

**JUVENILE JUSTICE & DELINQUENCY PREVENTION COMMISSION**

**AMADOR COUNTY**

**BYLAWS**

**ARTICLE I**

**NAME**

The organization shall be known as the Amador County Juvenile Justice and Delinquency Prevention Commission, hereafter referred to as the Commission.

**ARTICLE II**

**MISSION STATEMENT**

It is the mission of the Amador County Juvenile Justice and Delinquency Prevention Commission, hereinafter referred to as the Commission, to:

A. Participate in, and exercise oversight of, the juvenile justice system in Amador County (The juvenile justice system includes all law enforcement agencies, the Probation Department and the Juvenile Court);

B. Promote effective delinquency prevention efforts in coordination with other governmental and non-governmental agencies;

C. To ensure that both secure and non-secure facilities used to house wards of the court and other minors by the Juvenile Court are safe and operated in accordance with the State of California and federal laws and standards.

## **ARTICLE III**

### **STATEMENT OF PURPOSE**

The Commission is mandated by provisions of the State Welfare and Institutions Code and is comprised of no less than seven nor more than fifteen members who have the following objectives and charges:

It is the goal of the Commission to be a public forum in the interest of justice for children and youth and delinquency prevention to provide leadership for citizen action.

By state law, it is the duty of the Juvenile Justice Commission to inquire into the administration in its county of the Juvenile Court Law; to inspect annually all institutions used by the County for confinement of minors, and to report its findings, with recommendations, to the Juvenile Court and to the California Youth Authority.

By law, the Commission has access to all publicly administered institutions whose use is authorized by the Juvenile Court. The Commission may hold hearings. The Juvenile Court has the power of subpoenas requiring attendance and testimony of witnesses and production of papers at hearings of the Commission.

The Commission is empowered to inquire into the administration of justice in a broad sense including, but not limited to, operations of the Juvenile Court, Probation and Social Services Departments, and Law Enforcement. The Commission is also concerned with the policy matters and recommends to the Juvenile Court and/or other responsible policy-making administrative body changes as it deems beneficial to Juvenile Justice. The Commission may publicize its findings.

The Commission is actively concerned with the provisions of appropriate and adequate services and facilities by city, county or state government.

The Commission also coordinates, on a countywide basis, the work of those governmental and non-governmental organizations engaged in activities to prevent juvenile delinquency or in the improvement of recreation, health, and other conditions in the community affecting juvenile matters.

## **ARTICLE IV**

### **MEMBERSHIP**

#### **Section I - Commission Membership**

The composition of the Commission is provided for in Section 225 of the California Welfare and Institutions Code. This section requires that the Commission shall consist of not less than seven (7) and no more than fifteen (15) citizens. Two or more of these members shall be persons who are

between fourteen and twenty-one years of age, provided they are available persons between these ages who are able to carry out the duties of Commission members in a manner satisfactory to the appointing authority.

### Section 2 - Appointment

Section 225 of the Welfare and Institutions Code provides that the Presiding Judge of the Superior Court, with the concurrence of the Judge of the Juvenile Court, shall make appointments to the Commission.

### Section 3 - Term of Membership

Members of the Commission serve a term of four (4) years. When a vacancy occurs for any reason other than the expiration of a term of office, the appointee to fill such vacancies shall hold office for the unexpired term of his or her predecessor.

### Section 4 - Removal from Membership

Whenever a regular member of the Commission is unable to carry out the duties of a Commission member in a satisfactory manner to the Commission, the Chairperson of the Commission shall recommend to the Presiding Judge with the concurrence of the Juvenile Court Judge, that the member be removed from membership on the Commission. If a Commission member fails to attend three (3) regular meetings in twelve (12) months, without appropriate excuse which can be made through the Chairman or Secretary, the Chairperson shall notify the member in writing that the Commission will consider recommending to the appointing authority cancellation of membership at the next regular meeting. The Chairperson shall, after a cancellation recommendation, notify both the Commission member and the appointing authority of that recommendation.

Any member of the Commission deciding that he/she is no longer able to continue serving as a member, shall submit a letter of resignation to the current Chairperson of the Commission as soon as possible. The Chairperson shall, upon receipt of a member's letter of resignation notify the appointing authority accordingly.

### Section 5 - Ex-Officio Members

The Chairperson may, at any time during a regular Commission meeting, appoint an interested resource or community individual, fourteen (14) years of age or older, to the Commission as an ex-officio member to that body. The ex-officio member shall enjoy and be included in all Commission responsibilities and meetings, but shall not have voting privileges on the Commission. There shall be no set term of office for an ex-officio member, however, causes for removal from membership shall be the same as written in Article III, Section 4.

