

# Juvenile Justice Circuit Advisory Boards

## Bylaws

### Article I.

#### Name and Authority; Purposes; Powers and Duties

##### **Section A. Name and Authority.**

1. The name of the entity described herein shall be the "Juvenile Justice Circuit Advisory Board", ("Board").
2. The Board is created and given its authority by section 985.664, Florida Statutes.
3. These Bylaws are established pursuant to section 985.664 (10), F.S.

##### **Section B. Purpose. As provided by section 985.664 (1), F.S.**

The purpose of each Board is to provide advice and direction to the Department of Juvenile Justice (DJJ) in the development and implementation of juvenile justice programs and to work collaboratively with the DJJ in seeking program improvements and policy changes to address the emerging and changing needs of Florida's youth who are at risk of delinquency.

##### **Section C. Duties and Responsibilities: The Board shall have the following functions as provided by section 985.664 (2), F.S.:**

1. Developing a Comprehensive Plan for the circuit which shall be updated every 3 years. The next Comprehensive Plan shall be submitted to the department no later than June 30, 2021, and no later than June 30 every 3 years thereafter. The DJJ shall prescribe a format and content requirements for the submission of the Comprehensive Plan.
2. Participating in the facilitation of interagency cooperation and information sharing.
3. Providing recommendations for public or private grants to be administered by one of the community partners that support one or more components of the Comprehensive Plan.
4. Providing recommendations to the DJJ in the evaluation of prevention and early intervention grant programs, including the Community Juvenile Justice Partnership Grant program established in section 985.676, F.S. and proceeds from the Invest in Children license plate annual use fees.
5. Providing an Annual Report to the DJJ describing the Board's activities. The DJJ shall prescribe a format and content requirements for submission of the Annual Report. The Annual Report must be submitted to the DJJ no later than August 1 of each year.

### Article II.

#### Board Membership

##### **Section A. Board Composition as provided by section 985.664 (3) F.S.**

Each member of the Board must be approved by the Secretary of the Department of Juvenile Justice. The Board shall have a minimum of 15 members and must include as members:

1. The state attorney or his or her designee.
2. The public defender or his or her designee.
3. The chief judge or his or her designee.
4. A representative of the corresponding circuit or regional entity of the Department of Children and Families.
5. The sheriff or the sheriff's designee from each county in the circuit.
6. A police chief or his or her designee from each county in the circuit.
7. A county commissioner or his or her designee from each county in the circuit.
8. The superintendent of each school district in the circuit or his or her designee.
9. A representative from the workforce organization of each county in the circuit.

10. A representative of the business community.
11. A youth representative who has had an experience with the juvenile justice system and is not older than 21 years of age.
12. A representative of the faith community.
13. A health services representative who specializes in mental health care, victim-service programs, or victims of crimes.
14. A parent or family member of a youth who has been involved with the juvenile justice system.
15. Up to five representatives from any of the following who are not otherwise represented in this subsection:
  - A. Community leaders.
  - B. Youth-serving coalitions.

**Section B. Membership Requirement; Resignation; Suspension or Removal from Office.**

1. Member(s) shall attend all regularly scheduled Board meetings. Any Board member who is not present or represented for three (3) consecutive meetings within any twelve-month (12-month) period, without having been excused by the Chair, is deemed to have resigned, and the Board shall immediately declare the seat vacant.
2. When a vacancy of a membership position occurs, the Board Chair shall appoint members to vacant seats within 45 days after the vacancy and submit the appointments to the department for approval.
3. Any member who is deemed to have resigned shall not be eligible for reinstatement for a period of six (6) months.
4. The Board shall update its membership roster with new contact information immediately upon any changes in membership.
5. All Members are required to actively serve on a minimum of one (1) committee of the Board.

**Section C. Code of Ethics.** The Members shall be subject to the provisions of Chapter 112, F.S. Part III, F.S. and shall conduct themselves accordingly.

