

BYLAWS
COUNTY OF WINONA
CRIMINAL JUSTICE COORDINATING COUNCIL

June 2007; rev. October/November 2009

Article I: Name

The name of this organization is the Winona County Criminal Justice Coordinating Council, hereinafter referred to as the CJCC.

Article II: Authority

The Winona County Board of Commissioners established the CJCC on June 5, 2007. The CJCC shall be under the direct supervisory authority of the Winona County Administrator.

Article III: Purpose, Vision, Mission and Power

Section A: Vision

The Criminal Justice Coordinating Council brings together the participating agencies in the criminal justice system with representatives of local governments and the public. The Council seeks to assure for Winona County a criminal justice system that is fair and just, that provides for the public's safety, offers real opportunities for individuals to change the direction of their lives through rehabilitation and makes the best use of the public's funds.

Section B: Mission

To accomplish its vision, the Council will work systematically and cooperatively to review the elements of the criminal justice system and take an innovative approach to developing and evaluating proposals for change.

Section C: Power of the CJCC:

The CJCC has no power to make or to order changes in the criminal justice system. It brings decision makers together in an environment of collaboration where all can see the benefits of change.

Article IV: Members

Section A: Ex-officio members

There are sixteen ex-officio members of the CJCC.

State of Minnesota

- District Court Judge, selected by the local District Court Judges
- District Court Administrator
- Minnesota Department of Corrections –District Supervisor
- District Public Defender’s Office – Public Defender, selected by Chief Public Defender

County of Winona

- Board of Commissioners, one member chosen by the Board
- County Administrator
- Sheriff
- Jail Administrator
- Director, Winona County Department of Human Services
- Winona County Attorney
- Director, Winona County Community Health Services

City of Winona

- Winona City Attorney
- Chief, Winona Police Department
- Winona City Council, one member chosen by the Council

Private Defense Bar & Private Bar Generally

- Winona County Bar Association, one member chosen by the Association

Other City/Municipality Representation

- Chief, Goodview Police Department

Section B: Public Members and Input

1. **Voting members:** There are three voting public members of the CJCC. The members must live, work or attend school in Winona County. The term of service for public members will be two years renewable. There are no term limits on public members and they will not be paid for their service. The Hiring and Bylaws Committee will seek applications for public members, screen and interview applicants and make recommendations to the full CJCC which will make the final decision.
2. **Public input:** CJCC meetings are open to members of the public. Members of the public wishing to bring concerns or ideas to the attention of the CJCC may do so by contacting any CJCC member (public or otherwise) and having that member relay those concerns or ideas to the CJCC. At the discretion of the Chairperson, members of the public may speak at a CJCC meeting.

Section C: Removal/Resignation of Members

1. **Removal:** As hereinafter noted, CJCC members may designate proxies to represent them at Council meetings. When the director of a department is an ex-officio member, the director may name a “permanent” proxy. Ex-officio members cannot be removed except through amendments of the Bylaws. The Executive Director will notify an ex-officio member if a designated proxy is routinely unable to attend Council or committee meetings and request the appointment of a new proxy. Public members who no longer meet the qualifications for membership or who cannot attend Council and/or committee meetings may be removed by the Executive Committee. The Hiring and Bylaws Committee will fill vacancies among the public members through the process described in Article IV, Section B.
2. **Resignation:** Public members may resign by means of a letter to the Chair of the CJCC. The CJCC shall direct the Hiring and Bylaws Committee to fill the vacancy according to Article IV, Section B.

Article V: Meetings

Section A: Regular Meetings

The CJCC meets on the first Wednesday of the month at 12:00 P.M. The membership may, by consensus, change the meeting date for a single month or permanently. A quorum shall consist of a majority of Council members, including proxies.

Section B: Proxies

CJCC members may designate a person to represent them at CJCC meetings.

Section C: Conduct of Meetings

Council meetings will be run informally by the Chair pursuant to an established agenda. A member may place an item on the agenda by notifying the Executive Director at least 10 days prior to the next scheduled meeting. Additional agenda items not submitted by the deadline may be added to the agenda at the time of the meeting subject to consensus of the full Council.