Section 6 - Commission Members

(See attached list of members and date of appointment.)

**ARTICLE V**

**COMMISSION MEETINGS**

Section 1 - Regular Meetings

The Commission shall hold regular monthly meetings on the fourth (4th) Thursday of each month (with the exception of November & December which will be combined and set for the first Thursday in December). Changes or cancellations in meeting time, date or place may be made by concurrence of a majority of the Commission members present at a meeting or at the discretion of the Chairperson.

Section 2 - Special Meetings

Special Commission meetings may be called by the Chairperson and/or by the consent of the majority of members at a time and convenient location. No other business shall be conducted during special meetings except that agenda agreed upon at the time the special meeting is called.

Section 3 - Quorum

A quorum of regular and special Commission meetings shall not be less than fifty (50) percent of the currently appointed membership. Ex-officio members shall not be considered in the determination of a quorum.

Section 4 - Conduct of Meetings

The conduct of the Commission meetings shall be held according to Robert's Rules of Order as modified and adopted by the Commission.

Section 5 - Agenda for Meetings

The agenda for regular and special meetings shall be prepared by the Commission Chairperson (or designee) and Probation Department staff. Agendas and materials will be provided to the members one week prior to regular meetings.

## ARTICLE VI

### **OFFICERS**

#### Section 1 - Composition of Officers

The officers of the Commission shall be Chairperson and Vice-Chairperson.

#### Section 2 - Election and Term of Office

- A. The election of officers for the Commission shall be held during the May regular Commission meeting or as soon thereafter as a meeting is held.
- B. Nomination of members for office shall be made from the floor of the Commission prior to the scheduled election of officers.
- C. The term of office shall be one (1) year dating from July 1 through June 30.
- D. No ex-officio member of the Commission shall be eligible to hold office.

#### Section 3 - Duties of Officers

##### A. Chairperson

The Chairperson shall call and preside over meetings of the Commission, perform duties incidental to the role of Chairperson, and have general supervision over the affairs of the Commission. The Chairperson shall be the official spokesperson for the Commission in events concerning the Commission which arise outside of regular or special meetings of the Commission.

##### B. Vice-Chairperson

The Vice-Chairperson may assume the duties of the Chairperson in his/her absence at regular or special scheduled activities and meetings. The Vice-Chairperson elected to this position shall maintain overall responsibility for inspection of facilities and assignment thereto as per Art. 2 (Statement of Duties).

#### Section 4 - Removal from Office

- A. An officer of the Commission shall be automatically removed from office upon expiration of Commission membership or resignation or removal from the

- Commission.
- B. Action to remove any officer may be taken by any member of the Commission in the form of a motion during a regular Commission meeting. A recall election shall then be held during the next regular Commission meeting, with a three-fourths vote of the full Commission required to remove an officer.
  - C. An officer may be removed from office for any of the following reasons:
    - 1. The absence of three (3) meetings within twelve (12) consecutive months, without appropriate excuse.
    - 2. The continuous failure to discharge the duties of his office.
    - 3. Conduct which is unbecoming of and detrimental to the Commission.

Section 5 - Vacancy

- A. Upon removal from office, the vacant position shall be filled according to election procedures outlined in Article V, Section 2-B.
- B. A person elected by procedures in this section shall serve the unexpired term of the preceding officer.

**ARTICLE VII**

**COMMITTEES**

The Commission shall operate with committees as appointed by the Chairperson. There are no standing committees.

**ARTICLE VIII**

**AMENDMENTS TO BYLAWS AND CONDITIONS OF**

**SUSPENSION OF BYLAWS**

These bylaws may be altered, amended or repealed in accordance with state statutes, Juvenile Court procedures and Amador County policies, and new bylaws adopted by a two-thirds (2/3) majority vote of those Commissioners present and voting during a regular meeting of the Commission, but only after (30) days written notice of the proposed alteration, amendment, or new bylaws having been submitted in full in said notice.

Final approval of any such alteration, amendment or repeal will rest with both the Juvenile Court Judge and County Counsel.

The bylaws may be temporarily suspended, in part or in totality, by a two-thirds (2/3) majority vote of those Commissioners present and voting during a regular meeting. The suspension of the bylaws shall not take effect for thirty (30) days after suspension has been voted upon.