

SONOMA COUNTY JUVENILE JUSTICE COORDINATING COUNCIL BYLAWS

ARTICLE I: NAME

The name of this Council is the Sonoma County Juvenile Justice Coordinating Council (JJCC).

ARTICLE II: AUTHORITY

In 1995, under the authorization of Welfare and Institutions Code (WIC) Section 749.22, the Sonoma County Board of Supervisors formed the Juvenile Oversight Committee which was renamed the JJCC, with the responsibility of discussing policy issues relevant to the needs of youth in Sonoma County.

ARTICLE III: PURPOSE

The purpose of the JJCC shall be to:

- Oversee the development and implementation of a continuum of county-based responses to juvenile crime and to set priorities for the use of grant funds.
- Develop a Comprehensive Multi-Agency Juvenile Justice Plan (CMJJP) that identifies resources and strategies for providing an effective continuum of responses for crime prevention, intervention, suppression, and incapacitation for these youths, including strategies to develop and implement community-based service options or regionally-based placement options that are evidence-based and culturally informed.

ARTICLE IV: VOTING MEMBERS

The JJCC shall be limited to twenty (20) members that serve two-year terms with a limit of three (3) terms. At the end of their terms, members may continue by approval of the Chair. The list of members shall be maintained on a roster available for public viewing.

Pursuant to WIC Section 749.22, the JJCC shall, at a minimum, include:

- 1) The Sonoma County Chief Probation Officer or their designee, as Chair.

One representative each from the following organizations:

- 2) Sonoma County District Attorney's Office
- 3) Sonoma County Public Defender's Office
- 4) Sonoma County Sheriff's Office
- 5) Sonoma County Board of Supervisors, or their designee
- 6) Sonoma County Human Services Department
- 7) Behavioral Health Division of the Sonoma County Health Department
- 8) A community-based drug and alcohol program, approved by the other members of the JJCC
- 9) A City Police Department, determined annually by the Sonoma County Law Enforcement Chiefs Association
- 10) Sonoma County Office of Education or a school district

- 11) An at-large community representative, approved by the other members of the JJCC
- 12) Juvenile Court Judges may also participate in the JJCC

Agencies or Departments Named in Statute

Membership for the Chair and representatives from the District Attorney's Office, Public Defender's Office, Sheriff's Office, County Board of Supervisors, Human Services Department, Behavioral Health Division of the Health Department, City Police Department, Sonoma County Office of Education or school district, are mandated by WIC Section 749.22. The JJCC interpreted the section to include one Judge to represent the Juvenile Division of the Sonoma County Superior Court. Replacement of a representative due to vacancy will be determined by that representative's department or agency. Community-based representatives are subject to different processes, described below.

At-Large Community Representative

Initial selection of one (1) at-large community representative will be by vote of the members whose specific agency or department is named in statute, above. Persons wanting membership as the at-large community representative shall submit an At-Large Community Representative Letter of Interest that will be reviewed and voted upon by current voting members. Should an at-large community representative miss two consecutive meetings without prior notice, they shall be notified a third absence may result in their removal as a voting member of the JJCC. Removals shall follow a member vote.

Community-Based Organizations

In addition to the members whose agencies or departments are named in WIC Section 749.22, it is the intention of the JJCC to be an inclusive forum. To that end, voting membership will be extended to up to nine (9) total non-profit community-based organizations providing services to youth, including at least one (1) community-based drug and alcohol program. The goal of including these community-based organizations is to maintain a diverse perspective from the Sonoma County service provider community.

Initial selection of these community-based organizations will be by vote of the members whose specific agency or department is named in statute, above. Interested CBOs shall submit a CBO Letter of Interest naming a representative that will be reviewed and voted upon by current members. Once approved, the new members will be added to the roster. Replacement of a community-based organization representative due to vacancy will require submission of a new letter of interest by the community-based organization, designating their organization's new representative. Should a community-based organization representative miss two consecutive meetings without prior notice, they shall be notified a third absence may result in their removal as a voting member of the JJCC. Removals shall follow a member vote.

The Probation Department annually shall inform the Sonoma County Board of Supervisors of community-based organizations participating on the JJCC as part of the agenda item accepting Juvenile Justice Delinquency Prevention Act and Youthful Offender Block Grant funds.

ARTICLE V: MEETINGS

Section A: Regular Meetings

The JJCC will meet on a quarterly basis in January, April, July, and October. Meetings may be rescheduled as needed, at the discretion of the Chair.

Section B: Brown Act

The JJCC is subject to provisions of the Brown Act and must adhere to all requirements.

Section C: Public Comment

The JJCC welcomes and encourages public participation in its meetings. The public comment is limited to three minutes per person.

ARTICLE VI: VOTING

Action of the JJCC may be taken only if a quorum of the voting members are present. A quorum is half plus one (1) of the voting members as defined in Article IV. Voting shall be conducted by majority roll call. In the case of a tie vote, the motion is not approved. Voting may occur by proxy, if the JJCC receives notice prior to commencement of the meeting.

ARTICLE VII: RECUSALS AND ABSTENTION

Any member of the JJCC may recuse themselves, especially due to a conflict of interest. If a recusal from the JJCC creates a voting member vacancy, the JJCC shall decide on a replacement using the processes outlined in Article IV. Voting Members.

Any member of the JJCC may abstain from voting on a particular matter. Abstention is the act of withholding of a vote as no voting member can be compelled to vote on a matter.

ARTICLE VIII: SUB-COMMITTEES

The JJCC may designate sub-committees, on an as-needed basis. These sub-committees may include JJCC members, as well as non-JJCC members. Sub-committees may be subject to provisions of the Brown Act.

ARTICLE IX: PARLIAMENTARY AUTHORITY

Roberts' Rules of Order, revised, governs all meetings except in instances of conflict between the Rules of Order and the Bylaws or provision of law.

ARTICLE X: AMENDMENT OF BYLAWS

Proposed amendments to the Bylaws are to be included on the agenda of every regular JJCC meeting.

Adopted: April 19, 2022

Amended: July 25, 2023