

Sauk County Criminal Justice Coordinating Council Bylaws

(07/15/19)

Article I: Name

The name of this council shall be the Sauk County Criminal Justice Coordinating Council (CJCC).

Article II: Creation

The CJCC was created by resolution number 18-14 as adopted by the Sauk County Board of Supervisors and signed by the County Clerk on March 18, 2014.

Article III: Mission

The CJCC will use data-driven, evidence-based practices to inform decision making and will examine and respond to the root causes of crime, in an effort to reduce crime, create a safer community, and provide effective treatment for individuals and families involved in the Sauk County Criminal Justice System. The CJCC will improve communication between participating agencies and use a collaborative approach to respond to criminal conduct and to provide coordinated care.

Article IV: Structure

Section A: Membership:

The CJCC shall consist of both voting and non-voting members. All the stakeholders listed below, except for citizen members, shall be permanent members of this CJCC. The eighteen (18) voting stakeholders of the CJCC include:

- District Attorney
- Presiding Judge for Sauk County
- County Board Chair
- Chief of Police from Local Municipality
- State Public Defender – Sauk County
- Department of Corrections Supervisor for Sauk County
- Department of Human Services Director
- Department of Health Director
- County Board Representative from Law Enforcement Committee
- County Board Representative from Human Services Committee
- County Board Representative from Board of Health**
- Sheriff or designee
- Ho-Chunk Representative
- Sauk County Administrative Coordinator
- Domestic Violence Professional*
- Private Defense Attorney*
- School District Representative*
- Two (2) Sauk County Resident Citizen members*

Citizen members shall be appointed to serve two-year terms commencing in May of 2016, with citizen member elections continuing at the May meeting in even-numbered years thereafter. Any citizen member may resign by submitting notice of resignation to the Chair.

In the event of a vacancy of a citizen member, the Council may elect a new citizen member to serve the remaining term. In the event of a vacancy of a Council stakeholder, the out-going stakeholder or his or her organization may designate a representative from his or her organization to act until such time as the position is filled.

*Representatives will be appointed by the CJCC Chair in consultation with the CJCC and subject to the CJCC's approval.

Section B: Designees: All CJCC members, except citizen members, may designate a consistent, alternative individual within their agency or department to represent them either permanently or temporarily at CJCC meetings. Any CJCC stakeholders wishing to appoint a designee are to identify the designee in writing to the Chair of the CJCC. Designee appointments may be emailed to the CJCC Coordinator who will then forward the appointments to the Chair.

All Sauk County Circuit Court Judges, except for the Presiding Judge, shall serve as non-voting members of the CJCC. The Presiding Judge, when unable to attend, may appoint a voting designee.

Lack of attendance by a member or designee may be cause for replacement by the CJCC.

Section C: Authority of the CJCC:

The CJCC has no legal authority to order changes to Sauk County's criminal justice system, but it may bring about changes through consensus by participating Agencies and Branches. The CJCC reviews policies and programs within the criminal justice systems and makes final recommendations to all justice system partners, through the Criminal Justice Coordinator, to the Executive & Legislative Committee and County Board.

Section D: Committees:

The CJCC Chair will appoint each Committee Chair; each Committee will elect a Vice Chair and Secretary.

1. Standing Committees:

a. Adult Justice Systems

- Provide program analysis and recommendations to the CJCC.
- Conduct research using a variety of data sources to answer practical, timely questions about crime and the criminal justice system in Sauk County.
- Examine current processes and programs and provide recommendations to facilitate modification of current programs and the creation of new and innovative programs.

- Initiate communication and education among the agencies and departments involved in the Sauk County Criminal Justice System and local business leaders.
- b. Juvenile Justice Systems
 - Initiate communication and education among the agencies and departments involved in serving children and youth in Sauk County.
 - Examine current processes and programs and provide recommendations to facilitate modification of current programs and creation of new and innovative programs.
- c. Victims Focus Committee
 - Provide program analysis and recommendations to the CJCC.
 - Conduct research using a variety of data sources to answer practical, timely questions about crime and the criminal justice system's effect on victims in Sauk County.
 - Examine current processes and programs and provide recommendations to facilitate modification of current victim programs and the creation of new and innovative programs.

2. Ad Hoc Committees

The CJCC may authorize the formation of Ad Hoc Committees under the oversight of one of the standing committees, to deal with specific problems or issues. Ad Hoc Committees will have a Chair appointed by the CJCC Chair and agreed upon by the CJCC. Each Ad Hoc Committee can enlist the support of any persons deemed necessary to accomplish the goals established by the committee. Persons enlisted by Ad Hoc Committees may or may not be voting members of the CJCC.

Ad Hoc Committees shall report their information and recommendations to the designated standing committee or CJCC as requested.

3. Work Groups/Task Forces

To expedite the business of the CJCC and its committees, a member(s) may be assigned to carry out task(s) by a committee or by the CJCC. That member may enlist the aid of other members/non-members as necessary to complete the task. The member(s) assigned shall provide updates to the committee or the CJCC as requested.

Section E: Meetings:

1. The next meeting of the CJCC and Committees shall be set by the CJCC/Committee at the end of each meeting. Notice of CJCC and committee meeting times and locations shall be provided to all members and duly posted in compliance with open meeting statutes. Meetings may be rescheduled or canceled as necessary with notices sent to members by email and by proper posting.
2. CJCC meeting minutes shall be documented and distributed by the CJCC Coordinator. Committee meeting minutes shall be documented and distributed by the designated

committee secretary. All CJCC and committee meeting minutes will be posted in compliance with open meeting statutes.

3. A quorum is defined as a 51% majority of voting members in attendance. Quorum is required for all CJCC and committee meetings.
4. Recommendations of the CJCC will be made by consensus of the attending CJCC members or majority vote of attending CJCC members if consensus is not achieved.

Article V: Officers

Section A: Officers:

The officers of the CJCC shall be a Chair and Vice-Chair. The CJCC shall elect officers biennially at the April meeting of even-numbered years. Such officers shall take office upon election.

Section B: Duties of Officers:

The chair shall preside at all CJCC meetings and shall, subject to approval by the CJCC, make committee appointments. The Vice-Chair shall preside in the absence of the Chair.

Article VI: Change in Bylaws

Proposed amendments to the bylaws are to be included for discussion on the agenda of a CJCC meeting. Any action taken on the proposed amendments will be made at a subsequent meeting of the CJCC and requires a 2/3rds vote of the CJCC members in attendance.