

~ BYLAWS ~
JUVENILE JUSTICE COMMISSION
OF
SACRAMENTO COUNTY, CALIFORNIA
December 18, 2012

ARTICLE I. NAME AND AUTHORITY

This Commission shall be known as the Juvenile Justice Commission of Sacramento County. The Juvenile Justice Commission is established through the provisions of Section 225 of the California State Welfare and Institutions Code.

ARTICLE II. PURPOSE

The responsibilities of this Commission are broadly defined in Section 229 of the Welfare and Institutions Code. The general purpose of the commission is to inquire into the administration of the juvenile court law and agencies engaged in matters of juvenile justice in Sacramento County.

ARTICLE III. MEMBERS

Section 1. Composition: Membership on this Commission shall be composed of not fewer than seven or more than fifteen citizens. Two or more members shall be persons who are between 14 and 21 years of age, subject to their availability to serve in a manner satisfactory to the appointing authority (Welfare and Institutions Code section 225).

The Commission membership shall be reasonably representative of the community's population.

Section 2. Appointment: Members of the Commission are appointed by the Presiding Judge of the Superior Court with the concurrence of the Judge of the Juvenile Court. Recommendations to the Juvenile Court Judge for membership on the Commission may be made by current members.

The Nominating Committee will facilitate the commissioner application process, including ensuring that vacancies are posted for 45 days on the Commission's Web site and other media, encouraging a broad outreach for applicants, and ensuring that vacancies are addressed in a timely way.

The Nominating Committee shall review all applications of those candidates interested in becoming commissioners and ensure the distribution of their applications to all JJC

Commissioners. In the presence of the Judge, the full Commission will discuss merits of all candidates and the Judge will make the final appointment.

After the new commissioner(s) is appointed, the chair of the nominating committee will send a letter advising the remainder of the applicants that a new commissioner has been selected, and thanking them for their interest and application.

Completed applications will be kept on file and the applicants notified of subsequent vacancies. Applications will be discarded if the previous applicants do not re-apply for an opening of which they have been noticed.

The Application and Agreement (Exhibit A) is hereby made a part of these by-laws.

Section 3. Term of Office: The term of office is four years. Commissioners may be re-appointed at the discretion of the Court.

Section 4. Vacancies: Whenever a vacancy occurs, other than the expiration of a term of office, the appointee filling such vacancy shall hold office for the unexpired term of his/her predecessor.

Section 5. Qualifications: Each person appointed shall appear before the appointing judge or his/her designee and qualify by taking an oath to faithfully perform the duties as a member of the Commission. The qualifications of each member shall be entered in the records of the Commission.

Section 6. Resignations: Any member desiring to resign from the Commission shall submit his/her resignation in writing to the Chairperson of the Commission with a copy to the Juvenile Court Judge.

Section 7. Attendance: The attendance of members shall be taken and recorded in the minutes of all Commission meetings. If any member is absent three consecutive times without excuse or a total of five times for any reason in a six-month period, a review of that member's status will be undertaken by the Chairperson. The Chairperson shall notify the Juvenile Court Judge of his/her findings and recommend appropriate action.

Section 8. Committee Participation: Each member is expected to participate as a team member on at least one scheduled inspection during each fiscal year and to serve on standing or ad hoc committees as needed.

ARTICLE IV. OFFICERS

Section 1. Title and Term of Office: The officers of this Commission shall be a Chairperson, a Vice-Chairperson and a Treasurer, who shall serve one-year terms. Officers may be elected to more than one term in office.

Section 2. Elections: Officers shall be elected in June and take office in July.

Section 3. Vacancies: If the Chairperson's position becomes vacant, or, in the absence of the Chairperson, the Vice-Chairperson shall assume that role. In the event of a vacancy in both of the offices of the Chairperson and Vice-Chairperson, an election shall be held at the next regularly scheduled meeting. In the event of a vacancy in the Treasurer position, the Chairperson shall appoint a member to complete the annual term.

Section 4. Temporary Absence: In case of the absence of both the Chairperson and the Vice-Chairperson at any meeting of the Commission, the members present shall select a Chair pro tem.

