



# **BYLAWS**

**of the**

**Jefferson County, Colorado**

**Criminal Justice Strategic Planning Committee**

Prepared by Criminal Justice Planning Staff  
2005

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## **ARTICLE I**

### **Name**

The name of this committee shall be the Jefferson County Criminal Justice Strategic Planning Committee (CJSPC).

## **ARTICLE II**

### **Purpose**

The mission of the Jefferson County Criminal Justice Strategic Planning Committee is to develop consensus, set priorities, make choices, and promote an accountable, coordinated justice system in Jefferson County.

## **ARTICLE III**

### **Authority**

In 1996, the Board of County Commissioners, as authorized by CRS 17-27-101 and 103, created the Jefferson County Criminal Justice Strategic Planning Committee (CJSPC), hereinafter the "Committee," in response to recommendations from two independent evaluations of the County's justice system. The Committee is an advisory and policy level board consisting of the County's elected officials and other principal justice system decision makers. The Committee's authority comes from the agreement of a common purpose among the independent entities on the Committee. The business and affairs of the Committee shall be staffed by the Jefferson County Criminal Justice Planning Unit.

## **ARTICLE IV**

### **Members**

#### **Section 1. Membership Composition**

Members of the Committee include:

- County Commissioner(s), Jefferson County Board of County Commissioners
- Chief Judge, First Judicial District Court
- Presiding Judge, Jefferson County Court
- Magistrate, First Judicial District Court
- Presiding Judge(s), Municipal Court(s) in Jefferson County
- Sheriff, Jefferson County Sheriff's Office
- District Attorney, First Judicial District Attorney's Office
- Public Defender, First Judicial District Public Defender's Office
- Chief Probation Officer, First Judicial District
- Director, Colorado Division of Adult Parole, Community Corrections, and YOS

- Chief(s) of Police, Municipalities in Jefferson County
- Attorney, Colorado Criminal Defense Bar
- Court Administrator, First Judicial District Court
- Director, Jefferson County Justice Services Division
- Director, Jefferson County Human Services Department
- County Administrator, Jefferson County
- City Council member(s), Municipalities in Jefferson County
- Member, Colorado General Assembly
- Chief Executive Officer, Jefferson Center for Mental Health
- Superintendent, Jefferson County Public Schools
- Executive(s), private provider(s) of correctional services
- Others as appointed

Membership is not set or limited in number and members shall serve at the pleasure of the Board of County Commissioners.

## **Section 2. Membership Admission Procedure**

The Chair shall make a recommendation for approval on behalf of an applicant to the Board of County Commissioners (BCC). The BCC shall approve or not approve the applicant's membership on the Committee.

## **Section 3. Member Duties**

A Committee member shall perform his or her duties, including the duties as a member of any subcommittee upon which the member may serve, with care and in good faith, supporting the mission, goals, and objectives of the Committee. Duties of a Committee member shall include at a minimum:

- Regular attendance and active participation at meetings (not missing more than three meetings per calendar year)
- Serving on at least one subcommittee (joining within the first three months of becoming a Committee member)
- Being informed and voting on matters coming before the Committee, including the election of officers

## **Section 4. Alternate Designation**

A member may designate a consistent alternate to represent his or her interests and vote on matters that come before the committee.

## **Section 5. Ex Officio Membership**

Ex Officio (i.e., a right because of a position held) Membership may be offered to other interested parties. Ex Officio members may be recommended for membership by the Chair upon receipt of a written request. Parties interested in becoming Ex Officio members shall petition the Chair in writing, indicating their interest and rationale for becoming a member. Ex Officio membership shall be determined by approval of the Committee. Ex Officio members are non-

voting members who may serve on subcommittees.

### **Section 6. Conflict Of Interest**

Any Committee 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 7. Member Resignation**

Committee members may resign at any time by providing written notice to the Chair. Upon resignation, vacancies shall be filled in accordance with the membership procedure.

## **ARTICLE V**

### **Officers**

#### **Section 1. Officers**

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

#### **Section 2. Nomination Procedure, Time of Elections**

A current member of the Committee may nominate any member of the Committee in good standing for office. Nominations shall occur in the November Committee meeting, or as soon thereafter as practical.

#### **Section 3. Election, Term of Office**

Elections shall occur by majority vote of the Committee in the January Committee meeting, 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 re-elected to serve an unlimited number of additional terms.

