

JUVENILE JUSTICE AND DELINQUENCY PREVENTION COMMISSION
OF YOLO COUNTY

BYLAWS

ARTICLE I

NAME

The organization shall be known as the Yolo County Juvenile Justice and Delinquency Prevention Commission, hereafter referred to as the Commission.

ARTICLE II

STATEMENT OF PURPOSE

The Juvenile Justice and Delinquency Prevention Commission of Yolo County is comprised of a group of no more than fifteen (15) members who have the following objectives and charges:

It is the goal of the Commission to be a public forum in the interest of justice for children and youth, and delinquency prevention, and to provide leadership for citizen action.

By State law, it is the duty of a Juvenile Justice Commission to inquire into the administration in its county of the Juvenile Court Law; to inspect annually all institutions used by the County for confinement of minors, and to report its findings, with recommendation, to the Juvenile Court and to the California Youth Authority.

By law, the Commission has access to all publicly administered institutions whose use is authorized by the Juvenile Court. The Commission may hold hearings. The Juvenile Court has the power of subpoenas requiring attendance and testimony of witnesses and production of papers at hearings of the Commission.

The Commission is empowered to inquire into the administration of justice in a broad sense including, but not limited to, operations of the Juvenile Court, Probation and Social Services Departments, and law enforcement. The Commission is also concerned with the policy matters and recommends to the Juvenile Court and/or other responsible policy-making administrative body changes as it deems beneficial to juvenile justice. The Commission may publicize its findings.

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The Commission is actively concerned with the provisions of appropriate and adequate services and facilities by city, county, or state government.

The Commission also coordinates on a county-wide basis the work of those governmental and non-governmental organizations engaged in activities to prevent juvenile delinquency or in the improvement of recreation, health, and other conditions in the community affecting juvenile matters.

ARTICLE III

MEMBERSHIP

SECTION 1 - COMMISSION MEMBERSHIP

The composition of the Commission is provided for in Section 225 of the California Welfare and Institutions Code. This section requires that the Commission shall consist of not less than seven (7) and no more than fifteen (15) citizens. Two or more of these members shall be persons who are between fourteen and twenty-one years of age, provided there are available persons between fourteen and twenty-one years of age who are able to carry out the duties of a Commission member in a manner satisfactory to the appointing authority.

SECTION 2 - APPOINTMENT

Section 225 of the Welfare and Institutions Code provides that the Presiding Judge of the Superior Court, with the concurrence of the Judge of the Juvenile Court, shall make appointments to the Commission.

SECTION 3 - TERM OF MEMBERSHIP

Members of the Commission serve a term of four (4) years. When a vacancy occurs for any reason other than the expiration of a term of office, the appointee to fill such vacancies shall hold office for the unexpired term of his or her predecessor.

SECTION 4 - REMOVAL FROM MEMBERSHIP

Whenever a regular member of the Commission is unable to carry out the duties of a Commission member in a satisfactory manner to the Commission, the Chairperson of the Commission shall recommend to the Presiding Judge, with the concurrence of the Juvenile Court Judge, that the member be removed from membership on the Commission. If a Commission member has three (3) unexcused absences for meetings in twelve (12) consecutive months, the Chairperson shall notify the member in writing that the Commission

will consider recommending to the appointing authority cancellation of membership at the next regular meeting. The Chairperson shall, after a cancellation recommendation, notify both the Commission member and the appointing authority of that recommendation.

Any member of the Commission deciding that he/she is no longer able to continue serving as a member, shall submit a letter of resignation to the current Chairperson of the Commission as soon as possible. The Chairperson shall, upon receipt of a member's letter of resignation, notify the appointing authority accordingly.

SECTION 5 - EX-OFFICIO MEMBERS

The Chairperson may, at any time during a regular Commission meeting, appoint an interested resource or community individual, fourteen (14) years of age or older, to the Commission as an ex-officio member to that body. The ex-officio member shall enjoy and be included in all Commission responsibilities and meetings, but shall not have voting privileges on the Commission. There shall be no set term of office for an ex-officio member; however, causes for removal from membership shall be the same as written in Article III, Section 4.

SECTION 6 - COMMISSION MEMBERS

It is required that all members of the Commission participate in one or more of the required inspections. These inspections are not limited to the annual Juvenile Hall inspections.

ARTICLE IV

COMMISSION MEETINGS

SECTION 1 - REGULAR MEETINGS

The Commission shall hold regular monthly meetings at a time and location determined by the Commission. Rotation of monthly meetings to various County communities may take place by a majority vote of the membership present.

SECTION 2 - SPECIAL MEETINGS

Special Commission meetings may be called by the Chairperson and/or by the consent of the majority of members, at a convenient time and location. No other business shall be conducted during special meetings except that agenda agreed upon at the time the special meeting is called.

SECTION 3 - QUORUM

A quorum for regular and special Commission meetings shall be not less than fifty (50) percent of the currently appointed membership. Ex-officio members shall not be considered in the determination of a quorum.

SECTION 4 - CONDUCT OF MEETINGS

The conduct of the Commission meetings shall be held according to Robert's Rules of Order as modified and adopted by the Commission.

SECTION 5 - AGENDA FOR MEETINGS

The agenda for regular and special meetings shall be prepared by the Commission Chairperson (or his designee) and Probation Department staff.

ARTICLE V

OFFICERS

SECTION 1 - COMPOSITION OF OFFICERS

The officers of the Commission shall be a Chairperson and Vice-Chairperson.

