

**BY-LAWS
OF THE ORANGE COUNTY
JUVENILE JUSTICE COORDINATING COUNCIL**

ARTICLE I

NAME

The name of this organization shall be THE ORANGE COUNTY JUVENILE JUSTICE COORDINATING COUNCIL.

ARTICLE II

AUTHORITY

The organization is authorized by Welfare and Institutions Code Section 749.22 and Orange County Board of Supervisors' Resolution No. 96-830 dated December 3, 1996.

ARTICLE III

PURPOSE

The purpose of the Orange County Juvenile Justice Coordinating Council shall be to:

1. Develop and implement a continuation of county-based responses to juvenile crime and to set priorities for the uses of grant funds.
2. Develop a comprehensive multi-agency plan that identifies resources and strategies for providing an effective continuum of responses for the prevention, intervention, supervision, treatment, and incarceration of juvenile offenders, including strategies to develop and implement local out-of-home placement options for the offender.

ARTICLE IV

DUTIES

The Council shall have the following duties:

1. Assist the Chief Probation Officer in developing a comprehensive, multi-agency juvenile justice plan to develop a continuum of responses for the prevention, intervention, supervision, treatment, and incarceration of juvenile offenders, in accordance with Welfare and Institutions Code Section 749.22 and Government Code Section 30061.
2. Serve as the Local Juvenile Crime Enforcement Coalition in accordance with Title 28 Code of Federal Regulations – Chapter 1, Part 31, Section 31.502, for the purpose of securing Federal Juvenile Accountability Incentive Block Grant funding for the County of Orange.

ARTICLE V

MEMBERSHIP

1. Along with the Chief Probation Officer who shall serve as Chairperson, voting members shall include a representative from the following:
 - The District Attorney's Office,
 - The Sheriff-Coroner Department,
 - The Public Defender's Office,
 - The Board of Supervisors,
 - The Social Services Agency,
 - The Health Care Agency,
 - A community-based drug and alcohol program,
 - A city police department,
 - The County Department of Education or a school district,
 - An at-large community representative,
 - A non-profit community-based juvenile social services organization,
 - Juvenile Court,
 - A member of the business community.
2. The District Attorney's Office, the Sheriff-Coroner Department, the Public Defender's Office, the Board of Supervisors, the Social Services Agency, and the Health Care Agency shall each designate a representative from its respective office, department, board or agency to serve as a member of this Council.
3. For all other member representatives indicated in Section 1 of Article V, nominations shall be made to the Chairperson, approve by the Council, and then forwarded to the Orange County Board of Supervisors for approval.
4. A member representative may resign at any given time by providing written notice to the Chairperson. The resignation shall become effective the date the notice is received or at a later time specified in the notice.
5. The District Attorney's Office, the Sheriff-Coroner Department, the Public Defender's Office, the Board of Supervisors, the Social Services Agency, or the Health Care Agency shall designate a new member representative whenever a member representative from its office, department, board or agency resigns.
6. For all other members, upon the resignation of a member representative, the process described in section three (3) of this Article shall be followed.
7. Alternate Members
 - a. Each Council member shall designate, in writing provided to the Chairperson, an alternate member to represent the member at a Council meeting in the event the Council member is unable to attend a Council meeting.
 - b. When representing a Council member at a Council meeting, the alternate shall have the same voting power as the regular Council member.

ARTICLE VI

OFFICERS

1. Officers of the Council shall be a Chairperson, and an Acting-Chairperson and such other officers as the Council may choose to elect.
2. Responsibilities of Officers:
 - a. Chairperson – In accordance with Section 749.22 of the Welfare and Institutions Code, the Chief Probation Officer shall serve as the Chairperson. The Chairperson shall supervise and direct the Council's activities, affairs and officers. The Chairperson shall preside at all Council meetings. The Chairperson shall have such other powers and duties as the Council or Bylaws may prescribe.
 - b. Acting Chairperson – In the event of the temporary absence of the Chairperson, the Chairperson's alternate member as designated pursuant to Section 7 of Article V shall be the Acting Chairperson and perform the responsibilities of the Chairperson.
3. Membership Terms

The membership term for the Chairperson shall be concurrent with his/her term as Chief Probation Officer. Member representatives of the District Attorney's Office, the Sheriff-Coroner Department, the Public Defender's Office, the Board of Supervisors, the Social Services Agency, and the Health Care Agency shall serve an indefinite term until the member representative resigns or a new member representative is designated by his or her office, department, board, or agency. All other member representatives shall serve an indefinite term until the member representative resigns or is replaced by the Board of Supervisors.

ARTICLE VII

MEETINGS AND PROCEDURES

Meetings of the Council and its committees shall be governed by the Brown Act and open to the public as required by the Brown Act.

1. Regular Meetings

Regular meetings shall be held quarterly on the fourth Thursday of the month of February, April, July, and October at 3:30 p.m. unless an alternate date and time is announced in advance. The regular meeting location shall be at the Orange County Probation Department training facility, located at 1001 S. Grand Avenue, Santa Ana, California 92705, unless an alternate location is announced in advance.

2. Special Meetings

Special Meetings may be called at any time by the Chairperson, upon written request, specifying the general nature of the business proposed. An agenda and 24-hour notice must be given to the public.

3. Quorum and Voting Procedure

- a. A simple majority of the members of the council shall constitute a quorum for the transaction of business at any meeting of members.
- b. Decisions shall be reached through majority voting which is defined as a majority of the quorum members present.

- c. The Council shall use parliamentary procedures (the current edition of Robert's Rules of Order) to conduct business.

4. Setting the Agenda

The Chairperson shall approve items on the agenda. Anyone wishing to provide input shall request inclusion on the agenda no later than one week prior to the scheduled meeting. Nothing in this section prohibits any member of the Council from adding an agenda item with seven (7) days notice to the Chair, or the Chair's designee.

5. Public Comments

Public comments at meetings are limited to two (2) minutes for each agenda item for individuals and five (5) minutes for each agenda item for representatives of organizations. The Chairperson has the discretion to extend the time based on the complexity of the issue.

ARTICLE VIII

AMENDMENTS

These By-laws may be adopted, amended or repealed by a majority vote of the Council after written proposal for such action has been in the hands of the Council for thirty (30) days.