

# **LEWIS AND CLARK COUNTY CITIZENS ADVISORY COMMITTEE BYLAWS**

## **Article I: Name**

The name of this committee is the Lewis and Clark County Citizens Advisory Committee, referred to as the CAC in the following Bylaws.

## **Article II: Authority**

The CAC is an advisory subcommittee of the Criminal Justice Coordinating Council (CJCC). The CJCC was created in 2012 in response to Resolution 2012-116 of the Lewis and Clark County Commission. Citizen members agree to work together with Lewis and Clark County criminal justice officials to accomplish the goals and objectives of the CAC, as set forth below.

## **Article III: Purpose**

### **Section A. Mission**

The CAC exists to provide citizen input into the safety of the citizens of Lewis and Clark County, the efficient and just treatment of defendants and offenders, the protection and healing of victims, and to work toward prevention of crime and the reduction of recidivism.

### **Section B. Guiding Principles**

The principal mission of the CAC is to study the County's juvenile and adult criminal justice system; identify deficiencies; raise public awareness of the unique needs of the system; and recommend policy, plans, and programs to improve the system. The CAC is committed to ensuring the citizen voice is represented in the planning of innovative corrections programs that reflect the County's desire for safety and cost effectiveness. The CAC will serve as the primary advising body for the CJCC and will make recommendations to the CJCC on behalf of the citizens of Lewis and Clark County.

## **Article IV: Members**

### **Section A. Membership**

Membership in the CAC is acquired through invitation and approval by the CJCC, not to exceed twenty-five (25) members. Each July, the Chair of the CJCC shall nominate these members to serve a two-year term, renewable for up to six (6) years. Members represent various stakeholder groups including, but not limited to corporations, non-profit/non-governmental agencies, service providers, and concerned members of the public. Membership does not require active involvement in behavioral health, law enforcement, or corrections.

### **Section B. Recruitment**

The CAC will keep an updated list of all Committee members, dates of service for individual members, and expiration of current terms readily available only for interested citizens. Interested citizens will complete a County Board application form which will be reviewed by a subcommittee of three CAC members appointed by the Chair. Applicants may be asked to interview for the position by the

subcommittee. The subcommittee will forward recommended applicants to the CAC for approval and forwarding to the CJCC per Section A.

### **Section C: Membership Eligibility**

Membership is open to any interested member of the public.

Individuals currently supervised by the Department of Corrections as a Probationer or Parolee are eligible for membership with one year of clear conduct, subject to review through the application process in Section B.

CAC members shall remain law abiding; failure to do so is subject to dismissal from the CAC.

## **Article V: Meetings**

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

The CAC shall meet the second Friday at noon of each month at a place specified by the Chair, and with public notice. The meeting schedule may be changed by a majority vote of the members.

### **Section B. Quorum**

A quorum is no less than a simple majority of the total voting membership of the CAC.

### **Section C. Attendance**

A member who misses two consecutive regular meetings, or three meetings out of a 12-month calendar year, without a reasonable excuse as determined by the Chair, shall forfeit membership. When a membership is forfeited, the position will be filled according to the process outlined in Article IV.

### **Section D. Convening Special Meetings**

The Chair of the CAC may convene a special meeting by written notice served at least 24 hours in advance, but otherwise only in case of an emergency. It is the Chair's prerogative to determine an emergency.

### **Section E. Notice of Agenda**

In order to expedite meetings and promote reasoned decision making, a written agenda shall be provided to each member of the CAC at least seven (7) days in advance of any regularly scheduled meeting outlining with sufficient particularity any action item that will be proposed for decision at the meeting. Members and their representatives are expected to review the agenda, accompanying documentation and proposed action items in advance of the meeting.

## **Article VI: Leadership Team**

The CAC Leadership Team will consist of the Chair, Vice-Chair, and Staff Support. The Leadership Team is chosen by majority vote of the membership of the CAC, each August.

Chair: The responsibility of the Chair is to ensure the orderly discussion of issues, to present for discussion the issues and agenda, and to oversee the voting process. The term for the Chair is two years.

Vice-Chair: The duty of the vice-chair is to act in place of the Chair should the Chair be unable to attend. The term for the Vice-chair is two years.

**Staff Support:** The Lewis and Clark County Director of Criminal Justice Services will carry out the role of CAC Liaison. The role of the Liaison is to provide support and manage efforts to assist in improving the effectiveness and efficiency of the Committee.

The Leadership Team will prepare an annual report for presentation to the CAC at the June meeting. Upon approval by the CAC, said report will be forwarded to the CJCC.

### **Article VII: Voting**

Each CAC member has one vote. All decisions of the CAC shall be reached by the majority of the Members who are present for the meeting at which the action item is presented for consideration. No decision may be reached unless a quorum is present at the meeting.

### **Article VIII: Task Forces**

The CAC has five (5) standing task forces: Court/Pretrial Services, Mental Health, Early Childhood Intervention, Specialty Courts, and Accreditations/Standards. These standing task forces shall meet at least twice per year and issue written reports to the CAC in April of each year.

To expedite business of the CAC, other task forces of members and nonmembers may be established by motion and vote of the CAC, or at the direction of the CJCC, to carry out particular tasks. These task forces shall meet as determined by the task force membership and shall issue written reports to the CAC.

All reports from CAC task forces are advisory.

Task force chairs shall be appointed by the CAC Chair each September. Other task force membership shall be voluntary.

### **Article IX: Authority**

A decision by the CAC shall be made by motion, seconded, opened for discussion, called for a vote, and approved by a majority vote.

### **Article X: Amendment of Bylaws**

Proposed amendments to the Bylaws are to be included on the agenda of a regularly scheduled CAC meeting. Any action will become effective immediately.

Approved by unanimous vote of the CAC, June 29, 2018.

Amendments approved by unanimous vote of the CAC, October 26, 2018.

Amendments approved by unanimous vote of the CJCC, August 28, 2019.

Amendments approved by unanimous vote of the CAC, February 28, 2020.

Amendments approved by unanimous vote of the CJCC, May 27, 2020.