

**BYLAWS
OF THE
ADAMS COUNTY, COLORADO,
CRIMINAL JUSTICE COORDINATING COUNCIL**

February 21, 2019

ARTICLE I

Name

The name of this council shall be the Criminal Justice Coordinating Council, hereinafter referred to as the CJCC, which serves all of Adams County.

ARTICLE II

Authority

2.1 The Adams County Board of Commissioners established the Criminal Justice Coordinating Committee by resolution on October 31, 2011, later clarified its establishment and role by resolution on August 19, 2014, and later changed its name from Committee to Council by resolution on October 4, 2016.

2.2 The CJCC is an independent planning advisory group that makes recommendations to those elected and appointed officials who have the authority to implement such recommendations, as they deem appropriate.

ARTICLE III

Mission

The mission of the CJCC is to provide an ongoing forum for leaders from justice agencies, and those governments, agencies, and service providers involved with the justice system in Adams County, to discuss and prioritize public safety and justice issues and coordinate resources to address them in the most evidence-based, cost-effective, and equitable way possible.

ARTICLE IV

Purpose

CJCC members commit themselves to identifying issues and their solutions, proposing actions, and facilitating cooperation that will improve public safety, align resources, and coordinate justice services. The CJCC is an independent planning advisory body that addresses system-wide goals impacting community safety and offender accountability. The CJCC leverages the resources and expertise from participating agencies to address systemic issues that no one agency can do alone.

ARTICLE V

Values

The CJCC members have identified and agree to adhere to the following values:

- **Accountability and Integrity** – holding all system participants responsible for their practices, the decisions they make, and the outcomes they produce.
- **Community Safety** – committed to crime prevention by reducing victimization and recidivism through more effective sanctions and services.
- **Effective Communication** – creating and maintaining open lines of supportive and collaborative communication amongst agencies.
- **Enhanced Collaboration and Cooperation** – working together for the best outcomes for everyone in Adams County.
- **Fairness and Justice** – promoting equality for those involved in the system, in part by standardizing policies and procedures and by making evidenced-based decisions.
- **Informed Decision Making** – committed to the discipline of Evidenced-based Decision Making by using data and empirically-based research to inform and guide policies, practices, intervention and decisions across the justice system.
- **Resource Responsibility** – managing, allocating, and utilizing federal, state, county, municipal, and overall system resources in the most effective and efficient way possible, including the most appropriate use of taxpayer dollars.

ARTICLE VI

Membership

The CJCC encourages the support and personal involvement of its members.

6.1 Members. The CJCC shall be comprised of the following members or designated representatives:

Adams County

- County Administration Representative
- Board of County Commissioner Representative
- Sheriff
- Behavioral Health Representative
- Juvenile Services Representative
- Law Enforcement-Based Victim Services Representative

17th Judicial District

- Chief Judge
- District Attorney
- Managing Public Defender

- Chief Probation Officer
- Community Corrections Administrator
- Court Executive
- Prosecution-Based Victim Services Representative

Adams County Municipalities

- Municipal Administration Representative
- Municipal Court Judge
- Police Chief
- Municipal Prosecutor
- Municipal Court Manager

Others – As determined by the CJCC

- Two (2) At-large members

6.2 Member Appointment. The appropriate person, agency, or stakeholder group to be represented shall submit in writing the name, title, and contact information (email, phone, and mailing address) of its representative to the Chair. In the event a person, agency, or stakeholder group fails to appoint a representative, the representative may be determined from the pool of qualified and interested persons by a majority vote of the CJCC following a written ballot election process.

6.3 Member Terms. Members of the CJCC shall retain membership as long as they retain their position specified in Section 6.1 above and the support of the stakeholder group they represent.

6.4 Member Resignation. A member may resign at any time upon providing written notice to the Chair.

6.5 Member Removal. A member who has been appointed to represent a member stakeholder group may be removed at any time by such stakeholder group; provided such stakeholder group so notifies the Chair, in writing.

6.6 Member Vacancy. A vacancy in any member category due to death, resignation, removal, disqualification, or other reason shall be promptly filled in accordance to these Bylaws.

6.7 Member Attendance. A member who has three consecutive unexcused absences from regular meetings or five unexcused absences from any meetings in any calendar year shall be considered to have resigned from the CJCC and the Chair shall declare a vacancy in such position.

6.8 Conflict of Interest. Any member who is present at a meeting at which any matter is discussed in which he or she has a private pecuniary or property interest shall declare that he or she has a potential conflict of interest. The member shall not vote on such matter and shall refrain

from attempting to influence the decisions of the other members of the CJCC in voting on the matter. The Chair may choose to have such member step out of the meeting during the discussion of and/or vote on the matter which is the subject of the potential conflict of interest.

