

**Bylaws of the
Criminal Justice Coordinating Council
Rev. March, 2013**

Article I: Name

The name of this Council shall be the Criminal Justice Coordinating Council, and it will be referred to as the Council in the following bylaws.

Article II: Authority

The Coconino County Board of Supervisors and the Flagstaff City Council established the Council in 2005.

Article III: Purpose

Section A. Mission

The Council exists to promote the safety of the citizens of Coconino County, the efficient and just treatment of offenders, the protection and healing of victims, and to work toward prevention of crime and the reduction of recidivism.

Section B. Guiding Principle

The purpose of the Council is to study the juvenile and criminal justice systems in Coconino County, identify areas for improvement, and formulate policy, plans and programs for change. In addition, its mission is to communicate and present planning, financial, operational, managerial, and programmatic recommendations to the agencies represented on the Council.

The Council is committed to providing the coordinated leadership necessary to establish cohesive public policies which are based on research, evaluation and monitoring of policy decisions and program implementations. Through a coordinated planning effort the Council reviews, evaluates and makes policy recommendations on vital juvenile and criminal justice system issues.

Article IV: Members

Section A. Membership by Position

There are nineteen members of the Council who are members due to the position they hold. These individuals serve on the Council for as long as they occupy the position entitling them to membership. The consensus of these members is required for decisions and recommendations.

- Presiding Judge, Superior Court, County of Coconino

- Presiding Judge, Juvenile Court, County of Coconino
- Clerk of Coconino County Superior Court
- Court Administrator, Superior Court
- Presiding Judge, Flagstaff Municipal Court
- Presiding Justice of the Peace, Coconino County
- Sheriff of Coconino County
- Coconino County Attorney
- Coconino County Public Defender
- Coconino County Manager
- Chief Probation Officer, Adult Probation
- Chief Probation Officer, Juvenile Probation
- Chief of Police, City of Flagstaff
- Mayor or Representative of the Flagstaff City Council
- City Manager of Flagstaff
- Chief Prosecutor, City of Flagstaff
- Member of the Coconino County Board of Supervisors (chosen by the Board of Supervisors)
- Representative of Department of Public Safety
- Two Members of the Public at Large (To be selected by the Council)

Section B. Designees

Council members may designate a consistent alternate individual within their agency or department to represent them either permanently or temporarily at Council meetings.

Section C. Ex Officio Members

In addition to the above Council Members the following positions shall be ex-officio members whose voice and input shall be considered by the Council in reaching any decision:

- Coconino County Superior Court Judges
- Coconino County Justices of the Peace
- Presiding Judge, Page City Court
- Court Administrator, Coconino County Justice Courts
- Court Administrator, Flagstaff Municipal Court
- Coconino County Legal Defender
- City of Flagstaff Public Defender
- Drug Court Coordinator
- Representative of NAU Police Department
- Director, The Guidance Center
- Director, Coconino County Department of Health
- Member of the FUSD School Board (chosen by School Board)
- Coconino County Jail Detention Commander
- Representative of Coconino County Victim Witness
- Representative of NARBHA
- Representative from Northern Arizona University's Criminal Justice Department

- Two Members of the Public at Large (To be selected by the Council)

Article V: Meetings

Section A. Regular Meetings

The Council shall meet bi-monthly on the third Wednesday of February, April, August, and October; and on the second Wednesday of June and December beginning at 3pm. Meetings shall be held at a location to be announced at least one week prior thereto.

Section B. Quorum

A quorum is no less than a simple majority of the total membership of the Council designated in Article IV, Sections A & B.

Section C. Convening Special Meetings

The Chair of the Council may convene a special meeting. Written notice must be served at least 24 hours in advance. Only items included in the written notice may be discussed or considered.

Section D. Staff Support

Staff support is be provided by Coconino County and the City of Flagstaff. Costs for such support shall be divided between them pursuant to a separately negotiated IGA.

Staff's duties shall include but are not to be limited to:

- Work with the Chair to set agendas for Council Meetings
- Keep schedules of all meetings
- Conduct and manage research and prepare reports or other information in response to the interests and established plan of the Council
- Attend Council, subcommittee, planning, and special meetings
- Take minutes at all meetings and distribute to Council members
- Prepare and maintain statements of Council goals and objectives
- Maintain membership rosters and the Council and subcommittees
- Create and maintain a new member orientation packet
- Maintain files of any documents deemed important to the Council
- Develop and maintain CJCC Bylaws
- Support the implementation of the Strategic Plan priorities

Section E. Strategic Planning Meeting

The Council shall convene biennially (i.e. once every two years) to review the Council's current strategic plan, modify the plan when appropriate, and begin initiatives consistent with the modified plan.

