

Criminal Justice Coordinating Council Douglas County, Kansas

Bylaws

Section 1. Name

The name of this council is the Douglas County Criminal Justice Coordinating Council, referred to as the CJCC, or the council, in the following bylaws.

Section 2. Authority

The CJCC was established by the Board of County Commissioners of Douglas County, Kansas by Resolution number 16-07 on March 9, 2016. The bylaws of the CJCC were amended by Resolution number 16-11, adopted on April 27, 2016, and by Resolution 19-07, adopted on February 27, 2019. The bylaws were further amended to better align with national standards by Resolution number 24-__, adopted on ____, 2024.

The CJCC has no legal authority to order changes to the Douglas County criminal justice system, but it may bring about change through consensus by the participating agencies. The CJCC reviews policies, programs, best practices, and data within the criminal justice system and makes recommendations to justice system and human service partners. Elected and appointed officials have the authority to implement such recommendations as they deem appropriate, and no vote or recommendation shall be binding on any member or agency without their expressed consent.

Section 3. Purpose

A. Vision

A just and equitable experience for all that reduces the criminal justice footprint and enhances public safety in Douglas County

B. Mission

The Douglas County Criminal Justice Coordinating Council is an advisory board that provides an open, transparent, and collaborative forum for justice system partners, stakeholders, and community members to come together to share information, problem solve, and make evidence-informed recommendations to improve the criminal legal system.

C. Guiding Principles

The CJCC and its members are committed to providing the shared leadership necessary to advance the safety and wellbeing of all citizens of Douglas County, the effective and just treatment of defendants and clients, the protection and healing of victims and survivors, the prevention of crime, and the reduction of recidivism. To that end, the CJCC is guided by the following principles:

- Creating a criminal justice system that is fair, just, and equitable.
- Enhancing public safety and trust.
- Thinking systemically and strategically.
- Communicating and sharing information.
- Collaboration, building consensus, and sharing responsibility.
- Utilizing data and research.
- Pursuing innovative and evidence-based solutions.
- Maximizing existing resources and taxpayer funds.
- Informing and involving the community.
- Including diverse perspectives in all regards.
- Embracing transparency and accountability.

D. CJCC Responsibilities

The CJCC is responsible for assisting to improve the fair and equitable administration of justice and enhancing the effectiveness of the Douglas County criminal justice system. To that end, the CJCC will:

- Utilize member expertise to guide and support the criminal justice system in the advancement of policies, procedures, programs, and services that address public safety goals.
- Utilize cross-system data to increase knowledge of system challenges, establish priorities, monitor system trends and outcomes, inform decision-making, and identify resource needs.
- Provide performance reporting for consideration of the agencies represented on the CJCC and system stakeholders.
- Educate, inform, and engage the community about the council, the criminal justice system, and council initiatives.

Section 4. Members

A. Membership by Position

B. Designees

C. Member Responsibilities (Duties)

D. Conflict of Interest Disclosure

Any member participating in CJCC, Executive Committee, standing committee, or workgroup activities that has a private pecuniary or property interest shall declare a potential conflict of interest to the Executive Committee or the CJCC Coordinator. The member shall abstain from voting on such matters, if applicable, and shall refrain from attempting to influence the decisions of the CJCC and other CJCC members on matters where a conflict of interest exists.

Section 5. Officers and Duties

A. Officers:

The CJCC shall be led by two officers, a Chair and Vice Chair, selected from the positional membership body. The Chair and Vice Chair will be selected from different disciplines (need to define which positions fall into which disciplines once member list is finalized). A prerequisite of nomination as an officer shall be one (1) full year of service on the CJCC by the start of the term for which the nomination is made. CJCC officers should lead the CJCC with a systems perspective and act in the best interest of the system as a whole.

Chair

The duties of the Chair are as follows:

1. Preside over all meetings of the CJCC and the Executive Committee, ensuring orderly discussion of issues.
2. Establish and appoint committees, workgroups, or task forces, as deemed necessary, subject to confirmation by the CJCC.
3. Represent the CJCC at governmental, community, legislative, or other public meetings and events, as necessary, in conjunction with the CJCC Coordinator.
4. Serve as spokesperson for the CJCC to the media, in conjunction with the Douglas County Public Information Officer and Public Information Officers from CJCC member agencies, as necessary and appropriate.
5. Encourage members to attend and participate in meetings of the CJCC.
6. Provide direction to CJCC Coordinator.

