

# CJCC

Criminal Justice Coordinating Committee

ADAMS COUNTY, COLORADO

# Bylaws

Amended on February 10, 2015

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## **ARTICLE I**

### **Name**

The name of this committee shall be the Criminal Justice Coordinating Committee, hereinafter referred to as the CJCC, which serves all of Adams County.

## **ARTICLE II**

### **Authority**

2.1 The Adams County Board of Commissioners established the CJCC by resolution on October 31, 2011, and later clarified its establishment and role by resolution on August 19, 2014.

2.2 The CJCC is an independent planning advisory group that makes recommendations to those elected and appointed officials who have the authority to implement such recommendations as they deem appropriate.

## **ARTICLE III**

### **Mission**

The mission of the CJCC is to provide an ongoing forum for leaders from justice agencies, and those governments, agencies, and service providers involved with the justice system in Adams County, to discuss and prioritize public safety and justice issues and coordinate resources to address them in the most evidence-based, cost-effective, and equitable way possible.

## **ARTICLE IV**

### **Purpose**

CJCC members commit themselves to identifying issues and their solutions, proposing actions, and facilitating cooperation that will improve public safety, align resources, and coordinate justice services. The CJCC is an independent planning advisory body that addresses system-wide goals impacting community safety and offender accountability. The CJCC leverages the resources and expertise from participating agencies to address systemic issues that no one agency can do alone.

## ARTICLE V

### Values

The CJCC members have identified and agree to adhere to the following values:

- **Accountability and Integrity** – holding all system participants responsible for their practices, the decisions they make, and the outcomes they produce.
- **Community Safety** – committed to crime prevention by reducing victimization and recidivism through more effective sanctions and services.
- **Effective Communication** – creating and maintaining open lines of supportive and collaborative communication amongst agencies.
- **Enhanced Collaboration and Cooperation** – working together for the best outcomes for everyone in Adams County.
- **Fairness and Justice** – promoting equality for those involved in the system, in part by standardizing policies and procedures and by making evidenced-based decisions.
- **Informed Decision Making** – committed to the discipline of Evidenced-based Decision Making by using data and empirically-based research to inform and guide policies, practices, intervention and decisions across the justice system.
- **Resource Responsibility** – managing, allocating, and utilizing federal, state, county, municipal, and overall system resources in the most effective and efficient way possible, including the most appropriate use of taxpayer dollars.

## ARTICLE VI

### Membership

The committee encourages the support and personal involvement of its members.

6.1 Members. The CJCC shall be comprised of the following members or designated representatives:

#### **Adams County**

- County Administration Representative
- Board of County Commissioner Representative
- Sheriff
- Behavioral Health Representative
- Juvenile Services Representative
- Law Enforcement-based Victim Services Representative

#### **17<sup>th</sup> Judicial District**

- Chief Judge
- District Attorney
- Lead Public Defender
- Chief Probation Officer
- Community Corrections Administrator
- Court Administration Representative
- Prosecution-based Victim Services Representative

### **Adams County Municipalities**

- Municipal Administration Representative
- Municipal Court Judge
- Police Chief
- Municipal Prosecutor
- Municipal Court Manager

### **Others**

- As determined by the Committee

6.2 Member Appointment. The appropriate person, agency, or stakeholder group to be represented shall submit in writing the name, title, and contact information (email, phone, and mailing address) of its representative to the Chair. In the event a person, agency, or stakeholder group fails to appoint a representative, the representative may be determined from the pool of qualified and interested persons by a majority vote of the CJCC following a written ballot election process.

6.3 Member Terms. Members of the CJCC shall retain membership as long as they retain their position specified in Section 6.1 above and the support of the stakeholder group they represent.

6.4 Member Resignation. A member may resign at any time upon providing written notice to the Chair.

6.5 Member Removal. A member who has been appointed to represent a member stakeholder group may be removed at any time by such stakeholder group; provided such stakeholder group so notifies the Chair in writing.

