

Douglas County CJCC Bylaws Workgroup Roadmap, rev. 5/13/24

National Standards Sections	Link to Standards Commentary	Proposed Meeting Date to Review and Status
Official Name of Council: Designated name of CJCC, should include the name of the jurisdiction the CJCC serves	Standard 2.1(b)	Draft Revision Completed
Purpose of the CJCC: Fundamental reason the Council exists, including Mission and Vision Statements	Standard 1.1 Standard 1.2 Standard 2.1(b)	Draft Revision Completed
Authority of the CJCC: Authorization under which the Council was formed	Standard 2.1(b)	Draft Revision Completed
List of Members by Position: Number of CJCC members, position titles, and expectations of members	Standard 3	Pending
Officers and Duties: Leadership structure of the CJCC, including officers' titles and assigned responsibilities, Selection process for officers, and length of term	Standard 4	Draft Revision Completed
Executive Committee Members and Duties: Number of executive committee members, member selection process and term, and committee's assigned responsibilities	Standard 5	Draft Revision Completed
Requirements for Committees and Workgroups: Process for forming committees and workgroups, selecting members, and assigning and monitoring responsibilities	Standard 6	Draft Revision Completed
Rules for Speaking and Voting: Guidelines for meeting procedures that also specify when and how voting will occur	Standard 7 Standard 8	Pending
Requirements for Disclosing Conflict of Interest: Criteria and process for members to disclose personal interests outside of their official position that may be a source of conflict on specific matters before the council	Standard 8.3	Draft Revision Completed
Staff Responsibilities: Duties required of CJCC staff to support the council, executive committee, and any committee or workgroup	Standard 12 Standard 13	Draft Revision Completed
Guidelines for Strategic Planning and Annual Reports: Formal expectations for producing a CJCC strategic plan and an annual report that summarizes the work of the council	Standard 9 Standard 10 Standard 11	Draft Revision Completed
Requirements for Amending Bylaws: Procedure for revising CJCC's bylaws	Standard 2.2 Standard 2.4, Standard 2.5	Draft Revision Completed