**Section D. Compensation.** Members shall receive no compensation for service.

**Article III.  
Officers of the Board**

**Section A. General.**

1. The Officers of the Board shall be a Chair, a Vice Chair, and a Secretary.
2. The Chair shall serve a two (2) year term, not to exceed two (2) consecutive terms.
3. The Vice Chair and Secretary shall serve two (2) year terms.
4. Officers shall be elected, prior to July 1 in the year of their terms' expiration. A Nominations and Membership Committee shall nominate the Officers.
5. Elections to fill vacancies created by the death, resignation, or removal of Officers are for the unexpired terms of the respective Officers, but shall not count against the Chair's term limit set forth above.

**Section B. Roles and Responsibilities of the Officers.**

1. The **Board Chair** shall have the following powers and duties:
  - A. to conduct all meetings of the Board and Executive Committee;
  - B. to serve as the official spokesperson for the Board in all activities that the Board deems appropriate;
  - C. to submit such reports to such parties as may be appropriate;

- D. to sign official documents and correspondence on behalf of the Board;
  - E. to excuse absences of Members;
  - F. to create and terminate all Ad Hoc Committees;
  - G. to be an ex officio member of all committees;
  - H. to appoint and remove at will the Committee Chair(s) and Committee member(s) from committees other than the Executive Committee;
  - I. to take such other actions, with the DJJ, as may be delegated by the Board, or as may be appropriate, including arranging for administrative support; and
  - J. to attend all DJJ coordinated statewide Board Chair meetings or send a designee on his/her behalf.
2. The **Vice Chair** shall have the following powers and duties:
- A. to assume the powers and carry out the duties of the Chair in the Chair's absence;
  - B. to remain informed of the current issues and activities of the Board to be ready to assume control of the Board if the Chair is absent or vacates office; and
  - C. to carry out such other duties as may be delegated by the Board or the Chair.
3. The **Secretary** shall have the following powers and duties:
- A. to ensure public notice of all regular and Special Board, Executive, and sub-committee meetings is made in accordance with the Government-in-the-Sunshine provisions
  - B. to ensure that minutes of the Board meetings are prepared and distributed as provided in Article V, Section E of the Bylaws;
  - C. to collect and keep all sign-in sheets from Board meetings;
  - D. to maintain a current Board membership list;
  - E. to prepare correspondence as directed by the Board or the Chair; and
  - F. to carry out such other duties as may be delegated by the Board or Chair.

**Article IV.**  
**Committees of the Board**

**Section A. Executive Committee.**

- 1. There shall be an Executive Committee of the Board consisting of not more than 10 members, comprised of the Board Chair, Vice Chair, the Secretary, and the Chairs of each Standing and Ad Hoc committee
- 2. The Executive Committee shall have the following powers and duties:
  - A. to serve in an overall leadership capacity to the Board in the formulation of policy; to serve as a liaison for the Board with the DJJ;
  - B. to promote the Board's continuous cooperative working relationship with governmental and private agencies to support the best interests of the Board;
  - C. to develop Circuit Juvenile Justice Plan and Annual Report and to deliver such Plan and Report to DJJ by the due dates;
  - D. to ensure the functions under the Board's authority are completed as required under these Bylaws, DJJ policy and Florida law; and
  - E. to take such other actions, emergency or ordinary course, as may be appropriate to support the interests of the Board.

**Section B. Standing Committees; Ad Hoc Committees.**

- 1. There shall be the following standing committees of the Board, which shall be perpetual in duration, and which shall have the following functions:
  - A. Grant Committee - shall make recommendations on prevention grants to the DJJ;

- B. Legislative Committee - shall develop the Board's Legislative Platform consistent with Board and DJJ's priorities, and develop strategies for advocating with the Legislature on priorities;
  - C. Juvenile Detention Alternatives Initiative/ Racial and Ethnic Disparities (JDAI/RED) Committee- shall develop and support strategies that reduce the number of minority youth who have contact with the juvenile justice system.
  - D. Faith Community Network Committee – shall engage representatives of the faith community in addressing juvenile issues; and
  - E. Planning Committee – shall develop and implement planning for events that will be carried out by the Board, i.e. Juvenile Justice Week.
  - F. Nominations and Membership Committee – To nominate new officers and to recruit new members.
2. The Chair may establish other standing committees as necessary.
  3. The Chair may establish ad hoc committees of less than perpetual duration as necessary.

