

~ BYLAWS ~
DELINQUENCY PREVENTION COMMISSION
OF
SACRAMENTO COUNTY, CALIFORNIA
Adopted April 21, 2021

ARTICLE I. NAME AND AUTHORITY

This Commission shall be known as the Delinquency Prevention Commission of Sacramento County. The Juvenile Justice Commission is established through the provisions of Section 225 of the California State Welfare and Institutions Code. On March 10, 1969, the Sacramento County Board of Supervisors designated the Juvenile Justice Commission of the County of Sacramento as the Delinquency Prevention Commission for the County of Sacramento pursuant to Section 233 of the Welfare and Institutions Code.

ARTICLE II. PURPOSE

The responsibilities of this Delinquency Prevention (DP) Commission are broadly defined in Section 233 of the Welfare and Institutions Code and County Code 2.26. The general purpose of the commission is to coordinate the work of community agencies engaged in delinquency prevention programs and to initiate such programs to fill any unmet needs.

ARTICLE III. MEMBERS

Section 1. Composition: Membership on the DP 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 and 233).

The DP Commission membership shall be made from the residents of Sacramento County from all geographic areas and represent the ethnic diversity of the County.

Section 2. Appointment: Members appointed to the Sacramento County Juvenile Justice Commission are appointed to serve, ex officio, as members of the Delinquency Prevention Commission (Welfare & Institutions Code section 233 and Sacramento County Code 2.26.010).

Members of the Juvenile Justice Commission are appointed by the Presiding Judge of the Superior Court with the concurrence of the Presiding Judge of the Juvenile Court. Recommendations to the Presiding Judge of the Juvenile Court for membership on the

Commission may be made by current members.

The Chairperson shall select a designee who 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 designee shall review all applications, including Appendix A, of those candidates interested in becoming commissioners and ensure the distribution of their applications to all JJ/DP Commissioners. In the presence of the Presiding Judge of the Juvenile Court, the full JJ/DP Commission will discuss merits of all candidates and the Presiding Judge will make the final appointment.

After the new commissioner(s) is appointed, the designee will send a letter, within 30 days, advising the remainder of the applicants that a new commissioner has been selected, and thanking them for their interest and application.

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

Select individuals may be nominated by a JJ/DPC Commissioner to one of the two non-voting following types of membership: Emeritus Commissioner, or Advisor to the Commission. Individuals, once nominated, shall be accepted via majority vote of the Commission. Individuals need not be a resident of Sacramento County at the time of appointment or during their service.

Section 3. Term of Office: The term of office is four years. JJ/DP Commissioners may be re-appointed at the discretion of the Court. When a JJ/DP commissioner's term expires, they may continue to serve as an ex-officio member at the pleasure of the Chairperson until a new member is appointed or until they are re-appointed if they choose to serve another term. During the ex-officio member shall continue to have all the rights accorded a member of the JJ/DP Commission.

Section 4. Vacancies: All vacancies shall be announced by widely distributed, 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 JJ/DP Commission for consideration and recommendation for appointment.

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/Oath: Each person appointed shall appear before the Presiding Judge of the Juvenile Court or his/her designee and qualify by taking an oath to faithfully perform the duties as a member of the JJ/DP Commission. The qualifications/oath of

each member shall be entered in the records of the Commission.

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

Section 7. Attendance: Commissioners are expected to attend all meetings of the JJ/DP Commission. If a member finds it impossible to attend a regular Commission meeting, they shall notify the JJ/DP Commission Chairperson via phone or email per JJC/DPC Handbook. The JJ/DP Commission Chairperson will determine if the absence is excusable. If a Commissioner is unable to attend a Subcommittee meeting, Inspection or Hearing resulting from a subpoena, the JJ/DP Commissioner shall notify the DP Commissioner in charge of the event of their expected absence.

For good cause, a leave of absence may be granted to a JJ/DP Commissioner at the discretion of the Chairperson of the JJ/DP Commission after consultation with the Chairperson of the Membership/Nominating Subcommittee.

If a JJ/DP Commissioner has non-excused absences from two consecutive meetings, his/her status may be reviewed by the Membership/Nominating Subcommittee, or the Commission as a whole.

If a JJ/DP Commissioner misses three of the regular meetings during any 12-month period, the Membership/Nominating Subcommittee shall request a review of his/her status and may recommend that a replacement be appointed subject to a majority of the Commission.

JJ/DP Commissioners may be removed from their position upon a finding of good cause by the Presiding Judge of the Superior Court with the concurrence of the Presiding Judge of the Juvenile Court.

Section 8. Committee Participation: Each member is expected to participate as a team member on at least two scheduled inspections 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 DP Commission shall be a Chairperson, a First Vice-Chairperson, and a Second Vice-Chairperson who shall serve in two-year terms. Officers may be elected to more than one term in office. The Chairperson, First Vice-Chairperson and Second Vice-Chairperson of the Juvenile Justice Commission shall be the Chairperson, First Vice-Chairperson and Second Vice-Chairperson of the Delinquency Prevention Commission. The First Vice-Chairperson

and Second Vice-Chairperson shall serve in staggered terms.

