
PLACER COUNTY
JUVENILE JUSTICE AND DELINQUENCY PREVENTION COMMISSION

BYLAWS

(Revised 4/19/2018)

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Juvenile Justice Commission
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ARTICLE I – NAME, AUTHORITY, MISSION AND DUTIES

Section 1 Name and Authority of the Organization

The Placer County Juvenile Justice and Delinquency Prevention Commission is authorized pursuant to Section 225 et. seq. of the California Welfare and Institutions Code. The Juvenile Justice Commission and Delinquency Prevention Commission are one and the same in Placer County.

For purposes of these Bylaws, the Juvenile Justice and Delinquency Prevention Commission is simply referred to as the Commission.

Section 2 Mission Statement

The mission of the Commission is to be a public conscience in the interest of justice for youth; encourage and support the planning, providing an evaluation of programs which prevent delinquency; and provide a leadership forum for citizen action.

Section 3 Duties

The duties of the Commission are:

- a. Inquire into the administration of Juvenile Court Law in Placer County. (Section 229, Welfare and Institutions Code)
- b. Annually inspect any law enforcement facility which contains a lockup for adults which in the preceding year was used for the secure detention of any minor. (Section 209(b), W&I Code)
- c. Annually inspect any jail or lockup facility within Placer County which was used during the preceding calendar year for confinement of any minor for more than 24 hours and report their findings and recommendations to the Juvenile Court and the California Youth Authority and other appropriate agencies at least once each fiscal year. (Section 229, W&I Code)
- d. Inquire into the non-confidential aspects of the administration of group homes in the county and report their findings to the State Department of Social Services, the Presiding Judge of the Juvenile Court and the Chief Probation Officer of Placer County. (Section 229.5, W&I Code)

ARTICLE II - MEMBERSHIP

Section 1 Number of Members

The Juvenile Justice/Delinquency Prevention Commission shall consist of no less than 7 and no more than 15 members. Two or more of the members shall be persons who are between 14 and 21 years of age, provided there are available persons between 14 and 21 years of age who are able to carry out the duties of a commission member in a manner satisfactory to the appointing authority. (Section 225 of the Welfare and Institutions Code)

Section 2 Membership Qualifications

The membership shall be composed of Placer County residents who represent all areas and communities of the County, understand the diverse needs of youth and are willing to commit appropriate time for conducting Commission business.

Section 3 Term of Office

The term of appointment shall be four years, except that an appointee filling a vacancy occurring for other than expiration of a term of office shall be for the unexpired period of that term. The appointing Judge shall administer the oaths of office of the newly appointed Commissioners. (Section 225 W&I Code)

At the end of each member's term, that member's appointment shall be renewed automatically unless the Commission has 15 members. If the Commission has 15 members, that Commissioner must reapply through the regular membership process. His/her application will be considered by the Executive Committee along with all applications submitted through the regular membership process. Those members appointed originally to fill a partial term will not need to reapply until they have served a subsequent full term.

Section 4 Vacancies

All vacancies shall be announced by widely distributed notifications, including press releases to all daily and weekly general circulation newspapers in the county and to other local and digital media where applicable. Applications for appointment shall be solicited from all interested persons and submitted to the Commission for consideration and recommendation for appointment. Members of the Executive Committee shall screen and rank applicants for appointment and may request the participating of other Commissioners in the interview process.

A successor shall be appointed by the Presiding Juvenile Court Judge of the Superior Court. Nothing shall preclude the reappointment of a Commissioner to succeed himself/herself.

Section 5 Leaves of Absence

Commissioners may request a leave of absence of up to six months, which may be granted at the discretion of the Chair. At the end of such a period, the Commissioner may request an extension for an additional 6 months, which may be granted at the discretion of the Chair.

Section 6 Removal Due to Absences

If a Commissioner fails to participate and/or attend regular meetings, the Chairman may make a recommendation to the Presiding Juvenile Court Judge of the Superior Court to revoke the appointment of the member and initiate action to fill the vacancy.

