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March 5, 2007

BY-LAWS
OF THE SANTA BARBARA COUNTY
JUVENILE JUSTICE COORDINATING COUNCIL

ARTICLE I

NAME

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

ARTICLE II

AUTHORITY

This organization is authorized by Welfare and Institutions Code Section 749.22 and Board of Supervisors Resolution 96-469, dated November 26, 1996.

ARTICLE III

PURPOSE

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

1. Develop and implement a continuum of county-based responses to juvenile crime and to set priorities for the use 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 offenders.

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 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 Santa Barbara.

ARTICLE V

MEMBERSHIP

1. Along with the **Chief Probation Officer** who shall serve as chairperson, permanent voting members of the Council shall include one representative from the following agencies:
 - District Attorney,
 - Sheriff-Coroner,
 - Public Defender,
 - Board of Supervisors, two (2) members as designated by Board,
 - Department of Social Services,
 - Presiding Judge of the Juvenile Court,
 - JJDPJ Chair, who shall serve as an at-large community representative,
 - County Education Office
 - Alcohol, Drug and Mental Health Services
 - County Executive Office

Voting representatives from the following agencies shall serve two-year terms and be selected as indicated:

- a representative from a maximum of two separate community-based drug and alcohol programs as selected by a coalition of said providers,
 - a representative from a maximum of three city police departments as selected by the County Law Enforcement Chiefs,
 - a representative from a maximum of three separate local school districts as selected by a coalition of said districts,
 - a representative from a maximum of two separate non-profit community-based agencies serving juveniles, to be selected through an application process and appointed by the permanent members of the Council. In making these appointments, the Council shall strive to ensure both geographical representation and a diversity of perspectives to fulfill the purpose of the Council as defined in Article III.
2. If a non-permanent Council member fails to attend three (3) consecutive Council meetings without the absence being authorized by the Chairperson or if the Council member has not arranged for an alternate member to represent him or her, it shall result in termination of the Council member and a replacement shall be selected as described in Article V, subsection 1.
 3. Non-statutorily required Council members may resign at any time by giving written notice to the Council. The resignation shall become effective the date the notice is received or at a later time specified in the notice; the resignation need not be accepted to be effective. Specific statutorily required members are Probation, District Attorney, Public Defender,

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Sheriff, Board of Supervisors, Department of Social Services, and Alcohol, Drug and Mental Health Services.

4. 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 member shall have the same voting power as the permanent member.

ARTICLE VI

OFFICERS

1. Officers of the Council shall be a Chairperson, a Vice-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 Council 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 By-laws may prescribe.
 - b. Vice-Chairperson - In the absence or disability of the Chairperson, the Vice-Chairperson shall perform all duties of the Chairperson. When so acting, the Vice-Chairperson shall have all the powers of, and be subject to, the restrictions of the Chairperson. The Vice-Chairperson shall have such other powers and perform other duties as the Council or the By-laws prescribe. The Probation Department's Chief Deputy Probation Officer – Juvenile Services- shall serve as the Vice-Chairperson.
 - c. Acting-Chairperson - In the event of the temporary absence of the Chairperson and Vice-Chairperson, a Probation Department Manager may be designated to serve as the Acting-Chairperson to preside at Council meetings.

3. Term of Office:

The term of office for the Council Chairperson shall be concurrent with his/her term as Chief Probation Officer. Each permanent Council member shall serve an indefinite term; concurrent with his/her service to the organization he or she represents, until membership is terminated or the Council member resigns.

ARTICLE VII

MEETINGS AND PROCEDURES

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The Council and its Committees shall be governed by the Brown Act and all meetings shall be open to the public.

1. Regular Meetings

Regular meetings shall occur on a bi-monthly basis as set by the Chairperson.

2. Special Meetings

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

3. Quorum and Voting Procedure

- a. The members in attendance at any duly noticed meeting of the Council shall constitute a quorum for conducting Council business.
- b. Decisions shall be reached through majority voting, which is defined as a majority of the members present.
- c. The Council shall use parliamentary procedures to conduct business.

4. Setting the Agenda

The Chairperson and Vice-Chairperson shall designate items on the agenda. Anyone wishing to provide input shall request inclusion on the agenda by contacting the Chairperson and the Vice-Chairperson no later than one week prior to the scheduled meeting.

ARTICLE VIII

CONFLICT OF INTEREST

1. Council members of private non-profit agencies shall not participate in making any governmental decision in which they have a financial interest.
2. Any member with a disqualifying conflict of interest must, in compliance with the Political Reform Act:
 - a. publicly state the nature of the conflict in sufficient detail to be understood by the public;
 - b. recuse himself/herself from discussing and voting on the item; and
 - d. leave the room until the item has concluded.

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3. The member may be allowed to address the Council as a member of the public. Said disclosure shall be noted in the official Council minutes. The member must also comply with all other applicable conflict of interest laws.

ARTICLE IX

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 this Council for 30 days.