#### **Section 4. Powers and Duties**

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

- Preside at each of the meetings of the Committee
- Keep Committee members informed of matters pertinent to their responsibility
- Set the agenda for all meetings
- Represent the Committee and be spokesperson for the Committee at governmental, community, or other meetings, or designate another Committee member in the Chair's

- absence
- Sign letters and other official documents on behalf of the Committee

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

- Carry out all duties of the Chair in the Chair's absence
- Serve on subcommittees by appointment of the Chair

### **Section 5. Removal of Officers**

Any officer elected or appointed by the Committee may be removed by a Committee vote of not less than two-thirds of the members present at a scheduled Committee meeting.

### **Section 6. Vacancies**

A vacancy in any office because of death, resignation, removal, disqualification, or other reason shall be filled by the Committee according to the nomination and election procedures stated previously.

## **ARTICLE VI**

### **Meetings**

#### **Section 1. Regular Meetings**

Meetings shall occur regularly at locations and times as scheduled, with a frequency of at least one meeting every two months.

#### **Section 2. Special Meetings**

Special meetings of the Committee may be called by the Chair or by a majority vote of Committee members.

#### **Section 3. Strategic Planning Meeting**

The Committee shall convene biennially (i.e., once every two years) to review the Committee's current strategic plan, modify the plan when appropriate, and begin initiatives consistent with the modified plan.

#### **Section 4. Quorum**

Two thirds of the voting members of the Committee constitutes a quorum for the transaction of business.

#### **Section 5. Committee Decisions**

Decisions shall be made by majority vote of Committee members or designated alternates

present at a scheduled Committee meeting.

## **Section 6. Open Meetings**

All meetings of the Committee and any of its subcommittees are open to the public. Only members or designated alternates of the Committee or its subcommittees may vote on business items.

## **ARTICLE VII**

### **Subcommittees**

#### **Section 1. Establishment**

Subcommittees may be established by the Chair to serve the special interests of the Committee.

#### **Section 2. Members**

Subcommittees shall be comprised of the Subcommittee Chair, who shall be appointed by the Committee Chair, and other members of the Committee. Ex Officio members may volunteer or be appointed to serve on subcommittees.

#### **Section 3. Subcommittee Chair's Powers and Duties**

It shall be the Subcommittee Chair's responsibility to:

- Hold at least one meeting every two months
- Set the agenda and preside at the meetings
- Address the goals and objectives of the subcommittee
- Review and approve subcommittee minutes prior to receipt by the Committee
- Report subcommittee activities, progress, outcomes, and issues to the Committee

## **ARTICLE VIII**

### **Staff**

The Criminal Justice Planning Unit (CJP) shall serve as staff to the Committee. Staff's duties shall include but are not be limited to:

- Work with the Chair to set agendas for Committee meetings
- Keep schedules and serve notice of all meetings to members
- Conduct research and prepare reports or other information in response to the interests and established plan of the Committee
- Attend all Committee, subcommittee, planning, and special meetings
- Take minutes at all meetings and distribute to Committee members
- Prepare and maintain statements of Committee goals and objectives
- Maintain membership rosters of the Committee and subcommittees
- Create and maintain a new member orientation packet

- Maintain files of any documents deemed important to the Committee
- Develop and maintain Committee Bylaws

## **ARTICLE IX**

### Open Records

All accounts and records of the Committee and its subcommittees shall be open to the public at all reasonable times. Exceptions are permitted where a specific determination is made by the Committee that there is a legitimate public purpose achieved by withholding a document concerning legal, personnel, or proprietary information, as set forth in the Colorado Open Meetings Law and Colorado Open Records Act.

## **ARTICLE X**

### Parliamentary Authority

The rules contained in the most current edition of *Robert's Rules of Order Newly Revised* shall govern the Committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws, any special rules of order the Committee may adopt, or as otherwise provided by law.

## **ARTICLE XI**

### Amendment of Bylaws

These Bylaws may be amended at any regular meeting of the Committee by two-thirds vote, provided that the amendment was previously submitted in writing to Committee members.

These bylaws were approved and adopted by the Jefferson County Criminal Justice Strategic Planning Committee in November of 2002. These Bylaws were last updated in July of 2005.