ARTICLE V. DUTIES OF OFFICERS

Section 1. Chairperson: The Chairperson shall preside at all meetings of the Commission and shall perform such duties as pertain to this office, including being the primary point of contact for the Commission. The Chairperson shall notify the Court of any vacancies and the attendance status of commissioners. The Chairperson of the Commission may present the Commission's budget request before the funding agency and shall administer the Commission's expenditures within the approved budget.

Section 2. Vice-Chairperson: The Vice-Chairperson shall preside at all meetings of the Commission in the absence of the Chairperson and perform such additional duties as may be assigned.

Section 3. Treasurer: The Treasurer shall be responsible for developing and presenting a recommended budget to the Commission, no later than April of each year, and overseeing any other fiscal affairs of the Commission.

ARTICLE VI. MEETINGS

Section 1. Time: The regular meeting of the Commission shall be held on the third Tuesday of each month at 9:00 a.m. unless otherwise ordered by the Chairperson.

Section 2. Location: The Commission shall meet at the Juvenile Courthouse, 9605 Kiefer Boulevard, Sacramento, CA 95827.

Section 3. Special Meetings: Special meetings may be called by the Chairperson.

Section 4. Quorum: A quorum for the transaction of business shall consist of no less than five (5) members.

Section 5. Brown Act: Since the Commission is adjunct to the judicial branch of government, it therefore is not subject to the open meeting requirements of the Ralph M. Brown Act (California Government Code Sections 54950 et seq.). The Chairperson of the Commission may close any regular or special meeting to the public as deemed necessary and appropriate.

ARTICLE VII. COMMITTEES

Section 1. Nominating: The Chairperson shall appoint a committee of three members of the Commission no later than April of each year to select nominees for the positions of Chairperson, Vice-Chairperson and Treasurer. Members of the committee shall select a committee chair. The Nominating Committee shall select from among those commissioners not serving on the nominating committee. The committee shall report its selection to the Commission prior to the June election or any special election, pursuant to Article IV, Section 2.

Section 2. Inspections: The Chairperson, at the regular July meeting, shall appoint a committee of three commissioners who shall establish a process for the planning, scheduling, coordinating, and reporting of all inspections during the fiscal year. Annually, the Commission shall inspect all publicly administered juvenile facilities, and any jail that was reported to have held a minor(s) for more than 24 hours in the previous year. The Commission shall also inspect any law enforcement lockup(s) that was/were reported to have securely detained minors in the previous 12 months, if delegated this responsibility by the Presiding Judge of the Juvenile Court. The commission shall also inspect selected group homes and/or other juvenile facilities. Letters to affected agencies announcing the Commission's intent to inspect, signed by the Presiding Judge of the Juvenile Court shall constitute evidence of delegation in those instances where delegation is required.

The legally mandated inspections shall be conducted as well as such others as may reasonably be accomplished by the Commission. To the extent possible, three commissioners will be assigned – voluntarily or by the Commission Chairperson – to each inspection. One member will be designated as the team leader.

The reports of inspection in the form adopted by the Commission or required by law shall be distributed as required by law. In addition, the Inspections Committee shall review and analyze them as a whole as to accomplishments, deficiencies, trends and other factors together with suitable recommendations. The Commission will review and approve the final reports, along with said committee recommendations, prior to distribution.

Follow-up Procedures for Juvenile Justice Commission Inspections

After completion of any inspection, which has critical findings, areas of non-compliance or areas of concerns, the following process should be followed:

Areas of critical findings or non-compliance:

The agency with critical findings or found to be out of compliance is notified both in writing and told during the exit interview of such areas and informed that an action plan must be submitted within 30 days identifying their plan for correction with a timeline. Follow up must take place by the lead Commissioner of the inspection. If an additional inspection is necessary to ensure that correction has been made then the

lead will determine if it is necessary for the team to return to the institution or if the inspection can be completed by the lead.

