

# Adams County

## Criminal Justice Advisory Board Bylaws

1. **Name:** The name of this board shall be the Adams County Criminal Justice Advisory Board.
2. **Authority:** The Adams County Criminal Justice Advisory Board was established through a joint effort of the Adams County Commissioners and the Judges of the Court of Common Pleas of Adams County in September 2007.

**Mission:** The mission of the Criminal Justice Advisory Board is to improve the quality of life within Adams County by supporting the local justice system through an ongoing forum for collaboration among key decision-makers.

**Purpose:** The purpose of the board is to evaluate, analyze, plan, and integrate information, as well as to identify, access and sustain sources of funding. This will allow the board to recommend actions to ensure the delivery of dignified, efficient, respectful and sustainable service to the Adams County community.

3. **Role:** The CJAB is authorized to make policy and program recommendations to the courts, municipal governments, public policy boards and agencies regarding the justice system in Adams County.
4. **Membership:**
  - a. Representatives from the following core group of justice system stakeholders shall be voting members of the CJAB:
    1. a County Commissioner
    2. a Court of Common Pleas Judge
    3. District Attorney
    4. Public Defender
    5. President of local Chiefs of Police Association
    6. Sheriff
    7. Executive Director of Probation Services
    8. Warden
    9. Adams County Victim Witness Director
    10. Community Organization Representative
    11. a Magisterial District Judge
    12. PA State Police Gettysburg Barracks Commander
    13. Court Administrator
    14. Children and Youth Administrator
    15. IT Director
    16. 911 Emergency Management Director
    17. Clerk of Court
    18. Domestic Relations Director
    19. York/Adams Drug and Alcohol Commission Director
    20. York/Adams MH-IDD Program Director

- b. CJAB non-voting Associate Membership shall be from a diverse and broad-based representation of the justice system and community-at-large. Associate membership in the CJAB shall include, but is not limited to, representation from the Board of Commissioners, Board of Judges, the County Manager, Healthy Adams County, Collaborating for Youth, the Harrisburg Area Community College, the local area school districts, bar association and community housing assistance entities.
  - c. Composition of the Board may be enlarged or diminished from time to time by vote of a majority of the Board members entitled to vote, in accordance with Section 15 of these bylaws regarding Amendments.
5. **Chair:** The Board shall be chaired by one of the Judges of the Court of Common Pleas and vice-chaired by one of the County Commissioners. The Board of Judges shall designate the Chair of the Board and the Board of Commissioners shall designate the Vice-Chair. Changes to the Chair and Vice-Chair position can be made at the discretion of the Executive Board as necessary. The Vice-Chair of the Board shall carry out the duties of the Chair as the need arises. Any designee shall become a voting member of the CJAB for their respected Board, in accordance with section 4A above.
6. **Meetings and Quorum:** Unless circumstances require otherwise, regular meetings of the Board will take place bi-monthly on a designated day.

Special meetings of the Board will be scheduled as necessary; and a special meeting of the Board may substitute for a regular meeting of the Board in any given month. Members shall be given reasonable notice of both regular and special meetings by first-class or intra-county mail, by telephone, by telefax, or by electronic mail.

A quorum for the purpose of conducting general business or calling for a vote shall be one half of the membership, plus one, of the Board.

Between meetings of the Board, an executive committee shall have full authority to manage the affairs of the Board; but shall exercise that authority only as reasonable and as necessary. The Executive Committee shall consist of the Board Chair, the Vice Chair, and the Chairpersons of standing committees of the Board and will meet quarterly on the 4<sup>th</sup> Tuesday of the month. Minutes of the meetings of the Executive Committee shall be provided to all board members within seven (7) days after each Executive Committee meeting.

The Board adopts The Modern Rules of Order for conducting its meetings.

7. **Agenda:** Meeting agendas shall include, generally, the following items, and such other items as from time-to-time are necessary: approval of minutes, committee and other reports, programs, items for Board action, and other matters in the discretion of the Chair.
8. **Voting:** All CJAB members or their designees, as listed in section 4A, shall be entitled to vote on Board matters. Any additional representatives to the Board shall be considered ex-

officio members and not entitled to vote. Members or their designees must be present to vote.

9. **Meeting Documentation:** The CJAB's, as well as its subcommittees' meetings, shall be documented either in the form of meeting minutes or meeting summaries. Minutes of the meetings will be provided to the CJAB coordinator within fourteen (14) days after each meeting.
10. **Sub-Committees:** Sub-committees of the Board shall consist of at least one Board Member and such other persons as may be necessary properly to conduct the work of the sub-committees. Sub-Committee Chair shall be nominated by the committee members to then be approved and appointed by a majority vote of the Board members entitled to vote. Sub-Committee Chairs shall serve a term of two (2) years. Sub-committees will submit their minutes to the CJAB Coordinator. Sub-committees are expected to follow the guidelines adopted by the Board for project preparation and presentation. Sub-committees may be created and dissolved by the Board as necessary.
11. **Grant Management:** Criminal justice-related grant concept papers and application proposals will be presented to the CJAB for discussion and recommended action. The CJAB will maintain an overview of criminal justice grant-related concept papers, applications and awards reviewed by the CJAB. The CJAB shall investigate and pursue sources of possible grant funding for Adams County.
12. **Support Staff:** The CJAB will designate an individual or individuals to provide the staff support necessary to conduct the business of the CJAB.
13. **Communication:** The CJAB shall broadly communicate its goals and work to county and municipal officials who are outside the justice system, non-profit stakeholders, and the community-at-large as well as practitioners within the criminal justice system.
14. **Planning and Performance:** The CJAB will develop strategic plans that define its objectives and the means by which it plans to achieve them. The CJAB shall conduct periodic self-evaluations of its performance using the indicators it has established.
15. **Reviews and Amendment of Bylaws:** The Executive Committee will review the By-laws biennially for proposed amendments. These bylaws may be amended by a majority vote of the members of the Board attending any meeting for which there has been advance written notice of the intention to pass upon an amendment to these bylaws.