

BYLAWS

of the

Jefferson County, Colorado

Criminal Justice Coordinating Committee

Approved by the Criminal Justice Strategic Planning Committee
September 19, 2012

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ARTICLE I
Name

The name of this committee shall be the Jefferson County Criminal Justice Coordinating Committee, hereinafter referred to as the CJCC.

ARTICLE II
Purpose

The purpose of the CJCC is to serve as an advisory body to the policy makers, judiciary, and stakeholder groups of the criminal justice system in Jefferson County. The CJCC shall consider requests to examine potential improvements to the System, prioritize those requests, conduct research, analyze options, make recommendations, and assist with their implementation.

Specifically, the CJCC will:

- Monitor the existing criminal justice system and seek opportunities for improvement
- Identify and prioritize problems with the criminal justice system
- Work collaboratively to address the issues
- Identify programs or strategies for improvement of the criminal justice system

ARTICLE III
Mission

The mission of the Jefferson County Criminal Justice Coordinating Committee is to promote the highest quality of justice within available resources, through collaboration and consensus.

ARTICLE IV
Authority

The CJCC is an advisory and policy level board consisting of the County's elected officials and other principal justice system decision makers. The CJCC's authority comes from a resolution approved by the Jefferson County Board of County Commissioners.

ARTICLE V
Values

The membership of the CJCC agrees to adhere to the following values:

- Treating victims and defendants as individuals
- Promoting fairness and justice for those involved in the criminal justice system
- Judicial discretion and accountability
- Using and allocating resources responsibly
- Reducing recidivism
- Preventing crime
- System accountability and integrity
- Using a collaborative process
- Data-guided and informed decision making
- Examining alternatives to traditional system responses where appropriate
- Effectively communicating among agencies

ARTICLE VI
Committee Structure

Section 1. Member Duties

The success of the CJCC is dependent on participation from the stakeholders of the Jefferson County criminal justice system. Each member of the CJCC shall perform his or her duties, including the duties as a member of any subcommittee in which the member serves, with care and in good faith, supporting the mission, goals, and objectives of the CJCC. Duties of a CJCC member shall include at a minimum:

- Attendance and active participation at meetings (e.g., sharing updates)
- Bringing forward issues or strategies for discussion and consideration
- Collaborating with other members on improvements to the system
- Serving on subcommittees when appointed
- Being informed on matters coming before the CJCC, including elections
- Communicating changes in agency policies or procedures that may impact the system
- Participating in the implementation and assessment of strategies or programs as approved by the Executive Committee, to the extent that such participation does not conflict with the best interests of the member's constituency

Section 2. Executive Committee

A. Membership

There shall be an Executive Committee of the CJCC consisting of:

- The Chair of the CJCC
- The Vice Chair of the CJCC

the following **agency heads**:

- County Commissioner, as appointed by the Jefferson County Board of County Commissioners
- The Chief Judge, First Judicial District Court
- The Sheriff, Jefferson County Sheriff's Office
- The District Attorney, First Judicial District Attorney's Office
- The Office Head, Golden Regional Office of the Colorado State Public Defender
- The Chief Probation Officer, First Judicial District
- The Director, Jefferson County Human Services

and the following **at-large** members:

- A Police Chief from a Municipality in Jefferson County
- A Judge from a Municipal Court in Jefferson County
- A member elected by CJCC vote from an agency not otherwise represented on the Executive Committee

The Chair, Vice Chair and any additional officers do not vote in the Executive Committee unless otherwise serving as an agency head, at-large member or designee.

Designees

An Executive Committee member may designate one and only one individual within his/her agency or department to represent the member at Executive Committee Meetings in place of the member. The designee must be able to speak on behalf of the agency, and shall have the full authority of the member in the member's absence. If both are

present at a meeting, only one can vote. Any member wishing to appoint or change a designee shall notify the Chair in writing, identifying the designee.

B. Executive Committee Responsibilities

Duties of the Executive Committee shall include at a minimum:

- Receive and generate ideas and recommendations for strategic or programmatic improvements to the criminal justice system
- Focus the work of the CJCC by prioritizing the projects, programs, or strategies to be examined
- Allocate resources as necessary to support the work of the CJCC
- Prepare recommendations to the CJCC

- Provide ongoing updates and assessments of programmatic and strategic progress to the CJCC
- Produce periodic reports on the CJCC's accomplishments
- Establish subcommittees and define their objectives
- Establish the strategic direction for the CJCC and a plan to support that direction

Section 3. Criminal Justice Coordinating Committee

A. Membership

In addition to the Executive Committee, the Criminal Justice Coordinating Committee shall consist of the following **agency heads**:

- Presiding Judge, Jefferson County Court
- Chief Magistrate, First Judicial District Court
- Presiding Judges, Municipal Courts in Jefferson County
- Police Chiefs, Municipal Police Departments in Jefferson County
- District Administrator, First Judicial District
- Director, Jefferson County Justice Services Division
- Superintendent, Jefferson County Public Schools
- Director, Colorado Department of Corrections Division of Adult Parole, Community Corrections, and YOS
- Contract service providers, to include victim advocates, community supervision, community corrections, mental health services, etc.
- Others as designated by the Executive Committee

The CJCC shall also include the following **at-large** representatives as designated by the Executive Committee:

- Private Criminal Defense Attorney (with preference given to active practice in Jefferson County)
- City Council member(s), Municipalities in Jefferson County
- Representative(s) from the Jefferson County delegation of the Colorado General Assembly

B. Alternates

Each CJCC member may select an individual from his/her agency or stakeholder group to serve as an alternate and represent him/her at CJCC meetings. The alternate shall have the voting authority of the CJCC member in the member's absence.

Criminal Justice Coordinating Committee Responsibilities

It shall be the responsibility of the CJCC to perform the following duties:

- Elect Committee Chair and Vice Chair
- Elect an at-large member to serve on the Executive Committee from an agency or stakeholder group not already represented on the Executive Committee

- Propose strategic or programmatic changes to the criminal justice system for consideration by the Executive Committee
- Explore improvements intended to bring a beneficial impact to the criminal justice system
- Assist with the implementation of strategies or programs as approved by the Executive Committee

Section 4. Subcommittees of the Criminal Justice Coordinating Committee

The Executive Committee may establish subcommittees to address the priorities and serve the special interests of the CJCC. The CJCC Chair shall appoint the subcommittee Chair from the CJCC membership. The subcommittee Chair, in consultation with the CJCC Chair and Vice Chair, shall appoint subcommittee members. The subcommittee shall retain the authority to include non-Committee members as deemed appropriate. The Executive Committee may terminate the subcommittee at any time.

ARTICLE VII **Membership**

Section 1. Member Selection (Excluding Agency Heads)

When filling a vacancy for a member who is not an agency or department head, the Chair shall ask the agency or stakeholder group represented to submit the name of its representative to the Executive Committee. In the case of a vacancy where there are multiple candidates (e.g., at-large members) and the stakeholder group cannot decide, the representative will be determined by a majority vote of the Executive Committee. The Executive Committee will recommend CJCC members to the Board of County Commissioners for appointment.

Section 2. Terms

Agency head members of the Executive Committee and the CJCC shall retain membership so long as they hold their above listed positions. The term for at-large members of the Executive Committee and the CJCC is two years, with no term limits, and membership will be reviewed at the time of Officer elections (see Article VIII, Section 3). If the Executive Committee decides not to recommend re-appointment of an at-large member, the position shall be filled according to the member selection process outlined in Section 1. Consideration should be given to staggering the replacement of at-large members.

Section 3. Conflict Of Interest

Any member who is present at a meeting at which any matter is discussed in which he or she has a private pecuniary or property interest shall declare that he or she has a potential conflict of interest. He or she shall refrain from attempting to influence the decisions of the other members of the governing body in voting on the matter, and shall not vote in respect to such matter.

Section 4. Member Resignation

CJCC members may resign at any time by providing written notice to the Chair.

Section 5. Removal of Members

All CJCC members serve at the pleasure of the Board of County Commissioners, and may be removed with or without cause, at the discretion of the Board of County Commissioners. Any at-large member of the Executive Committee or CJCC may be recommended for removal by a vote of not less than two thirds of the Executive Committee membership.

Section 6. Replacement

A vacancy because of death, resignation, removal, disqualification, or other reason shall be filled in accordance with the member selection procedure (Section 1).

ARTICLE VIII **Officers**

Section 1. Officers

The officers of the CJCC and the Executive Committee shall be the Chair and the Vice Chair. Additional officers may be elected or appointed by the CJCC. An individual may not hold more than one office at a time.

Section 2. Nomination Procedure, Time of Elections

A current member of the CJCC may nominate any member of the CJCC in good standing, or a non-CJCC member, for office. Nominations shall occur in the November CJCC meeting beginning November 2012, or as soon thereafter as practical.

Section 3. Election, Term of Office

Elections shall occur by majority vote of the CJCC in the January meeting beginning January 2013, or as soon thereafter as practical. Terms of office shall begin at the close of the meeting at which officers are elected, and are two years in length. Officers may be elected to serve no more than two consecutive terms in the same office. The serving of any part of a term will count the same as a full term.

