

# YOLO COUNTY JUVENILE JUSTICE COORDINATING COUNCIL

## BYLAWS

### Article I – Purpose

- A. The purpose of the Juvenile Justice Coordinating Council (“JJCC”) is to: (1) develop and implement a continuum of county-based responses to juvenile crime, as provided in California Welfare and Institutions Code section 749.22; (2) review and update the county’s multi-agency juvenile justice plan, as provided in California Government Code section 30061(b)(4); and (3) co-function as the Juvenile Justice Realignment Subcommittee (“Subcommittee”) as provided in California Welfare and Institutions Code section 1995(a).
  - 1. The plan described above in subdivision (A) shall be developed with review and participation of the JJCC members as defined below in Article II, subdivision (A) and shall be approved by a majority of the JJCC members.
- B. The purpose of the Juvenile Justice Realignment Subcommittee is to develop a plan describing the facilities, programs, placements, services, supervision, and reentry strategies that are needed to provide appropriate rehabilitation and supervision services for youth who previously would be eligible for commitment to the Division of Juvenile Justice prior to its closure.
  - 1. The plan described above in subdivision (B) shall be developed with review and participation of the Subcommittee members as defined below in Article II, subdivision (B) and shall be approved by a majority of the Subcommittee members.

### Article II – Membership

- A. JJCC Composition:
  - 1. Ex-Officio Members - The JJCC shall consist of the Chief Probation Officer as Chair, and one representative each from the District Attorney's office, Public Defender's office, Sheriff's Department, Board of Supervisors, Department of Social Services, Department of Behavioral Health, a community-based drug & alcohol program, a city Police Department, the County Office of Education or a school district, and a non-profit agency serving minors.
  - 2. Appointed Members - The JJCC shall also include no fewer than three community members who shall be defined as individuals who have experience providing community-based youth services, youth justice advocates with expertise and knowledge of the juvenile justice system, or those who have been directly involved in the juvenile justice system. Per Yolo County Code section 2-2.3902, the Board of Supervisors appoints community members from each of their respective districts to fill five community member vacancies.

B. Subcommittee Composition:

1. Ex-Officio Members - The Subcommittee shall be composed of the Chief Probation Officer as Chair or Co-Chair, and one representative each from the District Attorney's office, the Public Defender's office, the Department of Social Services, the Department of Behavioral Health, a community-based drug & alcohol program, the County Office of Education, and a representative from the Superior Court.
  2. Appointed Members – The Subcommittee shall also include no fewer than three community members who shall be defined as individuals who have experience providing community-based youth services, youth justice advocates with expertise and knowledge of the juvenile justice system, or those who have been directly involved in the juvenile justice system. Per Yolo County Code section 2-2.3902, the Board of Supervisors appoints community members from each of their respective districts to fill five community member vacancies. Pursuant to California Welfare and Institutions Code section 1995(b), in addition to the aforementioned membership composition, any member may be selected as Co-Chair of the Subcommittee by a majority vote, shall serve a term of two years, and may appoint an alternate to serve as the Co-Chair in their absence. The Co-Chair will act in the capacity and take on the responsibilities of the Chair in their absence.
- C. Terms of Office: *Ex-Officio* members shall serve during their terms of office unless another member is appointed by the respective department/agency head. Community members appointed by the Board of Supervisors shall serve a term of four years.
1. Notification of changes to *ex-officio* membership must be confirmed in writing by the member to the Chief Probation Officer and received prior to the publication of the public agenda in order for a new *ex-officio* member to serve in an active role on the JJCC or Subcommittee at the next meeting.
- D. Resignation: Any appointed member may resign by giving written notice to the Clerk of the Board of Supervisors.
- E. Vacancies: *Ex-Officio* members shall have their positions filled prior to the next meeting if an unscheduled vacancy occurs. Appointed member vacancies shall be filled by the Board of Supervisors.
- F. Absences: *Ex-Officio* members who have three (3) consecutive absences from the scheduled meetings or who have not fulfilled their duties for a three-month period may be reported to the respective department head. Appointed members who have three (3) consecutive absences from the scheduled meetings or who have not fulfilled their duties for a three-month period may be declared inactive by the JJCC. This inactive seat may be declared vacant and filled by the Board of Supervisors.

- G. Alternates: An *ex-officio* member of the JJCC or Subcommittee may be represented by an alternate selected to attend from the same agency/organization if the member is not able to attend. Alternates for community members may be appointed by the Board of Supervisors; however, if not appointed by the Board of Supervisors, no alternate will be allowed to represent the appointed community member.
  - 1. Alternates attending JJCC or Subcommittee meetings on behalf of a member have the rights and responsibilities of the member during the meeting.
  - 2. When fulfilling the alternate member role, alternates may only act as an alternate JJCC and Subcommittee member, and not as a member of the public or other type of representative.

### **Article III – Structure**

- A. JJCC Officers: In accordance with state law, the Chief Probation Officer shall serve as the Chair of the JJCC. The Chief Probation Officer may appoint an alternate to serve as the Chair in their absence.
- B. Subcommittee: Pursuant to California Welfare and Institutions Code section 1995(b), in addition to the membership composition listed in Article II, subdivision (B), any member may be selected as Co-Chair of the Subcommittee by a majority vote and may appoint an alternate to serve as the Co-Chair in their absence.

### **Article IV – Meetings**

- A. Regular Meetings: Regular meetings of the JJCC and Subcommittee shall be held at least twice annually based on a schedule adopted by the JJCC and that schedule may be changed or augmented as needed. In addition, regularly scheduled meetings may be canceled by a majority vote of the JJCC, or by the Chair for lack of business or a quorum.
- B. Special Meetings: Special meetings of the JJCC or Subcommittee may be called by the Chair at any time. Such meetings shall be called in accordance with the provisions of the Ralph M. Brown Act regarding member and public notice.
- C. Quorum: A quorum of the JJCC or Subcommittee shall be a majority of the total number of filled positions on the JJCC not a majority of the total number of authorized positions.
- D. Voting: Each member of the JJCC or Subcommittee has one vote, and a majority vote of the members present is needed to pass a motion. Should there not be sufficient authorized members, or their alternates, present to constitute a quorum there can be no action on that matter.
- E. Conflict of Interest: As a general rule, no member shall participate as a member in any discussion or voting if doing so would constitute a conflict of interest.

- F. Meeting Procedure: The Chair will preside at all meetings and proceed with the business of the JJCC in a manner prescribed in these Bylaws. The Chair will also decide questions of parliamentary procedure as needed.
  
- G. Order of Business: The regular order of business of the JJCC and Subcommittee shall be:
  - 1. Call to order
  - 2. Public comment on non-agendized items
  - 3. Approve Agenda
  - 4. Consideration and action on agenda items
  - 5. Adjournment
  
- H. Public Access: All meetings of the JJCC or Subcommittee shall be open and accessible to the general public in accordance with the Ralph M. Brown Act. Opportunity for public comment will be included in each agenda item, and the JJCC may adopt, in advance, rules for public comment.

#### **Article V – Administration**

- A. The JJCC shall obtain staff support from the Probation Department. The staff will be responsible for the compilation and distribution of JJCC and Subcommittee meeting notices and agendas. All records shall be maintained by appropriate staff.
  
- B. Members of the JJCC and Subcommittee shall serve without compensation and shall not receive reimbursement for any expenses incurred while conducting official business.

#### **Article VI - Changes to Bylaws**

- A. The provisions of these Bylaws may be altered, amended, or repealed by the JJCC, within the limitations imposed by the Ralph M. Brown Act.