

**BYLAWS**  
**BOARDS, COMMISSIONS, COMMITTEES CREATED BY ACTION OF BOARD OF SUPERVISORS**

**ORANGE COUNTY JUVENILE JUSTICE COORDINATING COUNCIL**

**ARTICLE I.     Name of Organization**

- A. The name of this organization shall be The Orange County Juvenile Justice Coordinating Council, hereinafter referred to as "OCJJCC".

The official location and mailing address of the OCJJCC shall be:

County Administration North (CAN)  
400 W. Civic Center, 5<sup>th</sup> Floor  
Santa Ana, CA 92701-4062

**ARTICLE II.    Establishment of the OCJJCC**

The organization is authorized by and members of the OCJJCC are appointed by the Orange County ("County") Board of Supervisors ("Board") pursuant to Welfare and Institutions Code Section 749.22 and Orange County Board of Supervisors' Resolution No. 96-830 dated December 3, 1996.

**ARTICLE III.   Purpose and Functions**

- A. The purpose of the OCJJCC 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.

- B. In accordance with the following authorities, the functions of the OCJJCC are as follows:

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 Sections 749.22 and 1995 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.
3. Serve as the parent body for the realignment subcommittee in accordance with Welfare and Institutions Code Division 2.5, Chapter 1.7, Section 1995, for the purpose of securing Juvenile Justice Realignment Block Grant funding for the County.

#### **ARTICLE IV. Appointment and Membership**

##### **A. Membership of the OCJJCC is to be composed as follows:**

1. There shall be 14 members of the OCJJCC.
  - a. Along with the Chief Probation Officer, who shall serve as Chairperson, voting members shall include a representative from each of 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 (for Local Juvenile Crime Enforcement Coalition purposes only).
2. Each OCJJCC member shall designate, in writing provided to the Chairperson, an alternate member to represent the member at an OCJJCC meeting in the event the member is unable to attend a meeting. When representing an OCJJCC member at a meeting, the alternate shall have the same voting power as the regular member.

##### **B. Qualifications for OCJJCC Membership**

1. 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.
2. For all other member representatives listed in Article IV(A)(1), nominations shall be made to the Chairperson, approved by the OCJJCC, and then forwarded to the Board for approval.
3. Community member representatives shall be individuals who have experience providing community-based youth services, youth justice advocates with expertise and knowledge of the juvenile justice system, or have been directly involved in the juvenile justice system.

##### **C. Length of OCJJCC Membership**

1. The membership term for the Chairperson shall be concurrent with his/her term as Chief Probation Officer.
2. 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 a two-year term unless the member representative resigns, is removed, or a new member representative is designated by his or her office, department, board or agency.
3. All other member representatives shall serve a two-year term unless the member representative resigns or is removed by the Board.
4. Upon resignation or removal of a member representative, or the expiration of a member's term, the process described in Article IV(B) shall be followed. The new member representative shall serve a two-year term effective the date of appointment.

## **ARTICLE V. OCJJCC Officers**

### **A. OCJJCC Officers shall consist of:**

1. Chairperson, an Acting Chairperson, and such other officers as the OCJJCC may choose to elect.
2. Duties of Officers:
  - a. Chairperson – In accordance with Section 749.22 of the Welfare and Institutions Code, the Chief Probation Officer (or Interim Chief Probation Officer) shall serve as the Chairperson. The Chairperson shall supervise and direct the OCJJCC's activities, affairs and officers. The Chairperson shall preside at all OCJJCC meetings. The Chairperson shall have such other powers and duties as the OCJJCC 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 Article IV(A)(2) shall be the Acting Chairperson and perform the responsibilities of the Chairperson.
  - c. Other officers – Duties shall be specified upon election by the OCJJCC.
3. Term for the Chairperson and shall be concurrent with his/her term as Chief Probation Officer. There is no term limit for the Acting Chairperson.
4. Election for officers other than the Chairperson and Acting Chairperson shall be held annually during the last OCJJCC meeting of each calendar year by majority vote, a quorum being present.

