



**METRO CRIMINAL JUSTICE COMMISSION BOARD
BYLAWS**

Adopted: October 18, 2018

ARTICLE I – ESTABLISHMENT

The Louisville Metro Criminal Justice Commission, hereinafter referred to as the Commission, is established pursuant to Chapter 32.730 of the Louisville Code of Ordinances.

ARTICLE II – MISSION

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

ARTICLE III – POWERS

It is not the role of the Commission to serve as an investigatory body nor to discuss individual cases, pending civil or criminal litigation or departmental personnel issues.

ARTICLE IV – EXECUTIVE COMMITTEE

- A. The Executive Committee shall consist of the Chairperson, Vice Chair, and Chairs/Co-Chairs of standing committees.
- B. The Executive Committee shall meet on an as-needed basis or upon the call of the Chairperson.
- C. The Executive Committee shall be responsible for the following:

- Provide leadership and direction for the efforts of the Commission
- Appoint a Vice Chair to preside in the absence of the Chairperson
- Propose amendments to the bylaws and Commission procedures to be reviewed and approved by the full Commission membership
- Address Commission membership issues related to meeting attendance
- Assist in agenda development
- Establish strategic priorities on an annual basis
- Screen requests for Commission assistance
- Create and dissolve committees and work groups
- Appoint the Chair or Co-Chairs of committees and work groups
- Appoint members to committees and work groups in consultation with the appointed Chair or Co-Chairs

Assign issues to committees and promote coordinated efforts across the standing committees

Provide guidance and direction to Commission staff

ARTICLE V – COMMITTEES

- A. Advisory committees or work groups related to any aspect of the criminal justice system may be established as set forth in Section IV.
- B. Each committee shall submit its recommendations to the Commission for approval and shall report on its activities to the membership during a regularly scheduled meeting of the Commission.
- C. Membership of the committees may consist of members of the Commission or other community organizations or agencies which have an interest in the criminal justice system.
- D. Standing Committees of the Commission may include the following:
 - i. Executive Committee – As established in Article IV.
 - ii. Legislative Committee – Formed to assist Commission members in reviewing and making recommendations on legislative proposals for annual sessions of the Kentucky General Assembly.
 - iii. Jail Policy Committee – Created to review policy, recommend systemic changes, and provide an ongoing forum for jail population management.
 - iv. Justice Technology Committee – Established to monitor implementation of the Jail Population Management Dashboard and provide input and oversight in the development of a data warehouse creating a single point of access to criminal justice data and reports.
- E. The Executive Committee may appoint ad-hoc committees as needed.
- F. The membership of all standing and ad-hoc committees shall be balanced to ensure representation by all parties of the adversarial legal system and, ideally, limited in size to facilitate the efficient and effective conduct of committee business, the timely completion of delegated tasks, and the achievement of the Commission’s mission and objectives.

ARTICLE VI – MEETINGS

- A. The Commission shall meet as often as it deems necessary, but it shall not meet less than six times each year.
- B. The Chairperson of the Commission may convene a special meeting. Written notice must be served at least twenty-four hours in advance. Only items included in the written notice may be discussed or considered.
- C. All meetings of the Commission are open to the public and shall be conducted and notice given in compliance with all local, state and federal laws pertaining to open meetings, including the Kentucky Open Meetings Act (KRS 61.800-61.850).
- D. When a membership is forfeited, the position will be filled according to the process outlined in Chapter 32.730 of the Louisville Metro Code of Ordinances. If the person is a Commission member who is serving by virtue of office, the remedy concerning that office being represented on the Commission is left to the discretion of the Executive Committee.

ARTICLE VII – QUORUM/VOTING

- A. A quorum for the transaction of business of the Commission shall consist of a majority of the official members. Formal action by the Commission shall be by affirmative vote of a simple majority at a meeting at which a quorum is present, and for which reasonable notice was given pursuant to rules of procedure adopted by the Commission. The presence of 16 members shall be necessary for the transaction of business. For the purpose of transacting business as the committee level, a quorum shall be defined as half of the committee membership plus one.
- B. Each appointed member of the Commission shall have one vote.
- C. Robert's Rules of Order shall govern the Commission and its committees in all cases in which they are applicable and in which they are not in conflict with these bylaws.
- D. It is the goal of the Commission to reach consensus on any recommendation, policy or action whenever possible. Consensus can be defined as a process through which an entire group seeks out the best decision with which all can agree. Consensus can also be defined as being able to live with the result or answer.

ARTICLE VIII – ETHICS/CONFLICT OF INTEREST

- A. Any member of the Commission shall disclose to the Chairperson any interest that he or she has in any agency or organization, either private or governmental, which may impact a funding or programmatic decision made by the Commission. Such member shall abstain from discussing, voting or participating in any manner on the matter.
- B. Commission membership is not intended to be used to promote individual political, religious or social ideologies.

ARTICLE IX – OPEN RECORDS

All accounts, records and reports prepared by or on behalf of the Commission and its committees shall be maintained in compliance with Kentucky's Open Records Act pursuant to KRS 61.870 – 61.884.

ARTICLE X – AMENDMENTS TO BYLAWS

Amendments to the bylaws must be approved by the Commission membership at a regular meeting by a majority of the members present. Amendments to the bylaws may be considered only after the Commission members have received notice of the intent to consider amendments not less than fourteen (14) days in advance of the meeting. Amendments become effective immediately upon ratification.