

**BYLAWS OF THE
COUNTY OF SAN DIEGO
JUVENILE JUSTICE COORDINATING COUNCIL**

**ARTICLE I
PURPOSE AND AUTHORITY**

SECTION A. ESTABLISHING AUTHORITY

The Juvenile Justice Coordinating Council (“Council”) is established and authorized by Welfare and Institutions Code section 749.22 and Board of Supervisors Policy number A-92.

SECTION B. PURPOSE

The purpose of this Council shall be to:

1. Develop and implement a continuation of county-based responses to juvenile crime and to set priority 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 based or regionally based out-of-home placement options for the youth who are persons described in Section 602 of the Welfare and Institutions Code.

SECTION C. NON-PARTISAN

The Council is a non-partisan, non-sectarian, non-profit making advisory Council. It does not take part officially in, nor does it lend itself to any political issues.

SECTION D. ADVISORY ONLY

The Council is advisory to the Board of Supervisors only. The Council is not empowered by statute, establishing authority or policy to render a decision of any kind on behalf of the County of San Diego or it's appointed or elected officials.

**ARTICLE II
MEMBERSHIP AND TERMS OF OFFICE**

SECTION A. MEMBERSHIP

The Council shall, at a minimum, include the Chief Probation Officer, who shall serve as Chairperson, and one representative from the following agencies:

1. District Attorney's Office

2. Public Defender's Office
3. Sheriff's Office
4. Board of Supervisors
5. Department of Social Services
6. Department of Mental Health
7. A community-based drug and alcohol program
8. A city police department
9. The County Office of Education or a school district,
10. An at-large community representative, and
11. Representative(s) from a nonprofit community-based organizations providing services to minors

Each Council member shall designate, to the Chairperson, an alternate member to represent the member at the Council meeting in the event the Council member is unable to attend the meeting. The designee shall be from the same department, agency, or organization as the Council member, and have full voting privileges while representing the absent member.

SECTION B. COUNCIL SIZE

The Council shall be made up of at least twelve voting members. The Council may add additional members by a majority vote.

SECTION C. TERMS OF OFFICE

1. Chairperson – The membership term for the Chairperson shall be concurrent with their term as Chief Probation Officer of San Diego County.
2. Board of Supervisors – The representative of the Board of Supervisors shall be appointed by the Board of Supervisors to serve a term concurrent with their term as Supervisor. The reelection of a member of the Board of Supervisors for a succeeding term shall not automatically extend the term of any member of the Council. The terms shall expire on the date of expiration of the term of the nominating member of the Board of Supervisors or at such time as said member of the Board of Supervisors ceases to hold office, whichever first occurs.
3. Member representatives of the District Attorney's Office, Public Defender's Office, Sheriff's Department, Department of Social Services, Department of Behavioral Health, City Police Department, County Office of Education or School District may be delegated by the department head and shall serve concurrent with his or her term in that position, or at such time the department head delegates another representative.
4. Member representatives of a nonprofit community-based organization and an at-large community representative shall be appointed by a majority vote and shall serve a term of three years or at such time said member terminates from their employment at the organization employed by at time of appointment. They shall be appointed for no more than two consecutive terms. For purposes of this limitation, a term shall include any appointment to fill a vacancy for one-half or more of a term. A member whose term has expired hereunder shall continue to discharge their duties as a Council member until their successor has been appointed and qualified.

SECTION D. VACANCIES

A vacancy shall occur on the happening of any of the following events before the expiration of the term:

1. The death of the incumbent,
2. The resignation of the incumbent from the Council or their employment with a member agency,
3. The removal at the pleasure of the appointing or nominating authority,
4. Removal of any member by a 2/3 vote of the Council according to its bylaws,
5. The ceasing of the incumbent to be a resident of the County of San Diego, or
6. Unexcused absence from three or more regular meetings in any 12 months or three consecutive regular meetings of the Council. Absences anticipated to exceed three consecutive meetings may be excused as a leave of absence at the discretion of the Chair.

If a midterm vacancy occurs, a new appointee shall serve for the balance of the unexpired term of the member being removed. Vacancies shall be filled by the applicable nominating authority specified in Article II, Section C.

ARTICLE III DUTIES

The Council shall have the responsibility to do the following:

1. Assist the Chief Probation Officer in developing a comprehensive, multi-agency juvenile justice plan to develop a continuum of response for the prevention, intervention, supervision, treatment and incarceration of juvenile offenders, in accordance with Welfare and Institutions Code section 749.22 and Government Code section 30061.
2. Votes annually on Juvenile Justice Crime Prevention Act funding allocation to support services of youth

ARTICLE IV OFFICERS

SECTION A. ELECTION OF OFFICERS

Pursuant to its establishing authority, the Council's officers shall be the Chairperson. The Council may elect any other officers by a majority vote.

SECTION B. ROLE OF CHAIR

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 establishing authority, Council or Bylaws may prescribe.

SECTION C. ROLE OF ACTING CHAIRPERSON

In the event of the temporary absence of the Chairperson, the Chairperson shall designate a representative to serve as the Acting Chairperson to preside at the Council meeting. In the absence of the Chair, the Acting Chairperson assumes the duties and responsibilities of the Chair.