6.6 Member Vacancy. A vacancy in any member category due to death, resignation, removal, disqualification, or other reason shall be promptly filled in accordance to these Bylaws.

6.7 Member Attendance. A member who has three consecutive unexcused absences from regular meetings or five unexcused absences from any meetings in any calendar year shall be considered to have resigned from the CJCC and the Chair shall declare a vacancy in such position.

6.8 Conflict of Interest. Any member who is present at a meeting at which any matter is discussed in which he or she has a private pecuniary or property interest shall declare that he or she has a potential conflict of interest. The member shall not vote on such matter and shall refrain from attempting to influence the decisions of the other members of the CJCC in voting on the matter. The Chair may choose to have such member step out of the meeting during the discussion of and/or vote on the matter which is the subject of the potential conflict of interest.

6.9 Designees. A CJCC member may designate an individual from within his/her agency, department, or stakeholder group to represent the member at CJCC meetings. The designee must be able to speak on behalf of the agency/department and have the decision making authority of the member in the member's absence. Any member wishing to appoint or change a designee shall identify the designee to the Chair in writing.

## ARTICLE VII

### **Officers**

7.1 Officers. The officers of the CJCC shall be the Chair and Vice Chair. Additional officers may be elected or appointed by the CJCC. An individual may not hold more than one office at a time.

7.2 Election. As necessary, at the first meeting of the calendar year, the CJCC shall elect one of its members as Chair and one of its members as Vice Chair and any other officers it deems appropriate. Elections for officers shall occur by majority vote of the CJCC.

7.3 Term of Office. The officers' term of office shall begin at the close of the meeting at which officers are elected and are two years in length; however, serving only a part of a term will not count the same as a full term. Officers may be elected to serve no more than two consecutive two-year terms.

7.4 Authority and Duties. The Chair and Vice Chair shall have full authority to carry out their duties as specified below.

7.4.1 Chair.

- Preside at meetings of the CJCC.
- Serve as ceremonial representative of the CJCC.
- Appoint all standing and special committees of the CJCC which appointments are confirmed by the CJCC.
- Appoint subcommittee Chairs.
- Provide functional supervision to the Criminal Justice Planner; gather input from the Committee, and administer performance reviews and share with administrative supervisor.
- Work with the Planner to develop and execute the approved annual CJCC budget.
- Keep CJCC members informed of matters pertinent to their responsibility.
- Set the agenda for all meetings of the CJCC and ensure distribution to members.
- Establish CJCC meeting schedules.
- Ensure the preparation of meeting minutes and distribution to members.
- Sign communications on behalf of the CJCC.
- Represent the CJCC at governmental, community, or other meetings.

7.4.2 Vice Chair.

- In the absence of the Chair, to fulfill any and all of the above duties.

7.5 Other Officers. The need for and the responsibilities of other officers shall be determined at a regular meeting of the CJCC for which this topic was included in the posted agenda for said meeting.

7.6 Removal of Officers. Any officer elected or appointed by the CJCC may be removed by a vote of not less than three-fourths of the members present at a scheduled meeting of the CJCC for which this topic was included in the posted agenda for said meeting.

7.7 Vacancies. A vacancy in any office resulting from death, resignation, removal, disqualification, or other reason shall be filled by an interim appointment of the CJCC until the next date for election of officers as specified in these Bylaws.

## **ARTICLE VIII** **Subcommittees**

8.1 Creation. The Chair, or by a majority vote of the CJCC, may appoint standing or ad hoc subcommittees to address issues or facilitate the Committee's activities.

8.2 Member Selection. Any subcommittee must include at least two CJCC members appointed by the Chair. A subcommittee may also include others from the local criminal justice system and its related service providers who are approved by a majority vote of the CJCC.

8.3 Officers. The CJCC Chair shall appoint the Chair and Vice Chair of a subcommittee or a pair of Co-Chairs at his/her discretion.

8.3.1 Authority and Duties. The Chair and Vice Chair shall have full authority to carry out their duties as specified below.

