



# BYLAWS OF THE CIRCUIT 15 JUVENILE JUSTICE BOARD

## 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 Circuit 15 Juvenile Justice Board, referred herein as the "Board."
2. The Board is created and given its authority by and pursuant to section 985.664 et. seg. of the Florida Statutes, referred to herein individually and collectively as "FS."
3. These bylaws and rules of procedure, referred to herein as the "Bylaws" are established pursuant to FS 985.664.
4. The Department of Juvenile Justice shall be referred to hereinafter as "DJJ."

### Section B. Purposes

The Board shall have the following purposes:

1. To provide advice and direction to DJJ in the development and implementation of juvenile justice prevention and early intervention programs;
2. To work collaboratively with DJJ and the Legislature in seeking program improvements and policy changes to address the emerging and changing needs of Florida's youth who are at risk of delinquency;
3. To advise and assist DJJ in the evaluation and awarding of prevention and early intervention grant programs (in the absence of a county juvenile justice council);
4. To facilitate interagency cooperation and information sharing;
5. To apply for and receive public and private grants administered by one of the community partners; and
6. To effectuate such other purposes as shall be established by applicable laws or regulations, or by the Board in accordance with such applicable laws or regulations.

### Section C. Powers and Duties

The Board shall have the following powers:

1. To develop a comprehensive Juvenile Justice Plan for circuit related community based intervention, diversion and prevention services, which will consist of circuit wide risk and protective factors, that includes but is not limited to DJJ's objectives;
2. To make recommendations to DJJ for the awarding of prevention and early intervention grant programs (in the absence of a county juvenile justice council);
3. To provide an annual report to DJJ describing the activities of the circuit Board;
4. To provide input regarding the Legislative Budget Request (LBR) process which assists DJJ in making legislative and executive budgetary decisions;
5. To promote interagency collaboration among DJJ, the Department of Children and Families, education, law enforcement and other community partners through coordination with other agency community boards and agencies that serve at-risk youth;
6. To apply for and receive public or private grants to be administered by one of the community partners;
7. To operate and administer the Board and its activities by adopting and adhering to bylaws and other rules of procedure, electing officers, providing for committees, and taking such other actions as may be necessary or appropriate to effectuate the best interests of the Board, and which in all cases shall comply with applicable laws and regulations; and
8. To effectuate such other purposes, powers, and duties as shall be established by DJJ, applicable laws or regulations, or by the Board in accordance with applicable laws or regulations.

## ARTICLE II BOARD MEMBERSHIP

### Section A: Board Composition

The following persons shall be voting members (referred to herein individually as a "Member" and collectively as "Members") of the Board:

- The State Attorney or his/her designee(s);
  - The Public Defender or his/her designee(s);
  - The Chief Judge or his/her designee(s);
1. The State Attorney, Public Defender and Chief Judge shall appoint their permanent designee(s) in writing who shall have all power and voting authority;

2. The Circuit 15 Board establishes its membership in accordance with subsections (8), (9) and (10) of FS 985.664. On July 13, 2006 the Circuit 15 Board elected to enlarge its body by three (3) Members to a maximum of 21 Voting Members to adequately reflect the diversity of the population and community organizations or agencies in the Circuit as set forth in FS 985.664 subsection (8) and (9); and
3. Membership of the Circuit 15 Juvenile Justice Board as established under FS 985.664 subsection (10), may include representatives from the following entities:
  - a. Representatives from the school district, which may include elected school board officials, the school superintendent, school or district administrators, teachers, and counselors.
  - b. Representatives of the Board of County Commissioners.
  - c. Representatives of the governing bodies of local municipalities within the county.
  - d. A representative of the corresponding circuit or regional entity of the Department of Children and Families.
  - e. Representatives of local law enforcement agencies, including the Sheriff or the Sheriff's designee.
  - f. Representatives of the judicial system.
  - g. Representatives of the business community.
  - h. Representatives of other interested officials, groups, or entities, including, but not limited to, a children's services council, public or private providers of juvenile justice programs and services, students, parents, and advocates. Private providers of juvenile justice programs may not exceed one-third of the voting membership.
  - i. Representatives of the faith community.
  - j. Representatives of victim-service programs and victims of crimes.
  - k. Representatives of the Department of Corrections.

