

York County Criminal Justice Advisory Board

BYLAWS

As Amended November 19, 2020

1. Name & Authority

The name of this Board shall be the *York County Criminal Justice Advisory Board*. The York County Board of Commissioners established the York County Criminal Justice Advisory Board in October 2002.

2. Mission Statement & Role

The mission of the *York County Criminal Justice Advisory Board (CJAB or "Board")* is to provide an ongoing forum for communication and collaboration among key decision-makers for the purposes of evaluating, analyzing, planning, information sharing, integrating, and recommending action to improve the effectiveness and efficiency of the criminal justice system in York County.

The role of the CJAB is to make policy recommendations and set priorities for York County's juvenile and criminal justice systems. The CJAB will engage other divisions of the court where appropriate and where crossover occurs in committee work.

3. Membership

Membership shall be a diverse and broad-based representation of the community.

The CJAB core voting membership shall consist of one representative each from the following organizations, or his or her designee if appointed as required in this section.

Chief Public Defender	Mayor of York City
Clerk of Courts	President Judge
County Commissioner	Police Chiefs Representative
Court Administrator	Sheriff
Director of Probation Services	State Board of Probation & Parole Representative
District Attorney	State Police Representative
Human Services Executive Director	Victims Organization Representative
Information Services Executive Director	Warden
Judge, Court of Common Pleas	York County Planning Commission Executive Director
Juvenile Probation Services Representative	Youth Development Center Director
Magisterial District Judge Association Representative	

Where an organization, as opposed to a specific individual, is listed above, that organization or group will designate the CJAB representative.

Additional nonvoting members may be invited to join the Board when approved by a two-thirds majority of the core membership. Current nonvoting members include:

Bar Association/Foundation Representative	Wellness Court Judge
CARD Project Director	York County Chief Health Strategist
Chief of Conflict Counsel Office	CIT Coordinator/MH Boundary Spanner
Family Court Judge	Coroner

It is the CJAB’s policy not to ask private vendors to sit on the Board as it could present conflicts of interest.

Membership on the Board will be deemed to require attendance at a minimum of three meetings per year. If a Board Member is unable to attend a meeting, he/she will be expected to designate a substitute to attend and vote in their stead. Notice of unavailability to attend and the designated proxy should be emailed to the Chair and/or CJ Planner at least one hour prior to the scheduled meeting. Notice of inability to attend a meeting must include a phone call or email to the Chair and the reason for the inability to attend. Responding to a calendar notice without providing any additional information will count as an unexcused absence.

Members with three unexcused absences in a calendar year will be addressed by the board and may result in a suspension of voting rights until the member attends at least three consecutive meetings. In circumstances where a member with three unexcused absences represents a larger organization, the Chair will reach out to the association president or the organization to determine if another member will be designated.

4. Meetings

As a rule, regular meetings of the Board will take place not less than once per quarter, on a schedule to be determined by the Board or the Board Chair. Special meetings and annual retreats may substitute for a regular meeting of the Board in any given month. Members shall be given reasonable notice of both regular and special meetings by telephone or by electronic mail. A member of the Board or Board staff will be assigned responsibility for recording the minutes of all meetings of the board.

5. Quorum

A quorum for the purpose of conducting general business or calling for a vote shall be one half of the CJAB core membership, plus one, of the Board. For this purpose, membership shall exclude those membership slots that are vacant.

6. Rules of Order

The Board adopts the Modern Rules of Order for conducting its meetings.

7. Agendas

Meeting agendas and related materials will be provided at least one day prior to the scheduled board meeting and shall include, generally, the following items, and such other items as from time-to-time are necessary: criminal justice updates, approval of minutes, committee reports, and items for Board action.

8. Voting

All CJAB core members or their designees shall be entitled to vote. Voting may be done in person at scheduled meetings or via electronic means. Results of electronic votes will be shared at the following board meeting.

9. Committees

Committees of the Board shall consist of at least one Board member and such other persons as may be necessary to properly conduct the work of the Committees. Volunteers shall be sought to chair committees. Committees shall document their meetings in the form of either meeting minutes or summaries. Committees are expected to give verbal reports of activities at CJAB meetings. Committee chairs or members need not be members of the CJAB as noted in this section.

10. Leadership

The Chair of the Board shall be nominated by CJAB core members. The appointment of a Chair shall require the approval of a simple majority of the CJAB core membership. The Chair shall serve a term of three years with no more than two consecutive terms allowed before the position transfers to another CJAB core member. The Chair of the Board will designate another board member to carry out the duties of the Chair if they are unable to attend a meeting.

11. Staff

The CJAB will designate an individual or individuals to provide the staff support necessary to conduct the business of the CJAB. This individual, hereby known as the CJAB Criminal Justice Planner, is a part-time position. While a member organization may act as the fiscal sponsor for this position and provide daily oversight, the position reports to the CJAB Chair and receives work assigned by the CJAB Board. This position may not be assigned duties specific to the agency acting as the fiscal sponsor.

12. Strategic Planning and Performance

The CJAB will develop and maintain a current strategic plan that defines its goals and objectives and the means by which it plans to achieve them. The strategic plan will be fully reviewed and revised every two years with a review and refresh in the interim year. The strategic plan will be based upon and reviewed against the criminal justice trends report completed every two years by the Criminal Justice Planner and the needs of the CJAB board. The updated plan will be prepared six months from receipt of the criminal justice trends report.

13. Grant Management

The CJAB will oversee all juvenile and criminal justice grant-related concept papers, applications, and awards to ensure coordination of grant applications between member organizations.

14. Communication

The CJAB shall broadly communicate its goals and work to: county and municipal officials, non-profit stakeholders, and the community as well as practitioners within the justice system. Information, including the most current strategic plan, will be posted on the County website and will be available additionally upon request.

15. Amendments

These Bylaws may be amended by a 2/3 vote of the CJAB core members attending any meeting for which there has been at least two weeks advance written notice of the intention to pass upon an amendment to these Bylaws. Amendments will be made available at the time of the advance written notice.

(These amended Bylaws were reviewed and adopted at the November 19th, 2020 meeting of the York County Criminal Justice Advisory Board.)