

CIRCUIT 8 JUVENILE JUSTICE BOARD BYLAWS AND RULES OF PROCEDURES

ARTICLE I NAME AND AUTHORITY; PURPOSES; POWERS AND DUTIES

Section A. Name and Authority

1. The name of the entity described herein shall be the Circuit 8 Juvenile Justice Board, referred herein as the "Board."
2. The Board is created and given its authority by and pursuant to section 985.664 et.seq. of the Florida Statutes, referred to herein individually and collectively as "FS."
3. These bylaws and rules of procedure, referred to herein as the "Bylaws" are established pursuant to FS 985.664.
4. The Department of Juvenile Justice shall be referred to hereinafter as "DJJ."

Section B. Purposes

The Board shall have the following purposes:

1. to provide advice and direction to DJJ in the development and implementation of juvenile justice prevention and early intervention programs
2. to work collaboratively with DJJ and the Legislature in seeking program improvements and policy changes to address the emerging and changing needs of Florida's youth who are at risk of delinquency
3. to facilitate interagency cooperation and information sharing
4. to advise and assist with the evaluation and awarding of prevention and early intervention grant programs (in the absence of a county juvenile justice council)
5. to effectuate such other purposes as shall be established by applicable laws or regulations, or by the Board in accordance with such applicable law or regulations

Section C. Powers and Duties

The Board shall have the following powers:

1. to develop a comprehensive Juvenile Justice Plan for circuit related community based intervention, diversion and prevention services;
2. to make recommendations to DJJ for the awarding of prevention and early intervention grant programs (in the absence of a county juvenile justice council);
3. to provide an annual report to DJJ describing the activities of the circuit board and the county councils contained within the circuit;

4. to provide input regarding the Legislative Budget Request (LBR) process which assists DJJ in making legislative and executive budgetary decisions;
5. to promote interagency collaboration among DJJ, the Department of Children and Families, education, law enforcement and other community partners through coordination with other agency community boards and agencies that serve at-risk youth;
6. to effectuate such other purposes, powers, and duties as shall be established by DJJ, applicable laws or regulations, or by the Board in accordance with applicable laws or regulations.

ARTICLE II BOARD MEMBERSHIP

Section A: Board Composition

The following persons shall be the voting members (referred to herein individually as a "Member" and collectively as "Members") of the Board:

1. The State Attorney or his/her designee(s);
2. The Public Defender or his/her designee(s);
3. The Chief Judge or his/her designee(s);
4. The State Attorney, Public Defender and Chief Judge shall appoint the permanent designee(s) in writing who shall have all power and voting authority;
5. A maximum of 18 Members appointed/elected by the Juvenile Justice Board as follows subsection 7 of 985.664:
6. The Board may elect to enlarge its body by three (3) Members (referred to herein collectively as "Elective Members") to adequately reflect the diversity of the population and community organizations or agencies in the Circuit as set forth in FS 985.664; and

Section B. Advisory Members

1. DJJ employees nor contractual board and council coordinators shall serve as members of the Board.
2. Advisory Members may consult with and counsel the Board and shall not have voting privileges.

Section C. Terms of Members

1. Member(s) who serve in a designated capacity shall be eligible to serve on the Board throughout the term of employment or appointment.
2. Member(s) who represent a designated demographic area may not continue said representation should circumstances change.
3. The Board shall collaborate with respective County Councils to fill vacancies created by the death, resignation, or removal of Member(s).
4. Term limits shall not be imposed on Members.

Section D. Membership Requirement; Resignation; Suspension or Removal from Office

1. Member(s) shall attend all regularly scheduled Board Meetings. If member(s) cannot attend said meetings, a designee should represent member(s).
2. Any Board member who is not present or represented for three (3) consecutive unexcused meetings within any twelve-month (12) period is deemed to have resigned and the Board may immediately declare the seat vacant.
3. The Board shall update its membership roster with a membership contact form every other year prior to July 1.
4. Member(s) may be suspended or removed for cause by a majority vote of the Members.

Section E. Code of Ethics

Members shall be subject to the provisions of FS Chapter 112, Part III to the extent required by applicable law and regulations and shall conduct themselves accordingly

Section F. Compensation

Members shall not receive compensation for service.

