

**BYLAWS OF THE PALM BEACH COUNTY CRIMINAL JUSTICE COMMISSION
(Amended May 23, 2016)**

**ARTICLE I
CRIMINAL JUSTICE COMMISSION**

Section 1. Purpose The Criminal Justice Commission is established to study all aspects of the criminal justice and crime prevention systems within the federal, state, county, municipal, and private agencies within the county. This purpose shall include the study of the health and human services and educational systems, among others, as they pertain to criminal justice or crime prevention. The Criminal Justice Commission shall make recommendations to the Board of County Commissioners on policies and programs designed to accomplish the following objectives:

- A) To provide overall coordination to law enforcement and crime prevention efforts in the county;
- B) To provide an efficient, cost effective, and timely criminal justice system in the county; and
- C) To effect the reduction of crime in the county on a permanent basis.

Section 2. Authority The Criminal Justice Commission shall have the following authority and powers:

- A) To review, research, and evaluate existing systems and programs within the scope of the Criminal Justice Commission;
- B) To establish task forces or subcommittees to study in detail key aspects of programs and systems within the scope of the Criminal Justice Commission;
- C) To adopt from time to time rules and bylaws providing for the governance of the Criminal Justice Commission, which rules and bylaws will be adopted by a majority vote of the members of the Criminal Justice Commission;
- D) To establish an executive committee by the majority vote of the members of the Criminal Justice Commission, which Executive Committee will have such powers and authority as delegated by the Criminal Justice Commission;
- E) To review and comment on all grant requests for programs and systems within the scope of the Criminal Justice Commission;
- F) To make recommendations on modifying, creating or abolishing public and private systems and programs within the scope of the Criminal Justice Commission;
- G) To make recommendations on modifying, creating or abolishing legislation, ordinances or regional or county-wide comprehensive plans dealing with systems and programs within the scope of the Criminal Justice Commission;
- H) To assist the consolidation of systems and programs within the scope of the Criminal Justice Commission when approved by the Board of County Commissioners
- I) To request members of all agencies within the auspices of the Board of County Commissioners to provide the Criminal Justice Commission in a timely manner with all data and information requested by the Criminal Justice Commission, to appear at any meeting requested by the Criminal Justice Commission, and to otherwise work in cooperation and good faith with the Criminal Justice Commission in pursuing the Criminal Justice Commission's objectives;
- J) To enter contracts and hire personnel as required to pursue the objectives of the Criminal Justice Commission, subject to the approval by the Board of County Commissioners; and
- K) To take all acts reasonably required by the Criminal Justice Commission in the exercise of the authority set forth above and the pursuit of the Criminal Justice Commission's objectives.

Section 3. Membership

- A) Members: The Criminal Justice Commission shall consist of two categories of members as set forth below in Sections 4 and 5.
- B) Numbers: The Commission shall have 32 members.
- C) All private sector members of the Criminal Justice Commission shall be electors of Palm Beach County, Florida; public sector members shall serve by reason of their position.

Section 4. Private Sector Membership

- A) Ten (10) persons nominated by the Palm Beach County Economic Council, but not necessarily members of the Economic Council, and confirmed by the Board of County Commissioners of Palm Beach County. These persons shall be representative of all segments of Palm Beach County, Florida.
- B) One (1) at-large member of the local clergy nominated by the Criminal Justice Commission and approved by the Board of County Commissioners.
- C) Private sector members shall be appointed for a three-year term, with said term commencing on January 1 for the first year of appointment and expiring on December 31 of the third year. Beginning on or after March 1, 2013 as reflected in PBC Resolution R2013-0193, no private sector member shall be appointed or reappointed to the Criminal Justice Commission for more than three (3) consecutive three-year terms. Existing member's term shall end on December 31st of the year in which their term expires.

