

MARION COUNTY JUVENILE JUSTICE COUNCIL BYLAWS AND RULES OF PROCEDURES

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 Marion County Juvenile Justice Council, referred herein as the "Council."
2. The Council is created and given its authority by and pursuant to section 985.664 et. seq. 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 Council shall have the following purposes:

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

Section C. Powers and Duties

The Council shall have the following powers and duties:

1. to develop a local delinquency prevention plan, which shall consist of community and protective factors, which includes but is not limited to DJJ's objectives.
2. to promote interagency collaboration among DJJ, 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.

3. to apply for and receive public or private grants to be administered by one of the community partners.
the county councils contained within the circuit;
4. to make recommendations to DJJ regarding funding priorities for community programs.
5. to provide input regarding the Legislative Budget Request (LBR) process which assists DJJ in making legislative and executive budgetary decisions.
6. to designate the council's and alternate representatives to the Circuit Board pursuant to 985.664
7. to operate and administer the Council 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 Council, 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 Council in accordance with applicable laws or regulations.

ARTICLE II COUNCIL MEMBERSHIP

Section A: Council Composition

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

1. Representative(s) from the school district, which may include elected school board officials, school superintendent, school or direct administrations, teachers and counselors.
2. Representative(s) of the Board of County Commissioners
3. Representative(s) of the governing body of a municipality within the county.
4. Representative(s) of the corresponding circuit or regional entity of the Department of Children and Family Services
5. Representative(s) of local law enforcement agencies, including the sheriff or designee.
6. Representative(s) of the judicial system
7. Representative(s) of the business community
8. Representative(s) of the faith community
9. Representative(s) of victim services programs
10. Representative(s) of DJJ will serve in an advisory capacity only
11. Representative(s) of the Department of Corrections and
12. Representative(s) of any other interested officials, groups or entities including but not limited to children's services council, public or private providers of juvenile justice programs and services, students, parents and advocates.

Any group or entity may not exceed one-third of the voting membership

Section B. Advisory Members

1. DJJ employees nor contractual board and council coordinators shall serve as members of the Council.
2. Advisory Members may consult with and counsel the Council and shall not have voting privileges.

Section C. Terms of Members

1. Member(s) who serve in a designated capacity shall be eligible to serve on the Council 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. The Board shall collaborate with respective County Councils to fill vacancies created by the death, resignation, or removal of Member(s).
4. Term limits shall not be imposed on Members.

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

1. Member(s) shall attend all regularly scheduled Council Meetings. If member(s) cannot attend said meetings, a designee should represent member(s).
2. Any council member who is not present or represented for three (3) consecutive unexcused meetings within any twelve-month (12) period is deemed to have resigned and the Council may immediately declare the seat vacant.
3. The Council shall update its membership roster with a membership contact form every other year prior to July 1.
4. Member(s) may be suspended or removed for cause by a majority vote of the Members.

Section E. Code of Ethics

Members of the juvenile justice circuit boards and county councils are responsible for determining whether they are subject to the provisions of (part III of Chapter 112, F.S.).

Section F. Compensation

Members shall not receive compensation for service.

ARTICLE III OFFICERS OF THE COUNCIL

Section A. General

1. Officers of the Council shall be a Chairperson and a Vice Chairperson; the Council may have 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 Chairperson shall have the following powers and duties:
 - a. to preside over and conduct all meetings of the Council and meetings of the Executive Committee;
 - b. to serve as the official spokesperson for the Council in all activities that the council 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 Council;
 - 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 Chairperson(s) and Committee Member(s); to **generate** the best interests of the Council and
 - i. to take such other actions, with DJJ, as may be delegated by the Council, or as may be necessary or appropriate, to effectuate the best interests of the Council, including arranging for administrative support.
2. The Vice Chairperson shall have the following powers and duties:
 - a. to assume the powers and carry out the duties of the Chairperson in the Chairperson's absence; and
 - b. to carry out such other duties as may be delegated by the Council or the Chairperson.
3. The Secretary may have the following powers and duties (in conjunction with the Board and Council Coordinator):
 - a. to provide public notice of all regular and special board meetings and all Executive Committee meetings in accordance with the Government-in-the-Sunshine provisions;
 - b. to ensure that minutes of the council are prepared and circulated as provided in Article V, Section E of the bylaws;
 - c. to collect and keep all sign in sheets from council meetings;
 - d. to prepare correspondence as directed by the Chairperson;
 - e. to maintain a current council membership list;

- f. to serve as the Parliamentarian; and
- g. to carry out such other duties as may be delegated by the Council or Chairperson.

