

LEWIS AND CLARK COUNTY CRIMINAL JUSTICE COORDINATING COUNCIL BYLAWS

Article I: Name

The name of this council is the Lewis and Clark County Criminal Justice Coordinating Council, referred to as the CJCC in the following Bylaws.

Article II: Authority

The CJCC was created in 2012 in response to Resolution 2012-116 of the Lewis and Clark County Commission. The CJCC is an advisory council to the Board of County Commissioners. Lewis and Clark County criminal justice officials agree to work together to accomplish the purpose of the CJCC, as set forth below.

Article III: Purpose

Section A. Mission

The mission of the CJCC is 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

1. The CJCC exists to pursue a criminal justice system that is fair, just, and equitable. In this pursuit, the CJCC shall embrace the following guiding principles: system focused; data informed and results-oriented; collaborative and consensus-driven with shared stewardship; transparent; accountable; strategic; educational; innovative; and inclusive of diverse perspectives.
2. The CJCC will endeavor to study the County's juvenile and adult criminal justice systems; identify deficiencies; raise public awareness of the unique needs of the systems; coordinate efforts; and formulate plans and programs to improve the system.
3. The CJCC is committed to the coordinated planning of innovative corrections programs that reflect the County's desire for safety and cost effectiveness.
4. The CJCC will serve as the central planning body for the juvenile and adult criminal justice systems and will make recommendations to the public policy boards on behalf of our justice system.

Article IV: Members

Section A. Membership by Position

There are fifteen (15) voting members of the CJCC who are members due to the positions they hold.

1. A District Court Judge of the 1st Judicial district, selected by the district judges each July;
2. A Lewis and Clark County Justice of the Peace, selected by the Justices of the Peace each July;
3. A Municipal or City Judge, selected by the judges each July;
4. A Lewis and Clark County Commissioner, selected by the Commissioners each January;
5. A Municipal Chief of Police, selected by the chiefs each July;
6. Lewis and Clark County Attorney;
7. Lewis and Clark County Sheriff;

8. Lewis and Clark County Youth Probation Office;
9. Department of Corrections;
10. Office of the Public Defender, Region II;
11. A city council, mayor, or manager representative of the incorporated municipality of Helena, selected by the entities each July.
12. A city council, mayor, or manager representative of the incorporated municipality of East Helena, selected by the entities each July.
13. One representative from an organization serving victims of crime;
14. Citizen's Advisory Committee Chair; and
15. Lewis and Clark County Public Health Officer

Section B. Designees

Council members may designate a consistent alternate individual within their agency, office, or department to represent them temporarily at CJCC meetings.

Article V: Meetings

Section A: Regular Meetings

The CJCC shall meet every other month, on odd months, at a time and location specified by the Chair, and with public notice. The meeting schedule may be changed by consensus of the members.

Section B. Quorum

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

Section C. Attendance

A member who misses two (2) consecutive regular meetings, or three (3) meetings out of a twelve (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. The remedy concerning that office being represented on the CJCC is left to the discretion of the CJCC.

Section D. Convening Special Meetings

The Chair of the CJCC may convene a special meeting by written notice served at least twenty-four (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

A written agenda shall be provided to each member of the CJCC at least forty-eight (48)-hours in advance of any regularly scheduled meeting outlining 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, and prepare to give a report at the meeting regarding changes in their department, agency, or office that might impact others in the criminal justice system.

Article VI: Roles and Responsibilities

Section A. Officers

Chair: The Chair of the CJCC is a Judge of the 1st Judicial District. 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.

Vice-Chair: the vice-chair of the CJCC is chosen by the CJCC each July. The duty of the vice-chair is to act in place of the Chair should the Chair be unable to attend.

Section B. Executive Committee

The CJCC shall have an executive committee responsible for guidance and management of the CJCC. The executive committee shall include the officers, the Citizen's Advisory Committee Chair member, and two members appointed by the full Council each July.

The executive committee shall meet at least every other month.

The executive committee shall include the CJCC director in meetings and provide direction to the position.

Section C. Standing Committees and Workgroups

The CJCC may create and utilize standing committees for the purpose of addressing complex, ongoing priorities. CJCC executive committee may create and utilize workgroups for the purpose of addressing task-specific and time-bound initiatives. Membership of standing committees and workgroups may include CJCC members and non-members with subject matter expertise.

Standing committees and workgroups shall have a chair or co-chair, with at least one being a CJCC member or designee.

Section D. Staff Support

The CJCC director is a professional, executive-level position that serves the vision and mission of the CJCC. The Lewis and Clark County Director of the Department of Criminal Justice Services will carry out the role of CJCC director and will establish and maintain effective public and working relations with CJCC members and stakeholders.

CJCC director and staff shall act as support to, or as a liaison between, subcommittees and workgroups the CJCC and the executive committee. Communication shall be provided to committees and workgroup membership to maintain continuity and progress toward goals and objectives.

Article VII: Voting

The CJCC is advisory in nature and shall rely on consensus. All decisions of the CJCC 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.

Voting shall be reserved for significant and procedural matters unless otherwise specified in bylaws or as required by open meetings law. Each CJCC member has one vote. A record of votes shall be recorded in the minutes. The CJCC has a conflict-of-interest policy which requires members to abstain from voting when they have a personal and/or fiduciary conflict of interest.

Article VIII: Citizens Advisory Committee

A larger group of professionals, service providers, stakeholders, and interested public will be invited by the CJCC to serve on an Advisory committee not exceeding fifteen (15) members. The purpose of the advisory committee is to provide a mechanism for outreach and exchange of information, to make recommendations, and to serve on task forces and subcommittees. Each July, the Chair shall nominate these members to serve a one year, renewable term.

Article IX: Amendment of Bylaws

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

Approved by the CJCC, May 23, 2023