## **ARTICLE VI. Duties of Members**

- A. Members shall attend meetings of the OCJJCC and of committees to which they are appointed. The Chairperson shall regularly review member attendance at OCJJCC and committee meetings.
- B. Members shall notify the Clerk of the Board of any expected absence for a meeting by 5:00 p.m. of the day before a regularly scheduled OCJJCC meeting, indicating good and sufficient reasons for the absence and designating an alternate in accordance with Article IV(A)(2).
- C. In the performance of its responsibilities, the OCJJCC shall not engage in nor employ any unlawfully discriminatory practices in the provision of services or benefits, assignment of accommodations, treatment, employment of personnel or in any other respect on the basis of sex, race, color, ethnicity, national origin, ancestry, religion, age, marital status, medical condition, sexual orientation, physical or mental disability or any other protected group in accordance with the requirements of all applicable County, state, or federal laws.
- D. Members of the OCJJCC shall comply with the County Equal Employment Opportunity and Anti-Harassment Policy and Procedures.
- E. Members of the OCJJCC shall comply with County Code of Ethics.
- F. Members of the OCJJCC shall operate strictly within designated purposes of the OCJJCC.

## **ARTICLE VII. Committees and Subcommittees**

- A. There shall be committees and subcommittees established as the OCJJCC shall deem necessary to accomplish the purposes and functions set forth in Article III.
- B. Standing Committees and Subcommittees:
  1. The OCJJCC shall have the following standing subcommittee:

- a. SB 823 Subcommittee – In accordance with Welfare and Institutions Code Division 2.5, Chapter 1.7, Section 1995, this realignment subcommittee of the Council shall be established to develop a plan describing the facilities, programs, placements, services, supervision and reentry strategies that are needed to provide appropriate rehabilitation and supervision services for the population described in subdivision (b) of Section 1990 of the Welfare and Institutions Code. The subcommittee shall be composed of individuals defined in subdivision (b) of Section 1995 of the Welfare and Institutions Code.

2. For all committee and subcommittee members, nominations shall be made to the Chairperson and approved by the OCJJCC.

C. Ad Hoc Committees:

1. The Chairperson may establish ad hoc committees of less than a quorum of the OCJJCC's membership to accomplish time-limited tasks that support the goals of the OCJJCC.
2. Terms of appointment for ad hoc committees shall be for the period of time required to fulfill the ad hoc committee's purpose.

**ARTICLE VIII. Meetings and Actions**

- A. The OCJJCC shall, at its first meeting of each year, adopt a schedule of regular meetings and transmit that schedule in writing to members, the Board, and the public at large.

1. Unless the OCJJCC adopts a different schedule, regular meetings shall be held 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.

- B. All OCJJCC meetings, including those of its committees and subcommittees, shall be open, public and noticed in conformance with the provisions of the Ralph M. Brown Act, California Government Code section 54950 et seq., as amended and held at a location within Orange County, California that satisfies the access requirements of the Americans with Disabilities Act.

1. The regular meeting location shall be at the Orange County Probation Department Multipurpose Rehabilitation Center, Classroom 2, located at 333 The City Drive South, Orange, California 92868, unless an alternate location is announced in advance.

- C. Special Meetings may be called either by the Chairperson or at the request of a majority of the OCJJCC members. Notice of the special meetings shall:

1. Be delivered to members personally, by mail or electronically, and must be received no later than 24 hours in advance of the meeting.
2. State the business to be considered and whether alternative technological means may be used, such as telephone or video conferencing, as technological recourse availability permits and as permissible by the Ralph M. Brown Act or other applicable law.

- D. Quorum Requirements are as follows:

1. Regular Meetings: Quorum shall be no less than 50%+1 of the membership.
2. Standing Committees and Subcommittees: Quorum shall be the members present, but no less than three (3) members.

- E. Voting Majority

1. Decisions and acts made by majority vote of the quorum members present at any meeting shall be regarded as acts of the OCJJCC, except as otherwise provided by these bylaws.

2. Members choosing to abstain from voting on specific actions will not affect majority requirements. Abstentions are considered a “non-vote”—neither a vote in the affirmative nor in the negative. However, in order for an action to be passed, a majority of the quorum casting votes must vote in the affirmative.

- a. Example: If, at a standing committee meeting, six (6) voting members of the committee are present to vote, and on a particular motion, three (3) vote in the affirmative, two (2) vote in the negative, and one (1) member abstains, the motion passes.

- F. Voting by Proxy: Members of the OCJJCC may designate an alternate to attend an OCJJCC meeting on their behalf and vote on any action item pursuant to Article IV(A)(2).
- G. 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 OCJJCC from adding an agenda item with seven (7) days' notice to the Chairperson or the Acting Chairperson.
- H. 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 IX. Removal and Resignation of Members**

- A. Removal: The Board may, at any time and without cause, remove any OCJJCC member from office prior to the expiration of his/her term of office by majority vote of the Board.
- B. Resignation: Resignation of OCJJCC members shall be effected by a written letter of resignation submitted to the Chairperson of the OCJJCC and to the Board. A member representative may resign at any given time, and the resignation shall become effective the date the notice is received or at a later time specified in the notice.
- C. The Chairperson shall notify the Clerk of the Board in writing of any vacancies within 10 days of learning the existence of any such vacancy.