Areas of Concern:

If the inspecting team has any areas of concern, all agencies associated with such concern shall be given an opportunity to respond in writing to the commission within 30 days of receiving the report. In addition, the commission may ask all concerned agencies to attend a regularly scheduled Juvenile Justice Commission meeting to discuss the areas of concern. After such reporting, it may be determined by the commission that an action plan shall be developed and submitted and the appropriate follow up completed.

The reports shall be compiled and presented to the Board of Supervisors and the Court, after approval by the Commission. The compilation may be distributed to other interested parties and to the media.

Section 3: Communication Committee: The Chairperson shall appoint a Communications Committee, which shall be responsible for communications from the Commission to various bodies and entities, for maintaining and updating the website and enhancing it as a tool for parents of children in the system. The Communications Committee shall also assist the Chairperson and other committees in communicating Commission policies and concerns.

Section 4: Education Committee: The Chairperson shall appoint an Education Committee, which shall be responsible for developing scholarship criteria and an application for an annual award. The scholarship application will be posted on the Commission's Web site and made available to Sacramento County educational agencies as well as Sacramento County stakeholders in the delinquency and dependency court systems.

Section 5. Other: The Chairperson shall appoint such ad hoc committees as the Commission may deem appropriate from time to time to perform fact-finding functions under the jurisdiction of the Commission or to represent the Commission to other deliberative bodies. These committees shall report their findings or results in a timely manner for consideration by the whole Commission.

ARTICLE VIII. RELEASE OF INFORMATION

Section 1. Policy Positions: The Chairperson implements policy positions previously adopted by the Commission or specifically delegates that responsibility to other members when appropriate.

Section 2. Statements by Members: The Chairperson must approve the appearance and subject matter of any other member before that person speaks for the Commission before any other group or to the media.

Section 3. Endorsements: The Commission shall not endorse nor provide financial support to organizations, activities, or individuals, which it does not deem to have a direct impact on the Commission's scope of authority.

ARTICLE IX. PLANS AND ANNUAL REPORT

Section 1. Plans: At a special meeting held between July and September of each year, the Commission shall formulate its GOALS and OBJECTIVES for the ensuing year.

Section 2. Annual Report: The Chairperson of each standing and ad hoc committee in May of each year shall submit to the Chairperson of the Commission a report on the activities of that committee during the year just ending. The Chairperson shall incorporate the approved GOALS and OBJECTIVES into the prior year's Annual Report for publication. Copies of the Annual Report shall be sent to the Presiding Judge of the Juvenile Court.

ARTICLE X. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order shall guide the Commission in all cases to which they are applicable to the extent they are not inconsistent with these bylaws or any specific rules of order that the Commission may adopt.

ARTICLE XI. AMENDMENT OF BYLAWS

This Commission shall review these bylaws as necessary to ascertain that they remain in conformance with State law and the desires of the Juvenile Court. These bylaws may be amended by a majority vote of the members at any regular meeting at which at least two-thirds of the membership are in attendance and participating.

All previous Guidelines on Policies and Procedures are hereby superseded.

Adopted this 18th day of December 2012.

Chairperson

Exhibit A

APPLICATION AND AGREEMENT

Juvenile Justice Commission
Sacramento County

I, (Miss, Mr. Ms. Mrs.) _____, hereby apply for appointment as a Commissioner of the Juvenile Justice Commission of Sacramento County.

I hereby affirm that I am a resident of Sacramento County. My address is:

Street: _____

City: _____ Zip: _____

Home Phone: _____

Work Phone/Other: _____

I hereby agree that, if appointed, I will submit to a Live Scan, attend Commission meetings regularly and participate in the performance of the Commission's duties and responsibilities as outlined in its bylaws and in State law. Pursuant to Section 233 of the Welfare & Institutions Code and Sacramento County Code 2.26.010, by accepting an appointment to serve on the Juvenile Justice Commission, I also am willing to serve, ex officio, as a member of the Delinquency Prevention Commission.

And, further, if appointed, I understand that I will be deemed to have resigned my appointment if I absent myself three (3) consecutive times without excuse from scheduled meetings or absent myself for any reason from five (5) such meetings in any six-month period.

Date

Signature

Please attach resume