

**BYLAWS
OF THE MONTEREY COUNTY
JUVENILE JUSTICE COORDINATING COUNCIL**

**ARTICLE I
NAME**

The name of this organization shall be known as the Monterey County Juvenile Justice Coordinating Council (JJCC).

**ARTICLE II
AUTHORITY**

This organization is authorized by Welfare and Institutions Code Section 749.22 and Board Resolution dated November 12, 1996.

**ARTICLE III
PURPOSE**

The purpose of the Monterey County Juvenile Justice Coordinating Council shall be to:

1. Develop and implement a continuation of county-based responses to juvenile crime and to set priorities for the use of grant funds.
2. Develop a comprehensive multi-agency plan that identifies resources and strategies for providing an effective continuum of responses for the prevention, intervention, supervision, treatment, and incarceration of juvenile offenders, including strategies to develop and implement local out-of-home placement options for the offenders.

**ARTICLE IV
DUTIES**

The Juvenile Justice Coordinating Council shall have the following duties:

1. Assist the Chief Probation Officer in developing a comprehensive, multi-agency juvenile justice plan to develop a continuum of responses for the prevention, intervention, supervision, treatment, and incarceration of juvenile offenders, in accordance with Welfare and Institutions Code 749.22 and Government Code Section 30061.

**ARTICLE V
MEMBERSHIP**

1. Pursuant to Welfare and Institutions Code, Section 749.22, in addition to the **Chief Probation Officer**, serving as Chair, voting members shall include, but not be limited to one representatives from the following agencies:
 - District Attorney's Office
 - Public Defender's Office
 - Sheriff's Office

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- Board of Supervisors
 - Department of Social and Employment Services (DSES)
 - Behavioral Health
 - a community-based drug and alcohol program
 - a city police department
 - County Office of Education or a school district
 - an at-large community representative
 - nonprofit community-based organizations providing services to minors
2. Nominations shall come forward to the membership through the Chair and appointments made through a majority vote of the Board of Supervisors.
 3. The Chairperson may terminate a Council member upon a motion by any member of the Council and a majority vote of the Council. When this occurs, the Chairperson must fill the vacated position as soon as possible following the process pursuant to number 2 of this section.
 4. If a Council member fails to attend three (3) consecutive Council meetings without the absence being authorized by the Chairperson or if the Council has not arranged for an alternate member to represent him or her, it will result in termination of the Council member.
 5. A member may resign at any time by giving written notice to the Council. The resignation shall become effective the date the notice is received in writing or at a later time specified in the notice; the resignation need not be accepted to be effective.
 6. Upon the resignation or termination of an appointed Council member, the Council Chairperson shall follow the process outlined in number 2 in this section for replacement of the Council member.
 7. Alternate Members
 - a. Each Council member shall designate, in writing provided to the Chairperson, an alternate member to represent the member at a Council meeting in the event the Council member is unable to attend a Council meeting.
 - b. When representing a Council member at a Council meeting, the alternate member shall have the same voting power as the permanent member.

**ARTICLE VI
OFFICERS**

1. Officers of the Council shall be a Chairperson, a Vice-Chairperson, and an Acting-Chairperson, and such other officers as the Council may choose to elect.
2. Responsibilities of Officers:

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- a. Chairperson - In accordance with Section 749.22 of the Welfare and Institutions Code, the Chief Probation Officer shall serve as the Council Chairperson. The Chairperson shall supervise and direct the Council's activities, affairs and officers, and preside at all Council meetings. The Chairperson shall have such other powers and duties as the Council or Bylaws may prescribe.
 - b. Vice-Chairperson - In the absence or disability of the Chairperson, the Vice-Chairperson shall perform all duties of the Chairperson. When so acting, the Vice-Chairperson shall have all the powers of, and be subject to, the restrictions of the Chairperson. The Vice-Chairperson shall have such other powers and perform other duties as the Council or the By-laws prescribe. The Probation Department's Assistant Chief Probation Officer shall serve as the Vice-Chairperson.
 - c. Acting-Chairperson - In the event of the temporary absence of the Chairperson and Vice-Chairperson, a Probation Department Division Director may be designated to serve as the Acting-Chairperson to preside at Council meetings.
3. Term of Office:
The term of office for the Council Chairperson shall be concurrent with his/her term as Chief Probation Officer. Each Council member shall serve an indefinite term, concurrent with his/her service to the organization he or she represents, until membership is terminated or the Council member resigns.

**ARTICLE VII
MEETINGS AND PROCEDURES**

The Juvenile Justice Coordinating Council and its Committees shall be governed by the Brown Act and all meetings shall be open to the public.

1. Regular Meetings
Regular meetings shall be set by the Chairperson on an as-needed basis.
2. Special Meetings
A Special Meeting may be called at any time by the Chairperson, upon written request, specifying the general nature of the business proposed. An agenda and 24 hours notice must be given to the public.
3. Quorum and Voting Procedure
 - a. A simple majority of the members of the Council shall constitute a quorum for the transaction of business at any meeting of members.
 - b. Decisions shall be reached through majority voting, which is defined as a majority of the quorum members present.
 - c. The Council shall use parliamentary procedures (the current edition of: Robert's Rules of

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Order) to conduct business.

4. Setting the Agenda

The Chairperson and Vice-Chairperson shall designate items on the agenda. Anyone wishing to provide input shall request inclusion on the agenda by contacting the Chairperson and the Vice-Chairperson no later than one week prior to the scheduled meeting.

5. Public Comments

Public comments at meetings are limited to two (2) minutes for each agenda item for individuals and five (5) minutes for each agenda item for representatives of organizations. The Chairperson has the discretion to extend the time based on the complexity of the issue.

**ARTICLE VIII
CONFLICT OF INTEREST**

1. Council members shall not participate in making any governmental decision in which they have a financial interest.
2. Any member with a disqualifying conflict of interest must, in compliance with the Political Reform Act:
 - a. publicly state the nature of the conflict in sufficient detail to be understood by the public;
 - b. recuse himself/herself from discussing and voting on the item; and
 - d. leave the room until the item has concluded.
3. The member may be allowed to address the Council as a member of the public. Said disclosure shall be noted in the official Council minutes. The member must also comply with all other applicable conflict of interest laws.

**ARTICLE IX
AMENDMENTS**

These Bylaws may be adopted, amended or repealed by a majority vote of the Council after written proposal for such action has been in the hands of the Council for 30 days, and shall be effective upon approval of the Board of Supervisors.