

Franklin County Criminal Justice Advisory Board Bylaws

1. **Name:** The name of this board shall be the *Franklin County Criminal Justice Advisory Board*.
2. **Authority:** The Franklin County Criminal Justice Advisory Board was established by a joint effort of the Franklin County Commissioners and the Judges of the Court of Common Pleas of Franklin County in 1999.
3. **Mission:** Our mission is to create a forum of leaders that collaboratively addresses the immediate and future needs of the Franklin County criminal justice system by researching, planning, and recommending solutions that will integrate and prioritize the best approaches to promote justice for all those in the Franklin County community, to enhance the delivery of services to victims of crime, and to increase safety within our communities.
4. **Role:** The Board is authorized to make policy and program recommendations to municipal governments, public policy boards and agencies regarding the community juvenile and criminal justice system.
5. **Membership:**
 - a. Board membership shall be a diverse and broad-based representation of the community-at-large.
 - b. The following criminal justice system stakeholders shall be members of the Board and having voting privileges (see Section 10 for proxy voting):
 1. three (3) Judges of the Court of Common Pleas, one of whom serves as Chair
 2. a County Commissioner, serving as Vice Chair
 3. the County Administrator
 4. the Assistant County Administrator
 5. the District Attorney
 6. the Public Defender
 7. the Sheriff
 8. the Warden
 9. the District Court Administrator
 10. a Deputy Court Administrator
 11. the Chief Information Officer
 12. the Chief Adult Probation Officer
 13. the Chief Financial Officer
 14. the Human Services Administrator
 15. the Chief Juvenile Probation Officer
 16. the Juvenile Hearing Officer
 17. the Director of Archives and Records Management
 18. a Magisterial District Judge representative
 19. all Chairs of a CJAB Standing Committee

20. the Single County Authority Administrator
21. the Mental Health/Intellectual and Developmental Disability/Early Intervention Administrator
22. the Clerk of Courts
23. a PA State Police Representative
24. a PA State Probation and Parole Representative
25. a County Housing Authority Representative
26. a Council of Governments Representative
27. Two (2) Members at Large (including 1 Reentry Representative)
28. a municipal Police/local law enforcement representative
29. a Victims' Advocate
30. Treatment Court Coordinator
31. Children and Youth Services
32. Pretrial Services

c. CJAB Staff shall be *ex officio* members of the Board and shall not have a vote. Composition of the Board may be enlarged or diminished from time to time by vote of a majority of the Board members entitled to vote, in accordance with Section 17 of these bylaws regarding Amendments.

6. **Chair and Leadership:** The Board shall be chaired by one of the Judges of the Court of Common Pleas. The Vice-chair of the Board shall be a County Commissioner designated by the Board of Commissioners. The Vice Chair of the Board shall carry out the duties of the Chair as the need arises.
7. **Meetings and quorum:** Unless circumstances require otherwise, regular meetings of the Board will take place during the months of February, April, June, August, October and December, on the fourth Thursday of each such month except the month of December when the meeting may be held on the second Thursday.

Special meetings of the Board will be scheduled as necessary; and a special meeting of the Board may substitute for a regular meeting of the Board in any given month. Members shall be given reasonable notice of both regular and special meetings by electronic mail. A member of the Board or Board staff will be assigned responsibility for recording the minutes of all meetings of the Board.

The Board adopts The Modern Rules of Order for conducting its meetings.

A quorum for the purpose of conducting general business or calling for a general vote shall be a majority of the Board attending any meeting for which there has been given seven days advanced notice.

8. **Executive Committee:** Between meetings of the Board, the Executive Committee shall have full authority to manage the affairs of the Board; but shall exercise that authority only as reasonable and as necessary. The Executive Committee shall review all CJAB-related grants, as well as project modifications requiring Commissioner approval, before they are submitted. Committee members may vote via email on whether to recommend the

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grant for submission; a majority will indicate approval of the recommendation. The Executive Committee shall consist of the individuals holding the following positions, or their designees: the Board Chair, the Vice Chair, the County Administrator, the Chief Financial Officer, the District Court Administrator, the District Attorney, the Public Defender, and the Chairpersons of Standing Committees of the Board.

9. **Agenda:** Meeting agendas shall include, generally, the following items, and such other items as from time-to-time are necessary: approval of minutes, committee and other reports, programs, items for Board action, and other matters at the discretion of the Chair.
10. **Voting:** Each member of the Board, except *ex officio* members, must be a member of a CJAB committee (whether a Standing Committee or ad hoc committee), and shall be entitled to one vote, regardless of number of positions/titles held. Board members may, in appropriate circumstances, designate another person (proxy) to cast the board member's vote in the board member's absence. The proxy must be documented at the beginning of the meeting.

These bylaws and the Strategic Plan will be reviewed every four years at a minimum. They may be amended by a majority vote of the members of the Board or their proxies during the full CJAB meeting. There must be timely advance written notice of the intent to amend these bylaws, and proposed amendments must be provided to each CJAB member.

11. **Meeting Documentation:** All of the Board's as well as its committees', subcommittees', and work groups' meetings shall be documented either in the form of meeting minutes or meeting summaries.
12. **Committees:** Committees of the Board shall consist of at least one Board Member and such other persons as may be necessary properly to conduct the work of the Committees. Volunteers shall be sought to chair committees. Committees shall submit their minutes to the Board. Committees are expected to follow the guidelines adopted by the Board for project preparation and presentation. Committees may be created and dissolved by the Board as necessary.

"Standing Committees" shall be those committees which the Board identifies as performing essential and ongoing work on behalf of the Board. The Chair of each Standing Committee shall also be a member of the Executive Committee. Beginning in 2025, and every year thereafter, the Executive Committee shall establish the Standing Committees of the CJAB and submit a slate of Standing Committees for approval by a majority vote of the Board attending the February CJAB meeting.

13. **Grant Management:** The Board shall investigate and pursue sources of possible grant funding for Franklin County. CJAB should include their roles and any requirements related to grants management.
14. **Support Staff:** CJAB should have dedicated support staff, such as a director, coordinator, facilitator, and/or secretary, to organize meetings, materials, and presenters. CJAB coordinators are vital for maintaining the Board's health, function and longevity ensuring long-term success.

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15. **Communication:** The Board shall broadly communicate its goals and work to county and municipal officials who are outside the justice system, non-profit stakeholders, and the community-at-large as well as practitioners within the community justice system. In the fulfillment of its communication objectives, the Board shall, among other measures, maintain a publicly accessible web site.

16. **Strategic Planning and Performance:** At least every four years, the Board will develop and adopt a strategic plan to define its objectives and the means by which it plans to achieve them. The Board shall routinely conduct self-assessments to check its performance against objectives set forth in the Strategic Plan and using indicators it has established. The CJAB will develop a reentry component to be included in the Strategic Plan.