#### **ARTICLE X. Authority**

- A. Parliamentary Authority: The Chairperson shall preside and manage OCJJCC meetings using parliamentary procedure (the current edition of Robert's Rules of Order) consistent with these bylaws, any special rules of order the OCJJCC may adopt, and any applicable County, state, and federal law.
- B. When unforeseen circumstances demand that action be taken before the next scheduled OCJJCC meeting, the Chairperson or any standing committee or subcommittee is authorized to take action on behalf of the OCJJCC.
  1. OCJJCC members shall be notified either in writing or electronically within 72 hours of any such action.
  2. Such action is subject to review and ratification by the general membership of the OCJJCC at its next meeting.
- C. Standing and Ad Hoc Committees and Subcommittees
  1. Standing or ad hoc committees and subcommittees shall:
    - a. Not have independent authority to commit the OCJJCC to any policy or action without the prior approval of the general membership of the OCJJCC
    - b. Be limited to exercising only those specific functions granted to them by the OCJJCC or as required by law, including but not limited to Welfare and Institutions Code Division 2.5, Chapter 1.7, Section

**ARTICLE XI. Conflict of Interest**

- A. Members of the OCJJCC and any of its committees or subcommittees shall abstain from voting on any issue in which they may be personally interested to avoid a conflict of interest in accordance with County, state, and federal laws and shall refrain from engaging in any behavior that conflicts with the best interest of the County.
- B. Members of the OCJJCC shall not vote nor attempt to influence any other OCJJCC member on a matter under consideration by the OCJJCC or any of its committees or subcommittees:
  - 1. Regarding the provision of services by such member (or by an entity that such member represents; or
  - 2. That would provide direct financial benefit to such member or the immediate family of such member; or
  - 3. Engage in any other activity constituting a conflict of interest under County, state, or federal law.
- C. If a question arises as to whether a conflict exists that may prevent a member from voting, the Chairperson or Acting Chairperson may consult with designated County staff to assist them in making that determination.
- D. In order to avoid a conflict of interest or the appearance of such conflict, all nominees to become members of the OCJJCC shall disclose on forms provided by the County information regarding their private economic interests that may be implicated by their service on the OCJJCC.
- E. OCCJJCC members shall timely file Statements of Economic Interests (Form 700) and other financial disclosures as required by law.
- F. OCCJJCC members shall complete ethics training as required by County policy and Assembly Bill 1234 (Government Code sections 53234 through 53235.2).
- G. Neither OCJJCC nor any of its members shall promote, directly or indirectly, a political party, political candidate, or political activity using the name, emblem, or any other identifier of OCJJCC.
- H. No assets or assistance provided by County to OCJJCC shall be used for sectarian worship, instruction, or proselytization, except as otherwise permitted by law.

**ARTICLE XII. Adoption and Amendment of Bylaws**

- A. Proposals to adopt, amend or repeal these Bylaws shall be submitted in writing and made available to each member of the OCJJCC no less than 30 days prior to consideration by the OCJJCC before a vote can be taken.
- B. Adoption: An affirmative vote of at least 50%+1 of those voting, a quorum being present, shall be required to recommend these Bylaws for Board approval. These Bylaws become effective upon approval by the Board.
- C. Amendments: Any member of the OCJJCC may propose amendments to these Bylaws. An affirmative vote of at least 50%+1 of those voting, a quorum being present, shall be required to recommend Bylaws amendments for Board approval. Any amendments to the Bylaws become effective upon approval by the Board.

**ARTICLE XIII. Severability**

Should any part term, portion or provision of these Bylaws be determined to be in conflict with any law or otherwise unenforceable or ineffectual, the remaining parts, terms, portions or provisions shall be deemed severable and their validity shall not be affected thereby, provided such remaining portions or provisions can be construed in substance to constitute the provisions that the members intended to enact in the first instance.

**ARTICLE XIV. Staffing Support**

Staff support from County Executive Office and Clerk of the Board, including all clerk duties, shall be provided to support the OCJJCC in conjunction with the work of the OCJJCC.