

INDIAN RIVER COUNTY JUVENILE JUSTICE COUNCIL

BYLAWS

ARTICLE I - NAME, AUTHORITY, PURPOSE, POWERS AND DUTIES

1.1 Authority:

Authority for the Indian River County Juvenile Justice Council comes from Chapter 985.664, Florida Statutes, as created in 2000, which authorizes each judicial circuit to establish a Juvenile Justice County Council. The Indian River County Juvenile Justice Council is an agency of the state and serves the Department of Juvenile Justice, hereinafter referred to as the "department", and is subject to Chapter 120, Florida Statutes.

1.2 Purpose:

The purpose of the Indian River County Juvenile Justice Council is to:

- Provide advice to the department in the development and implementation of juvenile justice programs.
- Work collaboratively with the department in seeking program improvements and policy changes to address the emerging and changing needs of Florida's youth that are at risk of delinquency.
- Develop a comprehensive juvenile justice plan for the county.
- To participate in facilitating interagency cooperation and information sharing.
- Advise and assist the department in the evaluation and award of prevention and early intervention grant programs, including the Community Juvenile Justice Partnership Grant program authorized in s. 985.676 and Invest in Children license plate proceeds.
- Provide an annual report to the department describing the activities of the Indian River County Juvenile Justice Council contained as per the format and content requirements prescribed by the department.
- The Indian River County Juvenile Justice Council may apply for and receive public or private grants, to be administered by one of the community partners. Applications for funding must be for projects that support one or more components of the juvenile justice plan of the county, circuit or the department.
- Establish other purposes as established by applicable law, regulations or by this body in accordance with applicable law or regulations.

ARTICLE II – MEMBERSHIP

2.1 County Juvenile Justice Council membership is outlined in 985.664(10), F.S.

2.1.1 Members shall serve without compensation.

2.1.2 Active membership in this Council shall be open to all residents, governmental organizations, civic organizations and community agencies of Indian River County who work in or advocate for youth oriented services within Indian River County and who subscribe to the objectives and purposes of this Council. A Member of the Council is considered active and in good standing if he/she has (1) completed an annual membership application for the current year which has been on file for a minimum of thirty (30) days

and (2) missed not more than three consecutive unexcused Council meetings. Voting members seeking to be excused will find the contact information for this on the monthly agenda and public meeting notice. Any individual having missed three unexcused Council meetings will be notified prior to suspension as an active voting member. The suspended member will still retain active member status but will not be permitted to vote on Council issues. The suspended status will be removed after the member attends three consecutive Council meetings. All persons who have been active members in good standing in the Council shall have the privilege of retaining said membership after retirement or resignation from active duty.

2.1.3 Membership applications will require members to sign up and participate in one of the four standing committees.

2.1.4 The Executive Committee may censure, suspend, or expel any member for cause including non-attendance after a hearing before the Executive Committee.

2.1.5 Resignation, Termination and Absences. Resignation from the Council must be in writing and received by the Chair. Any member or officer may be removed by two-thirds vote of Indian River County Juvenile Justice Council.

2.1.6 Any member or officer may resign at any time by giving written notice to the chair. Any such resignation shall take effect at the time specified in the notice, or if no time is specified, upon acceptance of the resignation by the officers.

2.2 As outlined in 985. 664(10), F.S the following persons shall be among the members (referred to herein individually as a "Member" and collectively as "Members") of the Council:

- Representatives from the school district, which may include elected school board officials, the school superintendent, school or district administrators, teachers, and counselors.
- Representative of the Board of County Commissioners,
- Representative of the governing body of a municipality within each of the Counties:
- A Representative of Department of Children and Families,
- Representatives of local law enforcement agencies, including the sheriff or their designees;
- Representatives of the judicial system,
- Representatives of the business community and
- Representatives of any other interested officials, groups or entities including, but not limited to, a children's services council, public or private providers of juvenile justice programs and services, students, parents and advocates. Private providers may not exceed one-third of the voting membership,
- Representatives of the faith community;
- Representatives of Victim Services programs
- Representative of the Department of Corrections

2.3 Advisory Members

2.3.1 DJJ employees or contractual staff shall not serve as members of the boards or councils.

2.3.2 Advisory members may consult with and advise the council; they shall have no voting privileges.

ARTICLE III - MEETINGS

- 3.1 Meetings of the Indian River County Juvenile Justice Council will be held monthly unless otherwise decided by the Executive Committee. The Executive Committee will decide meeting times and places.
- 3.2 Written notice of monthly meetings shall be sent to all members of the Indian River County Juvenile Justice Council at least seven days prior to such meetings at the address as recorded in the books of the Indian River County Juvenile Justice Council. All meetings are open to the public.
- 3.3 Public notice of the Juvenile Justice Council meetings will be posted in the Government Meetings section of the local newspaper as well as at the local Department of Juvenile Justice office located at 1834 Old Dixie Highway, Vero Beach 32960.
- 3.4 Special meetings of the Indian River County Juvenile Justice Council may be called at the discretion of the chair or by written request of no less than five (5) members. An agenda, together with a notice of the time and place of any special meeting, must be sent to the members at least seven (7) calendar days prior to the meeting date. Only matters contained on the agenda shall be voted upon at any special meeting unless there is a temporary setting aside of the order of business.
- 3.5 Government-in the Sunshine Provisions. The Council, Members, Advisory Members, Officers, Executive Committee, Committees, Committee Chairperson(s), and Public Members shall comply with the Government-in the-Sunshine Provisions. Applies to all meetings, including but not limited to regular, special, standing, ad-hoc, and sub-committee meetings.