ARTICLE V. SUBCOMMITTEES

SECTION A. TYPES OF SUBCOMMITTEES

1. Statutory Subcommittees:

Any subcommittee of the Juvenile Justice Coordinating Council that is established by a state statute. The Statutory Subcommittee shall have such names, powers, duties, and composition as is determined by the State Legislature. Each Statutory Subcommittee shall comply with the Ralph M. Brown Act. Such Statutory Subcommittees, include, but are not limited to:

a. The SB 823 Realignment Subcommittee:

- i. Establishing Authority: The SB 823 Realignment Subcommittee is established pursuant to section 1995 of the Welfare and Institutions Code.
- ii. Membership: Pursuant to its establishing authority, the SB 823 Realignment Subcommittee shall be composed of the Chief Probation Officer, as Chair or cochair, and the following Council member representatives from:
 1. The District Attorney's Office
 2. The Public Defender's office,
 3. The Department of Social Services,
 4. The Department of mental health,
 5. The County Office of Education or School District.

Other members of the subcommittee shall include:

1. A representative from the Court,
 2. At least three community members, as approved by a majority of the Council.
- iii. Officers: Pursuant to its establishing authority, any member may be selected as cochair of the subcommittee using a process determined by the subcommittee.
- iv. Duties:
 1. The Subcommittee shall develop a plan describing the facilities, programs, placements, services, supervision and reentry strategies that are needed to provide appropriate rehabilitation and supervision services for the population described in subdivision (b) of Section 1990 of the Welfare and Institutions Code. The plan shall include elements as described in subdivision (d) of Section 1995 of the Welfare and Inclusion Code.

2. The plan shall be developed with review and participation of the Subcommittee community members
 3. The plan shall be approved by the majority of the subcommittee.
- v. Bylaws: Unless otherwise specified by law, the SB 823 Subcommittee shall comply with these Bylaws of the Council.
2. Standing Councils: Any subcommittee that functions regularly and whose membership is appointed on an annual basis. A standing subcommittee shall have such names, powers, duties and composition as is determined by the Council. Each standing subcommittee shall comply with the Ralph M. Brown Act.
 3. Special Councils, Task Forces, and Ad Hoc subcommittees: Special Councils, task forces and subcommittees, generally temporary in nature, shall be established, as necessary for special purposes. Any task force or ad hoc Council appointed shall consist of not fewer than three members, including at least one Council member. The actions and recommendations of task forces or ad hoc subcommittees shall not be deemed the action of the Council and shall in no way bind the Council for its members. The task force or ad hoc subcommittees shall cease to exist upon completion of its assignment.
 - a. Nominating Council: The Nominating Council may consist of up to three (3) members of the Council and may be established upon the vacancy of a member representatives of the nonprofit community-based organization and at-large community representative
 4. Council Reports: All subcommittees shall report at regular meetings as requested by the Council Chair or Subcommittee Chair. This report may be oral or written, unless specified by the Council.

SECTION B. ROLE OF SUBCOMMITTEES

Except as provided for by statute, the Council may select from its membership or the general public, subcommittee chairpersons and/or members to direct studies, conduct research or make recommendations to advise the Council or Subcommittee.

SECTION C. PURPOSE

The purpose and scope of each subcommittee not already established by statute shall be included in any motion to form the subcommittee and incorporated into the Council's meeting minutes.

SECTION D. ROLE OF SUBCOMMITTEE CHAIRPERSON

Each subcommittee chairperson shall be responsible for keeping records of all actions and reports of the subcommittee and shall submit these actions and reports to the Council on a regular basis.

ARTICLE VI. ORGANIZATION PROCEDURES

SECTION A. GOVERNANCE

Rosenberg's Rules of Order govern the operation of the advisory Council in all cases not covered by these by-laws. The Council may formulate specific procedural rules of order to govern the conduct of its meetings.

SECTION B. VOTING

1. Any group voting at a duly noticed meeting is on the basis of one vote per person, and no proxy, telephone or absentee voting is permitted.
2. Unless otherwise specified, approval shall be by a majority of the quorum.

SECTION C. MEETINGS

The Council meets quarterly on a duly noticed date, time and at a location designated by the Chair. All meetings of the Council and its subcommittees shall be subject to the provisions of Chapter 9 (Commencing with Section 54940) of Part I, Division 2, Title 5 of CA Government Code, relating to meetings of local agencies (Ralph M. Brown Act). Meetings are to be held in accessible, public places. Notice of all Council meetings shall be posted in a publicly accessible place for a period of 72 hours prior to the meeting (24 hours for special meetings). In addition, such notice will be mailed upon request. All meetings shall be subject to the provisions of Chapter 9 (Commencing with Section 54940) of Part I, Division 2, Title 5 of CA Government Code, relating to meetings of local agencies (Ralph M. Brown Act).

Special meetings may be called at a time and place designated by the Chair.

SECTION D. QUORUM

A quorum shall be defined as a simple majority of members currently appointed (i.e. over fifty percent of members). The definition of members excludes unfilled positions and those vacated by resignation or removal. A quorum is required to hold and conduct any meetings of the Council.

SECTION E. MINUTES

The Council shall keep written minutes of its meetings, a copy of which shall be posted onto the Council's webpage if one is established.

ARTICLE VII AMENDMENTS

These bylaws may be amended at any regular business meeting by a two-thirds vote of the currently appointed membership of the Council. Bylaws may be reviewed by the Chair and Council members as needed. The amendment must be submitted in writing to the Board of Supervisors for approval.

ARTICLE VIII STANDING RULES

Standing Rules may be adopted by a majority of the quorum at any regular meeting. After they have been adopted, they cannot be modified at the same session except by a reconsideration. At any future session, they can be suspended, modified, or rescinded by a majority vote.

ARTICLE IX EFFECTIVE DATE

These bylaws shall become effective upon adoption by the Juvenile Justice Coordinating Council and approval by the Board of Supervisors.