ARTICLE IV COMMITTEES OF THE COUNCIL

Section A. Executive Committee

1. There may be an Executive Committee of the Council comprised of the Chairperson, Vice Chairperson, former Chairperson, if available, the Chairperson of each standing committee and two At-Large Members.
2. The At-Large Members shall serve a two (2) year term and may succeed in the same office for one (1) additional term. The At-Large Members shall be elected every other year by nomination from the Nomination and Membership Committee at the last meeting of the fiscal year, with the new term beginning July 1.
3. The Executive Committee shall have the following powers and duties:
 - a. to serve in an overall advisory capacity to the council;
 - b. to serve as a liaison for the Council with DJJ;
 - c. to promote the Council's working relationships with governmental or private agencies to effectuate the best interests of the Council;
 - 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 Council, Members, Officers, Executive Committee, Committees, and Committee Chairperson 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 Council.

Section B. Standing Committees; Other Committees

1. There may be the following standing committees of the Council, which may be perpetual in duration unless terminated by the Council and may have the following purposes, powers, and duties:
 - a. Nomination and Membership Committee -- shall expeditiously nominate candidates for vacant offices and recruit Elective Members to fill vacant positions;
 - b. Grant Review Committee – shall review delinquency prevention grants and make recommendations to the Department for the awarding of funds;
 - c. Legislative Committee – shall develop the Council's Legislative Platform consistent with Board and Agency's priorities and develop strategies for advocating with the Legislature on priorities;
 - d. Faith Committee -- shall engage representatives of the faith community in addressing juvenile issues;
 - e. The Council may establish other Standing Committees as may be necessary or appropriate to effectuate the best interests of the Council.

2. The Chairperson may appoint Ad Hoc Committee(s) of less than perpetual duration as may be necessary or appropriate to effectuate the best interests of the Council.
3. The Chairperson may appoint a chairperson individually as a "Committee Chairperson" who shall serve at the pleasure of the Chairperson. Only Members may be Committee Chairperson(s).
4. The Chairperson 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 Chairperson 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 Council, Members, Advisory Members, Officers, Executive Committee, Committees, Committee Chairperson(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 Council

1. Regular meetings of the Council shall be held at least once every three (3) months.
2. All Regular Meetings shall be advertised at least ten (10) calendar days prior to the respective Regular Council Meeting.

Section C. Executive Committee Meetings

1. Meetings of the Executive Committee may be held at the discretion of the Chairperson.
2. All Executive Committee meetings shall be advertised 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 Council 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 Council, unless the Chairperson called an Emergency Executive Committee Meeting in which there is inadequate time for the full Council to meet.

Section D. Special Meetings of the Council

1. Special meetings of the Council may be called at the discretion of the Chairperson.

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

Section E. Minutes

1. Minutes of Council Meetings shall be disseminated to Members at least ten (10) days prior to the next Regular Council Meeting. Any amendments to the minutes shall be addressed during the respective Regular Council Meeting.
2. Minutes of Executive Committee Meetings shall be prepared and disseminated to the Executive Committee Members at least three (3) days prior to the next Executive Committee Meeting and shall be disseminated to the Members during or before the next respective Regular Council Meeting.
3. Committee Meeting Minutes shall be prepared and maintained by the Committee Chairperson(s) and a report shall be distributed to the Members at the next regular Committee Meeting following the Committee Meeting.

Section F. Quorum; Designees

1. A quorum for a Council Meeting shall consist of not less than one-third (1/3) of its members.
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 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 council 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 Council 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 Chairperson(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**

Amendments to the Bylaws shall be made at the discretion of DJJ with sufficient notice for Council to review and adopt the revisions.

Amended By-Laws Marion County Juvenile Justice Council

Memorandum of Acknowledgement

The Marion County Juvenile Justice Council has reviewed the amended By-Laws of the Marion council and affirms it reflects the recommended changes for compliance.

Marion Juvenile Justice Chair

Jann Reis
Jann Reis

Date

9/12/11