

WASHTENAW COUNTY CRIMINAL JUSTICE COLLABORATIVE COUNCIL BYLAWS

I. Name

The name of this Council shall be the Washtenaw County Criminal Justice Collaborative Council, hereinafter referred to as C.J.C.C.

II. Authority

The Washtenaw County Board of Commissioners on April 21, 2004 and the Chief Judge of the 22nd Circuit Court, on behalf of the Washtenaw County Trial Court on have established the C.J.C.C.

III. Purpose and Function

A. Mission

The purpose of the C.J.C.C. is to maximize efficiency, effectiveness, fairness, and cooperative efforts of criminal justice agencies by developing plans, programs, and positions on concerns which have a multi-disciplinary Criminal Justice System application, have a positive impact on crime, are innovative or are intergovernmental in scope.

B. Function

Members meet regularly with a structured agenda that includes reports from committees, policy discussions, planning updates, and public information efforts.

IV. Membership

A. Appointment to the C. J.C. C., by the Washtenaw County Board of Commissioners

The C.J.C.C. shall be composed of the following members:

- 1 Circuit Court Chief Judge
- 2 14A District Court Chief Judge
- 3 14B District Court Chief Judge
- 4 15th District Court Chief Judge
- 5 County Prosecutor
- 6 Public Defender
- 7 Chair of the Community Corrections Board
- 8 County Sheriff
- 9 Circuit Court Administrator
- 10 Department of Corrections Probation Supervisor
- 11 City or Township Chief of Police

- 12 County Administrator
- 13 County Board Chair
- 14 City Mayor or Township Supervisor
- 15 Washtenaw County Bar Association
- 16 Washtenaw County Health Organization (WCHO) Representative
- 17 A General Public At Large Representative
- 18 A General Public At Large Representative

B. Alternates

1. Except as set forth in subparagraph 3, below, each member of the Council may have one alternate to participate in Council business, including the exercise of his or her vote, in the event that the primary member is unable to attend a meeting.
 - a. The following Council members may designate subordinate to act as his or her alternate:
 - i. Circuit Court Chief Judge
 - ii. 14A District Court Chief Judge
 - iii. 14B District Court Chief Judge
 - iv. 15th District Court Chief Judge
 - v. County Prosecutor
 - vi. Public Defender
 - vii. County Sheriff
 - viii. Circuit Court Administrator
 - ix. Department of Corrections Probation Supervisor
 - x. County Administrator
 - xi. Washtenaw County Health Organization (WCHO) Representative
 - b. The Board of Commissioners may designate an alternate for the County Board Chair and the Chair of the Community Corrections Board.
 - c. The body that nominates for each of the following council positions may nominate an alternate for that position, subject to approval by the Board of Commissioners:
 - i. City Mayor or Township Supervisor
 - ii. City or Township Chief of Police
 - iii. Washtenaw County Bar Association
2. The term of a designated alternate member shall expire upon with the term of the primary member, or if a different alternate is named. Designated alternate members shall count when determining the existence of a quorum. A designated alternate may not vote or be counted toward the existence of a quorum if the primary member attends the meeting. A person may not serve as an alternate for more than one council position simultaneously.

3. The General Public At Large Representatives shall have no alternates.

C. Term of Member

Each Council member shall continue to serve as long as he/she holds the office which qualifies him/her for membership on the Council. Members appointed to represent the City or Township Chief of Police, City Mayor or Township Supervisor, Washtenaw County Bar Association, WCHO Representative and General Public-At large shall serve for two year terms.

D. Vacancies in Office

When a vacancy occurs on this Council, the vacancy shall be filled by the County Board for the unexpired term in the same manner as the original appointment.

E. Duties and Responsibilities of the Council

The Council shall have the following duties and responsibilities:

- (1) Encourage local planning activities in order to promote greater interagency cooperation, efficiency, effectiveness and innovation.
- (2) Provide overall direction and determine priorities for the Council's Staff.
- (3) Recommend initiation or approval of any study, policy discussion, program or other matter within the general purpose of the Council.
- (4) Provide review and comment on criminal justice plans, programs, priorities, and projects.
- (5) Annually review and recommend to the appropriate revenue resources all Council budgets relative to the functions of the Council.
- (6) Recommend to the County Board that contracts be entered into for services.
- (7) Apply for grants that have interagency and/or cooperative partnerships with council member agencies or other organizations interested in criminal justice issues.
- (8) Recommend adoption and/or amendment of these Bylaws.

V. Officers and Staff

A. Chairperson

The Chairperson shall be elected by and from the membership, excluding alternate members, of the Council. The Chairperson's duties and powers shall include the following:

(1) He/she shall preside at all meetings of the Council

(2) He/she shall appoint all standing and special committees of the Council, with such appointments being confirmed by the Council.

(3) He/she shall be the ceremonial representative of the Council and shall perform such other duties as specified by law, custom, or the Council.