#### **Section B. Prohibitions of Membership**

1. DJJ employees and contractual Juvenile Justice Board & Council Coordinators are prohibited from serving as members of the Board and shall not have voting privileges.
2. DJJ employees and contractual Juvenile Justice Board & Council Coordinators may consult with and counsel the Board.

#### **Section C. Terms of Members**

1. Member(s) who serve in a designated capacity shall be eligible to serve on the Board throughout the term of employment or appointment.
2. Member(s) who represent a designated demographic area may not continue said representation should circumstances change.
3. Term limits of *two years* shall be imposed on Members. Members must commit, in writing by May 1st, for each additional two years of service.

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

1. Members shall be automatically removed for lack of attendance.
2. Lack of attendance is defined as a failure to attend three (3) consecutive meetings or a failure to attend at least two-thirds of the meeting scheduled during a calendar year.
3. Participation for less than three-fourths of a meeting shall be the same as failure to attend a meeting.
4. The Board shall update its membership roster with a membership contact form every other year prior to July 1.
5. Member(s) may be suspended or removed for cause by a majority vote of the Members.
6. All Voting Members are required to actively serve on a minimum of one committee of the Board.
7. All Public Members of the Board are encouraged to actively participate in a minimum of one committee of the Board.

#### **Section E. Code of Ethics**

Members of the Circuit Juvenile Justice Board are responsible for determining whether the law (Chapter 112, F.S.) requires them to complete financial disclosure forms based on activity outside of being a Board Member.

#### **Section F. Compensation**

Members shall serve without compensation.

## **ARTICLE III OFFICERS OF THE BOARD**

#### **Section A. General**

1. Officers of the Board shall be a Chair, a Vice Chair and a Secretary.
2. Officers shall serve a two (2) year term, not to exceed two (2) consecutive terms effective July 1 of each year.
3. Officers shall be elected every other year by nomination from the Nomination and Membership Committee prior to July 1.
4. Elections to fill vacancies created by death, resignation, or removal of officers are for the unexpired terms of the respective officers, but shall not count against the term limit set forth in Article III (A)(2) above.

## **Section B. Powers and Duties of the Officers**

1. The Board Chair shall have the following powers and duties:
  - a. To preside over and conduct all meetings of the Board and meetings of the Executive Committee;
  - b. After consultation with the Board and/or Executive committee will serve as the official spokesperson for the Board in all activities that the Board deems necessary or appropriate;
  - c. To submit reports to such parties as may be necessary or appropriate;
  - d. To sign official documents and correspondence on behalf of the Board;
  - e. To excuse absences of Members;
  - f. To convene and terminate all Ad Hoc Committees;
  - g. To be an ex-officio member of all committees; °
  - h. To appoint and remove Committee Chair(s) and Committee Member(s); to generate the best interests of the Board and
  - i. To take such other actions, with DJJ, as may be delegated by the Board, or as may be necessary or appropriate, to effectuate the best interests of the Board, including arranging for administrative support.
2. The Vice Chair shall have the following powers and duties:
  - a. To assume the powers and carry out the duties of the Board Chair in the Board Chair's absence; and
  - b. To develop the annual report describing the activities of the Circuit Board to be presented annually to the Board no later than May meeting.
  - c. To carry out such other duties as may be delegated by the Board or the Board Chair.
3. The Secretary may have the following powers and duties:
  - a. To ensure public notice of all regular and special Board meetings and all Executive Committee meetings is provided in accordance with the Government-in-the-Sunshine provisions;
  - b. To ensure that minutes of the Board are prepared and circulated as provided in Article V, Section E of the bylaws;
  - c. To collect and keep all sign in sheets from Board meetings;
  - d. To prepare correspondence as directed by the Board Chair;
  - e. To maintain a current Board membership list; -
  - f. To serve as the Parliamentarian; and
  - g. To carry out such other duties as may be delegated by the Board Chair.

