

**CRIMINAL JUSTICE COORDINATING COMMITTEE**

**BYLAWS**

As adopted October 28, 2016

As recently amended May 27, 2021

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**May 27, 2021**

**ARTICLE I**

**PURPOSE**

**Section 1.** The purpose of the Hennepin County Criminal Justice Coordinating Committee (“CJCC”) is to serve as an advisory and planning committee among criminal justice partners in the Fourth Judicial District of the State of Minnesota.

**Section 2.** The CJCC serves as a forum through which local units of government in Hennepin County may, by association, consultation, and study, cooperatively promote improvements in the criminal justice system that transcend departments, agencies, and the geographical boundaries of the individual communities; whose membership shall be selected in accordance with these Bylaws; and whose duties shall be to oversee and carry out the purposes contained herein.

**ARTICLE II**

**DEFINITIONS**

**Section 1.** “CJCC” shall mean the Criminal Justice Coordinating Committee.

**Section 2.** “Member” shall mean those individuals identified in Article IV, Section 1.

**Section 3.** “CJCC Director” shall mean the individual identified in Article IX.

### ARTICLE III

#### **POWERS**

**Section 1.** The CJCC shall take such action as it deems necessary or appropriate to accomplish its general purposes as set forth in these Bylaws.

**Section 2.** The CJCC may create, modify or disband special subcommittees, and may also appoint persons as deemed appropriate to serve on special committees.

### ARTICLE IV

#### **MEMBERSHIP**

**Section 1.** The CJCC shall consist of the following Members: (a) two Hennepin County Commissioners, to be appointed by the Hennepin County Board during the committee assignment process; (b) the Assistant Hennepin County Administrator for Public Safety; (c) the Hennepin County Attorney; (d) the Hennepin County Sheriff; (e) the Hennepin County Director of Community Corrections and Rehabilitation; (f) two Minneapolis City Council Members, to be appointed by the Minneapolis City Council; (g) the Mayor of Minneapolis; (h) the Minneapolis City Attorney; (i) the Minneapolis Police Chief; (j) two Hennepin County suburban mayors, to be appointed by the Hennepin County Board; (k) two Hennepin County suburban police chiefs & one specialty law enforcement agency police chief, to be appointed by the Hennepin County Chiefs of Police Association; (l) one Hennepin County suburban city prosecutor, to be appointed by the Suburban Prosecutors Association; (m) the Chief Public Defender of the Fourth Judicial District; (n) the Chief Judge of the Fourth Judicial District; (o) the Presiding Judge of the Fourth Judicial District's Criminal Court; (p) the Presiding Judge of the Fourth Judicial District's Juvenile Court; and (q) the Court Administrator of the Fourth Judicial District 1 (r) the Chair of the Criminal Justice Behavioral Health Initiative, representative of Human Service Department Administration.

**Section 2.** Members serve on the CJCC for a term of two (2) years or in fulfillment of the duly authorized term of their elected and/or appointed position. A vacancy in the CJCC shall immediately occur in the office of any Member upon his/her resignation, retirement, or death, or upon otherwise ceasing to be a qualified Member, as listed in Article IV, Section 1. Vacancies shall be filled within thirty (30) days of their occurrence to the extent possible, by appointment by the appropriate appointing governing body.

**Section 3.** Additional Members may be added to the CJCC by resolution of their governing bodies, only with the unanimous agreement of the existing CJCC Members.

**Section 4.** The offices of Chairperson and Vice Chairperson will rotate between the Members from Hennepin County (*see* Article IV, Section 1(a)-(e)) and the Members from the City of Minneapolis (*see* Article IV, Section 1(f)-(i)), suburban cities and specialty law enforcement agencies, meaning that if the Chairperson is a Member from Hennepin County, then the Vice Chairperson will be a Member from the City of Minneapolis, a suburban city or specialty law enforcement agency and vice versa. At the first meeting of each calendar year at which a quorum is in attendance, the Members from Hennepin County will decide which County Member holds the office of Chairperson or Vice Chairperson, and the Members from the City of Minneapolis, a suburban city and/or specialty law enforcement agency will decide

which City/Specialty Member holds the office of Chairperson or Vice Chairperson. The Chairperson and Vice Chairperson shall hold office for a term of two (2) years or until they leave the elected and/or appointed position that qualifies them for membership in the CJCC. If a vacancy occurs in the office of Chairperson or Vice Chairperson, a replacement will be selected from the Members from Hennepin County, or from the Members from the City of Minneapolis, a suburban city and/or specialty law enforcement agency as appropriate.

## **ARTICLE V**

### **MEMBER VOTING**

**Section 1.** A resolution may be proposed by any Member for consideration by the CJCC. Each Member shall be entitled to cast one (1) vote for each Member resolution. A Member shall not appoint a proxy for himself or herself or vote by proxy at a meeting of the CJCC.

**Section 2.** A quorum shall consist of two-thirds or more of the Members. Approval of all matters requires a unanimous vote of the Members present at a meeting at which a quorum is present.