6.9 Designees. A CJCC member may designate an individual from within his/her agency, department, or stakeholder group to represent the member at CJCC meetings. The designee must be able to speak on behalf of the agency/department and have the decision-making authority of the member in the member's absence. Any member wishing to appoint or change a designee shall identify the designee to the Chair, in writing.

ARTICLE VII

Officers

7.1 Officers. The officers of the CJCC shall be the Chair and Vice-Chair. Additional officers may be elected or appointed by the CJCC. An individual may not hold more than one office at a time.

7.2 Election. As necessary, at the first meeting of the calendar year, the CJCC shall elect one of its members as Chair and one of its members as Vice-Chair and any other officers it deems appropriate. Elections for officers shall occur by majority vote of the CJCC. For this election, members may cast their vote by absentee ballot. In the event no candidate receives a majority of the votes cast, the two candidates receiving the most votes shall participate in a run-off election. In the event of a tie vote at any point in the process, a toss of the coin shall determine the winner or candidate(s) to advance to the run-off election, as needed.

7.3 Term of Office. The officers' term of office shall begin at the close of the meeting at which officers are elected and are two years in length; however, serving only a part of a term will not count the same as a full term. Officers may be elected to serve no more than two consecutive two-year terms.

7.4 Authority and Duties. The Chair and Vice-Chair shall have full authority to carry out their duties as specified below.

7.4.1 Chair.

- Preside at meetings of the CJCC.
- Serve as ceremonial representative of the CJCC.
- Create all standing and special committees of the CJCC, subject to confirmation by the CJCC.
- Appoint Committee Chairs and Vice-Chairs.
- Appoint the Governance Officer.

- Provide functional supervision to the professional staff assigned to support the CJCC (“the support staff”); gather input from the CJCC, and administer performance reviews of the support staff and share with the administrative supervisor.
- Work with the support staff to develop and execute the approved annual CJCC budget.
- Keep CJCC members informed of matters pertinent to their responsibility.
- Set the agenda for all meetings of the CJCC.
- Establish CJCC meeting schedules.
- Sign communications on behalf of the CJCC.
- Represent the CJCC at governmental, community, or other meetings.

7.4.2 Vice-Chair.

- In the absence of the Chair, to fulfill any and all of the above duties.

7.5 Other Officers. The need for and the responsibilities of other officers shall be determined at a regular meeting of the CJCC for which this topic was included in the posted agenda for said meeting.

7.6 Removal of Officers. Any officer elected or appointed by the CJCC may be removed by a vote of not less than three-fourths of the members present at a scheduled meeting of the CJCC for which this topic was included in the posted agenda for said meeting.

7.7 Vacancies. A vacancy in any office resulting from death, resignation, removal, disqualification, or other reason shall be filled by an interim appointment of the CJCC until the next date for election of officers as specified in these Bylaws.

7.8 Governance Officer. The CJCC Chair shall appoint a member of the CJCC to serve as its Governance Officer who shall be responsible for providing guidance and support with regard to the CJCC’s overall structure, governance, member engagement and participation. The Governance Officer shall prepare amendments to the bylaws as needed, help ensure compliance with the bylaws, and perform other tasks to support the CJCC, as assigned.

ARTICLE VIII **Committees**

8.1 Creation. The Chair, or CJCC by a majority vote of its members, may create standing or special committees to address issues or facilitate the CJCC’s activities.

8.2 Member Selection. Any committee must include at least two CJCC members appointed by the Chair and other CJCC members who wish to serve on such committee may do upon notice to the CJCC Chair, unless the CJCC has specifically limited the size and/or composition of a

particular committee. A committee may also include others from the local criminal justice system and its related service providers who are approved by a majority vote of the CJCC.

8.3 Officers. The CJCC Chair shall appoint the Chair and Vice-Chair of a committee or a pair of Co-Chairs at his/her discretion.

8.3.1 Authority and Duties. The Committee Chair and Vice-Chair (or Co-Chairs) shall have full authority to carry out their duties as specified below.

8.3.1.1 Committee Chair.

- Preside at meetings of the committee.
- Provide direction to the support staff on behalf of the committee as authorized by the CJCC Chair.
- Keep committee members informed of matters pertinent to their responsibility.
- Set the agenda for all meetings.
- Establish meeting schedules.
- Provide status reports on committee activities to the CJCC.