## **ARTICLE IV COMMITTEES OF THE BOARD**

### **Section A. Executive Committee**

1. The Executive Committee of the Board shall be comprised of not more than 10 members including the Board Chair, Board Vice Chair, Board Secretary, former Board Chair, if available, the Chair of each standing committee.
2. The Executive Committee shall have the following powers and duties:
  - a. To serve in an overall advisory capacity to the Board;
  - b. To serve as a liaison for the Board with DJJ;
  - c. To promote the Board's working relationships with governmental or private agencies to effectuate the best interests of the Board;
  - d. To ensure the development and draft reviews of the Circuit Juvenile Justice Plan and Annual Report;
  - e. To ensure that the functions of the Board, Members, Officers, Executive Committee, Committees, and Committee Chair are consistent with these Bylaws, applicable law and regulations; and
  - f. To take such other actions as may be necessary or appropriate to effectuate the best interests of the Board.
  - g. Is authorized to take action on behalf of the Board should an emergency meeting need to be scheduled in between regular or special Circuit Board Meetings so long as the emergency meeting of the Executive Board has been publicly noticed at least 24 hours in advance.

### **Section B. Standing Committees; Other Committees**

1. There may be the following standing committees of the Board, which may be perpetual in duration unless terminated by the Board and may have the following purposes, powers, and duties:
  - a. **Nomination & Membership Committee** -- shall expeditiously nominate candidates for vacant offices; recruit elective Members to fill vacant positions; and maintain current contact information for all Public and Voting Members; the Nomination & Membership Committee shall meet a minimum of four (4) times per year; the Nomination & Membership Chair shall maintain attendance of all members at executive committee meetings, Board meetings and committee meetings; the chair of the Nominations & Membership Committee shall report all lapses in attendance at the Executive Committee meetings;

- b. **Grants Committee** – shall review delinquency prevention grants, *OJJDP grants and related grant initiatives in the Circuit and make recommendations, as appropriate, to the Department for the awarding of funds; and facilitate the application for and receipt of public and private grants administered by one of the community partners; the Grants Committee shall meet on a regularly scheduled basis, six times per year, with the Program Committee to identify gaps in services and facilitate grant applications to close identified gaps;*
- c. **Legislative Committee** – shall develop the Board’s Legislative Platform consistent with Board and Agency’s priorities and develop strategies for advocating with the Legislature on priorities; the Legislative Committee shall collaborate with the Public Awareness Committee at least bi-monthly to develop and implement a public awareness program on the needs and services of youth in the juvenile justice system;
- d. **Faith Committee** – shall engage representatives of the faith community in addressing juvenile issues; the Faith Committee may establish a Faith Network to identify faith related programs and services supportive to youth and their families and said Network shall not be a function of the Circuit Board; the Faith Committee shall utilize the non-faith related programs and services identified by the Program Committee as the referral source for youth and their families
- e. **Program Committee** – shall identify, review and recommend practices, resources and evidence-based programs to meet the identified needs of youth; the Program Committee shall identify gaps in services along the continuum and collaborate with the Grants Committee and community partners in seeking resources to reduce these gaps
- f. **Public Awareness Committee** – shall raise public awareness of juvenile justice issues, shall publish the Circuit Newsletter on a quarterly basis; shall collaborate with the Legislative Committee in developing awareness of juvenile justice issues for the legislature and the community.

The Board may establish other Standing Committees as may be necessary or appropriate to effectuate the best interests of the Board. All committees shall seek to implement strategies, practices and programs that meet the goals of the Circuit and reduce disproportionate minority contact of youth within the system. All committees shall integrate best practices in deliberations and shall seek to implement the Circuit Strategic Plan in all deliberations.

- 2. The Board Chair may appoint Ad Hoc Committee(s) of less than perpetual duration as may be necessary or appropriate to effectuate the best interests of the Board.
- 3. The Board Chair may appoint a member as a “Committee Chair” who shall serve at the pleasure of and for the term of the appointing Board Chair. Only Voting Members may be Committee Chair(s).
- 4. The Board Chair may appoint members of the public (referred to herein as “Public Members”) to serve on a Committee(s). Such Public Members shall serve at the pleasure of the Board Chair and shall not have powers or authority other than as prescribed by said committee.

## **ARTICLE V MEETINGS**

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

The Board, Members, Advisory Members, Officers, Executive Committee, Committees, Committee Chair(s), and Public Members shall comply with the Government-in-the-Sunshine Provisions. Applies to all meetings, including but not limited to regular, special, standing, ad-hoc, and sub-committee meetings.

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

- 1. Regular meetings of the Board shall be held at least once every three (3) months.
- 2. All Regular Meetings shall be advertised at least seven (7) calendar days prior to the respective Regular Board Meeting.

