

*Originally Adopted August 30, 2006  
Amended and Adopted August 27, 2008  
Amended and Adopted December 15, 2010  
Amended and Adopted October 19, 2011  
Amended and Adopted October 21, 2015*

## **EAU CLAIRE CRIMINAL JUSTICE COLLABORATING COUNCIL**

### **BY-LAWS**

#### **Article I: Name**

The name of this Council shall be the Eau Claire County Criminal Justice Collaborating Council. It will be referred to as the Council throughout these by-laws.

#### **Article II: Creation**

The Council is created by resolution as adopted by the Eau Claire County Board of Supervisors and signed by the County Administrator.

#### **Article III: Mission**

The principal mission of the Council is to improve the administration of justice and promote public safety through planning, research, education, and system-wide coordination of criminal justice initiatives.

#### **Article IV: Structure**

##### **Section A: Membership:**

There are sixteen voting members of the Council:

- Presiding Judge for Eau Claire County
- County Administrator
- County Board Chair
- Sheriff
- Chief of Police - Eau Claire
- District Attorney
- Clerk of Circuit Court
- State Public Defender
- Department of Corrections Supervisor for Eau Claire County
- Department of Human Services Director
- A representative of the Eau Claire City Attorney
- Member of Judiciary and Law Enforcement Committee
- Program Coordinator for Eau Claire County Restorative Justice Program
- Three Citizen Members

All circuit court judges are members and, except for the Presiding Judge, are non-voting. Council members may designate another competent person to represent them and vote at Council meetings. Any Council member, excluding the three citizen members, wishing

to appoint a designee is to identify the designee in writing addressed to the Chair of the Council. No more than three consecutive meetings shall be allowed for a member's designee to attend Council meetings. Designees can only be changed by notifying the Chair in writing.

Citizen members shall be elected to serve two-year terms commencing at the first meeting of 2012, with citizen member elections continuing at the first meeting in even-numbered years thereafter. Any citizen member may resign by submitting notice of resignation to the Chair. In the event of a vacancy of a citizen member, the Council may elect a new citizen member to serve the remaining term.

In the event of a vacancy of a Council member, excluding citizen members, the out-going Council member or his or her organization may designate a representative from his or her organization to act until such time as the position is filled.

Any member of the Council may recommend in writing to the Executive Committee removal of any member whom he or she believes is no longer appropriate for membership. Lack of attendance by a member may be cause for removal from the Council.

**Section B: Authority of the Council:**

The Council has no legal authority to order changes to Eau Claire County's criminal justice system, but it may bring about changes through consensus by the participating Agencies and Branches. The Council reviews policies, programs and budgets within the criminal justice system and makes final recommendations to all justice system partners, the Judiciary and Law Enforcement Committee, the Human Services Board and County Board.

**Section C: Committees:**

**1. Executive Committee**

The Executive Committee is composed of the chair, vice-chair, county board chair and county administrator. Any member of the Council may attend and participate in the Executive Committee meetings. The Executive Committee shall be responsible for the following:

- a. Develop Council meeting agendas and ensure matters are ready for Council meetings.
- b. Ensure assignments are completed and prepared for Council meetings.
- c. Propose to the Council the formation of Standing Committees, Subcommittees, and Ad Hoc Committees.
- d. Recommend to the Council individuals to serve as chairs and members of the above-listed committees.
- e. Coordinate and approve the membership of the Standing Committees, Subcommittees and Ad Hoc committees.
- f. Nominate citizen members for election.

## **2. Standing Committees**

- a. Evidence Based Decision Making (EBDM)
  - Provide program analysis and recommendations to the CJCC
  - Conduct research using a variety of data sources to answer practical, timely questions about crime and the criminal justice system
  - Implement criminal justice policies and practices that are evidence-based to make efficient use of resources.
- b. Grant/Funding Committee
  - Seek out and identify funding sources for current and future corrections, treatment and support programs for adult and juvenile offenders
- c. Criminal Court Review Committee
  - Initiate communication and education among the courts, agencies, and departments involved in the criminal justice system
- d. Juvenile Justice Collaborating Committee
  - Initiate communication and education among the agencies and departments involved in serving children and youth in Eau Claire County.
  - Examine current processes and programs and provide recommendations to facilitate modification of current programs, creation of new and innovative programs.
  - Develop and terminate subcommittees as needed to adequately address the changing needs of children and youth.

## **3. Subcommittees and Ad Hoc Committees**

The Council may authorize the formation of Subcommittees and Ad Hoc Committees, to deal with specific problems or issues. Standing Committees, Subcommittees and Ad Hoc Committees shall report their information and recommendations to the Council.

### **Section D: Meetings**

1. Meetings of the Council shall be set by the Council, the chair, or upon petition by any four members of the Council. Notice of Council, Executive Committee, Standing Committee, Subcommittee and Ad Hoc Committee meeting times and locations shall be provided to all members and duly posted in compliance with open meetings statutes.
2. Minutes of the Council meetings shall be recorded and distributed to all members of the Council.
3. A quorum is a simple majority of the membership described in Section A.
4. Recommendations of the Council shall be made by consensus. If consensus cannot be reached, recommendations may be made by a 2/3 vote of Council members.

**Article V: Officers**

**Section A: Officers**

The Executive Committee shall recommend to the Council a chair and vice-chair. The Council shall elect at the first meeting of the year a chair and vice-chair for a term of one-year. The chair and vice-chair shall serve until the next election is held.

**Section B: Duties of Officers**

The chair shall preside at all meetings. The vice-chair shall preside in the absence of the chair.

**Article VI: Change in By-Laws**

Proposed amendments to the by-laws are to be included on the agenda of an Executive Committee meeting. The proposal will be forwarded to the Council for approval. Any action in response to the proposed change in the by-laws taken by the Council shall become effective immediately.