SECTION 2 - ELECTION AND TERM OF OFFICE

- A. The election of officers for the Commission shall be held during the regular January Commission meeting.
- B. Nomination of members for office shall be made by an Ad-Hoc Nominating Committee at the regular monthly meeting prior to the elections. Nominations may also be made from the floor of the Commission prior to the scheduled election of officers.
- C. The term of office shall be one (1) year, dating from January to January. Officers may only be elected for two (2) consecutive terms to any one office.
- D. No ex-officio member of the Commission shall be eligible to hold office.

SECTION 3 - DUTIES OF OFFICERS

A. CHAIRPERSON

The Chairperson shall call and preside over meetings of the Commission, perform duties incidental to the role of Chairperson, and have general supervision over the affairs of the Commission. The Chairperson shall be the official spokesperson for the Commission in events concerning the Commission which arise outside of regular or special meetings of the Commission.

B. VICE-CHAIRPERSON

The Vice-Chairperson may assume the duties of the Chairperson in his/her absence at regular or special scheduled activities and meetings. The Vice-Chairperson elected to this position shall maintain overall responsibility of all standing committees, assuring that the standing committees meet on a regular basis, conduct business, and report activities of the committees back to the full Commission. The Vice-Chairperson will ensure that all committee coordinators submit an Annual Plan of Action for each committee at the regular meeting following the formation of the committees.

Yearly inspections shall be conducted for Yolo County Juvenile Hall. Other facilities may be included as necessary and as mandated by local and State statutes.

The Vice-Chairperson shall maintain overall responsibility of insuring that the required annual inspections of all mandatory facilities be conducted in a timely manner and that all inspections are conducted and reports completed for submission to the full Commission at or before the regular November monthly meeting.

SECTION 4 - REMOVAL FROM OFFICE

- A. An officer of the Commission shall be automatically removed from office upon expiration of Commission membership, resignation, or removal from the Commission.
- B. Action to remove any officer may be taken by any member of the Commission in the form of a motion during a regular Commission meeting. A recall election shall then be held during the next regular Commission meeting, with a three-fourths vote of the full Commission required to remove an officer.

- C. An officer may be removed from office for any of the following reasons:
 - 1. The absence from three (3) meetings within twelve (12) consecutive months.
 - 2. The continuous failure to discharge the duties of his office.
 - 3. Conduct which is unbecoming of and detrimental to the Commission.

SECTION 5 - VACANCY

- A. Upon removal from office, the vacant position shall be filled according to election procedures outlined in Article V, Section II B.
- B. A person elected by procedures in this section shall serve the unexpired term of the preceding officer.

ARTICLE VI

COMMITTEES

The Commission shall operate with seven (7) standing committees, which are:

- 1. JUVENILE HALL COMMITTEE
 - A. Make formal annual inspection and written report of facility to be submitted to the Commission by the November meeting.
 - B. May conduct spontaneous inspections of the Juvenile Hall throughout the year.
 - C. May review juvenile complaints.
 - D. Follow and review procedures of the school at Juvenile Hall.
- 2. JUVENILE COURT COMMITTEE
 - A. Shall follow one juvenile through the justice system annually and prepare a written report to the Commission.
 - B. May conduct spontaneous inspections of the Juvenile Court throughout the year.

C. May review juvenile complaints.

3. YOUTH SERVICES/DELINQUENCY PREVENTION COMMITTEE

This committee shall establish an annual area of focus each January. This may include, but is not limited to:

- A. Foster care
- B. Crisis care
- C. Probation
- D. Shelter care
- E. Group homes
- F. Private youth care providers
- G. Youth clubs and organizations
- H. Cities and other community-based organizations

4. POLICE PROCEDURES COMMITTEE

- A. Review arrests, intakes, detention policy and/or procedures, and reports as needed.
- B. May conduct spontaneous inspections of local law enforcement facilities relating to juveniles.
- C. May review complaints regarding juveniles.

5. SCHOOL ATTENDANCE REVIEW BOARD (SARB) COMMITTEE

- A. Review SARB issues.
- B. May review and act on referrals as received from local SARB Boards.
- C. May attend SARB meetings.
- D. May review SARB procedures.

6. COMMISSION MEMBERSHIP COMMITTEE

- A. Accept and review applications for membership.
- B. Conduct interview and orientation with candidate.
- C. Refer successful candidate to Presiding Judge for swearing in.
- D. Maintain current list of active membership and expiration dates.

These committees shall be permanent and mandatory and shall report each month as necessary. They shall meet as necessary to carry out their business. OTHER COMMITTEES MAY BE FORMED AS REQUIRED.

The Chairperson of the Commission shall designate committee coordinators and assign members to these standing committees at the regular meeting after election of officers each year. Vacancies may be filled by the Chairperson at any time during the year. The aforementioned authority may be given to the Vice-Chairperson.

Each member of the commission shall serve on one or more of the standing committees.

All standing committees may utilize staff resources from County departments and other community groups and agencies for the purpose of conducting business.

ARTICLE VII

AMENDMENTS TO BYLAWS AND CONDITIONS

OF SUSPENSION OF BYLAWS

These Bylaws may be altered, amended, or repealed in accordance with State statutes, Juvenile Court procedures, and Yolo County policies, and new Bylaws adopted by a two-thirds (2/3) majority vote of those Commissioners present and voting during a regular meeting of the Commission, but only after thirty (30) days written notice of the proposed alteration, amendment, or new Bylaws having been submitted in full in said notice.

Final approval of any such alteration, amendment, or repeal will rest with both the Juvenile Court Judge and County Counsel.

The Bylaws may be temporarily suspended, in part or in totality, by a two-thirds (2/3) majority vote of those Commissioners present and voting during a regular meeting. The suspension of the Bylaws shall not take effect for thirty (30) days after suspension has been voted upon.