

OKEECHOBEE COUNTY JUVENILE JUSTICE COUNCIL

BYLAWS

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

1.1

Authority:

Authority for the Okeechobee County Juvenile Justice Council comes from Chapter [985.4135985.664](#), Florida Statutes, as created in 2000, which authorizes each judicial circuit to establish a juvenile justice County Council. The Okeechobee 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 Okeechobee 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. [985.415985.676](#) and Invest in Children license plate proceeds.
- Provide an annual report to the department describing the activities of the Okeechobee County Juvenile Justice Council contained as per the format and content requirements prescribed by the department.
- The Okeechobee 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.

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ARTICLE II – MEMBERSHIP

2.1

County Juvenile Justice Council memberships is outlined in [985.4135985.664](#)(10), F.S.

2.1.1 Members shall serve without compensation.

2.1.2

Active membership in this Council shall be open to persons who work in or advocate for youth oriented services within Okeechobee 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 they have (1) completed an annual membership application for the current

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fiscal year, (2) missed no more than three consecutive Council meetings, and (3) actively participate in at least one of the standing committees of this council.

2.1.3 Membership does not become active until thirty (30) days after filing an application with the Secretary of the Council.

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2.1.4 There is no provision for excused absences

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2.1.5 The Executive Committee may censure, suspend, or expel any member for cause after a hearing before the Executive Committee. The Council may suspend or drop from membership any member for non-attendance.

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2.1.6 Resignation, Termination and Absences. Resignation from the Council must be in writing and received by the Secretary. A Council member shall be dropped for excess absences from the council if s/he has more than three consecutive absences from Council meetings in a year. Any individual having missed three consecutive council meetings will be notified prior to being dropped as an active member. Any member or officer may be removed by two-thirds vote of Okeechobee County Juvenile Justice Council.

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2.1.7 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.

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2.2 As outlined in [985.4135985.664](#)(10), F.S the following persons shall may 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 Boards 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 Correction;

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ARTICLE III - MEETINGS

- 3.1 Meetings of the Okeechobee County Juvenile Justice Council will be held monthly during the fiscal year 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 Okeechobee County Juvenile Justice Council at least seven days prior to such meetings at their address as recorded in the books of the Okeechobee 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 Okeechobee County Probation Office located at 107 SW 5th Avenue, Okeechobee, FL 34974 as well as the Government Meetings section of the local newspaper.
- 3.4 Special meetings of the Okeechobee 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.

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ARTICLE IV - QUORUM OF VOTING OF MEMBERS

- 4.1 A quorum for the meeting of this Council shall consist of a simple majority of all members present at the meeting so long as the meeting was duly notice in compliance with the Sunshine Laws of the State of Florida and a written agenda for the meeting was sent to the full membership at least seven (7) days prior to the meeting date.
- 4.2 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.
- 4.3 Every member of the Okeechobee County Juvenile Justice Council 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.

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ARTICLE V – OFFICERS AND DUTIES

- 5.1 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 Okeechobee County Juvenile Justice Council. Their duties are as follows:
 - 5.1.1 The **Chair** shall be the senior officer of the Okeechobee County Juvenile Justice Council and shall in general supervise all business and affairs of the Okeechobee 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 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

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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 in time of need, create Ad Hoc committees.

5.1.2 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.

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5.1.3 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.

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5.2 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 two (2) years. 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. The Chair may not serve more than two (2) consecutive terms in that position.

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5.3 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 a member of the Juvenile Justice Council to serve until the next regular election.

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5.4 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 Okeechobee 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 Okeechobee County Juvenile Justice Council meetings. The terms of appointment for Circuit Board representative positions are for two (2) years.

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

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ARTICLE VI – ELECTIONS

- 6.1 All officers shall be elected by a majority vote of the members present at a specified election meeting every June
- 6.2 Officers shall be elected from among its own members by a majority vote of the members present at the specified election meeting.
- 6.3 Any member who is in good standing in this council is eligible to run for the elected positions of this Council.
- 6.4 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.
- 6.5 The Chairperson may not serve more than two (2) consecutive terms in office.
- 6.6 Any active council member may submit written nominations to the Council Secretary at least thirty (30) days prior to the election meeting.

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ARTICLE VII – COMMITTEES

- 7.1 The Okeechobee County Juvenile Justice Council may establish standing and special committees as needed. The Program, Legislative, Planning, Membership, Grants Review, 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.
 - 7.1.1 The **Program Committee** shall make recommendations for more effectively utilizing existing resources for the prevention/reduction of juvenile crime, including the recommendations for programs that effectively fill the gaps in services within our community, shall keep the council informed of Juvenile Justice projects and programs throughout the county and the circuit and perform any other duties assigned by the chair.
 - 7.1.2 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 Okeechobee County legislative delegation, and shall be responsible for providing the Okeechobee County legislative delegation with information on an ongoing basis regarding the needs within our County and Circuit.
 - 7.1.3 The **Planning Committee** shall develop the county juvenile justice plan, which outlines how the council can work to more effectively prevent juvenile delinquency, and shall complete the annual report for the Juvenile Justice Council.
 - 7.1.4 The **Membership 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 help maintain the membership roster, and shall introduce and encourage networking opportunities for Council members.

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7.1.5 The **Grants Committee** shall be responsible for creating program-monitoring schedules, performing program-monitoring tasks, and making recommendations on existing and proposed programs. This Committee shall be responsible for monitoring 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.

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7.1.6 The **Public Awareness Committee** shall be responsible for educating the public on the existence and purpose of the Juvenile Justice Council, promoting its activities and the need for public participation. Additional duties include advertising and publicizing Council activities.

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7.1.7 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.

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7.1.7.1 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, and any other council members so appointed by the Chairperson.

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7.1.7.2 The Juvenile Justice Circuit Manager may serve as a non-voting participant of the Executive Committee of the Okeechobee County Juvenile Justice Council.

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7.1.7.3 A quorum shall constitute a simple majority of the Executive Committee membership present at that time.

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

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ARTICLE VIII - CONFLICT OF INTEREST

8.1 Members of the Council will comply with all Florida Statutes relating to "conflict of interest".

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8.2 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.

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8.3 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.

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8.4 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.

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8.5 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.

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ARTICLE IX - FISCAL YEAR

9.1 The fiscal year of the Okeechobee 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 Okeechobee 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 Okeechobee County Juvenile Justice Council on October 10, 2000.