

**BY-LAWS
OF THE VENTURA COUNTY
JUVENILE JUSTICE COORDINATING COUNCIL**

ARTICLE I

NAME

The name of this organization shall be THE VENTURA COUNTY JUVENILE JUSTICE COORDINATING COUNCIL.

ARTICLE II

AUTHORITY

The Council is authorized by Welfare and Institutions Code Section 749.22 and Board of Supervisors Resolution dated December 19, 2000.

ARTICLE III

PURPOSE

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

1. Develop and implement a continuum of county-based responses to juvenile delinquency 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 youthful offenders, including strategies to develop and implement local out-of-home residential options.

ARTICLE IV

DUTIES

The 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 youthful offenders, in accordance with Welfare and Institutions Code Section 749.22 and Government Code Section 30061.
2. Serve as the Local Juvenile Crime Enforcement Coalition in accordance with Title 28 Code of Federal Regulations, Part 31, Section 31.502, for the purpose of securing Federal Juvenile Accountability Incentive Block Grant funding for the County of Ventura.

ARTICLE V

MEMBERSHIP

1. Along with the **Chief Probation Officer** and **Presiding Judge of the Juvenile Court** who shall serve as Co-Chairs, permanent voting members of the Council shall include the following agencies and organizations, each of which must select one representative to sit on the Council:
 - District Attorney
 - Sheriff's Office
 - Public Defender
 - Board of Supervisors
 - Human Services Agency
 - Ventura County Office of Education
 - Ventura County Behavioral Health
 - County Executive Office
 - Ventura County Public Health
 - Ventura County Law Enforcement Coordinating Council
 - One community-based organization involved in juvenile crime prevention to be selected through an application process and appointed by the permanent members of the Council
 - Juvenile Justice/Delinquency Prevention Commission, who shall serve as an at-large community representative.

The non-permanent voting members of the Council may include the following individuals, selected as indicated, each of whom shall serve a two-year term and have one vote:

- A representative from a maximum of three separate local school districts
 - A representative from a maximum of two separate non-profit community-based agencies serving juveniles, to be selected through an application process and appointed by the permanent members of the Council. In making these appointments, the Council shall strive to ensure both geographical representation and a diversity of perspectives to fulfill the purpose of the Council as defined in Article III.
2. If a non-permanent Council member fails to attend three (3) consecutive Council meetings without the absence being authorized by one of the Co-Chairs; or if the non-permanent Council member has not arranged for an alternate member, it shall be referred to the Co-Chairs for a decision as to whether or not said absences will result in removal of the non-permanent Council member, and a replacement shall be selected as described in Article V, subsection 1.
 3. Non-statutorily required Council members organizations may resign at any time by giving written notice to the Council. The resignation shall become effective the date the notice is received or at a later time specified in the notice; the resignation need not be accepted to be effective. Said organization may re-apply. The statutorily required members are Probation, Juvenile Court, District Attorney, Public Defender, Sheriff's Office, Board of Supervisors, Human Services Agency, Ventura County Behavioral Health, Ventura County Public Health, and Ventura County Office of Education.
 4. Alternate Representatives of Agencies and/or Organizations

- a. Each representative sitting on the Council shall designate, in writing provided to the Co-Chairs, an alternate representative to sit on the Council in the regular representative's absence.
- b. When sitting in a regular representative's absence, the alternate member shall have the same voting power as the regular member, including non-permanent members.

ARTICLE VI

MEMBERS

1. Members of the Council shall be the Co-Chairs of the Council and such other members as the Council may choose to elect.
2. Responsibilities of Members:
 - a. Co-Chairs - The Chief Probation Officer and the Presiding Judge of the Juvenile Court shall serve as the Council Co-Chairs. The Co-Chairs shall supervise and direct the Council's activities, affairs, and members. The Co-Chairs shall preside at all Council meetings. The Co-Chairs shall have such other powers and duties as the Council or By-laws may prescribe.

3. Term of Office:

The term of office for the Council Co-Chairs shall be concurrent with their respective terms as Chief Probation Officer and Presiding Judge of the Juvenile Court. The terms of office of other members elected by the Council shall be as the Council decides..

Public sector representatives will serve for the duration of their specified positions; private sector representatives are recommended to be appointed for a term not to exceed two years.

ARTICLE VII

MEETINGS AND PROCEDURES

The Council and its Committees shall be governed by the Brown Act and all meetings shall be open to the public, except as otherwise allowed by the Brown Act.

1. Regular Meetings

Regular meetings shall occur on a bi-monthly basis as set by the Co-Chairs.

2. Special Meetings

A Special Meeting may be called at any time by the Co-Chairs, via e-mailed request, specifying the general nature of the business proposed. An agenda and 24 hours notice must be given to the public, as required by the Brown Act.

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 present.
 - c. The Council shall use parliamentary procedures to conduct business.
4. Setting the Agenda
- The Co-Chairs shall designate items on the agenda. Any member wishing to provide input shall request inclusion on the agenda by contacting either of the Co-Chairs no later than one week prior to the scheduled meeting.
- 5. Standing Committee has continuing subject matter jurisdiction. A Standing Committee is designed to handle an issue or issue on a continual basis as is subject to the Brown Act's notice and posting requirements. The "Program Review and Development Sub-Committee" is an example of a standing committee.
 - 6. Ad hoc subcommittees can be formed during regular meetings in alignment with the purpose and duties outlined in these By-laws. Ad hoc committees will report out to the Council when members have identified information to report. The ad hoc committee will have a defined purpose and timeline.
 - 7. Pursuant to Welfare and Institutions Code Sections 1990 - 1995, JJCC shall establish a subcommittee, which shall convene no less than twice per year, to develop a plan to provide services to realigned youth. Said plan is to be submitted to the Office of Youth and Community Restoration by May 1 of each year. The subcommittee shall be comprised of the chief probation officer, as chair or cochair, and one representative each from the district attorney's office, the public defender's office, Human Services Agency, Ventura County Behavioral Health, the county office of education or a school district, and a representative from the court. The subcommittee shall also include no fewer than three community members who shall be defined as individuals who have experience providing community-based youth services, youth justice advocates with expertise and knowledge of the juvenile justice system, or have been directly involved in the juvenile justice system. Any member may be selected as cochair of the subcommittee using a process determined by the subcommittee.

ARTICLE VIII

CONFLICT OF INTEREST

- 1. Council members who are representatives of private non-profit agencies shall not participate in making any governmental decision in which they have a financial interest.
- 2. Any member or representative 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 him/herself from discussing and voting on the item; and
 - c. leave the room until the item has concluded.
- 3. A recused member or representative 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 or representative must also comply with all other applicable conflict of interest laws.

ARTICLE IX

AMENDMENTS

These By-laws 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 this Council for 30 days. These By-laws will be reviewed every two years. These By-laws and subsequent amendments will be provided to the Clerk of the Board.