



YORK COUNTY CRIMINAL JUSTICE ADVISORY BOARD

Mission Statement

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

York County Criminal Justice Advisory Board

By-Laws

Last modification November 16, 2007.

1. Name

- The name of this Board shall be the York County Criminal Justice Advisory Board

2. Authority

- The York County Commissioners established the York County Criminal Justice Advisory Board on October 2002.

3. Mission

- The mission of the York County Criminal Justice Advisory Board ("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.

4. Board Role

- The CJAB is empowered to make recommendations to public policy boards or agencies regarding the York County criminal justice system

5. Membership

- The membership of the Board shall consist of the following representatives or his or her designee:
 - a. President Judge

- b. Chief Adult Probation Officer
- c. Chief Juvenile Probation Officer
- d. Youth Development Center Director
- e. Clerk of Courts
- f. County Commissioner
- g. Court Administrator
- h. District Attorney
- i. Magisterial District Judge Association Representative
- j. Human Services Executive Director
- k. Information Technology Executive Director
- l. Judge, Court of Common Pleas
- m. Police Chiefs Representative
- n. Chief Public Defender
- o. State Police Representative
- p. Sheriff
- q. Warden
- r. Mayor of York City
- s. Local Victims Organization

6. Chair

- The Chair of the CJAB will be selected by and from among the CJAB's core group membership.
- The Board shall be chaired by the President Judge of the Court of Common Pleas or his or her designee. The Vice-chair of the Board shall be designated by the President Judge. The Vice-Chair of the Board shall carry out the duties of the Chair as the need arises.

7. Meetings and Quorum

- 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 by the Chairman. Special meetings of the Board 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 first-class or intra-county mail, by telephone, by telefax, or by electronic mail. Membership on the Board will be deemed to require a bona fide effort by members to attend as many meetings as possible. 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. A member of the Board or Board staff will be assigned responsibility for recording the minutes of all meetings of the board.
- A quorum for the purpose of conducting general business or calling for a vote shall be one half of the membership, plus one, of the Board. For this purpose, membership shall exclude those membership slots that are vacant

8. Rules of Order

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

9. Agendas

- Meeting agendas 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.

10. Voting

- All Board members or their designees shall be entitled to vote.

11. Meeting Documentation

- All of the CJAB's as well as its committee and subcommittee meetings shall be documented either in the form of meeting minutes or meeting summaries

12. 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 are encouraged to record the minutes of their meetings and to submit minutes at least three days in advance of scheduled meetings of the Board.

13. Grant Management

- The CJAB will investigate and, if appropriate, pursue sources of possible funding for the York County criminal justice system

14. Support Staff

- The CJAB will designate an individual or individuals to provide the staff support necessary to conduct the business of the CJAB.

15. Communication

- The CJAB shall broadly communicate its goals and work to county and municipal officials who are outside the justice system, non-profit stakeholders, and the community-at-large as well as practitioners within the criminal justice system.

16. Planning and Performance

- The CJAB will develop strategic plans that define its objectives and the means to meet them.
- The CJAB also will develop indicators to measure its performance in pursuit of achieving its objectives and will conduct periodic performance self-evaluations using those indicators.

17. Reviews and Amendment of Bylaws

- These Bylaws may be amended by a 2/3 vote of the members of the Board 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.