Adopted January 20, 2004; Resolution 04-06

**BYLAWS OF THE**

**NAPA COUNTY JUVENILE JUSTICE COORDINATING COUNCIL**

**ARTICLE 1: NAME**

Section 1 - Name: The name of this organization shall be the Napa County Juvenile Justice Coordinating Council (JJCC).

**ARTICLE II: PURPOSE**

**Section 1 - Authority:** The Juvenile Justice Coordinating Council is established under the provisions of 749.22 of the Welfare and Institutions Code, and shall serve in an advisory capacity to the Chief Probation Officer and the Board of Supervisors.

**Section 2 - Purpose:** The purpose of the Juvenile Justice Coordinating Council is as follows:

a. To advise the Chief Probation Officer in the development of the proposed expenditure plan for funds provided for under the Comprehensive Youth Services Act, and to advise the Chief Probation Officer with respect to compliance with all statutory and all state and federal guidelines and regulatory requirements under this Act.

b. To develop and submit to the Board of Supervisors a Comprehensive Multi-agency Juvenile Justice Plan in accordance with the requirements of the Crime Prevention Act of 2000 and all guidelines and requirements of the State Board of Corrections.

c. To develop methods of monitoring expenditure of funds, to insure quality of services provided, and to evaluate the outcome effectiveness of services and programs funded under these two Acts, and any other juvenile justice expenditures as the Board of Supervisors may direct.

d. To serve as an advisory committee to the Board of Supervisors.

**ARTICLE Ill: MEMBERSHIP**

**Section 1.- Membership:** Pursuant to Section 749.22 of the Welfare and Institutions Code and the Maddy Act (Government Code Section 54970) members shall be appointed by the Board of Supervisors and the Juvenile Justice Coordinating Council's composition shall consist of the following positions.

1 Chief Probation Officer (Chair) or designated representative

1 District Attorney or designated representative

1 Public Defender or designated representative

1 Sheriff or designated representative

1 County Executive Officer or designated representative

1 Judge/Court Commissioner or designated representative, as named by the Presiding Judge

1 Director of Health and Human Services Agency or designated representative, for Social Services

1 County Administrator of Alcohol and Drug Programs, representing Mental Health or designated representative

1 Representative from the Board of Supervisors

1 Chair of the Napa County Juvenile Justice/Delinquency Prevention Council

1 Representative from a city police department, as nominated by the Napa Special Investigations Governing Board, or designated representative

1 Representative from a non-profit, community-based organization providing services to at-risk minors, as nominated by the Coalition of Non-Profits

(Selected by Application Process)

1 Representative from a Community-Based Drug & Alcohol Treatment Program

1 Representative from either the County Office of Education or a school district, or a designated representative

1 Representative from the community at-large

1 Parent of at-risk youth from the community at-large

**Section 2 - Term of Office:** All memberships expire after three years unless extended by resolution of the Board of Supervisors.

**Section 3 - Attendance:** All members are expected to attend each meeting in order to vote on issues. Attendance issues will be dealt with on an individual basis.

Alternates may be designated by those members who have an alternate designation in the Board of Supervisors resolution. Designated alternates will have the member's proxy vote in the event that the member cannot attend a meeting. Only the member and their designated alternate are able to vote on issues before the Juvenile Justice Coordinating Council.

In the Chair's absence the Vice-Chair shall assume his/her duties. In the absence of both the Chair and the Vice-Chair the Secretary shall appoint a Chair pro tern. The Chair pro tern's appointment shall be valid only for the duration of the meeting and shall terminate if either the Chair or Vice-Chair enter the meeting.

**Section 4 - Compensation:** Members serve without compensation.

**Section 5 -Vacancies:** Vacancies are filled by the Board of Supervisors as they come up and are filled pursuant to the Board of Supervisors Resolution that defines the category of membership (also detailed in Article III, Section 1 of these By-Laws).

**ARTICLE IV: MEETINGS**

**Section 1 - Schedule:** Regular meetings will be held quarterly on the Third Wednesday of each month. Special meetings may also be called by the Chair.