Section 5. Public Sector Membership

- A) The following shall be automatically qualified and requested to serve as members on the Commission for the term of office held:
 - 1) Mayor or Commission member of the Palm Beach County Board of County Commissioners
 - 2) Palm Beach County Sheriff
 - 3) State Attorney, 15th Judicial Circuit
 - 4) Public Defender, 15th Judicial Circuit
 - 5) Clerk of the Palm Beach County Circuit Court
 - 6) Chief Judge, 15th Judicial Circuit
 - 7) Administrative Judge, Juvenile Division, 15th Judicial Circuit
 - 8) Supervisory Special Agent, Federal Bureau of Investigation, West Palm Beach
 - 9) Resident Agent in Charge, Drug Enforcement Administration, West Palm Beach
 - 10) Member, Palm Beach County School Board
 - 11) Member, Palm Beach County Legislative Delegation
 - 12) Member, Palm Beach County League of Cities
 - 13) Chief Probation Officer, Florida Department of Juvenile Justice, 15th Judicial Circuit
 - 14) Representative, Police Chiefs Association
 - 15) Resident Agent in Charge, Bureau of Alcohol, Tobacco, Firearms, and Explosives, West Palm Beach Field Office, U.S. Treasury Department
 - 16) Chief, West Palm Beach Police Department
 - 17) Circuit Administrator, Florida Department of Corrections, 15th Judicial Circuit
 - 18) Supervisory Special Agent, Florida Department of Law Enforcement
 - 19) President, Crime Prevention Officers' Association
 - 20) United States Attorney, Southern District of Florida or Assistant U.S. Attorney, West Palm Beach
 - 21) Member, Palm Beach Association of Criminal Defense Lawyers.

- B) The dedication, participation and involvement of the public officials enumerated above are instrumental to the success of the Commission. It is imperative that the representatives of the public sector as listed commit themselves to the cause of this Commission and not be represented by any other individual at Commission meetings.
- C) The term of membership for the public sector members shall be for the duration of their position entitling them to sit as a member of the Criminal Justice Commission.

Section 6. Compensation

Members shall not receive or be paid any compensation for serving as members of the Commission. However, voting members may receive reimbursement for their expenses incurred in connection with the business of the Commission, subject to prior approval of the Board of County Commissioners.

Section 7. Duties of Member

- A) A member shall perform duties, including that individual's duties as a member of any committee of the Commission upon which that person serves, in good faith, in a manner he or she reasonably believes to be in the best interests of the Commission, and with such care as an ordinarily prudent person in a similar position would use under similar circumstances.
- B) All members shall attend the meetings of the Commission. The attendance requirement of private sector members at full Commission meetings shall reflect PBC Resolution R-2013-0193 "Members of boards shall be automatically removed for lack of attendance. Lack of attendance is defined as a failure to attend three (3) consecutive meetings or a failure to attend at least two-thirds of the meetings scheduled during a calendar year. Participation for less than three-fourths of a meeting shall be the same as a failure to attend a meeting."

Section 8. Vacancies Any private sector vacancy occurring in the Commission may be filled upon recommendation of the Economic Council for the 10 Economic Council seats and by the CJC for the Clergy member seat and the appointment by the Board of County Commissioners. A member appointed to fill a vacancy shall hold office only until the expiration of the term for the member whose term they filled.

Section 9. Quorum/Majority A quorum shall be at least one-third of the members of the full Commission. The act of the majority of the members present at a meeting at which a quorum is present is the act of the full Commission. A majority shall be the smallest whole number greater than one-half of the members present. Members who use telephonic or video conferencing will be considered present and may vote, but they will not count toward a quorum.

Section 10. Standing Committees and Task Forces The Commission may designate standing committees and task forces, each of which shall have and may exercise the authority as directed by the Executive Committee.

- A) Committee Chair appointments shall be made by the CJC Chair at the December meeting and said appointments shall serve at the pleasure of the Chair, except for 1-5 below. Standing committees shall include:
 - 1) Membership and Bylaws to be chaired by the Vice Chair and to be limited to five members;
 - 2) Finance/Fundraising, to be chaired by the Treasurer with no limitation on membership;
 - 3) Law Enforcement Planning Council (LEPC) whose membership is established by CJC Resolution with the Chair being elected from amongst the members;
 - 4) Corrections Task Force, established by CJC Resolution, expanding the membership of the Public Safety Coordination Council, which was created by Florida Statute No. 951.26. The two committees sit as one with the Chair elected from amongst the members; and
 - 5) Nominating Committee to consist of six (6) members including the current CJC Chair,

Vice Chair, two (2) most recent past Chairs, and two (2) members of the public sector, to be appointed by the CJC Chair, with a one (1) year term and consecutive terms at the CJC Chair's discretion. The Nominating Committee Chair shall be elected from amongst themselves.

- B) Task Force missions and/or goals shall be the responsibility of the Chair with ratification by the Executive Committee. Each Task Force shall include at least one Commission member. Other Task Force participants, including the Chair of the Task Force, need not be members of the Commission.

Task Forces may include, but not be limited to:

- 1) Law Enforcement
- 2) Criminal Justice Administration [Information System]
- 3) Corrections
- 4) Crime Prevention
- 5) Court System
- 6) Juvenile Justice/Education
- 7) Drug/Alcohol Prevention And Abuse
- 8) Human Services

Section 11. Meetings

- A) Regular Meetings

Regular meetings of the full Commission will be held on the fourth Monday of each month excluding the summer months of June through August and holidays. The Executive Committee may set meeting dates to accommodate special circumstances. All regular meetings shall be held in Palm Beach County.