ARTICLE IV - QUORUM OF VOTING MEMBERS

- 4.1 A quorum for the meeting of this Council shall consist of one-third of the members of the Indian River County Juvenile Justice Council, and shall include not less than one Officer of the Indian River County Juvenile Justice Council.
- 4.2 If less than a quorum is present at any meeting of the Indian River County Juvenile Justice Council, those members present may recess the meeting from time to time until a quorum is obtained and no further notice thereof need be given.
- 4.3 When a quorum is present at any meeting, the votes of a majority of the members present shall decide any question brought before such meeting, except in any case where a larger vote is required by law or by these by-laws.
- 4.4 Every active member of the Indian River County Juvenile Justice Council in good standing shall have the right and be entitled to one vote, in person, upon every motion properly submitted to vote at any meeting of the council. No proxy voting shall be permitted.

ARTICLE V – CONFLICT OF INTEREST

- 5.1 Members of the Council will comply with all Florida Statutes relating to “conflict of interest”.
- 5.2 Members of the Council shall avoid discussion of agreements involving directly or indirectly,

members of the Council in a manner that would be, or give the appearance of being a conflict of interest.

- 5.3 If a Council member has a conflict of interest in a matter proposed or pending before the Council, he/ she shall refrain from voting on the matter and from influencing the decisions of other Council members.
- 5.4 Members of the Council will, prior to voting on a funding issue that involves any program or agency in which they participate as an employee or members of the governing authority disclose their interest in said program or agency and file a disclosure statement.
- 5.5 Any Council member who is currently or has in the past six months been employed by, has a family member employed by, or has financial or personal interest in an agency submitting a grant application shall abstain from voting on any matter relating to the grant application of that agency and any other application being submitted in competition for the same funding. Said Council member shall disclose the reason for his/her abstention.

ARTICLE VI – OFFICERS AND DUTIES

- 6.1 There shall be three officers of the Council consisting of a Chair, Vice Chair and Secretary. Officers shall perform the duties prescribed by these by-laws and by the parliamentary authority adopted by the Indian River County Juvenile Justice Council. Their duties are as follows:
 - 6.1.1 The Chair shall be the senior officer of the Indian River County Juvenile Justice Council and shall in general supervise all business and affairs of the Indian River County Juvenile Justice Council. The Chair shall preside or arrange for other members of the executive committee to preside at each meeting in the following order: Vice-Chair, Secretary. The Chair shall furnish an agenda and call to order the meetings, sign off on official business, announce the results of each vote, assist in expediting council business, and for those council members who have missed three meetings within 12 months, determine the members' commitment to the mission of the council. The Chair shall preside at all meetings of the Executive Committee, appoint all necessary committee chairs and representatives to the Juvenile Justice Board of the 19th Judicial Circuit, and in time of need, create Ad Hoc committees.
 - 6.1.2 The Vice-Chair shall serve in the absence of the Chair or at such times as the Chair relinquishes the role of the Chair, and perform such other duties as assigned by the Chair from time to time.
 - 6.1.3 The Secretary shall serve as the chief recording and corresponding officer and the custodian of the records of this Council and shall be responsible for keeping records of Council actions, including overseeing the taking of minutes at all Council meetings, preparing and sending required notices of meetings and proposals, distributing copies of minutes and the agenda to each Council member.

- 6.2 Terms of Office for the Chair, Vice Chair and Secretary shall be for one (1) year; that for Circuit

Juvenile Justice Board Representatives shall be one (1) year. The officers shall begin the term of office at the close of the meeting at which they are elected. Any member elected to the position of Chair, Vice Chair or Secretary may simultaneously serve as a representative to the Juvenile Justice Board of the 19th Judicial Circuit, if so elected or appointed. Officers appointed to fill vacancies created by the resignation; removal or death of the predecessors shall serve the remainder of the regular term.

6.3 Vacancies of Office

- A) Chair. A vacancy in the office of chair shall be filled by the vice-chair, who will complete the term of his/her predecessor.
- B) Vice-Chair. In the case of a vacancy in the office of vice-chair the Executive Committee shall appoint one of its own members to serve until the next regular election, at which time a new chair shall be elected.
- C) Chair and Vice-Chair. In the case of a vacancy in both the offices of chair and vice-chair the Executive Committee shall appoint two of its members to serve until the next regular election.
- D) Secretary. In the case of a vacancy in the office of secretary the Executive Committee shall appoint a member of the Juvenile Justice Council to serve until the next regular election.

