

# **ASHLAND COUNTY CRIMINAL JUSTICE COUNCIL BY-LAWS**

## **Article I: Name**

The name of this Council shall be the Ashland County Criminal Justice Council. It will be referred to as the CJC throughout these by-laws.

## **Article II: Authority**

The CJC is created by resolution as adopted by the Ashland County Board of Supervisors and signed by the County Administrator. The CJC is created to make recommendations to public policy boards and organizations regarding juvenile and criminal justice system issues.

## **Article III: Purpose**

### **Section A: Mission**

The Criminal Justice Council serves to provide direction, leadership, and a vision for an improved criminal justice system in the community.

### **Section B: Vision Statement**

The Criminal Justice Council strives to create a united and safe community where all people trust the Criminal Justice Community to be fair and efficient.

## **Article IV: Structure**

### **Section A: Membership**

- Ashland County Sheriff
- Department of Corrections

- Bad River Tribal Council Member
- Two County Board Members
- Two Citizen Members
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- Ashland Chief of Police
- Ashland Jail Administrator
- Bad River Chief of Police
- Bad River Human Services Rep
- Other Non-voting members include but not limited to:
  - Clerk of Courts
  - Adult Drug Court Coordinator
  - Criminal Justice Coordinator
  - Lakes Behavioral Health Rep
  - AODA Council Rep
  - Bad River and New Day Shelter Domestic Violence Rep
  - County Administrator
  - Mellen Chief of Police
  - Ashland County Human Services Rep
  - LaPointe Chief of Police
  - Bad River Tribal Court Rep
  - District Attorney
  - State Public Defender
  - Private Attorney's Rep
  - UW Extension Rep
  - Ashland School District Rep
  - WITC Rep
  - DVR Rep
  - Ashland County Victim/Witness Coordinator
  - Ashland County EMP Specialist

- Ashland County Domestic Violence Officer
- New Day Shelter Sexual Assault Victim Specialist
- Veteran’s Administration Rep
- Ashland County IT Specialist
- Bayfield County Criminal Justice Coordinator
- Northland College Rep
- Other School District Reps
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- Citizen members shall be nominated to the CJC and voted for membership by the other seventeen voting members. Citizen terms shall be two years. In the event of a vacancy of a CJC member, excluding citizen members, the out-going CJC member or his or her organization may designate a representative from his or her organization to fill the spot until such time as the position is filled. Voting members, upon the recommendation of the Executive Committee, can vote to remove members due to inactivity with the CJC.

• **Section B: Committees**

1. **Executive Committee**

- The Executive Committees composed of the Chair, Vice-Chair, County Board Chair or Board Member designated by the County Board Chair and County Administrator. Any member of the CJC may attend and participate in the Executive Committee meetings. The Executive Committee shall be responsible for the following:
  - a. Propose to the CJC the formation of Standing Committees, Subcommittees, and Ad Hoc Committees.

- b. Recommend to the CJC, individuals, to serve as chairs and members of the above-listed committees.
- c. Recommend removal of members due to inactivity with the CJC.
- d. Evaluate the Criminal Justice Coordinator position.
- e. Assist the Criminal Justice Coordinator in the creation of the CJC Agenda

## 2. **Standing Committee**

- Each committee shall be comprised of at least one voting member of the CJC, other non-voting members of the CJC, and other community citizens as appointed by the CJC voting members. Membership in standing committees will be approved by the voting members.

### a. Grant/Funding Committee

- Seek out, identify, and report on funding sources for current and future corrections, treatment, and support programs for juvenile and adult offenders.

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### b. Adult Criminal Court Review Committee

- Initiate communication and education among the agencies and departments involved in the Criminal Justice Program.
- Examine incarceration and alternatives to incarceration
- Recommend innovative programs relative to incarceration and alternatives thereto.

- Analyze crime statistics and present a report to the CJC with interpretations of what the statistics mean.

c. Juvenile Court Review Committee

- Initiate communication and education among the agencies and departments involved in the Juvenile Court Program
- Examine current processes and programs and provide recommendations to facilitate modification of current programs, creation of new and innovative programs.
- Analyze juvenile crime statistics and present monthly reports to the CJC with interpretations.
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3. **Subcommittees and Ad Hoc Committees**

- The CJC may authorize the formation of Subcommittees and Ad Hoc Committees to deal with specific problems or issues. Subcommittees and Ad Hoc Committees shall report their information and recommendations to the CJC.

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- **Sections C: Meetings**

- a. Meetings will be run using Robert's Rules of Order
- b. Meeting of the CJC shall be set by the CJC, the chair, or upon petition by any four members of the CJC. Notice of CJC, Executive Committee, Standing Committee, Subcommittees, and Ad Hoc Committees meeting times and locations shall be provided to all members and duly posted in compliance with open meetings statutes.

- c. Minutes of the CJC meetings shall be recorded and distributed to all members of the CJC.
- d. A quorum is a simple majority of the membership, fifteen members present at meeting.
- e. Recommendations of the CJC shall be made by consensus. If consensus cannot be reached, recommendations may be made by a 2/3 vote of the voting members present.

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- **Article V: Officers**

- **Section A: Officers**

- The Chair shall preside at all meetings. The vice-chair shall preside in the absence of the chair.

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- **Article VI:**

- Proposed amendments to the by-laws are to be included on the agenda of an Executive Committee meeting. The proposal will be forwarded to the CJC for approval. Any action in response to the proposed change in the by-laws taken by the CJC shall become effective immediately.

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