

# **Sauk County Criminal Justice Coordinating Council Bylaws**

Revision 1/19/2023

## **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 Committee
- Sheriff or designee
- Ho-Chunk Representative
- Sauk County Administrator
- Domestic Violence Professional\*
- Private Defense Attorney\*
- School District Representative\*
- Two (2) Sauk County Resident Citizen members\*

Citizen members shall be elected 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 Justice, Diversion, and Support Programs Manager 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 Justice, Diversion, and Support Programs Manager, to the Executive & Legislative Committee, and County Board.

### **Section D: Committees:**

#### *1. Ad Hoc Committees*

The CJCC may authorize the formation of Ad Hoc Committees under the oversight of the Council, 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 are subject to the Wisconsin Open Meetings law (Wis stat. s. 19.81-19.97).

Ad Hoc Committees shall report their information and recommendations to the CJCC as requested.

#### *2. Work Groups/Task Forces*

To expedite the business of the CJCC, a member(s) may be assigned to carry out task(s) by an ad hoc committee or the CJCC. That member may enlist the aid of other members/non-members as necessary to complete the task as long as such assistance does not create the need for compliance with the Wisconsin Open Meetings laws (Wis stat. s. 19.81-19.97). 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 shall be set by the CJCC at the end of each meeting. Notice of CJCC 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 Justice, Diversion, and Support Programs Manager. All CJCC meeting minutes will be posted in compliance with open meeting statutes.
3. A quorum is defined as a 51% majority of voting members. Quorum is required for all CJCC 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.