### **Section C. Executive Committee Meetings**

- 1. Meetings of the Executive Committee may be held at the discretion of the Board Chair.
- 2. All regular Executive Committee meetings shall be publicly noticed at least seven (7) calendar days prior to the respective Executive Committee Meeting.
- 3. The Executive Committee Members shall be provided an agenda at least three (3) calendar days prior to the respective Executive Committee Meeting.
- 4. Executive Committee Meetings may be incorporated into Regular Board Meetings.
- 5. Only matters contained in Executive Committee Agenda shall be addressed, unless there is a temporary setting aside of the respective Agenda by a majority vote of those present of the Executive Committee Quorum; and matters must be voted on by the majority of the Board, unless the Board Chair called an Emergency Executive Committee Meeting in which there is inadequate time for the full Board to meet.
- 6. Emergency meetings of the Executive Committee may be called in order to act on issues requiring an immediate response. In such case, a meeting may be held, but the matters to come before such meeting shall be limited to the matters which are of an emergency nature, and which were the object of the call of the meeting. Business for an emergency situation may be conducted through teleconference or videoconference when deemed necessary. This shall not be construed to permit Executive Committee meetings by postal mail, electronic mail, or facsimile. All actions taken by the Executive Committee at

such emergency meetings must be ratified by two-thirds (2/3) of the entire Board at the next regular or special Board meeting.

**Section D. Special Meetings of the Board**

1. Special meetings of the Board may be called at the discretion of the Board Chair.
2. Members shall be provided an agenda and notified of the time and place of all Special Board Meetings at least three (3) calendar days prior to the respective Special Board Meetings.
3. Only matters contained on the Special Meeting Agenda shall be addressed and the majority of Board Members present shall vote on those issues.

**Section E. Minutes**

1. Minutes of Board Meetings shall be disseminated to Members at least seven (7) calendar days prior to the next regular Board Meeting. Any amendments to the minutes shall be addressed during the respective regular Board Meeting.
2. Minutes of Executive Committee Meetings shall be prepared and disseminated to the Executive Committee Members at least three (3) calendar days prior to the next Executive Committee Meeting and shall be disseminated to the Members during or before the next respective Regular Board Meeting.
3. Committee meeting minutes shall be prepared and maintained by the Committee Chair(s) and a report shall be distributed to the Members at the next regular Board Meeting following the Committee Meeting.

**Section F. Quorum; Designees**

1. A quorum for a Board Meeting shall consist of not less than one-third (1/3) of its Voting Members and at least one (1) Officer.
2. A quorum for an Executive Committee Meeting shall consist of not less than three (3) Executive Committee Members and shall include at least one (1) Officer.
3. Designee(s) shall not be permitted to vote with the exception of those for the State Attorney, Public Defender and Chief Judge.

**Section G. Parliamentary Authority**

The rules and procedures contained in the current edition of Robert's Rules of Order, as such shall be revised occasionally (referred to herein as "Robert's Rules") and 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 FS 985.664 et seq., the Bylaws, other applicable laws or regulations, or any other rules of procedure the Board may adopt from periodically.

**Section H. Supremacy of Law or Regulations**

If a provision of the Bylaws contravenes a law or regulation, then such law or regulation shall control the actions of the Board, Members, Advisory Members, Officers, Executive Committee, Committees, Committee Chair(s), and Public Members; and shall be incorporated into the Bylaws by reference and DJJ shall expeditiously amend the Bylaws to bring the Bylaws into compliance with such laws or regulations.

**ARTICLE VI  
FISCAL YEAR**

The fiscal year of the Board shall be from July 1 to June 30.

**ARTICLE VII  
AMENDMENTS TO THE BYLAWS**

These by-laws may be amended by a majority vote of the Members present at any meeting of the Circuit 15 Juvenile Justice Board with public notice for that purpose and notice delivered to each Member at least seven (7) calendar days before the date set for the meeting. The notice shall include copies of proposed amendment or amendments to the by-laws.

I HEREBY CERTIFY that the foregoing is a true, correct, and complete copy of the bylaws of Circuit 15 Juvenile Justice Board, as in effect this 12<sup>th</sup> day of May, 2011.

Board Chair: Barbara Col Gerlach, Ph.D. Date: June 9, 2011