

Missoula County Criminal Justice Coordinating Council Bylaws

Article I: Name

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

Article II: Authority

The CJCC was created in 2018 in response to two resolutions. The first is Resolution 2018-148 of the Missoula County Commission. The second is Resolution 8305 of Missoula City. Missoula County and Missoula City criminal justice officials agree to work together to accomplish the goals and objectives of the CJCC, as set forth below.

Article III: Purpose

Section 1: Mission

The principal mission of the CJCC is to use a data-driven approach to study Missoula County's adult and juvenile criminal justice system; identify challenges; raise public awareness; consolidate efforts; and formulate policy, plans, and programs to improve the system. The CJCC is committed to the coordinated planning of innovative corrections programs that reflect the County's desire for safety and cost effectiveness and to assess successes and shortcomings.

Section 2: Guiding Principle

The CJCC will actively work to ensure data-driven criminal justice improvements, including improvement of the local criminal justice system, maximizing available resources, and protecting the safety of citizens.

Section 3: Strategic Plan

The CJCC members shall be responsible for the implementation of the CJCC Strategic Plan.

Section 4: Recommendations

The CJCC will serve as the central planning body for the adult and juvenile criminal justice system and will make recommendations to public policy boards and elected and appointed officials regarding pressing issues within our justice system.

Article IV: Members

Section 1: Voting Members:

There are 28 voting members of the CJCC. Voting membership is by position.

1. District Court Judge
2. One Missoula County Commissioner appointed by a quorum of the commissioners
3. The Missoula County Undersheriff
4. Municipal Judge for the City of Missoula
5. One Justice of the Peace for Missoula County
6. A representative from the Office of the Public Defender
7. A member of the Missoula City Council appointed by a quorum of the council
8. Chief of the City of Missoula Police Department
9. Missoula County Detention Facility Jail Commander
10. A representative from the City Attorney's Office
11. A representative from the County Attorney's Office
12. Bureau Chief, Probation and Parole Division
13. Mayor for the City of Missoula
14. Indian Law Attorney
15. Executive Director of the Missoula Urban Indian Health Center
16. Director of Missoula County Crime Victim Advocate Program
17. Director of Housing and Community Development
18. Executive Director of Partnership Health Center
19. Department of Public Health and Human Services Representative – Child and Family Services Regional Administrator
20. Youth Court, Chief JPO
21. Clerk of District Court
22. Native American Liaison from the Urban Indian health Center
23. Executive Director of Missoula Correctional Services
24. A representative from the local chapter of the ACLU Montana
25. A representative from the Missoula US Attorney's office
26. Captain of the Montana Highway Patrol
27. Executive Director of the Montana Innocence Project
28. Chief of Police, University of Montana

Members who stand to benefit financially must alert the Chair prior to the vote and shall recuse themselves from voting. Elected members will serve on the CJCC while in office. All other agencies will select a representative who will commit to attending for a one-year term.

Section 2: At-Large Members

The CJCC shall consist of at least three but not more than five at-large members to serve as representatives. Any CJCC member may nominate an at-large member and a majority of the quorum of the CJCC shall make the final selection. At-large members serve two-year terms, renewable for one consecutive term.

Article V: Meetings

Section 1: Regular Meetings

CJCC meetings will be held on a day that works for most in the months of August, October, December, February, April and June. Meeting lengths shall be dependent upon the requirements of the content of the agenda but will not exceed two hours. The meeting schedule can be changed by a majority vote of members.

Section 2: Designees

CJCC members may designate one chief staff person to represent them, count toward a quorum, and vote at CJCC meetings. Any member wishing to appoint a designee is to identify the designee, via email, to the Chair of the CJCC and the CJCC Manager prior to the designee representing the member at a meeting. Designees can only be changed by notifying the CJCC Chair and Manager in writing.

Section 3: Quorum

A quorum is a majority of voting members present. Designees may count toward a quorum. Unfilled positions will not count toward a quorum.

Section 4: Convening Special Meetings

The Chair of the CJCC may convene a special meeting. A quorum is required.