**Section 3.** Any meeting among Members may be conducted wholly or in part by one or more means of remote communication (conference telephone, webcast or such alternate means as may be authorized by the CJCC from time to time, and where all attendees physically present at the meeting and those participating remotely may hear and communicate with each other during the meeting), except when it performs the duties of the Hennepin County Corrections Advisory Board, as described in Article VIII. When the CJCC is performing the duties of the Hennepin County Corrections Advisory Board, remote communication is only authorized if it is in compliance with Minn. Stat. Ch. 13D.

## **ARTICLE VII**

### **MEETINGS**

**Section 1.** The CJCC shall meet regularly on the fourth Thursday of each month, which time may be rescheduled in any month for good cause by the Chairperson.

**Section 2.** The CJCC must meet at least once per calendar year.

**Section 3.** All Members shall receive notices of the meetings. The Chairperson is responsible for providing such notices.

**Section 4.** The Chairperson shall have the power to call special meetings of the full CJCC or of special subcommittees.

**Section 5.** The presence of two-thirds of the Members, whether in person or as permitted by Article V, Section 3, shall constitute a quorum at any meeting thereof, but the Members present at any meeting, although less than a quorum, may adjourn the meeting from time to time.

**Section 6.** The Chairperson shall preside at all meetings of the CJCC, and shall also serve as the CJCC's principal spokesperson.

**Section 7.** The Vice Chairperson shall preside at any meeting of the CJCC in the absence of the Chairperson at any meeting that the Chairperson cannot attend.

**Section 8.** Roberts Rules of Order shall be followed in the conduct of each meeting unless suspended by the Members of the CJCC in attendance at the meeting.

**Section 9.** The CJCC shall keep true and accurate accounts and records of all its activities. The CJCC Director shall be responsible for keeping a record of all the proceedings of the Board and for such other matters as shall be delegated to him or her by the Chairperson.

**Section 10.** The CJCC operates pursuant to these bylaws and is not subject to the Open Meeting Law, Minn. Stat. Ch. 13D, except when it performs the duties of the Hennepin County Corrections Advisory Board, as described in Article VIII.

## ARTICLE VIII

### **CORRECTIONS ADVISORY BOARD**

**Section 1.** Upon adoption of these bylaws, the CJCC shall perform the duties of the Hennepin County Corrections Advisory Board, pursuant to Minn. Stat. Ch. 401.

**Section 2.** The CJCC shall actively participate in the formulation of the comprehensive plan for the development, implementation, and operation of the Hennepin County Department of Community Corrections and Rehabilitation's correctional program and services, and shall make a formal recommendation to the Hennepin County Board of Commissioners at least annually concerning the comprehensive plan and its implementation during the ensuing year, pursuant to Minn. Stat. § 401.08, subd. 4.

**Section 3.** During such instances that the CJCC is performing the functions of the Corrections Advisory Board, CJCC membership shall include the following individuals, if not already represented on the CJCC: (a) one representative from the Minneapolis School District, to be appointed by the Minneapolis School District; (b) one Suburban Member (*see* Article IV, Section 1(j)-(l)) representing the public at large, to be designated by the CJCC; and (c) the Hennepin County Administrator, as a representative of social services.

## ARTICLE IX

### **STAFF**

**Section 1.** The CJCC shall be staffed by a Director, who shall report to the CJCC for policy direction and through the Hennepin County administrative structure for administrative purposes.

## ARTICLE X

### **WITHDRAWAL**

**Section 1.** Any Member may withdraw from the CJCC, by giving written notice to the Chairperson. If the Member was appointed by a governing body, then the notice must include a certified copy of a resolution of the appropriate governing body, indicating its intent to withdraw from the CJCC. Such notice must be given to the Chairperson by June 1 of the year of withdrawal to be effective. Upon receipt of the notice, the Chairperson shall forward a copy of the notice to each of the remaining Members.

**Section 2.** Withdrawal by any Member shall not terminate the CJCC, except as provided by Article XI.

## **ARTICLE XI**

### **TERMINATION**

**Section 1.** The CJCC shall terminate its activities upon the occurrence of any one of the following events:

- (a) when Members withdraw pursuant to Article X so that in the judgment of the remaining Members it becomes impractical to continue to operate;
- (b) when necessitated by operation of law or as a result of a decision by a court of competent jurisdiction; or
- (c) when a majority of the Members hereto agree, including by resolution of their governing bodies to the extent required.

## **ARTICLE XII**

### **AMENDMENT OF BYLAWS**

**Section 1.** Amendments to these Bylaws may be proposed by any Member of the CJCC.

**Section 2.** All proposed amendments shall be submitted in writing to each Member at least fourteen (14) days prior to the meeting at which the amendment is to be considered.

**Section 3.** These Bylaws may be amended by affirmative vote of a two-thirds majority of the full membership. The Chairperson shall forthwith notify the Members of any and all amendments adopted.

These Bylaws have been dated and are effective as of the 27th day of May 2021.