

A RESOLUTION MODIFYING THE MEMBERSHIP OF THE CRIMINAL JUSTICE
COLLABORATIVE COUNCIL TO ADD REPRESENTATION FROM THE 14B DISTRICT COURT
AND THE 15TH DISTRICT COURT

WASHTENAW COUNTY BOARD OF COMMISSIONERS

August 2, 2006

WHEREAS, in 2004, the Board of Commissioners created the Criminal Justice Collaborative Council to address persistent issues of jail overcrowding; and

WHEREAS, the Criminal Justice Collaborative Council has taken strides to maximize efficiency, effectiveness, fairness, and cooperative efforts of criminal justice agencies of Washtenaw County; and

WHEREAS, the CJCC is comprised of 17 members appointed by the Washtenaw County Board of Commissioners representing the following categories: Circuit Court Chief Judge, 14A District Court Chief Judge, County Prosecutor, Public Defender/Defense Attorney, Chair of the Community Corrections Board, County Sheriff, Trial Court Administrator, Department of Corrections Probation, City or Township Chief of Police, County Administrator, Chair of the Board of Commissioners, City Mayor or Township Supervisor, Clerk of the Court, Bar Association, Community Mental Health Representative, and two general public at large positions; and

WHEREAS, a steering committee comprised of the Circuit Court Chief Judge, the Prosecuting Attorney, the Sheriff, 14A District Court Chief Judge, the Public Defender and the County Administrator has been established for the purpose of setting the agenda for the full CJCC meetings and other duties as outlined in the bylaws; and

WHEREAS, when the Criminal Justice Collaborative Council was established in 2004, it was during the Court Unification Project and representation on the Council was established with the Court Unification model in mind; and

WHEREAS, key components of the unification, such as a centralized preliminary examination process have been maintained but other key components such as the court structure have changed; and

WHEREAS, under the current Court system, neither 14B District Court nor the 15th District Court have formal participation in the Criminal Justice Collaborative Council; and

WHEREAS, given both the courts consistent involvement and the stated intent of the Criminal Justice Collaborative Council's purpose of addressing justice issues from a systems perspective, both the 14B District Court and the 15th District Court would add value to formal membership; and

WHEREAS, both courts' would provide valuable insight in the development of policies and improving processes that impact agencies within the criminal justice system

NOW THEREFORE BE IT RESOLVED, that the Washtenaw County Board of Commissioners expands the membership of the Criminal Justice Collaborative Council to include the 14B and 15th District Courts and appoints the following representatives:

Member	Representing
Ann Mattson	15 th District Court
Charles Pope	14B District Court.

BE IT FURTHER RESOLVED, that the Board of Commissioners hereby adopts the revised

Criminal Justice Collaborative Council bylaws as attached hereto and made a part thereof

**WASHTENAW COUNTY
CRIMINAL JUSTICE COORDINATING COUNCIL
BYLAWS**

I. Name

The name of this Council shall be the Criminal Justice Coordinating Council, hereinafter referred to as C.J.C.C.

II. Authority

The Washtenaw County Board of Commissioners on April 21, 2004 and the Chief Judge of the 22nd Circuit Court, on behalf of the Washtenaw County Trial Court on April 22, 2004 have established the C.J.C.C.

III. Purpose and Function

A. Mission

The purpose of the C.J.C.C. is to maximize efficiency, effectiveness, fairness, and cooperative efforts of criminal justice agencies by developing plans, programs, and positions on concerns which have a multi-disciplinary Criminal Justice System application, have a positive impact on crime, are innovative or are intergovernmental in scope.

B. Function

Members meet regularly with a structured agenda that includes reports from committees, policy discussions, planning updates, and public information efforts.

IV. Membership

A. Appointment to the C.J.C.C., by the Washtenaw County Board of Commissioners

The C.J.C.C. shall be composed of the following members:

1. Circuit Court Chief Judge or Judicial Designee
2. 14A District Court Chief Judge or Judicial Designee
3. County Prosecutor
4. Public Defender/Defense Attorney
5. Chair of the Community Corrections Board
6. County Sheriff
7. Trial Court Administrator
8. Department of Corrections Probation
9. City or Township Chief of Police

10. County Administrator
11. County Board Chair
12. City Mayor or Township Supervisor
13. Clerk of Court
14. Bar Association
15. Community Mental Health Representative
16. A General Public At Large Representative
17. A General Public At Large Representative
18. 14B District Court Chief Judge or Judicial Designee
15. 15th District Court Chief Judge or Judicial Designee

B. Term of Member

Each Council member shall continue to serve as long as he/she holds the office which qualifies him/her for membership on the Council. Members appointed to represent the City or Township Chief of Police, City Mayor or Township Supervisor, Bar Association, Community Health Representative and General Public At Large shall serve for two year terms.

C. Vacancies in Office

When a vacancy occurs on this Council either by death or resignation, the vacancy shall be filled by the County Board for the unexpired term in the same manner as the original appointment.

D. Officers

The Council shall elect at the first Council meeting of the calendar year a Chairperson and a Vice Chairperson, with such offices commencing at the conclusion of the same meeting.

E. Duties and Responsibilities of the Council

The Council shall have the following duties and responsibilities:

- (1) Encourage local planning activities in order to promote greater interagency cooperation, efficiency, effectiveness and innovation.
- (2) Provide overall direction and determine priorities for the Council's Staff.
- (3) Recommend initiation or approval of any study, policy discussion, program or other matter within the general purpose of the Council.