B. Vice Chair

The Vice Chair is to perform all duties of the office of the Chair, in the event of the Chair's absence or inability to serve, and to perform other duties as may be delegated by the Chair.

C. Selection Process and Terms

- a. Chair and Vice Chair positions will be selected through a nomination and election process. Nominations can be made by any member of the CJCC during the last meeting of the CJCC in even-numbered years. Nominations will be made for each officer position separately.
- b. The member receiving the most votes for each officer position, when a quorum is present, will be considered elected for the respective officer position. Elections will occur during the last meeting of the year in even numbered years.
- c. Officers will serve a term of two (2) years, will assume their roles beginning in January of odd numbered years and will be eligible for nomination and reelection for one additional consecutive term.
- d. When possible, the outgoing officers shall assist with the transition of incoming officers.

D. Vacancies

In the event of a vacancy in an Officer position due to resignation, removal from office, or other reason, the position shall be filled at the next CJCC meeting with a nomination and election process. The newly elected officer will serve the remainder of the term vacated.

Section 6. Committees and Workgroups

A. Executive Committee

a. Members

Members of the Executive Committee shall be the Chair, Vice Chair, and a Member at Large, with support from the CJCC Coordinator.

b. Member at Large

The Member at Large shall be selected through the nomination and election process as described above; however, this position will be elected annually in the last CJCC meeting of each year, will serve on the Executive Committee for a one (1) year term, and will be eligible for nomination and reelection for one additional consecutive term. The Member at Large can be a positional or representative member of the CJCC.

c. Duties

The Executive Committee shall be responsible for the following:

1. Develop agendas for CJCC meetings and ensure that matters are ready for the CJCC, in consultation with the CJCC Coordinator.
2. Oversee the governance of the CJCC through the adherence to these Bylaws.
3. Provide oversight for the development of CJCC Strategic Plans and the completion of the CJCC Annual Reports.
4. Propose to the CJCC the formation and membership of workgroups and standing committees; provide high level oversight to workgroups and standing committees, ensuring that updates are provided to the CJCC in a timely manner; and assisting the CJCC Coordinator with advancing the work of such groups.
5. Provide guidance and support necessary to the CJCC Coordinator, standing committees, and workgroups to make progress on and updates to the CJCC's strategic plan.
6. Stay abreast of public safety issues that may arise and provide guidance to the CJCC to help balance progress on strategic initiatives while also addressing additional public safety concerns.
7. Provide direction to the CJCC Coordinator, contribute feedback to the Coordinator's performance evaluation, and participate in the hiring of the CJCC Coordinator in conjunction with the County Administrator.

B. Standing Committees and Workgroups

The CJCC shall form and utilize standing committees and/or workgroups to advance the work of the council.

a. Definitions:

Standing Committees: Standing committees (or “Committee” in this section) may be utilized for the purpose of addressing complex, ongoing priorities of the CJCC. Standing committees will be reviewed by the CJCC at least annually to determine whether any changes are necessary or whether the existing committees are still needed.

Workgroups: Workgroups may be utilized for the purpose of addressing task-specific, time-bound initiatives of the CJCC that are more narrow in scope. Workgroups will disband upon completion of the specific task as identified in their creation.

