

# Ashland County Criminal Justice Council Bylaws

## **Article I: Name**

The name of this Council shall be the Ashland County Criminal Justice Council. It will be referred to as the CJC throughout these by-laws.

## **Article II: Authority**

The CJC is created by resolution as adopted by the Ashland County Board of Supervisors and signed by the County Administrator. The CJC is created to make recommendations to public policy boards and organizations regarding juvenile and criminal justice system issues.

## **Article III: Purpose**

### **Section A: Mission**

The Criminal Justice Council serves to provide direction, leadership, and a vision for an improved criminal justice system in the community.

### **Section B: Vision Statement**

The Criminal Justice Council strives to create a united and safe community where all people trust the Criminal Justice Community to be fair and efficient.

## **Article IV: Structure**

### **Section A: Membership**

There are fifteen voting members of the CJC:

- ✿ Judge for Ashland County
- ✿ Two County Board members
- ✿ Bad River Tribal Council Member
- ✿ Ashland County Sheriff
- ✿ Chief of Police – Ashland
- ✿ Bad River Chief of Police
- ✿ District Attorney
- ✿ State Public Defender
- ✿ Department of Corrections Supervisor for Ashland County
- ✿ Department of Human Services Director
- ✿ A representative of the Ashland Attorneys
- ✿ County Administrator
- ✿ Two citizen members

Other Non-voting members include, but not limited to:

- ✿ Clerk of Circuit Court
- ✿ Drug Court Coordinator
- ✿ Criminal Justice Coordinator
- ✿ The Lakes Behavioral Health Representative
- ✿ AODA Council Representative
- ✿ Bad River and New Day Shelter Domestic Violence Representative
- ✿ Ashland School District Representative
- ✿ UW Extension Representative
- ✿ WITC Representative
- ✿ Northland College Representative
- ✿ Other Police Departments and School Districts from Ashland County

Citizen members shall be nominated to the CJC and voted for membership by the thirteen other voting members. Citizen terms shall be two years.

In the event of a vacancy of a CJC member, excluding citizen members, the out-going CJC member or his or her organization may designate a representative from his or her organization to fill his or her spot until such time as the position is filled.

Voting members, upon the recommendation of the Executive Committee, can vote to remove members due to inactivity with the CJC.

## **Section B: Committees**

### **1. Executive Committee**

The Executive Committee is composed of the chair, vice-chair, county board chair and county administrator. Any member of the CJC may attend and participate in the Executive Committee meetings.

The Executive Committee shall be responsible for the following:

- a. Propose to the CJC the formation of Standing Committees, Subcommittees, and Ad Hoc Committees.
- b. Recommend to the CJC individuals to serve as chairs and members of the above-listed committees.
- c. Recommend removal of members due to inactivity with the CJC
- d. Evaluate the Criminal Justice Council Coordinator position

- e. Assist the CJC Coordinator in the creation of the CJC Meeting Agenda

**2. Standing Committees.** Each committee shall be comprised of at least one voting member of the CJC, other non-voting members of the CJC, and other community citizens as appointed by the CJC voting members. Membership in standing committees will be approved by the voting members.

- a. Grant/Funding Committee

- Seek out, identify, and report on funding sources for current and future corrections, treatment and support programs for adult and juvenile offenders

- b. Adult Criminal Court Review Committee

- Initiate communication and education among the agencies and departments involved in the Criminal Justice Program.
- Examine incarceration and alternatives thereto.
- Recommend innovative programs relative to incarceration and alternatives thereto.
- Analyze crime statistics and present a report to the CJC with interpretations of what the statistics mean.

- c. Juvenile Court Review Committee

- Initiate communication and education among the agencies and departments involved in the Juvenile Court Program.
- Examine current processes and programs and provide recommendations to facilitate modification of current programs, creation of new and innovative programs.
- Analyze juvenile crime statistics and present monthly reports to the CJC with interpretations.

### **3. Subcommittees and Ad Hoc Committees**

The CJC may authorize the formation of Subcommittees and Ad Hoc Committees to deal with specific problems or issues. Subcommittees and Ad Hoc Committees shall report their information and recommendations to the CJC.

## **Section C: Meetings**

- a. Meetings will be run using Roberts Rules of Order.

- b. Meetings of the CJC shall be set by the CJC, the chair, or upon petition by any four members of the CJC. Notice of CJC, Executive Committee, Standing Committees, Subcommittees and Ad Hoc Committees meeting times and locations shall be provided to all members and duly posted in compliance with open meetings statutes.
- c. Minutes of the CJC meetings shall be recorded and distributed to all members of the CJC.
- d. A quorum is a simple majority of the voting membership described in Section A.
- e. Recommendations of the CJC shall be made by consensus. If consensus cannot be reached, recommendations may be made by a 2/3 vote of voting members present.

## **Article V: Officers**

### **Section A: Officers**

The Executive Committee shall recommend to the CJC a chair and vice-chair. The CJC shall elect at the first meeting of the year a chair and vice-chair for a term of one-year. The chair and vice-chair shall serve until the next election is held.

### **Section B: Duties of Officers**

The Chair shall preside at all meetings. The vice-chair shall preside in the absence of the chair.

## **Article VI: Change in By-Laws**

Proposed amendments to the by-laws are to be included on the agenda of an Executive Committee meeting. The proposal will be forwarded to the CJC for approval. Any action in response to the proposed change in the by-laws taken by the CJC shall become effective immediately.

Do we need to state in bylaws how minutes are taken and distributed?