(4) Provide review and comment on criminal justice plans, programs, priorities, and projects.

(5) Annually review and recommend to the appropriate revenue resources all Council budgets relative to the functions of the Council.

(6) Recommend to the County Board that contracts be entered into for services.

(7) Apply for grants that have interagency and/or cooperative partnerships with council member agencies or other organizations interested in criminal justice issues.

(8) Recommend adoption and/or amendment of these Bylaws.

IV. Officers and Staff

A. Chairperson

The Chairperson shall be elected by and from the membership of the Council. The Chairperson's duties and powers shall include the following:

(1) He/she shall preside at all meetings of the Council.

(2) He/she shall appoint all standing and special committees of the Council, with such appointments being confirmed by the Council.

(3) He/she shall be the ceremonial representative of the Council and shall perform such other duties as specified by law, custom, or the Council.

A. Vice Chairperson

The Vice-Chairperson shall be elected by and from the membership of the Council. He/she shall assume the duties and responsibilities of the Chairperson in his/her absence, and shall perform such other duties as may from time to time be assigned. Should the Chairperson position become vacant by death or resignation or should the Chairperson become otherwise unable to discharge his/her duties (to be determined by the Council), the Vice Chairperson shall become Chairperson for the unexpired term and assume all duties and responsibilities of that office. A vacancy in the office of the Vice Chairperson shall be filled by a majority vote of the members present

at the next Council meeting.

B. Term of Office

At the first meeting of the calendar year, the Council shall elect one of its members as chairperson and one of its members as vice chairperson and any other officers it deems appropriate. Each officer shall serve a one-year term and each officer may be reappointed to more than one term.

C. Staff

The County will provide sufficient staff to coordinate the activities of the Council.

V. Committees

The Chairperson of the C.J.C.C. may appoint such committees, both standing and special, as he/she deems necessary to meet the purposes and responsibilities of the C.J.C.C. Committee membership may include non-CJCC members, as approved by the Chairperson or the Council. The Chairperson appoints Committee chairpersons, under the advisement of the Council.

VI. Steering Committee

A. Duties

The Steering Committee is to provide leadership in the planning and implementation of the Council goals by:

- Reviewing implementation plans, timetables and costs and reporting with recommendations on such matters to the Council.
- Reviewing requests made for resources, developing alternatives when appropriate, and making recommendations to the Council for responding to such requests.
- Reviewing and making recommendations regarding other matters delegated to it by the Council.
- Planning the agenda of the Council meetings

B. Membership

- Circuit Court Chief Judge or Judicial Designee
- County Administrator
- County Prosecutor
- County Sheriff
- 14A District Court Chief Judge or Judicial Designee

- County Public Defender
- Other CJCC members who wish to attend may also do so.

VII. Meetings

A. Regular Meetings

Except as otherwise required by law, the regular meetings of the Council shall be as follows:

(1) The Council shall meet on the third Friday of each month at 7:30 am. If the regular meeting date is a national holiday, the meeting shall be rescheduled.

(2) The Council shall conform to the Michigan Open Meetings Act MCLA 267 of 1976.

B. Order of Business

Council meetings shall be conducted by way of an established agenda. There shall be a place on the agenda for citizen input.

C. Adjourned Meetings

Any legal meeting of the Council may be adjourned from time to time as the Council deems necessary.

D. Quorum

A majority of the members shall constitute a quorum for the transaction of the business of this Council.

a. Voting

Each appointed member shall have the right to one (1) vote. Voting by proxy or voting by telephone is not allowed. Except as otherwise provided in these Bylaws, by statute, or Roberts Rules of Order, all questions shall be determined by the vote of a majority of the members present.

b. Citizen Participation

Any citizen may comment upon Agenda items prior to the taking of a vote thereon. Citizens, after being recognized, shall identify themselves by name and address and shall limit their presentation to 3 minutes, unless time is extended by the Chairperson or by vote of the Council.

c. Distribution of Minutes

Proposed minutes shall be available for public inspection not more than eight (8) business days after each meeting. Approved minutes shall be available for public inspection not later than five (5) business days after the meeting in which the minutes are approved by the Council. Corrections in the minutes shall be made not later than the next meeting after the meeting to which the minutes refer. Corrected minutes shall be available no later than the next subsequent meeting after corrections. The corrected minutes shall show both the original entry and the correction.

d. Commission Orders and Records

Every order, resolution, and determination of the Council shall be recorded in the records of the Council.

e. Rules of Order

The rules contained in Robert's Rules of Order, newly revised, shall govern the procedures of the Council. However, when those rules of procedure are inconsistent with the Bylaws or any special rules of order of the Council, the Bylaws or special rules of order shall prevail over Robert's Rules of Order.

VIII. Fiscal Year

The fiscal year of the Council shall be in conformance with the County fiscal year.

IX. Amendment of Bylaws

These Bylaws and Rules may be amended, altered, changed, added to or repealed by the affirmative vote of a majority of the members of the Council at any regular or special meeting, provided notice of the Bylaw or Rules or amendments are subject to the approval of the County Board of Commissioners and shall conform to such guidelines or policies as may be from time to time established by said Board of Commissioners. A two-thirds vote of the entire Council shall be required when a motion to amend, alter, change, add to or repeal these Bylaws is not included in the regular call.

The foregoing Bylaws and Rules were adopted by the Washtenaw Criminal Justice Council on April 29, 2004, and approved by the Washtenaw County Board of Commissioners on April 21, 2004.