**ARTICLE III
OFFICERS OF THE BOARD**

Section A. General

1. Officers of the Board shall be a Chairperson and a Vice Chairperson; the Board may have a Secretary.
2. Officers shall serve a two (2) year term, not to exceed two (2) consecutive terms effective July 1 of each year.
3. Officers shall be elected every other year by nomination from the Nomination and Membership Committee prior to July 1.
4. Elections to fill vacancies created by death, resignation, or removal of officers are for the unexpired terms of the respective officers, but shall not count against the term limit set forth in Article III (A)(2) above.

Section B. Powers and Duties of the Officers

1. The Chairperson shall have the following powers and duties:
 - a. to preside over and conduct all meetings of the Board and meetings of the Executive Committee;
 - b. to serve as the official spokesperson for the Board in all activities that the Board deems necessary or appropriate;
 - c. to submit reports to such parties as may be necessary or appropriate;

- d. to sign official documents and correspondence on behalf of the Board;
 - e. to excuse absences of Members;
 - f. to convene and terminate all Ad Hoc Committees;
 - g. to be an ex-officio member of all committees;
 - h. to appoint and remove Committee Chairperson(s) and Committee Member(s); to **generate** the best interests of the Board and
 - i. to take such other actions, with DJJ, as may be delegated by the Board, or as may be necessary or appropriate, to effectuate the best interests of the Board, including arranging for administrative support.
2. The Vice Chairperson shall have the following powers and duties:
- a. to assume the powers and carry out the duties of the Chairperson in the Chairperson's absence; and
 - b. to carry out such other duties as may be delegated by the Board or the Chairperson.
3. The Secretary may have the following powers and duties:
- a. to provide public notice of all regular and special board meetings and all Executive Committee meetings in accordance with the Government-in-the Sunshine provisions;
 - b. to ensure that minutes of the Board are prepared and circulated as provided in Article V, Section E of the bylaws;
 - c. to collect and keep all sign in sheets from Board meetings;
 - d. to prepare correspondence as directed by the Chairperson;
 - e. to maintain a current Board membership list;
 - f. to serve as the Parliamentarian; and
 - g. to carry out such other duties as may be delegated by the Board or Chairperson.

ARTICLE IV COMMITTEES OF THE BOARD

Section A. Executive Committee

1. There may be an Executive Committee of the Board comprised of the Chairperson, Vice Chairperson, former Chairperson, if available, the Chairperson of each standing committee and two At-Large Members.
2. The At-Large Members shall serve a two (2) year term and may succeed in the same office for one (1) additional term. The At-Large Members shall be elected every other year by nomination from the Nomination and Membership Committee at the last meeting of the fiscal year, with the new term beginning July 1.
3. The Executive Committee shall have the following powers and duties:
 - a. to serve in an overall advisory capacity to the Board;
 - b. to serve as a liaison for the Board with DJJ;
 - c. to promote the Board's working relationships with governmental or private agencies to effectuate the best interests of the Board;

- d. to ensure the development and draft reviews of the Circuit Juvenile Justice Plan and Annual Report;
- e. to ensure that the functions of the Board, Members, Officers, Executive Committee, Committees, and Committee Chairperson are consistent with these Bylaws, applicable law and regulations; and
- f. to take such other actions as may be necessary or appropriate to effectuate the best interests of the Board.

Section B. Standing Committees; Other Committees

1. There may be the following standing committees of the Board, which may be perpetual in duration unless terminated by the Board and may have the following purposes, powers, and duties:
 - a. Nomination and Membership Committee -- shall expeditiously nominate candidates for vacant offices and recruit Elective Members to fill vacant positions;
 - b. Grant Review Committee – shall review delinquency prevention grants and make recommendations to the Department for the awarding of funds;
 - c. Legislative Committee – shall develop the Board’s Legislative Platform consistent with Board and Agency’s priorities and develop strategies for advocating with the Legislature on priorities;
 - d. Faith Committee -- shall engage representatives of the faith community in addressing juvenile issues;
 - e. The Board may establish other Standing Committees as may be necessary or appropriate to effectuate the best interests of the Board.
2. The Chairperson may appoint Ad Hoc Committee(s) of less than perpetual duration as may be necessary or appropriate to effectuate the best interests of the Board.
3. The Chairperson may appoint a chairperson individually as a “Committee Chairperson” who shall serve at the pleasure of the Chairperson. Only Members may be Committee Chairperson(s).
4. The Chairperson may appoint members of the public (referred to herein as “Public Members”) to serve on a Committee(s). Such Public Members shall serve at the pleasure of the Chairperson and shall not have powers or authority other than as prescribed by said committee.

