

Franklin County Criminal Justice Advisory Board Bylaws

1. **Name:** The name of this board shall be the *Franklin County Criminal Justice Advisory Board*.
2. **Authority:** The Franklin County Criminal Justice Advisory Board was established by a joint effort of the Franklin County Commissioners and the Judges of the Court of Common Pleas of Franklin County in 1999.
3. **Mission:** Our mission is to create a forum of leaders that collaboratively addresses the immediate and future needs of the Franklin County criminal justice system by researching, planning, and recommending solutions that will integrate and prioritize the best approaches to criminal justice policies and program planning.
4. **Role:** The Board is authorized to make policy and program recommendations to municipal governments, public policy boards and agencies regarding the community juvenile and criminal justice system.
5. **Membership:**
 - a. Board membership shall be a diverse and broad-based representation of the community-at-large.
 - b. The following *core group* of criminal justice system stakeholders shall be members of the Board:
 1. three (3) Judges of the Court of Common Pleas, one of whom serves as Chair
 2. a County Commissioner, serving as Vice Chair
 3. the County Administrator
 4. the Assistant County Administrator
 5. the District Attorney
 6. the Public Defender
 7. the Sheriff
 8. the Warden
 9. the Court Administrator
 10. the Chief Information Officer
 11. the Chief Adult Probation Officer
 12. the Fiscal Director
 13. the Human Services Administrator
 14. the Chief Juvenile Probation Officer
 15. the Juvenile Master
 16. the Director of the Day Reporting Center
 17. a Magisterial District Judge representative
 18. all Chairs of a CJAB Standing Committee
 19. Single County Authority Administrator

20. Mental Health/ Intellectual Disabilities Administrator

c. Representatives from the following core group of criminal justice system stakeholders shall be invited to become members of the Board. These Members shall serve one-year terms, and based upon their participation, may be invited by the Executive Committee to renew their membership term at the Annual Meeting:

21. a municipal Police representative
22. a State Police Representative
23. a State Probation and Parole representative
24. a County Housing Authority representative
25. a victims' advocate
26. one (1) representative from the Franklin County Council of Governments,
and
27. two (2) members-at-large representing the community, upon vote of the Board.

d. CJAB Staff shall be *ex officio* members of the Board, and shall not have a vote. Composition of the Board may be enlarged or diminished from time to time by vote of a majority of the Board members entitled to vote, in accordance with Section 17 of these bylaws regarding Amendments.

6. **Chair:** The Board shall be chaired by one of the Judges of the Court of Common Pleas. The Vice-chair of the Board shall be a County Commissioner designated by the Board of Commissioners. The Vice-Chair of the Board shall carry out the duties of the Chair as the need arises.
7. **Meetings and quorum:** Unless circumstances require otherwise, regular meetings of the Board will take place during the months of February, April, June, August, October and December, on the fourth Thursday of each such month except the month of December when the meeting may be held on the second Thursday.

Special meetings of the Board will be scheduled as necessary; and a special meeting of the Board may substitute for a regular meeting of the Board in any given month. Members shall be given reasonable notice of both regular and special meetings by electronic mail. A member of the Board or Board staff will be assigned responsibility for recording the minutes of all meetings of the Board.

The Board adopts The Modern Rules of Order for conducting its meetings.

A quorum for the purpose of conducting general business or calling for a vote shall be one half of the membership, plus one, of the Board.

8. **Executive Committee:** Between meetings of the Board, the Executive Committee shall have full authority to manage the affairs of the Board; but shall exercise that authority only as reasonable and as necessary. The Executive Committee shall review all CJAB-related grants, as well as project modifications requiring Commissioner approval, before

they are submitted. Committee members may vote via email on whether to recommend the grant for submission; a majority will indicate approval of the recommendation.

The Executive Committee shall consist of the individuals holding the following positions, or their designees: the Board Chair, the Vice Chair, the County Administrator, the Fiscal Director, and the Chairpersons of standing committees of the Board.

9. **Agenda:** Meeting agendas shall include, generally, the following items, and such other items as from time-to-time are necessary: approval of minutes, committee and other reports, programs, items for Board action, and other matters in the discretion of the Chair.
10. **Voting:** Each member of the Board, except *ex officio* members, shall be entitled to one vote, regardless of number of positions/ titles held. Board members may, in appropriate circumstances, designate another person to cast the board member's vote in the board member's absence.
11. **Meeting Documentation:** All of the Board's as well as its committees', subcommittees', and work groups' meetings shall be documented either in the form of meeting minutes or meeting summaries.
12. **Committees:** Committees of the Board shall consist of at least one Board Member and such other persons as may be necessary properly to conduct the work of the Committees. Volunteers shall be sought to chair committees. Committees shall submit their minutes to the Board. Committees are expected to follow the guidelines adopted by the Board for project preparation and presentation. Committees may be created and dissolved by the Board as necessary.
13. **Grant Management:** Juvenile and criminal justice-related grant concept papers and application proposals will be presented to the Board. The Board will maintain an overview of all juvenile and criminal justice grant-related concept papers, applications and awards. The Board shall investigate and pursue sources of possible grant funding for Franklin County.
14. **Support Staff:** The Board will designate an individual or individuals to provide the staff support necessary to conduct the business of the Board.
15. **Communication:** The Board shall broadly communicate its goals and work to county and municipal officials who are outside the justice system, non-profit stakeholders, and the community-at-large as well as practitioners within the community justice system. In the fulfillment of its communication objectives, the Board shall, among other measures, maintain a publicly accessible web site.
16. **Planning and Performance:** At least every four years, the Board will develop and adopt a strategic plan to define its objectives and the means by which it plans to achieve them. The Board shall routinely conduct self-assessments to check its performance against objectives set forth in the strategic plan and using indicators it has established.

17. **Reviews and amendment of Bylaws:** These bylaws may be amended by a majority vote of the members of the Board attending any meeting for which there has been 7 days advance notice, in accordance with meeting notice listed in Section 7 of the by-laws, of the intention to pass upon an amendment to these bylaws.