**Section 2 - Quorum:** A quorum shall be 50% of the filled positions on the Juvenile Justice Coordinating Council.

**Section 3 - Rules of Order:** Robert's Rules of Order with discussion allowed by the Chair. The Chair votes only in the event of a tie.

**Section 4 - Open Meetings:** As a Board appointed Council, it is required that the Juvenile Justice Coordinating Council operate under the Brown Act rules, including holding meetings that are open to the public, and with advance publication of all meetings including the agenda.

**Section 5 - Conflict of Interest:** Members shall not participate or attempt to influence decisions in which they have a conflict of interest. Members shall declare they have a conflict of interest prior to a discussion of any such matter.

**ARTICLE V: OFFICERS**

**Section 1 - Elected Officers and Staff:** The Chief Probation Officer is designated the Chair, as required by law and Board resolution. The Vice-Chair and the Secretary shall be members of the commission and selected by the membership. The Probation Department has been designated as the liaison to the Juvenile Justice Coordinating Council and shall provide support staff as necessary and appropriate.

**Section 2 • Term of Office:** The Term of Office for all members is three years.

**Section 3 • Duties and Responsibilities:** The duties and responsibilities of the officers are as follows:

**a. Chair:**

1. To open the meetings at the time at which the Juvenile Justice Coordinating Council is to meet by taking the chair and calling the members to order.

2. To announce the business before the Juvenile Justice Coordinating Council in the order in which it is to be acted upon.

3. To recognize members entitled to the floor.

4. To state and to put to vote all questions which are regularly moved, or necessarily arise in the course of the meeting, and to announce the result of the vote.

5. To protect the Juvenile Justice Coordinating Council from annoyance from evidently frivolous or dilatory motions by refusing to recognize them.

6. To assist in the expediting of business in every way compatible with the rights of the members, as by allowing brief remarks when un-debatable motions are pending, if he/she thinks it advisable.

7. To restrain the members when engaged in debate, within the rules of order.

8. To enforce on all occasions the observance of order and decorum among the members, deciding all questions of order (subject to an appeal to the Juvenile Justice Coordinating Council by any two members) unless when in doubt he/she prefers to submit the question for the decision of the members.

9. To inform the members, when necessary, or when referred to for the purpose, on a point of order or practice pertinent to pending business.

10. To authenticate, by his/her signature, when necessary, all the acts, orders, and proceedings of the Juvenile Justice Coordinating Council declaring its will and in all things obeying its commands.

**b. Vice-Chair:**

To assume the role of the Chair in his or her absence. If the Vice-Chair is absent, then the Secretary may appoint a Chair pro tern.

**c. Secretary:**

1. To be the recording officer of the Juvenile Justice Coordinating Council and the custodian of its records.

2. To provide members and committees with any Juvenile Justice Coordinating Council records necessary for the proper performance of their duties.

3. To keep a register, or roll, of the members and to call the roll when required.

4. To notify officers, committees, and delegates of their appointment.

5. To maintain one book in which the constitution, by-laws, rules of order, and standing rules are written. (Amendments made to any of these documents, must be recorded in the minutes and entered on the page opposite to the article amended, with a reference, in red ink, to the date and page of the minutes where it is recorded)

6. To bring to each meeting, a list of all standing committees, special committees and meeting minutes.

7. To send out proper notices of all called meetings, and of other meetings when necessary.

8. To conduct the correspondence of the Juvenile Justice Coordinating Council, except as otherwise provided.

9. To draft an agenda prior to each meeting.

10. To appoint the Chair pro tern in the absence of the Chair and Vice Chair.

Support staff from the Probation Department shall assist the secretary in the performance of these duties.

**ARTICE VI: AMENDMENTS**

**Section 1 - Amendment of the Bylaws:** The By-laws are subject to approval by the Board of Supervisors. In the event that a change in the By-laws is necessary, an amendment will be reviewed and approved by the Juvenile Justice Coordinating Council and then by the Board of Supervisors.