibilities of the CJCC

The CJCC shall have the duties and responsibilities as described in Section III.B. and shall perform such other duties and responsibilities as defined by the County Board of Supervisors.

H. Role of Members

Members will meet regularly with a structured agenda that includes reports from committees, policy discussions, planning updates, and public information efforts.

I. Appointment of Alternate Members

Members of the CJCC shall have the ability to name one alternate member to participate in the deliberations of the CJCC if the member is unable to attend. The ability of the alternate member to vote or to serve as part of the quorum of the CJCC is

contingent upon the alternate member being confirmed to this role by the Board of Supervisors.

V. Officers and Staff

A. Chair

The Chair shall be elected by and from the membership of the CJCC. The Chair's duties and powers shall include the following:

1. Preside at all meetings of the CJCC.
2. Appoint all standing and special committees of the CJCC.
3. Represent the CJCC at official functions and meetings.
4. Perform such other duties as specified by law, custom, or the CJCC.

B. Vice Chair

The Vice Chair, if one is determined to be necessary by the members of the CJCC, shall be elected by and from the membership of the CJCC. He/she shall assume the duties and responsibilities of the Chair in the Chair's absence, and shall perform such other duties as may from time to time be assigned. Should the position of the Chair become vacant or should the Chair become otherwise unable to discharge his/her duties (to be determined by the CJCC), the Vice Chair shall become Chair for the unexpired term and assume all duties and responsibilities of that office. A vacancy in the office of the Vice Chair shall be filled by a majority vote of the members present per Section IV.F.

C. Term of Office

At the first meeting of the calendar year, the CJCC shall elect one of its members as Chair and any other officers it deems appropriate. Each officer shall serve a one-year term and each officer may be reappointed to more than one term.

D. Staff

The County will provide staff to coordinate the activities of the CJCC.

VI. Committees

The Chair of the CJCC may appoint such committees, both standing and special, as he/she deems necessary to meet the purposes and responsibilities of the CJCC. Committee membership may include non-CJCC members, as approved by the Chair. The Chair appoints Committee chairs, under the advisement of the CJCC.

VII. Meetings

A. Regular Meetings

1. The CJCC shall meet at the call of the Chair or if three (3) members call a meeting.
2. The CJCC shall conform to the Wisconsin Open Meetings Law per Section 19.81 et. seq., Wisconsin Statutes.

B. Order of Business

CJCC meetings shall be conducted by way of an established agenda. A place on the

agenda for citizen input will be determined by the Chair of the CJCC.

C. Adjourned Meetings

Any legal meeting of the CJCC may be adjourned from time to time as the CJCC deems necessary.

D. Quorum

A majority of the members or their alternates shall constitute a quorum for the transaction of the business of the CJCC.

E. Voting

Each appointed member shall have the right to one (1) vote. Voting by alternate members is allowed per Section III.I.

F. Citizen Participation

Any citizen may comment upon agenda items at a meeting where citizen input is provided. Citizens, after being recognized, shall identify themselves by name and address and shall limit their presentation as deemed appropriate by the Chair.

G. Distribution of Minutes

Proposed minutes are not official until approved by the CJCC. Minutes shall be approved by the CJCC at the following meeting, to the extent possible. Proposed minutes shall be available for public inspection no later than the Friday prior to approval. Corrections to the minutes shall be reflected in the minutes of the meeting at which the minutes are approved.

H. Orders and Records

Every order, resolution, and determination of the CJCC shall be recorded in the records of the CJCC.

I. Rules of Order

The rules contained in Robert's Rules of Order, newly revised, shall govern the procedures of the CJCC. However, when those rules of procedure are inconsistent with the Bylaws or any special rules of order of the CJCC, the Bylaws or special rules of order shall prevail over Robert's Rules of Order.

VIII. Amendment of Bylaws

These Bylaws may be amended, altered, changed, added to or repealed by the affirmative vote of a majority of the members of the CJCC at any regular or special meeting. The Bylaws shall conform to such guidelines or policies as may be from time-to-time established by the Board of Supervisors.

The foregoing Bylaws were adopted by the Criminal Justice Coordinating Council on *(insert date)*.