

**Bylaws**

**Of the**

**Walworth County**

**Criminal Justice Coordinating Committee**

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## **ARTICLE I**

### **Name**

The name of this committee is the Walworth County Criminal Justice Coordinating Committee (hereinafter “Committee”).

## **ARTICLE II**

### **Mission**

The Committee is composed of policy level stakeholders who promote cost-effective and evidence-based practices in Walworth County, benefiting citizens who are impacted by the Criminal Justice System.

These Bylaws shall govern the internal operation of the Committee.

## **ARTICLE III**

### **Authority**

In 2005, the County Board of Supervisors, in Ordinance 295-04/05, amended Section 2-131 of the Walworth County Code of Ordinances so as to create sub-paragraph (a)(9) thereof pertaining to the creation of a Criminal Justice ~~Coordination~~Coordinating Committee.

In 2011, the County Board of Supervisors, in Ordinance 682-07/11, amended sub-paragraph 9 of Section 2-131 (a) of the Walworth County Code of Ordinances relative to duties of the Executive Committee. The County Board of Supervisors ordained that the Executive Committee assist in the coordination of criminal justice resources. In carrying out this responsibility, it is the policy of the County Board that criminal justice resources be allocated on evidence-based models to further the following objectives: (1) Public safety; (2) Prevention of re-offending or recidivism; (3) Appropriate punishment; and (4) Cost-effectiveness. For purposes of carrying out these objectives, the criminal justice coordinating committee shall advise the executive committee with respect to criminal justice issues.

In 2020, in Sec.2-131, the County Board of Supervisors removed the Committee from its Executive Committee, stating that the Committee may be created by the Court. The Board stated that the Executive Committee may consider the recommendations of the Committee or a similar committee, and that the County Board Chairperson, County Administrator, Director of Health and Human Services and any Sheriff’s Office personnel are authorized to participate in the Committee. The Walworth County Circuit Court thereafter created the Committee as a committee of the Court.

## ARTICLE IV

### Members

#### Section 1. Membership Composition

~~Pursuant to Ordinance 682-07/11,~~ Committee members consist of:

1. Every circuit court judge is a voting member but only one judge shall be counted for purposes of determining a quorum of the committee;
2. County board chairperson or a county board supervisor designated by the county board chairperson;
3. Sheriff or a designee of the sheriff's office if authorized by the Sheriff;
4. District Attorney or an assistant district attorney designated by the district attorney;
5. Health and human services director or an assistant director if designated by the health and human services director;
6. Public defender or an attorney designated by the public defender;
7. Probation and parole supervisor or a designee of that office if authorized by the supervisor;
8. Representative from Walworth County Chief of Police Association or a county police chief if designated by the member police chief;
9. Representative from higher education;
10. Clerk of circuit court;
11. District Court administrator;
12. [Treatment Court Coordinator](#).

The Walworth County Administrator shall be a non-voting, ex officio member.

#### Section 2. Member Duties

A Committee member shall perform his or her duties, including the duties as a member of any subcommittee upon which the member may serve, with care and in good faith, supporting the mission of the Committee. Duties of a Committee member shall include at a minimum:

- Regular attendance and active participation at meetings (not missing more than three meetings per calendar year unless represented by a designee)
- Participation in working groups
- Being informed and voting on matters coming before the Committee, including the election of officers

#### Section 3. Conflict of Interest

Any Committee member who is present at a meeting at which any matter is discussed in which he or she has a private pecuniary or property interest shall declare that he or she has a potential conflict of interest. He or she shall refrain from attempting to influence the decisions of the other members of the governing body in voting on the matter, and shall not vote in respect to such matter.

## **Section 4. Member Resignation**

Committee members may resign at any time by providing written notice to the Chairperson. Upon resignation, vacancies shall be filled in accordance with these Bylaws.

# **ARTICLE V**

## **Officers**

### **Section 1. Officers, Term of Office**

~~Pursuant to Ordinance 682-07/11, ¶1~~ There shall be a Chairperson and Vice Chairperson who shall serve up to two consecutive two year terms.

### **Section 2. Election, Time of Election**

Elections of Officers shall occur by majority vote of the Committee. Election shall occur at the Committee's May meeting, ~~pursuant to Ordinance 682-07/11~~, or as soon thereafter as practical. Terms of office shall begin at the close of the meeting at which officers are elected.

### **Section 3. Powers and Duties**

Chair. It shall be the Chair's responsibility to:

- Preside at each of the meetings of the Committee
- Keep Committee members informed of matters pertinent to their responsibility
- Set the agenda for all meetings
- Represent the Committee and be spokesperson for the Committee at governmental, community, or other meetings, or designate another Committee member in the Chair's absence
- Sign letters and other official documents on behalf of the Committee

Vice Chair. It shall be the Vice Chair's responsibility to:

- Carry out all duties of the Chair in the Chair's absence or as designated by the Chair.

### **Section 4. Removal of Officers**

Any officer elected or appointed by the Committee may be removed by a Committee vote of two-thirds or more of the members present at a scheduled Committee meeting.

### **Section 5. Vacancies**

A vacancy in any office because of death, resignation, removal, disqualification, or other reason shall be filled by the Committee according to the stated election procedures.

## **ARTICLE VI**

### **Meetings**

#### **Section 1. Regular Meetings**

Meetings shall occur regularly at locations and times as scheduled.

#### **Section 2. Special Meetings**

Special meetings of the Committee may be called by the Chair or by a majority vote of Committee members.

#### **Section 3. Quorum**

A majority of the voting members of the Committee constitute a quorum for the transaction of business.

#### **Section 4. Committee Decisions**

Decisions shall be made by majority vote of Committee members or authorized alternates present at the scheduled Committee meeting. A Committee member or designee may participate in meetings by electronic media such as telephone or video conference with the approval of those members physically present at the meeting, and shall be deemed present for any actions taken by the Committee.

#### **Section 5. Meetings Open To the Public**

The Committee shall make every effort to ensure that All-meetings of the Committee and any of its subcommittees are open to the public, unless a matter needs to be addressed that is private or sensitive in nature.

~~Only members or authorized designees of the Committee may vote on business items.~~

## **ARTICLE VII**

## **Working Groups**

### **Section 1. Establishment**

Working Groups may be established by Committee vote to serve the special interests of the Committee.

### **Section 2. Members**

Working Groups shall be comprised of one member, who shall be approved by Committee vote.

## **ARTICLE VIII**

### **Staff**

The County Administrator shall provide the Committee with one or more persons to serve as staff to the Committee. Staff's duties shall include but are not be limited to:

- Conduct research and prepare reports or other information in response to the interests and established priorities of the Committee
- Work with the Chair to set agendas for Committee meetings
- Attend Committee, subcommittee, and other meetings requested by the Chairperson

## **ARTICLE IX**

### **Relationship between Committee and Executive Committee**

The Executive committee is the standing committee of the Walworth County Board that advises that board with respect to criminal justice issues. The Committee was established to advise the Executive committee.

In fulfillment of the Committee's mission, it shall regularly inform the Executive committee regarding the status of the criminal justice issues in Walworth County, the need for improvements in the criminal justice system and the resources needed to implement those Improvements.

## **ARTICLE X**

### **Amendment of Bylaws**

These Bylaws may be amended at any regular meeting of the Committee by two-thirds vote, provided that the amendment was posted for two *consecutively* scheduled regular meetings.

These bylaws were approved and adopted by the Walworth County Criminal Justice Coordinating Committee on ~~December 9, 2014~~DATE TO BE ADDED.