**Article V.**  
**Meetings**

**Section A Government-in-the-Sunshine Provisions.**

1. The Board, the Members, the Officers, the Executive Committee, all Committees and Chairs shall comply with the Government-in-the-Sunshine law.
2. All Board and committee meetings shall be advertised (with agenda if available) to the public seven (7) days before each meeting. If the timing of any meeting makes compliance with this time period impossible, such advertising shall be accomplished as soon as practicable prior to the meeting.
3. Members of the public shall be given a reasonable opportunity to be heard on a proposition before the Board. The Chair shall periodically request that any members of the public who wish to address the Board inform the chair of their intent and the type of proposition. At the discretion of the chair, such opportunity may be at the beginning of each meeting, the end of each meeting, before votes or at intermediate times. Each member of the public shall be given up to 3 minutes to speak or to present a written statement on a proposition. If there is a group of speakers on a given topic, the Chair (or group of speakers) may choose a representative to speak for the group. All requirements may be modified at the discretion of the Chair to expand the public's opportunity to speak.

**Section B. Regular Meetings of the Board.**

1. Shall be held at least once every three (3) months.
2. Only matters, which are contained in the meeting agenda may be voted on at the meeting unless there is a temporary setting aside of the Agenda by a majority vote.

**Section C. Executive Committee Meetings.**

1. Meetings of the Executive Committee shall be held as needed.
2. Executive Committee meetings may be incorporated into Regular Board meetings.

**Section D. Minutes.**

1. The Secretary shall post the minutes no later than seven (7) days prior to the next Regular Board meeting. Any amendments to the minutes shall be addressed during the next Regular Board meeting for consideration and approval.
2. Executive Committee meeting minutes shall be prepared and circulated to the Executive Committee by the Secretary at least seven (7) days prior to the next Executive Committee

meeting, and shall be circulated to Board members by the Secretary during or before the next Board meeting for consideration and approval.

3. Standing and Ad Hoc Committee meeting minutes shall be prepared and maintained by the committee Chair and a report containing the minutes shall be distributed to all members at the next Regular Board meeting.

**Section E. Quorum**

1. A quorum at a Board meeting and committee meeting shall consist of at least one-half (1/2) of the members. A quorum must be present for in order to vote on a measure or position.
2. A quorum at an Executive Committee meeting shall consist of not less than three (3) Executive Committee Members and shall include not less than one (1) Officer.
3. In order for a measure or position to pass, it must receive more than 50 percent of the vote.

**Section F. Parliamentary Authority.**

The rules and procedures contained in the most current edition of Robert's Rules of Order, ("Robert's Rules"), shall govern the activities of the Board in all cases to which they are applicable; provided, however, that Robert's Rules shall not be applicable to the extent they are inconsistent with section 985.664, F.S. or the Bylaws.

**Article VI.  
Fiscal Year**


The Fiscal year of the Board shall be based on a fiscal year, July 1 to June 30.

**Article VII.  
Amendments to the Bylaws**

**Section A. Notice for Amendments at Board Meetings.**

Amendments to the Bylaws shall be made only at the discretion of the DJJ Secretary with notice for the Board to review and adopt the revisions. The notice shall include copies of proposed amendment(s) to the Bylaws

*Date bylaws adopted: December 21, 2018 at the Executive Board Meeting*

Chair:  Date: 1-2-19  
Elvin Martinez, Jr.

Vice Chair  Date: 3/28/19  
Samuel Rojka

