

# Franklin County

## Criminal Justice Advisory Board Bylaws

*(These Bylaws were adopted at a regular meeting, held pursuant to notice, of the Criminal Justice Advisory Board on Thursday, August 24, 2006.)*

1. Name: The name of this board shall be the *Franklin County Criminal Justice Advisory Board*.
2. Authority: The Franklin County Criminal Justice Advisory Board was established by a joint effort of the Franklin County Commissioners and the Judges of the Court of Common Pleas of Franklin County in 1999.
3. Mission: The Franklin County Criminal Justice Advisory Board (“Board”) provides a continuing forum in which key decision-makers and policy-planners in the Criminal Justice System collaborate by researching, planning, and recommending to the agencies and decision makers integrated and prioritized approaches to criminal justice policy and program planning. The purpose of the Board is to achieve consensus on methods to create efficiencies and improve the effectiveness of the administration of criminal justice in Franklin County.
4. Role: The CJAB is authorized to make policy and program recommendations to municipal governments, public policy boards and agencies regarding the community juvenile and criminal justice system.
5. Membership:
  - a. CJAB membership shall be a diverse and broad-based representation of the community-at-large.
  - b. Representatives from the following *core group* of community justice system stakeholders shall be invited to become members of the CJAB:
    1. a County Commissioner
    2. the County Administrator
    3. The Assistant County Administrator
    4. three (3) Judges of the Court of Common Pleas
    5. the District Attorney
    6. the Public Defender
    7. a Magisterial District Judge representative
    8. a municipal Police representative
    9. a State Police Representative
    10. the Sheriff
    11. the Warden
    12. the Court Administrator
    13. the Director of Management Information Services
    14. the Chief Probation Officer
    15. the Fiscal Director

16. The Human Services Administrator
17. the Director of Children, Youth and Family Services
18. a local victims' organization representative
19. one (1) representative from the Franklin County Council of Governments,  
and
20. two (2) members-at-large representing the community, upon vote of the  
Board.

The Program Planner and the Administrative Assistant to the Board shall be *ex officio* members of the Board, and neither shall have a vote. Composition of the Board may be enlarged or diminished from time to time by vote of a majority of the Board members entitled to vote, in accordance with Section 16 of these bylaws regarding Amendments.

6. Chair: The Board shall be chaired by one of the Judges of the Court of Common Pleas. The Vice-chair of the Board shall be designated by the Board of Commissioners. The Vice-Chair of the Board shall carry out the duties of the Chair as the need arises.
7. Meetings and quorum: Unless circumstances require otherwise, regular meetings of the Board will take place during the months of February, April, June, August, October and December, on the fourth Thursday of each such month except the month of December when the meeting may be held on the second Thursday.

Special meetings of the Board will be scheduled as necessary; and a special meeting of the Board may substitute for a regular meeting of the Board in any given month. Members shall be given reasonable notice of both regular and special meetings by first-class or intra-county mail, by telephone, by telefax, or by electronic mail. A member of the Board or Board staff will be assigned responsibility for recording the minutes of all meetings of the Board.

A quorum for the purpose of conducting general business or calling for a vote shall be one half of the membership, plus one, of the Board.

Between meetings of the Board, an executive committee shall have full authority to manage the affairs of the Board; but shall exercise that authority only as reasonable and as necessary. The Executive Committee shall consist of the Board Chair, the Vice Chair, and the Chairpersons of standing committees of the Board. Minutes of the meetings of the Executive Committee shall be provided to all board members within seven (7) days after each Executive Committee meeting.

The Board adopts The Modern Rules of Order for conducting its meetings.

8. Agenda: Meeting agendas shall include, generally, the following items, and such other items as from time-to-time are necessary: approval of minutes, committee and other reports, programs, items for Board action, and other matters in the discretion of the Chair.

9. **Voting:** Each member of the Board, except *ex officio* members, shall be entitled to vote. Board members may not authorize any other person to cast the Board member's vote by proxy.
10. **Meeting Documentation:** All of the CJAB's as well as its committees' and subcommittees' meetings shall be documented either in the form of meeting minutes or meeting summaries.
11. **Committees:** Committees of the Board shall consist of at least one Board Member and such other persons as may be necessary properly to conduct the work of the Committees. Volunteers shall be sought to chair committees. Committees are encouraged to submit their minutes to the Board. Committees are expected to follow the guidelines adopted by the Board for project preparation and presentation. Committees may be created and dissolved by the Board as necessary.
12. **Grant Management:** Juvenile and criminal justice-related grant concept papers and application proposals will be presented to the CJAB. The CJAB will maintain an overview of all juvenile and criminal justice grant-related concept papers, applications and awards. The CJAB shall investigate and pursue sources of possible grant funding for Franklin County.
13. **Support Staff:** The CJAB will designate an individual or individuals to provide the staff support necessary to conduct the business of the CJAB.
14. **Communication:** The CJAB shall broadly communicate its goals and work to: county and municipal officials who are outside the justice system, non-profit stakeholders, and the community-at-large as well as practitioners within the community justice system.
15. **Planning and Performance:** The CJAB will develop strategic plans that define its objectives and the means by which it plans to achieve them. The CJAB shall conduct periodic self-evaluations of its performance using the indicators it has established.
16. **Reviews and amendment of Bylaws:** These bylaws may be amended by a majority vote of the members of the Board attending any meeting for which there has been advance written notice of the intention to pass upon an amendment to these bylaws.