

**York County  
Criminal Justice Advisory Board**

**BYLAWS**

*As Amended July 2014*

**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 ("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 system.

**3. Membership**

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

The core membership of the Board shall consist of the following representatives or his or her designee:

- a. President Judge
- b. Director of Probation Services
- c. Juvenile Probation Services Representative
- 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 Services Executive Director
- l. Judge, Court of Common Pleas
- m. Mayor of York City
- n. York County Planning Commission Executive Director
- o. Police Chiefs Representative
- p. Chief Public Defender
- q. Sheriff
- r. State Police Representative
- s. Victims Organization Representative
- t. Warden
- u. State Board of Probation & Parole Representative

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

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

**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 by the Chairman. 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 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.

**5. Quorum**

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.

**6. Rules of Order**

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

**7. 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, subcommittee reports, and items for Board action.

**8. Voting**

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

**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. Subcommittees are expected to give verbal reports of activities at CJAB meetings.

**10. Leadership**

The Board shall be chaired by the President Judge of the Court of Common Pleas. The Vice-Chair of the Board shall be nominated by the President Judge. The appointment of a new Vice-Chair shall require the approval of a simple majority of the CJAB core membership. The position of Vice-Chair shall transfer from one core member to another at least once every three years. The Vice-Chair of the Board shall carry out the duties of the Chair as the need arises.

**11. Staff**

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

**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.

**13. Grant Management**

The CJAB will maintain an overview of all juvenile and criminal justice grant-related concept papers, applications, and awards.

**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.

**15. Amendments**

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.

*(These amended Bylaws were reviewed and adopted at the July 24, 2014 meeting of the York County Criminal Justice Advisory Board.)*