

# **LEWIS AND CLARK COUNTY CRIMINAL JUSTICE COORDINATING COUNCIL BYLAWS**

## **Article I: Name**

The name of this council is the Lewis and Clark County Criminal Justice Coordinating Council, referred to as the CJCC in the following Bylaws.

## **Article II: Authority**

The CJCC was created in 2012 in response to Resolution 2012-116 of the Lewis and Clark County Commission. The CJCC is an advisory council to the Board of County Commissioners. Lewis and Clark County criminal justice officials agree to work together to accomplish the goals and objectives of the CJCC, as set forth below.

## **Article III: Purpose**

### **Section A. Mission**

The CJCC exists to improve the safety of the citizens of Lewis and Clark County and ensure the equitable and efficient treatment of defendants, offenders, and victims.

### **Section B. Guiding Principles**

The principal mission of the CJCC is to study the County's juvenile and adult criminal justice system; identify deficiencies; raise public awareness of the unique needs of the system; coordinate efforts; and formulate policy, plans, and programs to improve the system. The CJCC is committed to the coordinated planning of innovative corrections programs that reflect the County's desire for safety and cost effectiveness. The CJCC will serve as the central planning body for the juvenile and adult criminal justice system, and will make recommendations to the public policy boards on behalf of our justice system.

## **Article IV: Members**

### **Section A. Membership by Position**

There are fourteen (14) voting members of the CJCC who are members due to the positions they hold.

1. A District Court Judge of the 1<sup>st</sup> Judicial district, selected by the district judges each July;
2. A Lewis and Clark County Justice of the Peace, selected by the Justices of the Peace each July;
3. A Municipal or City Judge, selected by the judges each July;
4. A Lewis and Clark County Commissioner, selected by the Commissioners each January;
5. A Municipal Chief of Police, selected by the chiefs each July;
6. Lewis and Clark County Attorney's Office;
7. Lewis and Clark County Sheriff's Office;
8. Lewis and Clark County Youth Probation Office;
9. Department of Corrections Adult Probation and Parole Bureau;
10. Office of the Public Defender, Region IV;
11. A city council, mayor, or manager representative of the incorporated municipality of Helena, selected by the entities each July.

12. A city council, mayor, or manager representative of the incorporated municipality of East Helena, selected by the entities each July.
13. One representative from an organization serving victims of crime; and
14. Citizen's Advisory Committee Chair

### **Section B. Designees**

Council members may designate a consistent alternate individual within their agency or department to represent them either permanently or temporarily at CJCC meetings.

## **Article V: Meetings**

### **Section A: Regular Meetings**

The CJCC shall meet the fourth Wednesday at noon on a quarterly basis each year at a place specified by the Chair, and with public notice. The meeting schedule may be changed by a majority vote of the members.

### **Section B. Quorum**

A quorum is no less than a simple majority of the total voting membership of the CJCC.

### **Section C. Attendance**

A member who misses two consecutive regular meetings, or three meetings out of a 12-month calendar year, without a reasonable excuse as determined by the Chair, shall forfeit membership. When a membership is forfeited, the position will be filled according to the process outlined in Article IV. If the person is a CJCC member by virtue of the office, the remedy concerning that office being represented on the CJCC is left to the discretion of the CJCC.

### **Section D. Convening Special Meetings**

The Chair of the CJCC may convene a special meeting by written notice served at least 24 hours in advance, but otherwise only in case of an emergency. It is the Chair's prerogative to determine an emergency.

### **Section E. Notice of Agenda**

~~In order to expedite meetings and promote reasoned decision making, a~~ written agenda shall be provided to each member of the CJCC at least ~~seven (7) days~~ 24 hours in advance of any regularly scheduled meeting outlining with sufficient particularity any action item that will be proposed for decision at the meeting. Members and their representatives are expected to review the agenda, accompanying documentation and proposed action items in advance of the meeting, and prepare to give a report at the meeting regarding changes in their department that might impact other departments.

## **Article VI: Officers**

Chair: The Chair of the CJCC is a Judge of the 1<sup>st</sup> Judicial District. The responsibility of the Chair is to ensure the orderly discussion of issues, to present for discussion the issues and agenda, and to oversee the voting process.

Vice-Chair: the vice-chair of the CJCC is chosen by the CJCC each July. The duty of the vice-chair is to act in place of the Chair should the Chair be unable to attend.

Staff Support: The Lewis and Clark County Director of the Department of Criminal Justice Services will carry out the role of CJCC Liaison. The role of the Liaison is to provide support and manage efforts to assist in improving the effectiveness and efficiency of the Council.

## **Article VII: Voting**

Each CJCC member has one vote. All decisions of the CJCC shall be reached by the majority of the Members who are present for the meeting at which the action item is presented for consideration. No decision may be reached unless a quorum is present at the meeting.

## **Article VIII: Task Forces and Subcommittees**

To expedite business of the CJCC, temporary task forces of members and nonmembers may be established by motion and vote to carry out a particular task. These subcommittees may be established by consensus or majority for longer term or permanent missions, and will report to CJCC meetings upon request.

## **Article XI: Citizens Advisory Committee**

A larger group of professionals, service providers, stakeholders, and interested public will be invited by the CJCC to serve on an Advisory committee not exceeding twenty-five (25) members. The purpose of the Advisory committee is to provide a mechanism for outreach and exchange information, to make recommendations, and to serve on task forces and subcommittees. Each July, the Chair shall nominate these members to serve a one year, renewable term.

## **Article XII: Authority**

A decision by the CJCC shall be made by motion, seconded, opened for discussion, called for a vote, and approved by a majority vote.

## **Article XIII: Amendment of Bylaws**

Proposed amendments to the Bylaws are to be included on the agenda of a regularly scheduled CJCC. Any action will become effective immediately.

Approved by unanimous vote of the CJCC, October 27, 2021