

BY-LAWS
JUVENILE JUSTICE COMMISSION
OF
SACRAMENTO COUNTY, CALIFORNIA

Adopted April 21, 2021

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 the Juvenile Justice (JJ) 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 the JJ 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, provided there are available persons between 14 and 21 years of age who are able to carry out the duties of a commission member in a manner satisfactory to the appointing authority (Welfare and Institutions Code section 226).

The JJ 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 of the JJ 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 JJ 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 JJC Commissioners. In the presence of the Presiding Judge of the Juvenile Court, the full 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 Commissioner to one of the two non-voting following types of membership: Emeritus Commissioner, or Advisor to the JJ Commission. Individuals, once nominated, shall be accepted via majority vote of the JJ 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. Commissioners may be re-appointed at the discretion of the Court. When a 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 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 Commission. The qualifications/oath of each member shall be entered in the records of the JJ Commission.

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

Section 7. Attendance: Commissioners are expected to attend all meetings of the Commission. If a member finds it impossible to attend a regular Commission meeting, they shall notify the Commission Chairperson via phone or email per JJC/DPC

Handbook. The JJ Commission Chairperson will determine if the absence is excusable. If a Commissioner is unable to attend a Subcommittee meeting, Inspection or Hearing the Commissioner shall notify the Commissioner in charge of the event of their expected absence.

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

If a JJ 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 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 JJ Commission.

JJ/DPC 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 JJ 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 JJ 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 JJ Commission's budget request before the funding agency and shall administer the JJ Commission's expenditures within the approved budget.

Section 2. First Vice-Chairperson: The First Vice-Chairperson shall preside at all meetings of the JJ 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 JJ 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 JJ Commission shall be held on a regular date and time as scheduled by the Chairperson with consent of the Commission.

Section 2. Location: The JJ 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.

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

Section 5. Brown Act: Since the JJ 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

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

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

Section 1. Membership/Nominating Committee. The JJ Commission Chairperson may appoint a Membership/Nominating Committee which reviews and screens new member application and coordinates recruitment efforts including review of the website semi-annually.

Section 2. Inspections: The Chairperson, at the regular July meeting, shall appoint a designee who shall establish a process for the planning, scheduling, coordinating, and reporting of all inspections during the fiscal year. Annually, the JJ 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 JJ 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 may also inspect selected group homes and/or other juvenile facilities and may review the safety and well-being of wards or dependent children placed in the group home and the program and services provided in relation to the home's published program statement. (WIC Section 229.5(a)) Letters to affected agencies announcing the JJ 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 JJ Commission. To the extent possible, two commissioners will be assigned – voluntarily or by the JJ Commission Chairperson – to each inspection. One member will be designated as the team leader.

The reports of inspection in the form adopted by the JJ Commission or required by law shall be distributed as required by law. In addition, the JJ Commission shall review and analyze them as a whole as to accomplishments, deficiencies, trends and other factors together with suitable recommendations. The JJ Commission will review and approve the final reports, along with 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 designee. 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 JJ Commission. The compilation may be distributed to other interested parties and to the media.

ARTICLE VIII. RELEASE OF INFORMATION

Section 1. Communications: The Chairperson of the JJ Commission or other JJ Commission members designated by the 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 JJ Commission shall be sent only with the approval of the Chairperson or with approval of a majority of JJ Commission members voting at a regularly scheduled meeting at which a quorum is present. Correspondence shall reflect the title of Chairperson.

Section 3. Individual JJ Commission Members. Individual members acting in their own individual capacities have no authority to commit the JJ Commission to any policy determination or course of action unless the JJ Commission has previously authorized or subsequently ratified such act by an individual member of the JJ 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 JJ Commission.

ARTICLE IX. PLANS AND ANNUAL REPORT

Section 1. Plans: At a special meeting held between July and September of each year, the JJ 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 JJ 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 JJ 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. REVISION OF BYLAWS

The JJ 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 JJ 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.

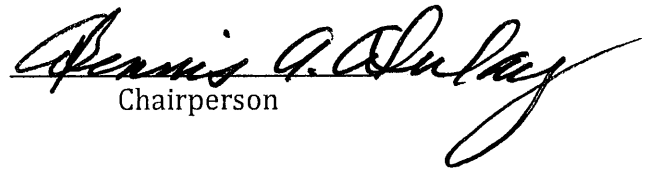

Chairperson

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/Cell 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 shall review the Juvenile Justice Commission Bylaws and follow the Attendance requirements listed in Article III. Members -Section 7. Attendance of the Juvenile Justice Commission Bylaws.

Date

Signature

Please attach resume

Juvenile Justice Commission Bylaws – Revised/Adopted April 21, 2021