- b. **Creation:** The CJCC Executive Committee will propose to the full CJCC membership standing committees or workgroups to address issues and facilitate the CJCC’s initiatives. Standing committees and workgroups will be created by consensus of the full CJCC membership.
 1. When establishing a standing committee or workgroup, the CJCC will define in writing the goals and objectives of the committee or workgroup. The charters of standing committees and workgroups will be posted on the CJCC website.
 2. The outcomes or recommendations of standing committees or workgroups will be presented to the CJCC for feedback and decision-making.
- c. **Members:** Membership of standing committees and workgroups may include CJCC and non-CJCC members with the desired subject matter expertise or lived experience.
 1. Standing committees and workgroups must include at least one CJCC member and may include others from the local criminal justice system, related service providers, and the community, as appropriate.
 2. While not considered a member of standing committees or workgroups, the CJCC Coordinator will provide staff support to the Chair, Vice Chair, and members of committees and workgroups.
- d. **Structure:** Standing committees and workgroups shall select a Chair and Vice Chair, one of which must be a CJCC member. Standing committee and workgroup Chairs shall be tasked with:
 1. Presiding over the meetings of the committee or workgroup,
 2. Keeping committee or workgroup members on task and apprised of relevant information to the committee or workgroup’s responsibilities,
 3. Providing reports to the CJCC or Executive Committee about the committee or workgroup activities and progress, and
 4. In coordination with the CJCC Coordinator, setting the meeting schedules, setting the agenda for meetings, and ensuring completion of the meeting notes.

Vice Chairs of standing committees or workgroups shall fulfill the duties of the Chair in their absence and shall assist the Chair as needed to advance the work of the standing committee or workgroup.

Section 7. Meetings

- A. Regular Meetings**
- B. Quorum and Voting**
- C. Posting Meeting Agendas**
- D. Meeting Minutes**
- E. Convening Special Meetings**
- F. Committee Meetings**

Section 8. Strategic Planning (The timeline here might still need some wordsmithing)

A. Process

The CJCC shall develop and adopt a multi-year strategic plan. The strategic plan should include specific goals, priorities, and tasks for implementation of initiatives identified through a participatory and data-driven process of the CJCC. Performance measures will also be developed by the CJCC to monitor progress and outcomes of identified priorities. The strategic plan will be developed every three years, with at least an annual review by the CJCC to ensure progress and to make necessary modifications. The most recent version of the strategic plan will be posted on the CJCC website, and shared with all CJCC members, standing committees, workgroups, and the community. The strategic plan will begin development in August, following the dissemination of the annual report, and will be presented for approval in the last CJCC meeting of that year. The strategic plan will be reviewed by the CJCC in June of each subsequent year. The CJCC strategic plan, including updates and progress on initiatives, will also be presented to the Douglas County Board of County Commissioners at least once per calendar year.

B. Annual Report

The CJCC shall produce and publicly disseminate an annual performance report. This report will contain an overview of the CJCC, summary of the CJCC's initiatives, particularly those related to the strategic plan, and pertinent performance metrics from across the criminal justice system. Performance metrics will include measures that reflect system volume, emerging trends, and progress towards goals. The annual report will be used by the CJCC to identify areas across the system that require attention of the council, inform decision-making, and identify resource needs. The annual report will be shared with the community to increase awareness and knowledge of the CJCC, the council's achievements over the previous year, and the challenges that remain. The annual report will be completed for review by the Executive Committee in March and will be presented to the full CJCC each year in April. The annual report shall, in part, guide the strategic planning of the CJCC.

Section 9. CJCC Staff

The Board of County Commissioners of Douglas County supports the CJCC by providing the CJCC Coordinator, who reports to the County Administrator, and who serves to assist the council in the fulfillment of its vision, mission, and responsibilities. The CJCC Executive Committee provides guidance and direction to the CJCC Coordinator on council matters. The CJCC Coordinator will staff the CJCC consistent with the duties and responsibilities outlined in the Criminal Justice Coordinator job description.

Section 10. Amending Bylaws

These bylaws will be reviewed at least every five (5) years to ensure accurate and updated reflections of the purpose, organizational structure, and operational procedures of the CJCC. Bylaws may also be reviewed for proposed amendments as any changes to positional membership, staff responsibilities, or other changes to the council occur. Proposed amendments to these bylaws will be developed through a workgroup, which will be created via the process outlined above in Section 6(B). Proposed amendments to the bylaws will be included on a CJCC meeting agenda for review by the full CJCC membership and will be voted on by the full CJCC membership. Once the full CJCC has voted to accept the amendments, the CJCC Coordinator and the Executive Committee will present the amendments to the Douglas County Board of County Commissioners, who have the final approval of any amendments made to these bylaws. Once approved, the current bylaws will be posted on the CJCC website.