8.3.1.2 Committee Vice-Chair.

- In the absence of the Chair, fulfill any and all of the above duties.

8.4 Member Resignation. A committee member may resign at any time from the committee upon providing written notice to the Committee Chair and CJCC Chair.

8.5 Member Removal. Any member of the committee who is not a member of the CJCC may be removed by a two-thirds majority vote of the members present at a scheduled CJCC meeting.

8.6 Conflict of Interest. No person who has a private pecuniary or property interest in a committee's work topic shall be permitted to serve as a member of such committee.

ARTICLE IX

Executive Committee

9.1 Executive Committee. An Executive Committee shall consist of the following members: CJCC Chair, CJCC Vice-Chair, each CJCC Committee Chair, and the Governance Officer.

9.2 Authority and Duties. The Executive Committee shall have full authority to carry out its duties as specified below.

- Assist in the development of the CJCC's meeting agenda.
- Provide direction to the support staff.
- Assist in the preparation of the support staff's annual performance appraisal.
- Assist in the development of the CJCC annual budget.

- Assist in approval of expenditures of the CJCC and the support staff.
- Coordinate and prioritize committee goals and tasks.
- Nominate candidates for the Officer positions, as necessary, in accordance with Article VII above.
- Other duties as may be assigned by the CJCC.

ARTICLE X

Meetings

10.1 **Meetings.** CJCC and Executive Committee meetings shall occur regularly, but no less than quarterly, at locations and times as scheduled by the Chair. Committee meetings shall occur at locations and times as scheduled by the Committee Chair.

10.2 **Special Meetings.** Special meetings of the CJCC may be called by the Chair, by a majority vote of CJCC members present at a regularly scheduled meeting, or by a majority vote of the CJCC members conducted via email.

10.3 **Quorum.** Two-thirds of the voting members of the CJCC constitute a quorum for transaction of business [Ex. 2/3 of 17=12]. A majority of the members of the Executive Committee constitute a quorum for transaction of business.

10.4 **Voting.** Decisions of the CJCC shall be made by a two-thirds majority of the quorum present at a meeting [Ex. 2/3 of 12=8]. Decisions of the Executive Committee shall be made by a majority of the quorum present at a meeting.

ARTICLE XI

Staff

The Adams County Board of County Commissioners supports the CJCC by providing the support staff that is administratively supervised by the County Manager's Office. The Adams County Board of County Commissioners has also agreed to provide resources to the CJCC to assist it in fulfilling its purpose. The support staff is available to work with the CJCC through its Chair and shall maintain records on behalf of the CJCC and its committees. Additionally, each CJCC member may expect to devote some time and resources of his/her organization, outside of preparing for and attending regular CJCC meetings, to further the CJCC's mission and established goals, objectives, and initiatives.

Consistent with fulfilling the duties and responsibilities contained in the official job description, the support staff will receive specific assignments from the CJCC and its committees on an ongoing basis. Such assignments include, but may not be limited to:

- Provide system coordination facilitation and group facilitation.
- Structure issues for the CJCC's consideration.

- Coordinate the development of short-and long-term goals and priorities.
- Conduct programmatic justice planning as well as legislative, research, and analysis activities.
- Perform process and outcome evaluations of programs and policies.
- Plan, coordinate, and achieve all components of the CJCC's initiatives from beginning to end of a project.
- Draft reports, correspondence, presentations, and other materials as required for the CJCC's use.
- Execute the approved annual CJCC budget in collaboration with the Chair and in accordance with county policies.
- Attend all CJCC and committee meetings.
- Prepare agendas for each CJCC and committee meeting as set by the respective Chair and distribute prior to the meeting.
- Prepare summary minutes of each meeting (including attendees) and once reviewed by the respective Chair, distribute to the CJCC or committee prior to their subsequent meeting.
- Update the CJCC's website, as appropriate.

ARTICLE XII
Open Records

Meeting minutes and other records of the CJCC and its committees are subject to the Colorado Open Records Act.

ARTICLE XIII
Amendment of Bylaws

These Bylaws may be amended at any regular meeting of the CJCC with a number of affirmative votes equating to at least two-thirds of the non-vacant positions, as provided for in Section 6.1 above. The CJCC may adopt bylaws governing any aspect of its membership, meetings, and actions not set forth in policy as provided for in Section 2.1 above, or governed by Federal, State or other county policy or regulation.

The foregoing are the official Bylaws of the ADAMS COUNTY CRIMINAL JUSTICE COORDINATING COUNCIL, as adopted January 24, 2013; as amended February 10, 2015, October 11, 2016, August 17, 2017, and February 21, 2019.