

# **Criminal Justice Coordinating Council Bylaws**

## **August, 2007**

### **Article I: Name**

The name of this Council is the Criminal Justice Coordinating Council, and it will be referred to as the Council or CJCC in the following bylaws.

### **Article II: Purpose**

#### **Section A: Principal Mission**

The mission of the Criminal Justice Coordinating Council is to formulate policy, plans, and programs through coordinated leadership and use of a multi-disciplinary approach to fulfill the criminal justice needs of the people of Lake County and the Confederated Salish and Kootenai Tribes.

#### **Section B: Guiding Principles**

The Council is committed to generating best practice standards and finding ways to maximize the use of the Criminal and Juvenile Justice Systems resources within Lake County and the Flathead Indian Reservation.

### **Article III: Members**

#### **Section A: Executive Council**

There are twelve voting member of the Executive Council who are members due to the position they hold. These twelve members shall serve on the Executive Council for as long as they occupy these positions:

- District Court Judge
- Tribal Council Member
- Tribal Judge
- Lake County Sheriff
- Flathead Tribal Police Chief
- Lake County Attorney
- Tribal Prosecutors Managing Attorney
- State Office of Public Defender
- Tribal Defenders Office Managing Attorney
- Chief Juvenile Probation Officer
- Tribal Probation Officer
- State Probation and Parole

#### **Section B: Representative Members**

- Justice of the Peace
- Polson City Court Judge
- Ronan City Court Judge
- St. Ignatius City Court Judge

- Polson Police Chief
- Ronan Police Chief
- St. Ignatius Police Chief
- Montana Highway Patrol Sergeant
- Lake County Mental Health Representative
- Lake County Chemical Dependency Representative
- Tribal Mental Health Representative
- Tribal Chemical Dependency Representative

### **Section C: Ex Officio Members**

- Lake County Commissioner
- Ronan City Council Member
- Polson City Council Member
- St. Ignatius City Council Member

## **Article IV: Meetings**

### **Section A: Regular Meetings**

The Executive Council will meet on the first and third Wednesday of the month beginning at 3:00 p.m. and ending at 4:00 p.m.. Where holidays or other events require a change to this schedule, the Chair will propose any changes or alterations to the schedule and notify other Council members of the changes in writing.

### **Section B: Designees**

Executive Council Members may designate one staff person to represent them and vote at Council meetings. Any member wishing to appoint a designee shall identify the designee in written correspondence addressed to the Chair of the Council. Once selected, designees can be changed only by notifying the Chair in writing.

### **Section C: Quorum**

A quorum is no less than a simple majority of the Executive Council. Action may be taken by a majority of those present voting.

### **Section E: Convening Special Meetings**

The Chair of the Council may convene special meetings. When a special meeting is deemed appropriate, written notice must be served on the Executive Council at least 48-hours in advance. Only items included in the written notice may be discussed or considered during a special meeting.

## **Article V: Chair**

The Chair of the Council shall be a presiding District Court Judge, and the Co-Chair shall be a Member of the Tribal Council. In instances when the Chair or Co-Chair cannot attend a meeting, he or she shall designate a substitute from the Executive Council.

## **Article VI: Voting**

Each Executive Council member has one vote. Designees may vote on behalf of a member if they have been identified by the member in written correspondence addressed to the Chair.

## **Article VII: Committees**

To expedite and facilitate the business of the Executive Council and the orderly and efficient consideration of matters coming before it, the following standing committees are established:

**Section A: Executive Council**

**Section B: Adult Facility Planning and Operations Committee**

**Section C: Juvenile Programs and Court Committee**

**Section D: Alternative Sanctions Committee**

**Section E: Streamlining Law Enforcement and Court Operations Committee**

**Section F: Mental Health and Chemical Dependency Committee**

**Section G: Information Technology Committee**

## **Article VIII: Parliamentary Authority**

*Robert's Rules of Order*, revised, governs all Council meetings except in instances of conflict between the rules of order and the bylaws of the Council or provision of law.

## **Article IX: Amendment of Bylaws**

Proposed amendments to the bylaws are to be included on the agenda of a regularly scheduled Executive Council Meeting for approval. Any action in response to the proposed change in the bylaws taken by the Executive Council becomes effective immediately.