- B) Special Meetings

- 1) Special meetings of the Commission may be called by the Commission Chair, the Executive Committee or by any ten of the Commission members.
- 2) The notice of a special meeting shall contain an agenda of the business to be conducted. No business other than that on the agenda may be conducted at a special meeting.
- 3) Special meetings may be held at any location in the United States.

- C) Annual Meeting

The Criminal Justice Commission holds an all day Annual Planning Meeting on the regularly scheduled Executive Committee date each year in January unless otherwise determined by the CJC..

- D) Notice

All members shall be given at least three (3) working days notice of regular meetings. Members shall be given at least two (2) working days notice of special meetings. Notice may be in written, telephonic, facsimile or electronic form and comply with F.S.286.011.

- E) Voting

Every Commission member is entitled to one vote on each proposal presented at a meeting. Members may be present via telephonic or video conferencing technologies. Proxy votes shall not be acceptable.

- F) Protocol

To the extent not contrary to these bylaws, Roberts Rules of Order shall govern all meetings of the Criminal Justice Commission, its committees and subcommittees.

G) Adjournment

A majority of the members present, whether or not a quorum exists, may adjourn any meeting of the Commission to another time and place. Notice of any adjourned meeting shall be given to the Commission members who were not present at the time of the adjournment.

**ARTICLE II
EXECUTIVE COMMITTEE**

Section 1. Function The business of this Commission shall be managed and its powers exercised by the Executive Committee.

Section 2. Members The Executive Committee shall consist of thirteen (13) members, with a minimum of 50% representing the private sector.

- A) The Chair of the Commission and its officers shall serve on the Executive Committee.
- B) The Mayor or Commission member appointed by the Palm Beach County Board of County Commissioners shall service on the Executive Committee.
- C) The Nominating Committee shall make a recommendation as to the other seats on the committee.
- D) The immediate past chair and the Superintendent of Schools shall serve as ex-officio members.

Section 3. Gifts and Contributions Only the Board of County Commissioners may accept on behalf of the Commission any gift, private grant, bequest, devise, or contribution of property.

Section 4. Meetings

A) Regular Meetings

Regular meetings of the Executive Committee may be held on the second Monday of each month, excluding holidays. The Executive Committee may set meeting dates to accommodate special circumstances. All regular meetings shall be held in Palm Beach County.

B) Special Meetings

- 1) Special meetings of the Executive Committee may be called by the Commission Chair, or any seven (7) members of the Executive Committee.
- 2) The notice of a special meeting shall contain an agenda of the business to be conducted. No business, other than that on the agenda may be conducted at a special meeting.
- 3) Special meetings may be held at any location in the United States.

C) Notice

All Executive Committee members shall be given at least three (3) working days notice of regular Executive Committee meetings. Members shall be given at least two (2) working days notice of special meetings. Notice may be in written, telephonic, facsimile or electronic form and comply with F.S. 286.011.

D) Quorum/Majority

A quorum shall be at least one-third of the members of the Executive Committee. The act of the majority of the members present at a meeting at which a quorum is present is the act of the Executive Committee. A majority shall be the smallest whole number greater than one-half of the members present. Members who use telephonic or video conferencing will be considered present and may vote, but they will not count toward a quorum.

E) Voting

Every Executive Committee member is entitled to one vote on each proposal presented at an Executive Committee meeting. Members may be present via telephonic or video conferencing technologies. Votes by proxy shall not be acceptable.

F) Adjournment

A majority of the members present, whether or not a quorum exists, may adjourn any meeting of the Executive Committee to another time and place. Notice of any adjourned meeting shall be given to the Executive Committee members who were not present at the time of the adjournment.

Section 5. Administration The Criminal Justice Commission shall employ an Executive Director who shall hire such other administrative, professional and clerical assistance as necessary to carry out its duties authorized by this article, and as provided for in the Criminal Justice Commission's budget, reviewed and approved by the Board of County Commissioners. The County Administrator shall have oversight of the Executive Director who will be selected by the Criminal Justice Commission and County Administrator and approved by the Board of County Commissioners. The goals and performance evaluations of the Executive Director shall be accomplished jointly by the County Administrator and the Criminal Justice Commission. The Public Safety Department will be responsible for providing financial oversight in managing agreements, contracts, revenues and expenditures for the Criminal Justice Commission.