ARTICLE III – OFFICERS, STRUCTURE AND CONDUCT OF BUSINESS

Section 1 Elected Officers

A Chairman, Vice-Chairman, and Vice-Chairman of Community Relations and Legislative Liaison constitute the elected officers of the Commission and shall have the following duties:

a. Chairman

- (1) Shall preside over Commission meetings, maintain orderly procedure in accordance with these rules (and decide questions of procedure subject to review by the Commission).
- (2) Shall at the beginning of each fiscal year present a set of goals and objectives for the coming year.
- (3) Shall be responsible for the preparation of all agendas for the Commission meetings.
- (4) Shall be entitled to vote on all matters before the Commission, and participate in discussion relating to any matter.

b. Vice-Chairperson

- (1) Shall assist the Chairperson as directed by the Chairman, and assume the obligations and authority of the Chairman in the absence of the Chairman.

c. Vice-Chairperson of Community Relations

- (1) Shall assist the Chairperson and Vice-Chairperson as directed by the Chairperson, and assume the obligations and authority of the Chairman in the absence of the Chairman and Vice-Chair.
- (2) May conduct town hall meetings in various locations in the county to fulfill the mission of the Commission to create a forum for citizen action.
- (3) May assist in greater community awareness through the use of social media tools to include, but not limited to Facebook, Twitter, LinkedIn and blogging.
- (4) May publish press releases on various activities of the Commission.
- (5) May conduct surveys of youth and families on the issues they face pertaining to Juvenile Justice and Delinquency Prevention to identify needs and possible solutions.
- (6) Before taking any actions pursuant to subsections 2-5, the Vice-Chair of Community Relations shall consult with the Chair or Chair's designee.

d. Legislative Liaison

- (1) Shall monitor and, as appropriate, provide updates to the commission on proposed and recently enacted legislation which impacts youth.

Section 2 Nomination and Election of Officers

Officers shall serve without term limits. The June meeting shall be known as the organizational meeting, and officers for forthcoming vacant positions shall be elected at that meeting. One month prior to the organizational meeting, any Commission member interested in serving as an Officer shall submit their interest to the Chairperson in writing. Any member of the Commission can also nominate another member for a position on the Executive Committee. Persons proposed shall have given their consent to have their names placed in nomination. Commission members may make additional nominations from the floor. Members will be elected to Executive positions by a majority vote of the Commission.

Whenever an officer resigns or is no longer able to serve, an *ad hoc* nominating committee will be appointed by the Chair. The nomination and election of a replacement officer shall proceed following the aforementioned guidelines.

Section 3 Meeting Schedule

Regular meetings of the Commission shall be on the third Thursday of each month at a time and place to be determined by the Chairman and published in the agenda. Special meetings may be scheduled at the discretion of the Chairman upon reasonable notification to the public. Meetings are open to the public unless otherwise provided for in law.

Section 4 Conducting Meetings

The Commission meetings shall be conducted according to the provisions of Robert's Rules of Order as far as practical.

Section 5 Agendas

- a. Agendas for all meetings shall be prepared by the Chairman of the Commission.
- b. Commission members and the public may place items on the agenda by notifying the Commission Chairman or recording secretary no less than two weeks prior to a regularly scheduled meeting.
- c. Agendas should be conspicuously posted at least 72 hours prior to the meeting.
- d. Agendas shall contain a brief, general description of the business to be discussed.
- e. A public comment period shall appear on agendas of regular meetings to permit any person to address the Commission on any matter that is not included in the agenda. Because of time limitations and pending matters before the Commission, speakers may be limited to five minutes.

Section 7 Closed Meetings

Meetings shall be open to the public unless stated otherwise by the Chair in the agenda for that meeting.

Section 8 Quorum

A quorum shall consist of a majority of the members of the Commission. If a quorum is not present for any regular meeting of the Commission, those members present may meet and submit recommendations to the Commission at the next regular meeting. Commissioners on a leave of absence shall not be counted for the purpose of a quorum.

Section 9 Official Commission Actions

Official Commission actions shall be taken only as a result of a motion and voting on all matters shall be by voice vote, or by roll call if requested by any member, unless otherwise stated. Individual Commissioners and committees are not empowered to act for the full Commission.

Section 10 Committees

Permanent committees and temporary committees may be established by the Chairman.

Section 11 Commission Records

Summary Minutes from the prior meeting shall be distributed in the same fashion as Commission agendas and shall be approved or corrected at the beginning of each meeting.

ARTICLE IV - AMENDMENTS

These Bylaws may be revised, amended or replaced, and new Bylaws adopted by a majority of vote of the whole Commission, provided such proposed changes have been presented in substance, in writing, to the Commission prior to the time the amendment is to be voted upon.

Approved by a majority vote of the whole Commission on 4/19/2018 after having been presented at a meeting on 3/15/2018.