

# **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 committee to the Criminal Justice Coordinating Council (CJCC). The CJCC was created in 2012 in response to Resolution 2012-116 of the Lewis and Clark Board of County Commissioners. 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 improve the safety of the citizens of Lewis and Clark County and ensure the equitable and efficient treatment of defendants, offenders, and victims.

### **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**

(1) The CAC consists of not more than 15 members to be appointed by the CJCC. Members are nominated each July by the CJCC Chair and approved by the CJCC. Members serve one-year, renewable terms. Members serve at the pleasure of the CJCC and may be removed at any time by the CJCC.

(2) The CAC will maintain a current list of all CAC members, dates of service for individual members, and expiration of current terms. The list will be made readily available upon request to any interested person.

(3) The Chair of the CJCC and a representative of the Board of County Commissioners shall serve as *ex officio*, nonvoting members of the CAC.

### **Section B. Recruitment**

(1) The CAC is responsible for recruiting prospective members and advising the CJCC Chair on nominations for membership.

(2) The CAC seeks a diverse membership of individuals who care about improving the criminal justice system in this community. The CAC will seek to recruit members who demonstrate the ability and willingness to meet the time commitments of CAC service, who will work collaboratively and constructively with others even through disagreement to fulfill the CAC's mission, who will offer unique and thoughtful insight into the betterment of the criminal justice system, and who will contribute to giving voice to the interests of the citizens of Lewis and Clark County on criminal justice matters. Members may represent various stakeholder groups, but there is no requirement that members have any active involvement in the behavioral health, law enforcement, or corrections fields.

(3) Members may have prior or current criminal justice system involvement, but the CAC will only recommend that the CJCC appoint individuals currently supervised by the Department of Corrections if they have at least two years of clear conduct as documented in writing by their supervising probation or parole officer.

(4) A person may seek appointment to the CAC by completing and returning a County Board application form. Their application 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.

(5) The subcommittee will advise the CAC of all applications and make recommendations to the CAC regarding those applications. At the CAC's last meeting of the fiscal year, the CAC will vote on whether to make a favorable or unfavorable recommendation regarding each applicant and report the vote and recommendation for each applicant to the CJCC Chair.

### **Section C: Obligations of Members:**

Members are expected to meet the following requirements:

(1) **Attendance.** Members are expected to attend all meetings. The Chair or Vice Chair may excuse attendance at an individual meeting for good cause shown (for example, work conflicts, family and personal conflicts, illness, planned travel, or vacation). If a Member has unexcused absences for three consecutive meetings or one quarter of all meetings during a fiscal year, the CAC Chair may consider the Member to have vacated their position and notify the CJCC Chair accordingly.

(2) **Care.** Members are expected to make prudent use of public resources and exercise reasonable care and diligence in their decision making and oversight.

(3) **Loyalty.** Members are expected to ensure their participation in the CAC is for the advancement of the mission and not any personal or pecuniary gain. If a Member has a financial or personal interest in any matter before the CAC, the member shall disclose the interest.

(4) **Obedience.** Members are expected to comply with the CAC bylaws and all applicable laws and regulations, and to ensure the CAC's compliance with the law and its bylaws.

(5) **Violations.** Should a majority of the CAC membership determine a member has substantially failed to comply with the expectations of CAC membership, the CAC Chair shall so notify the CJCC in writing.

## **Article V: Meetings**

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

The CAC shall meet the third Friday each month at noon at a place specified by the Chair. The meeting agenda may be changed by a majority vote of the members.

### **Section B. Quorum**

A majority of the total voting membership of the CAC constitutes a quorum to conduct business.

### **Section C. Conduct of Meetings**

The Chair (or in their absence, the Vice Chair) will establish the agenda and preside over all meetings. Meetings are open to the public. The Department of Criminal Justice Services is responsible for taking and maintaining all meeting minutes. Minutes shall reflect all members in attendance.

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

The Chair of the CAC may convene a special meeting by written notice served at least 48 hours in advance, but otherwise only in case of an emergency. It is the Chair's prerogative to determine an emergency.

### **Section E. Notice**

Public notice of the time and place of meetings, along with a written agenda, shall be posted on the Department of Criminal Justice Services website at least 48 hours in advance of the meeting and provided to each member of the CAC. The agenda shall outline with sufficient particularity any action item that will be proposed for decision at the meeting. Members are expected to review the agenda, accompanying documentation, and proposed action items in advance of the meeting.

## **Article VI: Leadership**

In the first meeting of each fiscal year, the CAC will elect a Chair and Vice Chair. In the event of a vacancy, the members will elect a successor at the first regularly scheduled monthly meeting.

### **Section A. Chair**

The Chair will conduct all CAC and public forum meetings; appoint chairs of sub committees; call special meetings as needed; help write and formulate the annual plan, the meeting calendar, and the membership contact list; and request meeting agenda items prior to setting the agenda.

### **Section B. Vice Chair**

The Vice Chair will act in the Chair's absence and assume the duties of the Chair in the event the Chair is unable to fulfill the duties of the office. The Vice Chair will help write and formulate the annual plan, the meeting calendar, and the membership contact list.

### **Section C. Staff Support**

(1) The Department of Criminal Justice Services will provide staff support to the CAC. Staff support will prepare, post, and disseminate meeting agendas as directed by the Chair; prepare, post, and disseminate minutes of all meetings; help write and formulate the annual plan, the budget, the meeting calendar, and the membership contact list; and maintain the webpage.

(2) The Director of the Department 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.

### **Article VII: Voting**

Each CAC member has one vote. *Ex officio* members may not vote. All decisions of the CAC shall be reached by the majority vote of the members who are present at the meeting at which the action item is presented for consideration. Members may vote by proxy.

### **Article VIII: Work Groups and Subcommittees**

To expedite business of the CAC, subcommittees or work groups may be established by motion and vote of the CAC, at the direction of the Chair, or at the direction of the CJCC, to carry out specific work. These subcommittees and work groups shall meet as necessary to accomplish set goals and shall issue a report to the CAC. All reports from CAC subcommittees and work groups are advisory. Work group and subcommittee membership shall be voluntary.

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

These bylaws may be amended by a vote of the CAC. Proposed amendments to the Bylaws must be included on the agenda of a regularly scheduled CAC meeting. If approved by the CAC, amendments to the bylaws take effect immediately.

Bylaws and the text of all proposed amendments shall be posted on the Department of Criminal Justice Services website.

Approved by unanimous vote of the CAC, November 21, 2025