Section 4. Powers and Duties

Chair. It shall be the Chair's responsibility to:

- Preside at meetings of the CJCC and Executive Committee
- Keep CJCC members informed of matters pertinent to their responsibility
- Set the agenda for all meetings of the CJCC and Executive Committee
- Establish CJCC and Executive Committee meeting schedules
- Represent the CJCC at governmental, community, or other meetings, or designate another CJCC member in the Chair's absence
- Coordinate the administrative responsibilities of the Executive Committee and the CJCC
- Appoint subcommittee Chairs
- Designate a custodian of all meeting records

For public pronouncements, the Chair will serve as spokesperson and statements shall reflect the existence of dissenting votes when appropriate. The County Public Information Officer may provide support to the CJCC.

Vice Chair. It shall be the Vice Chair's responsibility to:

- Serve as Vice Chair on the CJCC and Executive Committee
- Carry out all duties of the Chair in the Chair's absence
- Serve on subcommittees by appointment of the Chair
- Assist in establishing subcommittee membership

It shall be the responsibility of the Chair and Vice Chair to coordinate the administrative duties of the Executive Committee and CJCC, to include: the taking and distribution of minutes, the notification of meetings, the distribution of correspondence with committee members, etc.

Other Officers. The need for and the responsibilities of other officers shall be determined at a regular meeting of the CJCC.

Section 5. Removal of Officers

Any officer elected or appointed by the CJCC may be removed by a vote of not less than three fourths of the members present at a scheduled CJCC meeting.

Section 6. Vacancies

A vacancy in any office because of death, resignation, removal, disqualification, or other reason shall be filled by an interim appointment of the Executive Committee until the immediately following November. At that time, selection of a new officer shall proceed according to the nomination and election procedures (Sections 2 and 3).

Section 7. Subcommittee Chairs

Subcommittee Chairs shall be appointed by the CJCC Chair.

It shall be the Subcommittee Chair's responsibility to:

- Establish membership in consultation with the CJCC Chair and Vice Chair
- Schedule and conduct meetings as necessary
- Set the agenda and preside at subcommittee meetings
- Address the goals and objectives of the subcommittee
- Appoint an administrative support person and other officers as needed
- Arrange for, review, and approve subcommittee minutes prior to receipt by the CJCC
- Provide status updates to the Executive Committee and the CJCC

ARTICLE IX **Meetings**

Section 1. CJCC Meetings

Meetings shall occur regularly at locations and times as scheduled by the Chair.

Section 2. Executive Committee Meetings

The Executive Committee meetings shall occur regularly at locations and times as scheduled by the Chair.

Minutes from the Executive Committee meetings shall be made available to CJCC members.

Section 3. Special Meetings

Special meetings may be called by the Chair or by a majority vote of CJCC members present at a meeting.

Section 4. Strategic Planning Meetings

CJCC strategic planning meetings will be defined and initiated by the Executive Committee and scheduled as needed.

Section 5. Quorum

A simple majority of the voting members of the CJCC or Executive Committee constitutes a quorum for the transaction of business. No business will be conducted in the absence of a quorum. A quorum is not required for subcommittee meetings.

Section 6. Voting

Decisions shall be made by a simple majority vote of the voting members present for any meeting of the CJCC or Executive Committee. In the case of the removal from office of an at-large member (Article VII, Section 5) or when focusing the work of the CJCC by prioritizing the projects, programs, or strategies to be examined (Article VI, Section 2.B.), a two thirds vote of the Executive Committee membership is required to pass a motion.

Section 7. Open Meetings

All meetings of the CJCC, the Executive Committee, and its subcommittees are open meetings and will comply with Colorado Open Meetings Law. Only members, designees or alternates of the CJCC or its subcommittees may vote on business items.

ARTICLE X
Staff

The success of the CJCC is heavily dependent on support from the Criminal Justice Planning Unit. The Criminal Justice Planning Unit (CJP) shall serve as staff to the CJCC.

ARTICLE XI
Open Records

Minutes and records of the Executive Committee, the CJCC, and its subcommittees are subject to the Colorado Open Records Act. The Chair shall assure that a custodian is designated to maintain records.

ARTICLE XII
Amendment of Bylaws

These Bylaws may be amended at any regular meeting of the Executive Committee by a two thirds vote of the membership, provided that the amendment was previously submitted in writing to Executive Committee members. The Executive Committee may adopt bylaws governing any aspect of its membership, meetings and actions not set forth in the Policy or governed by Federal, State, or other county policy or regulation.

ARTICLE XIII
Review Date

On or before June 30, 2017, the Executive Committee of the CJCC shall provide to the Board of County Commissioners an analysis and recommendation regarding the accomplishments, continuation and role of the CJCC.