Section F. Open Meetings

All meetings and actions of the Council and any of its subcommittees shall comply with the Arizona Open Meeting Laws. Only members or designated alternates of the Council or its subcommittees may vote on business items.

Article VI: Notice of Agenda

In order to expedite meetings and promote reasoned decision making, a written agenda shall be provided to each member of the Council at least 7 days in advance of any regularly scheduled meeting outlining with sufficient particularity any action item that will be proposed for decision at the meeting. Members and their representatives are expected to review the agenda, accompanying documentation and proposed action items in advance of the meeting, and prepare to give a report at the meeting regarding changes in their department that might impact other departments.

Article VII: Officers

Chair: The Chair of the Council shall be the presiding Judge of the Superior Court or his/her designee. The responsibility of the Chair is to ensure the orderly discussion of issues, to present for discussion the issues and agenda developed by the Executive Committee, and to oversee the voting process.

Vice-Chair: The vice-chair of the Council is chosen by the Executive Committee on a calendar year basis. The duty of the Vice-Chair is to act in place of the Chair should the Chair be unable to attend.

Article VIII: Consensus

All decisions of the Council shall be reached by the consensus of the Members designated in Article IV, Sections A & B, who are present for the meeting at which the action item is presented for consideration. No decision may be reached unless a quorum is present at the meeting.

Article IX: Committees

To expedite and facilitate the business of the Council and the orderly and efficient consideration of matters coming before it, a standing Executive Committee and a standing Juvenile Justice Committee shall be established.

Section A. Executive Committee

Purpose: The Executive Committee is to provide leadership in the planning and implementation of the Council goals by:

- Designating existing structures or creating new structures for the achievement of the Council goals.
- Reviewing implementation plans, timetables and costs and reporting with recommendations on such matters to the Council.
- Reviewing requests made for resources, developing alternatives when appropriate, and making recommendations to the Council for responding to such requests.
- Reviewing and making recommendations regarding other matters delegated to it by the Council.
- Planning the agenda of the Council meetings.

Membership of Executive Committee

- Presiding Judge, Superior Court
- Sheriff
- County Attorney
- Public Defender
- Chief Probation Officer
- Chief of Police, City of Flagstaff
- Member, Board of Supervisors
- Mayor or Member of the Flagstaff City Council
- Court Administrator, Superior Court
- County Manager
- Flagstaff City Manager
- Juvenile Court Services
- Presiding Magistrate, City of Flagstaff

Meetings: The Executive Committee shall meet regularly at such times and locations as it decides are appropriate.

Section B. Juvenile Justice Committee.

Purpose: The Juvenile Justice Committee is to study and recommend to the Council on issues specific to juveniles in the juvenile justice system, i.e., family/child services, detention alternatives, education liaison, prevention, peer interactions, juvenile system accountability, quality and improved outcomes.

Membership of Juvenile Justice Committee

- Presiding Judge, Juvenile Court
- Coconino County Manager or Designee
- Juvenile Court Services Director
- School Board Representative
- Mayor or Flagstaff City Council Representative
- County Attorney Representative

- Director, The Guidance Center
- Flagstaff Police Department Representative
- Member of the Public at Large
- Public Defender Representative
- CCSO Representative

Section C. Other Committees. Upon consensus of the Council, other standing or ad hoc committees shall be established as needed. These committees *may* include:

- **System Performance Committee**
- **Streamlining Criminal Prosecution and Court Operations Committee**
- **Behavioral Health Committee**
- **Criminal Justice Information Systems Committee**

Section D. Subcommittee Chair’s Powers and Duties: It shall be the Subcommittee Chair’s responsibility to:

- Hold at least one meeting every two months
- Set the agenda and preside at the meetings
- Address the goals and objectives of the subcommittee as chartered by the CJCC Executive Committee
- Review and approve subcommittee minutes prior to receipt by the Council
- Report subcommittee activities, progress, outcomes, and issues to the Council
- Prepare a written subcommittee report and provide to the CJCC Coordinator at least 7 days in advance of each CJCC Executive Committee meeting

Article X: Open Records

All accounts, records and reports prepared by or on behalf of the Council and its subcommittees shall be maintained in compliance with Arizona’s Open Records act pursuant to A.R.S Title 38 et. seq.

Article XI: Amendment of Bylaws

Proposed amendments to the bylaws are to be included on the agenda of a regularly scheduled Executive Committee meeting. If approved by the Executive Committee, the proposal will be forwarded to the Council at a regularly scheduled meeting for approval. Any action in response to the proposed change in the bylaws taken by the Council becomes effective immediately.

These Amended Bylaws Approved and adopted the ____ day of _____, _____ by consensus.

Signature of Chair/Vice Chair