ARTICLE III OFFICERS

Section 1. Officers The officers of the Commission shall be members and consist of a Chair, a Vice Chair, a Secretary, and a Treasurer. The Chair and Vice Chair shall be elected from the private sector and the Vice Chair may be re-elected for one (1) additional term. The term of the Chair shall be for two (2) calendar years beginning January 1 following the year of his/her election by the Commission. If for any reason, including death, illness, or personal cause, the Chair is unable to serve his/her full two-year term; the Vice Chair shall assume the duties of Criminal Justice Commission Chair for the remainder of the original Chair's term. The Commission from time to time may elect or appoint other officers, assistant officers and agents who shall have such authority to perform such duties as the Commission prescribes. Each officer shall hold office until that individual's successor is elected and has qualified. The failure to elect a Chair, Vice Chair, Secretary or Treasurer shall not affect the existence of the Commission.

Section 2. Chair The Chair, subject to the directions of the Executive Committee, is responsible for the general and active management of the business and affairs of the Commission. The Chair has the power to sign correspondence, membership certificates, and resolutions for the Commission, and shall preside at all meetings of the members.

Section 3. Vice Chair The Vice Chair shall have the power and shall perform the duties that the Executive Committee or the Chair prescribes. If the Chair is absent or unable to fulfill his duties, the Vice Chair shall perform all the duties and may exercise all the powers of the Chair. The Executive Committee may authorize the Vice Chair to sign correspondence and resolutions for the Commission.

Section 4. Secretary The Secretary shall ensure that staff members keep the minutes of the proceedings of the members and Criminal Justice Commission and Executive Committee, see that all notices are duly given according to the relevant provisions of these Bylaws or as required by law, maintain custody of the Commission records, attest the signatures of officers who execute documents on behalf of the Commission, keep a register of each member's mailing address that the member furnishes to the Secretary, have general charge of the membership roster of the Commission, and in

general perform all duties incident to the Office of Secretary and such other duties as the Chair of the Executive Committee from time to time prescribes. In the event the Chair and Vice Chair are absent, perform their duties and exercise all the powers of the Chair.

Section 5. Treasurer The Treasurer shall serve as the Chair of the finance/fundraising committee as needed and in general perform all the duties incident to the Office of Treasurer and such other duties as the Chair or the Executive Committee from time to time assign to him/her. In the event the Chair, Vice Chair, and Secretary are absent, perform their duties and exercise all the powers of the Chair

Section 6. Elections

- A) The Nominating Committee shall meet in October of each year and make recommendations to the Commission as to suitable candidates for each office.
- B) Elections shall be held at the Commission meeting in November.
- C) Officers shall be installed in office at the December meeting.

**ARTICLE IV
BOOKS AND RECORDS**

Section 1. Records Required This Commission shall keep correct and complete minutes of the proceedings of its Executive Committee, Commission, standing committees, and task forces.

Section 2. Form The Commission's records and minutes may be written or kept in any other form capable of being converted into writing within a reasonable time.

Section 3. Inspection The records of this Commission shall constitute public records and all inspections of same shall be governed by Florida Statutes, Chapter 119.

**ARTICLE V
LEGISLATIVE ADVOCACY**

Section 1. Advocacy The Commission may participate in direct and grass roots lobbying with respect to legislative matters at the local, state, and federal levels, only after authorization by resolution of the Executive Committee. The Commission will not take any position whatsoever with respect to the candidacy of any person for public office.

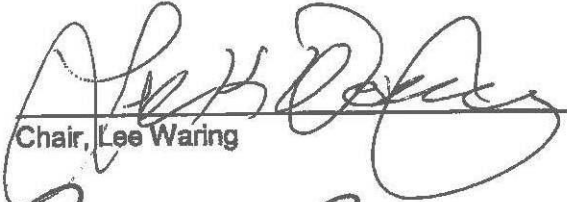
Section 2. Legislative and Regulatory Positions No officer, member, Executive Director or staff member may advocate legislative action which in any way indicates that the advocacy is made on behalf of the Commission without prior authority of the Executive Committee.

Section 3. Elective Office Candidate Endorsement No officer, member, Executive Director or staff member may endorse any political candidate in such a manner as to indicate or imply that the advocacy is made as a representative of the Criminal Justice Commission.

**ARTICLE VI
AMENDMENT**

These Bylaws may be repealed or amended, and additional Bylaws may be adopted, by a majority vote of the full Commission.

I HEREBY CERTIFY that the foregoing is a true, correct, and complete copy of the Bylaws of the Palm Beach County Criminal Justice Commission, as in effect on this 23 day of May, 2016.



Chair, Lee Waring



Secretary, Rosalyn Baker