

BY-LAWS
CHATHAM COUNTY JUVENILE CRIME PREVENTION COUNCIL
Updated November 2014

ARTICLE 1: NAME AND PURPOSE

Section 1.

Name

The name of this body shall be the Chatham County Juvenile Crime Prevention Council (JCPC)

Section 2. Purpose

The purpose of the JCPC shall be to:

- 2.1 Ensure that appropriate intermediate dispositional options are available and prioritize funding for dispositions of intermediate and community level sanctions for court adjudicated juveniles pursuant to minimum standards adopted by the Department of Juvenile Justice.
- 2.2 Evaluate programs developed and supported by the JCPC for effectiveness and continued need.
- 2.3 Assess the needs of delinquent and at-risk juveniles in Chatham County and report those findings to County Commissioners.
- 2.4 Plan for the establishment of a permanent funding stream for delinquency prevention services.

ARTICLE II: MEMBERSHIP

Section 1. Membership should include, if possible:

1. The local school superintendent or designee;
2. The chief of police in the county;
3. The local sheriff, or designee;
4. The district attorney, or designee;
5. The chief court counselor, or designee;
6. The director of mental health, developmental disabilities, and substance abuse authority, or designee;
7. The director of DSS, or designee;
8. The county manager, or designee;
9. The substance abuse professional;
10. A member of faith community;
11. A county commissioner;
12. A person under 21;
13. A juvenile defense attorney;
14. The Chief District Court Judge or judge designated by the Chief District Court Judge;
15. A member of the business community;
16. The local health director, or designee;
17. A representative of United Way or other non-profit;
18. A representative of local parks and recreation; and
19. Up to seven members appointed by the board of county commissioners.

Because many of the voting members hold positions in the county that are crisis-driven, such as law enforcement or social services, a voting member may email the Chair or the administrator and designate another person in their field to attend and to vote on behalf of the member if that member is unable to attend a meeting.

Section 2. Each member should serve a term of two years and may be reappointed.

Section 3. Membership shall be no more than 25 members.

Section 4. Any vacancy of office may be filled by nominations from the floor and election by the Board at any time throughout the year.

Section 5. Three consecutive unexcused absences shall constitute grounds for replacement. Members are expected to notify the chairperson in advance of meeting in unable to attend.

Section 6. A quorum shall be a simple majority of appointed memberships.

ARTICLE III: OFFICERS

Section 1. The offices shall consist of a chairperson and vice-chair person.

Section 2. These officers should be elected at the June meeting for (2) year terms and may succeed themselves.

Chairperson –The chairperson shall call and preside at meetings of the JCPC. The Chair and/or Vice-Chair shall appoint all special committees and designate the persons to serve as committee members unless otherwise specified by the by-laws.

Vice-Chairperson- The Vice-Chair shall exercise the duties of the Chairperson in his/her absence and such other duties as the Chairperson shall assign.

Section 3. Amendments

3.1 The By-laws may be amended or repealed and new By-laws adopted by the affirmative vote of a majority of the membership at any regular meeting of JCPC, provided a quorum exists.

3.2 Prior notice - Proposed amendments must be considered by council membership at least one meeting prior to the meeting at which a vote is called.

Section 4. Removal from office

The Chatham County Board of Commissioners, upon the recommendations of the Chatham County Juvenile Crime Prevention Council membership, may remove a member from office for any of the following reasons:

1. Absence, without excuse, from three (3) scheduled meetings, within one year.
2. Failure to participate in the work of the Chatham County JCPC.
3. Conduct that demonstrates a lack of responsibility or is Unbecoming of a member of the Chatham County JCPC, or which causes embarrassment to the Council and/or Chatham County.

ARTICLE IV: MEETINGS

Section 1. Chatham JCPC shall meet at least bi-monthly or more often if a meeting is called by the Chair-person.

Section 2. All meetings should be open to the public.

Section 3. The membership shall be notified of all meetings, in writing, or by phone at least five days prior to the meeting.

Section 4. Minutes shall be taken at every meeting and distributed prior to or at the subsequent meetings.

Section 5. Special Meetings

5.1 The Chair-person may call special meetings as deemed necessary to carry out the duties of the JCPC.
5.2 Notice of special meetings shall be given to the JCPC members in writing, by phone, or by email at least two days in advance.

Section 6. Voting via email

6.1 In the absence of a quorum at a public meeting where a vote is needed, the Chair or the administrator may notify the council via email and website of the absence of a quorum and the need for a vote via email. This notification will include a description of the issue as well as any pros and cons discussed at the meeting and will call for members to vote via return email. The notification, the email requesting a vote, and the results of the vote will be posted on the county JCPC website.

Section 7. Electronic signatures

7.1. Electronic signatures are acceptable wherever hard copy signatures are needed.

ARTICLE V: FUNDING PROCEDURES

Section 1. Screening of Programs

1.1 Applications for funding will be screened by the Funding and Review Committee or, in the absence of a sub-committee, by the entire JCPC.

1.2 Proposed grants will be scrutinized according to whether they meet the needs as provided in the annual needs assessment, as well as for program effectiveness, staffing issues, amount requested and expectations of the program. The sponsoring agencies applying for funding will be notified of the funding decisions within 10 business days of the decision. Funding decisions are final. Once funding decisions are announced, applicants may request an explanation of the decision, in writing, to the JCPC chair within five (5) business days of the decision notification. The JCPC chair will respond within 30 business days.

1.3 An applicant questioning the funding process must contact the JCPC chair, in writing, within five (5) business days of receiving the funding notification and specify which aspect of the funding process is in question. Complaints will be reviewed by the JCPC at the next JCPC meeting following receipt of the complaint. The JCPC chair will respond to the applicant, in writing, within ten (10) business days following the JCPC meeting.

Section 2. Voting to Fund

2.1 The JCPC, except as hereinafter excluded, will vote on the recommended funding plan provided by the Funding/Review Committee, and may amend recommendations before a final vote.

2.2 No JCPC member who is paid with local grant funds, or who directly supervises someone paid with local grant funds, shall be eligible to vote in funding decisions about their own program.

2.3 Voting by Proxy will be allowed by approved designee; designee must either be included on membership list or identified by email to the JCPC chair at least 24 hours prior to the funding decision meeting.

Section 3. Approved or Disapproved

3.1 Programs that are approved for grants shall be notified immediately and the funded amount shall be disclosed.

3.2 Programs not approved for grants shall be notified in writing in a timely manner.

Section 4. Evaluation

4.1 Funded grants shall be evaluated by the Monitoring Committee.

4.2 No JCPC member who is paid by or directly supervises someone paid by local grant funds, may serve on the Monitoring Committee.

ARTICLE VI: CONFLICT OF INTEREST

Section 1. The JCPC Chairperson shall have all JCPC members complete and sign the disclosure form (form DJJDP 13 DOE) and inform all members of the conflict policy and review annually.

1.1 All members must disclose in writing the existence, nature and extent of any potential or actual conflict of interest using (form DJJDP 13 001c).

1.2 If a member directly or indirectly benefits from the disbursement of these state funds. They will not serve on the monitoring or funding committees, nor be able to vote re: funding decisions.

Section 2 . If a conflict is discovered after the fact, the JCPC Chairperson will inform the JCPC of the conflict of interest and the JCPC will take appropriate action.

Section 3. All conflict of disclosure forms.