

Attachment B:

JJCC By-laws

**BY-LAWS**  
**OF THE SANTA BARBARA COUNTY**  
**JUVENILE JUSTICE COORDINATING COUNCIL**

**ARTICLE I**

NAME

The name of this organization shall be THE SANTA BARBARA COUNTY JUVENILE JUSTICE COORDINATING COUNCIL.

**ARTICLE II**

AUTHORITY

This organization is authorized by Welfare and Institutions Code Section 749.22 and Board of Supervisors Resolution 96-469, dated November 26, 1996.

**ARTICLE III**

PURPOSE

The purpose of the Santa Barbara County Juvenile Justice Coordinating Council shall be to:

1. Develop and implement a continuum of county-based responses to juvenile crime and to set priorities for the use of grant funds.
2. Develop a comprehensive multi-agency plan that identifies resources and strategies for providing an effective continuum of responses for crime prevention and intervention services and for the supervision, treatment, and incarceration of juvenile offenders, including strategies to develop and implement local out-of-home placement options for the offenders.

**ARTICLE IV**

DUTIES

The Council shall have the following duties:

1. Assist the Chief Probation Officer in developing a comprehensive multi-agency juvenile justice plan including a continuum of responses for the crime prevention and, intervention services and for the supervision, treatment, and incarceration of juvenile offenders, in accordance with Welfare and Institutions Code 749.22 and Government Code Section 30061.

## ARTICLE V

### MEMBERSHIP

1. Including the **Chief Probation Officer** who shall serve as chairperson, the twelve (12) permanent voting members of the Council shall include at least one representative from the following agencies:

- District Attorney,
- Sheriff-Coroner,
- Public Defender,
- Board of Supervisors, two (2) members as designated by Board,
- Department of Social Services,
- Superior Court Executive Officer,
- JJDPC Chair, who shall serve as an at-large community representative,
- County Education Office
- Department of Behavior Wellness
- County Executive Office

Two year terms shall be served by voting representatives selected as indicated from the following agencies:

- a representative from a maximum of two separate community-based drug and alcohol programs as selected by a coalition of said providers,
- a representative from a maximum of three city police departments as selected by the County Law Enforcement Chiefs,
- a representative from a maximum of three separate local school districts as selected by a coalition of said districts,
- a representative from a maximum of two separate non-profit community-based agencies serving juveniles, to be selected through an application process and appointed by the permanent members of the Council.
- a researcher from a local college or university with knowledge and or experience of the Juvenile Justice System, to be selected through an application process and appointed by the permanent members of the Council.

In making these appointments, the Council shall strive to ensure both geographical representation and a diversity of perspectives to fulfill the purpose of the Council as defined in Article III.

2. If a non-permanent Council member fails to attend three (3) consecutive Council meetings without the absence being authorized by the Chairperson or if the Council member has not arranged for an alternate member to represent him or her, it shall result in termination of the Council member and a replacement shall be selected as described in Article V, subsection 1.
3. Non-statutorily required Council members may resign at any time by giving written notice to the Council. The resignation shall become effective the date the notice is received or at a later time specified in the notice; the resignation need not be accepted to be effective.
4. Alternate Members:
  - a. Each Council member shall designate, in writing provided to the Chairperson, an alternate member to represent the member at a Council meeting in the event the Council member is unable to attend a Council meeting.

- b. When representing a Council member at a Council meeting, the alternate member shall have the same voting power as the permanent member.

## ARTICLE VI

### OFFICERS

1. Officers of the Council shall be a Chairperson, a Vice-Chairperson, and an Acting-Chairperson and such other officers as the Council may choose to elect.
2. Responsibilities of Officers:
  - a. Chairperson - In accordance with Section 749.22 of the Welfare and Institutions Code, the Chief Probation Officer shall serve as the Council Chairperson. The Chairperson shall supervise and direct the Council's activities, affairs and officers. The Chairperson shall preside over all Council meetings. The Chairperson shall have such other powers and duties as the Council or By-laws may prescribe.
  - b. Vice-Chairperson - In the absence or disability of the Chairperson, the Vice-Chairperson shall perform all duties of the Chairperson. When so acting, the Vice-Chairperson shall have all the powers of, and be subject to, the restrictions of the Chairperson. The Vice-Chairperson shall have such other powers and perform other duties as the Council or the By-laws prescribe. The Probation Department's Deputy Chief Probation Officer of the Juvenile Services Division shall serve as the Vice-Chairperson.
  - c. Acting-Chairperson - In the event of the temporary absence of the Chairperson and Vice-Chairperson, a Probation Department Manager may be designated to serve as the Acting-Chairperson to preside at Council meetings.
3. Term of Office:
  - a. The term of office for the Council Chairperson shall be concurrent with his/her term as Chief Probation Officer. Each permanent Council member shall serve an indefinite term concurrent with his/her service to the organization he or she represents.
  - b. Non-permanent voting members shall serve two year terms for the program, department, school or agency they represent pursuant to Article V.1, until membership expires, is terminated, or the Council member resigns.

## ARTICLE VII

### MEETINGS AND PROCEDURES

The Council and its Committees shall be governed by the Brown Act and all meetings shall be open to the public.

1. Regular Meetings:
  - a. Regular meetings shall occur six times per year, in February, April, June, August, October and

December as set by the Chairperson.

2. Special Meetings:

- a. A Special Meeting may be called at any time by the Chairperson, upon written request, specifying the general nature of the business proposed. Notice must be given as required by the Brown Act.

3. Quorum and Voting Procedure:

- a. Seven (7) members shall constitute a quorum of the council provided that at least four (4) of the seven (7) are permanent members including delegates.
- b. Decisions shall be reached through majority voting which is defined as a majority of the eligible voting members present.
- c. The Council shall use parliamentary procedures to conduct business.

4. Setting the Agenda:

- a. The Chairperson and Vice-Chairperson shall designate items on the agenda. Any member wishing to place items on the agenda shall request inclusion on the agenda by contacting the Chairperson or the Vice-Chairperson no later than one week prior to the scheduled meeting.

## ARTICLE VIII

### CONFLICT OF INTEREST

JJCC members shall comply with all conflicts of interest laws, including but not limited to Government Code Sections 1090 et seq. and the California Political Reform Act (Government Code Sections 87100 et seq.).

The JJCC adopts the following, potentially more restrictive, "Bright-line conflicts of interest rule": a JJCC member shall abstain from participating in Council discussions, and voting on any JJCC funding issues, which involve their agency, company or department, or in which they have a personal financial interest.

## ARTICLE IX

### AMENDMENTS

These By-laws may be adopted, amended or repealed by a majority vote of the Council after written proposal for such action has been in the hands of this Council for 30 days.