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 First Vice-Chairperson shall assume that role. In the event of a vacancy in both of the offices of the Chairperson and the First Vice-Chairperson, the Second Vice-Chairperson shall assume the role.

Section 4. Temporary Absence: In case of the absence of the Chairperson, the First Vice-Chairperson and the Second Vice-Chairperson at any meeting of the DP Commission, the members present shall select a Chair Pro-Tem.

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.

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

Section 3. Second Vice-Chairperson: The Second Vice-Chairperson shall preside at all meetings of the DP Commission in the absence of the Chairperson and the First Vice-Chairperson and perform such additional duties as may be assigned.

ARTICLE VI. MEETINGS

Section 1. Time: The regular meeting of the DP Commission shall be held on a regular date and time as scheduled by the Chairperson with consent of the DP Commission.

Section 2. Location: The DP Commission shall meet at the Juvenile Courthouse, 9605 Kiefer Boulevard, Sacramento, CA 95827, unless the Court or Chairperson indicates the meeting will be held at another location or virtually.

Section 3. Special Meetings: Special meetings may be called by the Chairperson. Notice of a special DP Commission meeting shall be publicly posted and provided to the Commissioners at least 24 hours prior to that special meeting.

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

Section 5. Governing Statute: Meetings of the DP Commission are subject to the Brown Act [Government Code Section 54952(b)].

Section 6. Regular meetings of the Delinquency Prevention Commission shall be open to the public. Special meetings of the DP Commission may or may not be open to the public. The time, location and agenda of each regularly scheduled meeting of the DP Commission shall be publicly posted at least 72 hours prior to that meeting.

Section 7. Requests from non-Commissioners to discuss a matter at a Commission's meeting shall be in writing and shall state the subject to be discussed. The request should be received 7 or more days prior to the meeting date to be placed on the agenda by the Chairperson.

Section 8. Discussion may occur and action may be taken on items not on the posted agenda only where, prior to the discussion or action:

- a) The majority of the members present vote and find that an emergency exists which severely impairs the public health and safety; or,
- b) Upon a two-thirds vote of the members present that the need to take action arose subsequent to the posting of the agenda; or,
- c) The item was posted for a prior meeting, but action on the item was continued to the present meeting, which is not more than five calendar days after the meeting for which the item was posted.

A member of the public may address an item not on the agenda provided no response, discussion, or action on the items occurs except as set forth above in (a), (b), or (c).

ARTICLE VII. COMMITTEES

The DP Commission may establish committees to perform any functions under the jurisdiction of the DP Commission. Committees should have a Chairperson and their meetings shall be open to any Member of the DP Commission. Committees may seek outside expertise from community Members; however, not confidential information may be shared with non-DP Commission Members. Any DP Commission member may recommend the creation of a committee.

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 and for inclusion in an annual report.

ARTICLE VIII. RELEASE OF INFORMATION

Section 1. Communications: The Chairperson of the DP Commission or other DP Commission members designated by the DP Commission shall be the spokesperson with County agencies and/or personnel as well as with the media. All press or media contacts shall be referred to the Chairperson.

Section 2. Correspondence. All correspondence on behalf of the DP Commission shall be sent only with the approval of the Chairperson or with approval of a majority of DP Commission members voting at a regularly scheduled meeting at which a quorum is present. Correspondence shall reflect the title of Chairperson.

Section 3. Individual Commission Members. Individual members acting in their own individual capacities have no authority to commit the DP Commission to any policy determination or course of action unless the DP Commission has previously authorized or subsequently ratified such act by an individual member of the DP Commission. Nothing in this section shall be construed to prevent members from expressing themselves as individuals, but such action should, where appropriate, include a disclaimer that such expression is made in an individual capacity and not as an official statement of the DP Commission.

ARTICLE IX. PLANS AND ANNUAL REPORT

Section 1. Plans: At a special meeting held between July and September of each year, the DP 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 DP 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 and to the Sacramento County Board of Supervisors.

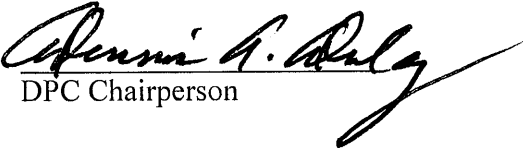
ARTICLE X. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order shall guide the DP 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 DP Commission may adopt.

ARTICLE XI. AMENDMENT OF BYLAWS

The DP Commission may review these bylaws at the Annual Planning Meeting, or as needed, to ensure that they reflect applicable laws. These bylaws may be revised at any regular meeting by two-thirds of the members in attendance, provided that the revision to be voted upon was submitted in writing at the previous regular meeting of the Commission and is listed on the agenda as an item for discussion. All previous bylaws are hereby superseded.

Adopted this 21st day of April 2021.


DPC Chairperson