Section 5: Staff Support

The CJCC will be coordinated by the CJCC Manager, hired by the county. Additional staff support will be provided by the CJCC Department as required and with the approval of the CJCC Manager.

Duties to include:

- Keep Council members informed of matters pertinent to their responsibility
- Support the creation of the agenda for all CJCC meetings and Executive Committee meetings and ensure distribution to members
 - Call out for agenda items will occur two weeks before an upcoming meeting
 - Chair to decide which items to place on the final agenda
 - Final agenda to be sent to members 2 days before meeting
 - Post agendas and meeting minutes on City and County websites
- Ensure meeting minutes are taken and distribution to members
 - Meeting minutes will be sent to members for comment and approval at next scheduled CJCC
 - Final meeting minutes to be approved at next CJCC meeting
- Ensure the function of the Expert Working Groups (EWG) in the following manner:
 - Establish EWG meeting schedules.
 - Set the agenda for all EWG meetings and ensure distribution to members.
 - Ensure the preparation of meeting minutes and distribution to members.

Article VI: Officers- Chair and Vice-Chair

Section 1: Officers

The officers of the CJCC shall be the Chair and Vice-Chair. An individual may not hold more than one office at a time. Officers must be voting members of the CJCC.

Section 2: Elections

The first Chair of the CJCC will be a District Court Judge and will serve a one-year term. The first Chair shall choose the first Vice-Chair, from the voting membership, who will serve a one-year term. At the last regular scheduled CJCC meeting of the financial year, the CJCC shall elect one of its members as Chair and one member as Vice-Chair. Elections of officers shall occur by a majority vote of the CJCC when a quorum is present.

Section 3: Terms of Office

The officers' terms shall begin at the closing of the meeting at which officers were elected and are one year in length. Officers may be elected to serve no more than three consecutive full terms; serving part of a term will not count the same as a full term.

Section 4: Powers and Duties

It shall be the Chair's responsibility to:

- Preside at each of the meetings of the Council and Executive Committee
- Select EWG Chairs, to be selected from the current CJCC's member list
- Sign communications on behalf on the CJCC
- Represent the CJCC at governmental, community or other meetings

It shall be the Vice Chair's responsibility to:

- Carry out all duties of the Chair in the Chair's absence
- In the event of a vacancy in the position of Chair, preside as Chair until such time as a new chair is elected

Section 5. Vacancies

A vacancy in any office resulting from death, resignation, removal, disqualification, or any other reason shall be filled by an interim appointment of the CJCC at the next regularly scheduled meeting until the next date for election of officers as specified by these Bylaws.

Article VII: Voting

Each CJCC voting member has one vote. Designees may vote on behalf of a voting member if they have been identified by the voting member in written correspondence addressed to the CJCC Chair and CJCC Manager, as outlined in Article V, Section 2.

Article VIII: Executive Committee

Section 1: Purpose.

The Executive Committee shall provide oversight of the CJCC and execute the duties below:

- Advance the mission and goals of the CJCC
- Prioritize initiatives and strategies of the CJCC
- Ensure the development, implementation, and monitoring of the Strategic Plan

- Oversee the activities and direction of the subcommittees
- Organize the election of officers

Section 2: Members

The Executive Committee shall consist of the CJCC Chair and Vice-Chair, and three to five of the following CJCC members:

- District Court Judge
- One Missoula County Commissioner
- The Missoula County Sheriff
- A representative from the Office of the Public Defender
- Chief of the Missoula Police Department
- A representative from the City Attorney's Office
- A representative from the County Attorney's Office

Specific members of the Executive Committee will be the same as those serving as voting members, following term limits and appointments as described above.

Section 3: Designees

Members of the CJCC may designate an individual from within her/his agency or department to represent the member at Executive Committee meetings. The designee must be able to speak on behalf of the voting member and have the authority to vote on behalf of the voting member in the member's absence. Any member wishing to appoint or change a designee shall identify the designee to the Chair in writing.

Section 4: Meetings

Executive Committee meetings shall occur bi-monthly on the designated off months of the CJCC meetings at locations and times as scheduled by the Chair. The Chair, or a majority of the Executive Committee members, may call special meetings. Any CJCC member may attend an Executive Committee meeting or special meeting.