A. Vice Chairperson

The Vice-Chairperson shall be elected by and from the membership, excluding alternate members of the Council. He/she shall assume the duties and responsibilities of the Chairperson in his/her absence, and shall perform such other duties as may from time to time be assigned. Should the Chairperson position become vacant by death or resignation or should the Chairperson become otherwise unable to discharge his/her duties (to be determined by the Council), the Vice Chairperson shall become Chairperson for the unexpired term and assume all duties and responsibilities of that office. A vacancy in the office of the Vice Chairperson shall be filled by a majority vote of the members present at the next Council meeting.

B. Term of Office

At the first meeting of the calendar year, the Council shall elect one of its regular members as chairperson and one of its regular members as vice chairperson and any other officers it deems appropriate. Each officer shall serve a one-year term and each officer may be reappointed to more than one term.

C. Staff

The County will provide sufficient staff to coordinate the activities of the Council.

VI. Committees

The Chairperson of the C.J.C.C. may appoint such committees, both standing and special, as he/she deems necessary to meet the purposes and responsibilities of the C.J.C.C. Committee membership may include non-CJCC members, as approved by the Chairperson or the Council. The Chairperson appoints Committee chairpersons, under the advisement of the Council.

VII. Steering Committee

A. Duties

The Steering Committee is to provide leadership in the planning and implementation of

the Council goals by:

- Reviewing implementation plans, timetables and costs and reporting with recommendations on such matters to the Council.
- Reviewing requests made for resources, developing alternatives when appropriate, and making recommendations to the Council for responding to such requests.
- Reviewing and making recommendations regarding other matters delegated to it by the Council.
- Planning the agenda of the Council meetings

B. Membership

- Circuit Court Chief Judge
- County Administrator
- County Prosecutor
- County Sheriff
- County Public Defender
- Chair of the CJCC (if not otherwise on the Steering Committee)

VIII. Meetings

A. Regular Meetings

Except as otherwise required by law, the regular meeting of the Council shall be as follows:

- (1) The Council shall meet at quarterly, at a date, time and place to be set by the Council, and published as set forth in section (3), below.
- (2) The Council may meet more or less frequently, provided that the changes to the meeting schedule are approved by majority vote of the Council. For purposes of setting or cancelling meetings, or changing the meeting schedule only, the Council may vote using electronic mail.
- (3) The Council shall conform to the Michigan Open Meeting Act MCLA 267 of 1976.

B. Order of Business

Council meeting shall be conducted by way of and established agenda. There shall be a place on the agenda for citizen input.

C. Adjourned Meetings

Any meeting of the Council may be adjourned from time to time as the Council deems necessary. Council meetings may be adjourned by a majority vote of the

Steering Committee. For purposes of this section the Steering Committee may vote using electronic mail.

D. Quorum

A majority of the members, including designated alternates as specified in section IV.B, shall constitute a quorum for the transaction of the business of this Council.

E. Voting

Each appointed member shall have the right to one (1) vote. Voting by proxy or voting by telephone is not allowed. Except as otherwise provided in these Bylaws, by statute, or Roberts Rules of Order, all questions shall be determined by a vote of the members present. Designated alternates may cast the vote of their primary member in accordance with section IV.B.

F. Citizen Participation

Any citizen may comment upon Agenda items during citizen participation time. Citizens, after being recognized, shall identify themselves by name and address and shall limit their presentation to 3 minutes, unless time is extended by the Chairperson or by vote of the Council.

G. Distribution of Minutes

Proposed minutes shall be available for public inspection not more than eight (8) business days after each meeting. Approved minutes shall be available for public inspection not later than five (5) business days after the meeting in which the minutes are approved by the Council. Corrections in the minutes shall be made not later than the next meeting after the meeting to which the minutes refer. Corrected minutes shall be available no later than the next subsequent meeting after corrections. The corrected minutes shall show both the original entry and the correction.

H. Commission Orders and Records

Every order, resolution, and determination of the Council shall be recorded in the records of the Council.

I. Rules of Order

The rules contained in Robert's Rules of Order, newly revised, shall govern the procedures of the Council. However, when those rules of procedure are inconsistent with the Bylaws or any special rules of order of the Council, the Bylaws or special rules of order shall prevail over Robert's Rules of Order.

VIII. Fiscal Year

The fiscal year of the Council shall be in conformance with the County fiscal year.

IV. Amendment of Bylaws

These Bylaws and Rules may be amended, altered, changed, added to or repealed by the affirmative vote of a majority of the members of the Council at any regular or special meeting, provided that the Bylaw or Rules amendments must also be approved by the County Board of Commissioners, the Chief Judge of the 22nd Circuit Court, and shall conform to such guidelines or policies as may be from time to time established by said Board of Commissioners. A two-thirds vote of the entire Council shall be required when a motion to amend, alter, change, add to or repeal these Bylaws is not included in the regular call.

The foregoing Bylaws and Rules were adopted with amendments by: the Washtenaw Criminal Justice Council on January 21, 2011 by Committee, and the Chief Judge of the 22nd Circuit Court on behalf of the Washtenaw County Trial Court on February 14, 2011 by Honorable Judge Donald Shelton, and approved by the Washtenaw County Board of Commissioners on _____ by Resolution.