**ARTICLE V
MEETINGS**

Section A. Government-in-the-Sunshine Provisions

The Board, 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.

Section B. Regular Meetings of the Board

1. Regular meetings of the Board shall be held at least once every three (3) months.
2. All Regular Meetings shall be advertised at least ten (10) calendar days prior to the respective Regular Board Meeting.

Section C. Executive Committee Meetings

1. Meetings of the Executive Committee may be held at the discretion of the Chairperson.
2. All Executive Committee meetings shall be advertised at least seven (7) calendar days prior to the respective Executive Committee Meeting.
3. The Executive Committee Members shall be provided an agenda at least three (3) calendar days prior to the respective Executive Committee Meeting.
4. Executive Committee Meetings may be incorporated into Regular Board Meetings.
5. Only matters contained in Executive Committee Agenda shall be addressed, unless there is a temporary setting aside of the respective Agenda by a majority vote of those present of the Executive Committee Quorum; and matters must be voted on by the majority of the Board, unless the Chairperson called an Emergency Executive Committee Meeting in which there is inadequate time for the full Board to meet.

Section D. Special Meetings of the Board

1. Special meetings of the Board may be called at the discretion of the Chairperson.
2. Members shall be provided an agenda and notified of the time and place of all Special Board Meetings at least three (3) calendar days prior to the respective Special Board Meetings.
3. Only matters contained on the Special Meeting Agenda shall be addressed and the majority of Board Members present shall vote on those issues.

Section E. Minutes

1. Minutes of Board Meetings shall be disseminated to Members at least ten (10) days prior to the next Regular Board Meeting. Any amendments to the minutes shall be addressed during the respective Regular Board Meeting.
2. Minutes of Executive Committee Meetings shall be prepared and disseminated to the Executive Committee Members at least three (3) days prior to the next Executive Committee Meeting and shall be disseminated to the Members during or before the next respective Regular Board Meeting.
3. Committee Meeting Minutes shall be prepared and maintained by the Committee Chairperson(s) and a report shall be distributed to the Members at the next regular Board Meeting following the Committee Meeting.

Section F. Quorum; Designees

1. A quorum for a Board Meeting shall consist of not less than one-third (1/3) of its members, including one-half (1/2) of the county councils' represented within the circuit and at least one (1) Officer.
2. A quorum for an Executive Committee Meeting shall consist of not less than three (3) Executive Committee Members and shall include at least one (1) Officer.
3. Designee(s) shall not be permitted to vote with the exception of the State Attorney, Public Defender and Chief Judge.

Section G. Parliamentary Authority

The rules and procedures contained in the current edition of Robert's Rules of Order, as such shall be revised occasionally (referred to herein as "Robert's Rules") and govern the activities of the Board in all cases to which they are applicable; provided however, that Robert's Rules shall not be applicable to the extent they are inconsistent with FS 985.664 et seq., the Bylaws, other applicable laws or regulations, or any other rules of procedure the Board may adopt from periodically.

Section H. Supremacy of Law or Regulations

If a provision of the Bylaws contravenes a law or regulation, then such law or regulation shall control the actions of the Board, Members, Advisory Members, Officers, Executive Committee, Committees, Committee Chairperson(s), and Public Members; and shall be incorporated into the Bylaws by reference and DJJ shall expeditiously amend the Bylaws to bring the Bylaws into compliance with such laws or regulations.

ARTICLE VI FISCAL YEAR

The Fiscal Year of the Board shall be from July 1 to June 30.

ARTICLE VII AMENDMENTS TO THE BYLAWS

Amendments to the Bylaws shall be made at the discretion of DJJ with sufficient notice for Boards to review and adopt the revisions.

Date Bylaws adopted: January 24, 2012

Date Bylaws revised: January 24, 2012

Chairperson: _____Jim Pearce_____

Date: _____January 24, 2012_____