Article IX: Expert Working Groups

Section 1: Creation

Upon a motion by a voting member, the CJCC by majority vote, may request the creation of a standing or ad hoc *Expert Working Groups* (EWG) to address issues or facilitate the Council's activities. A non-exhaustive list of potential EWGs include Data Analysis, Pre-release/needs assessment, Jail Review Team, Community Outreach Committee, and a Racial and Ethnic Disparity Committee.

Section 2: Member Selection

Upon creation of an EWG, a majority of the CJCC shall appoint at least one voting or non-voting member to act as a CJCC EWG Liaison. An EWG will include others from the local criminal justice system, its related service providers, stakeholders, and/or experts. CJCC members may make recommendations to the CJCC EWG Liaison regarding non-CJCC members of the EWGs.

Section 3: Officers

The CJCC Chair shall appoint the CJCC EWG Liaison of an EWG at her/his discretion.

Subsection C.1. Authority and Duties.

The CJCC EWG Liaison shall have full authority to carry out the duties as specified below:

- Preside at meetings of the EWGs
- Work in conjunction with the CJCC Manager to schedule meetings, set agendas, take meeting minutes and publicly post agendas and meeting minutes
- Keep EWG members informed of matters pertinent to their responsibility
- Report EWG activities and progress to the CJCC Chair, Vice-Chair, Executive Committee, and the CJCC

Section 4: Meeting Times

These EWGs shall meet every other month, alternating with months the CJCC meets. These months are: July, September, November, January, March, and May. Time and date to be determined by members of each EWG.

Section 5: Member Resignation

A EWG member may resign at any time from the group upon providing written notice to the EWG Chair and CJCC Chair and CJCC Manager.

Section 6: Member Removal

Any member of the EWG who is not a member of the CJCC may be removed by a two-thirds majority vote of the members present at a scheduled EWG meeting. The EWG Chair(s) shall notify the CJCC Chair in writing of any EWG member removal.

Article X: Miscellaneous Articles

Section 1: Acknowledgment of Country

Each CJCC meeting is to begin with an acknowledgment of country by the Chair. To acknowledge the traditional territory is to recognize its longer history, reaching beyond colonization and the establishment of European colonies, as well as its significance for the Indigenous peoples who lived and continue to live upon this territory, and whose practices and spiritualities were tied to the land and continue to develop in relationship to the land and its other inhabitants today (www.usdac.us).

The acknowledgment shall be read as follows:

“I would like to acknowledge that this meeting is being held on the traditional homelands of the Salish and Pend d’Oreille and to acknowledge those Tribes’ contributions to area both historically and currently.”

Section 2: Amendment of Bylaws

Proposed amendments to the Bylaws are to be included on the agenda of a regularly scheduled Executive Committee meeting. If approved by the Executive Committee, the proposal will be forwarded to the CJCC at a regularly scheduled meeting for approval. Any action in response to the proposed change in the Bylaws taken by the CJCC becomes effective immediately.

Section 3: Public Participation and Open Meetings

All meetings of the CJCC and its subcommittees are open to the public in accordance with Section 2-3-203(1), MCA. Meetings of the CJCC may be closed in accordance with 2-3-203(3) to discuss matters relating to individual privacy if the chairperson determines the demands of individual privacy clearly exceed the merits of public disclosure. The right of individual privacy may be waived by the person about whom the matter pertains, and in that event, the meeting must be open. A meeting may be closed to discuss strategy to be followed with respect to litigation when an open meeting would have a detrimental effect on the litigating position of the CJCC unless the only parties are public bodies.

At least two days prior to each month’s meeting, the agenda will be posted at <https://www.missoulacounty.us/government/civil-criminal-justice/criminal-justice-coordinating-council/>.

In accordance with Section 2-3-103, MCA, an item allowing public comment will be included on each month’s agenda. Public comment will be heard during this time on any public matter that is not on the agenda of the meeting and that is within the jurisdiction of the CJCC.

Section 4: Parliamentary Authority

Robert's Rules of Order, revised, governs all CJCC meetings except in instances of conflict between the *Rules of Order* and the Bylaws or a provision of law.