6.4 Representatives to the Circuit Juvenile Justice Board shall attend the monthly meeting of the Juvenile Justice Board of the 19th Judicial Circuit missing no more than three (3) Circuit Board meetings during any twelve month period, represent and vote the position of the Indian River County Juvenile Justice Council to the Circuit Board on, among others, matters including planning, legislative, programmatic and budgetary issues, and present a monthly report on the Circuit Board meeting at the Indian River County Juvenile Justice Council meetings. The terms of appointment for Circuit Board representative positions is for one (1) year.

6.5 The Chair or a designee representative shall be the spokesperson at any appropriate forum or place for the expression of any position of the Indian River County Juvenile Justice Council.

ARTICLE VII – ELECTIONS

7.1 All officers shall be elected by a majority vote of the members present at a specified election meeting every June.

7.2 Officers shall be elected from among its own members by a majority vote of the members present at the specified election meeting.

7.3 Any member who is in good standing in this council is eligible to run for the elected positions of this Council.

7.4 The term of office of the Chairperson, Vice-Chairperson, Secretary, Committee Chairs, and appointed representatives to the Executive Committee shall be for the period of one (1) year, or until their successors have been elected or appointed.

7.5 The Chairperson may not serve more than two (2) consecutive terms in office.

- 7.6 Any active council member may submit written nominations to membership and nominating committee at least thirty (30) days prior to the election meeting.

ARTICLE VIII – COMMITTEES

- 8.1 The Indian River County Juvenile Justice Council may establish standing and special committees as needed. The Planning, Membership and Nominations, Legislative, Grant, and Executive committees are the only permanent standing committees. Special committees are advisory and shall be established as needed with one member of the county council as chair.
- 8.11 The Membership and Nominations Committee shall be responsible for outreach efforts within the community to promote Council membership and for the encouragement of mandated-member participation, shall track attendance of members and annually update the monthly roster, and shall introduce and encourage networking opportunities for Council members. This committee shall nominate candidates for vacant offices, and recruit members to fill vacant positions.
- 8.12 The Planning Committee shall develop the county juvenile justice plan which outlines and implements how the council can work to more effectively prevent juvenile delinquency. The committee shall have lead responsibility for the implementation of the plan. The committee shall complete the annual report for the Juvenile Justice Council.
- 8.13 The Legislative Action Committee shall keep the Council informed of legislative issues impacting the communities within the County and Circuit, shall work to continue and increase direct communication with the Indian River County legislative delegation, and shall be responsible for providing the Indian River County legislative delegation with information on an ongoing basis regarding the needs within our County and Circuit.
- 8.14 The Grant Committee shall be responsible for, performing program-monitoring tasks, and making recommendations on existing and proposed programs. This Committee shall be responsible for oversight of funded programs via on-site visits and for review of quarterly program reports. In addition, the Committee may make recommendations to the Council regarding such programs. This Committee will also be responsible for arranging presentations to the Council on any existing or developing programs that are receiving or seeking funding.
- 8.1.5 The Executive Committee shall act as an executive body in assisting the Chair over the general control of the affairs and interests of this Council. Its members shall share in a joint and collective authority, which exists and can be exercised only when the group is in session. The Executive Committee has the duty and power to act for this Council between meetings of this Council, shall act as a hearing board for officers or council members being forcefully removed from office.
- 8.1.5.1 The Executive Committee shall consist of the Chairperson, the Vice-Chairperson, the Secretary, the council representatives to the Juvenile Justice Board of the 19th

Judicial Circuit, the immediate past Chairperson of the council, the chair of each committee of the council and other council members so appointed by the Chairperson.

8.1.5.2 The Circuit 19 Juvenile Justice Chief Probation Officer may serve as a non-voting participant of the Executive Committee of the Indian River County Juvenile Justice Council.

8.1.5.3 A quorum shall constitute a majority of the Executive Committee membership existing at that time.

8.2 The Chair of the Indian River County Juvenile Justice Council or the Executive Committee will appoint each committee chair. Committee Chairs will be responsible for submitting a report of committee activities at the meetings of the Indian River County Juvenile Justice Council, as required.

ARTICLE IX - FISCAL YEAR

9.1 The fiscal year of the Indian River County Juvenile Justice Council shall be from July 1 to June 30.

ARTICLE X - PARLIAMENTARY AUTHORITY

10.1 Robert's Rules of Order shall constitute the ruling authority in all cases in which they are not inconsistent with these by-laws or with any statute of the state.

ARTICLE XI - AMENDMENTS

11.1 These by-laws may be amended by a majority vote of the members present at any meeting of the Indian River County Juvenile Justice Council with public notice for that purpose and notice sent to each member at least seven (7) days before the date set for the meeting. The written notice shall include copies of proposed amendment or amendments to the by-laws.

These Bylaws were approved at a meeting of the Indian River County Juvenile Justice Council on June 8, 2011.