8.3.1.1 Subcommittee Chair.

- Preside at meetings of the subcommittee.
- Provide direction to the Criminal Justice Planner on behalf of the subcommittee as authorized by the CJCC Chair.
- Keep subcommittee members informed of matters pertinent to their responsibility.
- Set the agenda for all meetings and ensure distribution to members.
- Establish meeting schedules.
- Ensure the preparation of meeting minutes and distribution to members.

8.3.1.2 Subcommittee Vice Chair.

- In the absence of the Chair, to fulfill any and all of the above duties.

8.4 Member Resignation. A subcommittee member may resign at any time from the subcommittee upon providing written notice to the subcommittee Chair and CJCC Chair.

8.5 Member Removal. Any member of the subcommittee who is not a member of the CJCC may be removed by a two-thirds majority vote of the members present at a scheduled CJCC meeting.

8.6 Conflict of Interest. No person who has a private pecuniary or property interest in a subcommittee's work topic shall be permitted to serve as a member of such subcommittee.

## **ARTICLE IX** **Meetings**

9.1 Meetings. CJCC meetings shall occur regularly, but no less than quarterly, at locations and times as scheduled by the Chair.

9.2 Special Meetings. Special meetings of the CJCC may be called by the Chair, by a majority vote of CJCC members present at a regularly scheduled meeting, or by a majority vote of the CJCC members conducted via email.

9.3 Quorum. Two-thirds of the voting members of the CJCC constitute a quorum for transaction of business. [Ex. 2/3 of 17=12]

9.4 Voting. Decisions shall be made by a two-thirds majority of the quorum present at a meeting. [Ex. 2/3 of 12=8]

## ARTICLE X

### Staff

The Adams County Board of County Commissioners supports the committee by providing professional staff that is administratively supervised by the County Manager's Office. The Adams County Board of County Commissioners has also agreed to provide resources to the CJCC to assist it in fulfilling its purpose. Staff is available to work with the CJCC through its Chair. Additionally, each CJCC member may expect to devote some time and resources of his/her organization, outside of preparing for and attending regular CJCC meetings, to further the CJCC's mission and established goals, objectives, and initiatives.

Staff, in addition to attending all meetings, taking roll, keeping minutes, will receive assignments from the full committee and subcommittees on an ongoing basis. Staff shall maintain records on behalf of the CJCC and its subcommittees.

Such assignments from the committee and subcommittees may include, but not limited to:

- Provide system coordination facilitation and group facilitation.
- Structure issues for the Committee's consideration.
- Coordinate the development of short-and long-term goals and priorities.
- Conduct programmatic justice planning as well as legislative, research, and analysis activities.
- Perform process and outcome evaluations of programs and policies.
- Plan, coordinate, and achieve all components of the Committee's initiatives from beginning to end of a project.
- Draft reports, correspondence, presentations, and other materials as required for the Committee's use.
- Execute the approved annual CJCC budget in collaboration with the Chair and in accordance with county policies.
- Develop agendas for regular, subcommittee, and special meetings with the approval of the Chair.
- Keep minutes of each meeting and offer them for Committee or Subcommittee approval at the subsequent meeting.



**ARTICLE XI**  
**Open Records**

Minutes and other records of the CJCC and its subcommittees are subject to the Colorado Open Records Act.

**ARTICLE XII**  
**Amendment of Bylaws**

These Bylaws may be amended at any regular meeting of the CJCC with a number of affirmative votes equating to at least two-thirds of the non-vacant positions, as provided for in 6.1. The CJCC may adopt bylaws governing any aspect of its membership, meetings, and actions not set forth in policy as provided for in Section 2.1 of these Bylaws, or governed by Federal, State or other county policy or regulation.

The foregoing are the official Bylaws of the ADAMS COUNTY CRIMINAL JUSTICE COORDINATING COMMITTEE, as adopted January 24, 2013; as amended February 10, 2015.