Section D: Voting

The CJCC acts by consensus, votes are not taken.

Section E: Convening Special Meetings

The Executive Committee of the CJCC may convene a special meeting by sending written notice to all members at least 48 hours in advance. The notice must include an agenda which cannot then be amended to include additional items.

Article VI: Officers

Section A: Officers

The Officers of the Council shall consist of a Chair and Vice-Chair, who shall be chosen by the CJCC annually at the October meeting. The Chair and Vice-Chair must be CJCC members, and may be renewed in office without limit.

Section B: Duties

The Chair shall preside at all CJCC meetings. The Vice Chair shall preside in the absence of the chair.

Article VII: Executive Director

An Executive Director shall be responsible for the Council's daily management and operation. The Executive Director provides the continuity of leadership necessary for the CJCC to accomplish its vision and goals.

Article VIII: Committees & Workgroups

Section A: Purpose

To expedite and facilitate the business of the CJCC and the orderly and efficient consideration of matters coming before it, the Council may create Committees as it deems necessary. Committees may, in turn, create Workgroups to perform the work of Committees.

Section B: Membership of Committees and Workgroups

All Committees of the Council shall be chaired by a Council member. Membership of Administrative Committees shall be as designated in Section C. Membership of Working Committees and Workgroups shall be as determined by the Chair of the Committee and may include both CJCC and non-CJCC members.

Section C: Administrative Committees

The following administrative committees are established with the following duties and membership:

1. Executive Committee:

- a. **Duties:** The Executive Committee shall provide leadership in the planning and implementation of the Council goals. Specific duties include, but are not limited to the following:
 - i. Planning the agenda of CJCC meetings;
 - ii. Review, revise and recommend to the Council an annual budget for the Council's operations
 - iii. Reviewing requests made for Council resources, developing alternatives when appropriate and making recommendations to the CJCC for responding to such requests;
 - iv. Considering and approving requests for letters of support by the CJCC for grant applications;
 - v. Organizing strategic planning sessions for the CJCC;
 - vi. Reviewing and making recommendations regarding other matters delegated to it by the CJCC.

vii. Removal of public members pursuant to Article IV.C.

b. **Membership:** CJCC Chairperson, CJCC Vice-Chairperson; County Administrator; CJCC Executive Director

2. Hiring and Bylaws Committee:

a. **Duties:** The Hiring and Bylaws Committee shall be responsible for the recruiting of public members as described in Article IV, Section B, the employment of staff and the revision of bylaws. Specific duties include, but are not limited to the following:

- i. Developing and maintaining a job description for staff support positions, reviewing applications and interviewing candidates and recommending candidates to the full CJCC.
- ii. Interviewing and recommending public members to the full CJCC.
- iii. Reviewing and recommending updates to the bylaws.

b. **Membership:** County Administrator; Court Administrator, Minnesota Department of Corrections, District Supervisor.

Section C: Working Committees

The following working committees are established with the following committee charges:

1. Community Outreach and Diversity: Educate the public about initiatives, programs, and services supported by the CJCC, build an atmosphere of respect and inclusion in the community toward the Criminal Justice System regardless of culture or background, identify community concerns that are related to the responsibilities of the CJCC, and prepare a detailed, proactive public relations plan to inform the public, address specific community concerns and mobilize support for efforts to strengthen the criminal justice system.
2. Courts Committee: Make court case scheduling and case management more effective, efficient, and convenient.
3. Crime Prevention: Encourage crime prevention efforts through coordinated and concentrated programs and activities that encourage citizen involvement and participation and preserve safe environments and communities for the residents of Winona County.
4. Jail and Jail Alternatives: Recommend alternatives to incarceration for the criminal justice system to consider. The Committee will research, evaluate and recommend programming designed to facilitate change in the individual and thus prevent future involvement in the criminal justice process.
5. Data Information: Collect and disseminate justice system data that drive the decision-making processes and produce measureable outcomes.

Section D: Committee Reporting

The Chair of each Working Committee shall designate a reporter to take minutes at each Committee meeting and to promptly furnish completed minutes to CJCC staff for circulation to the Council. The

Chair or designee shall also provide a brief summary of the work of the Committee and its workgroups at the monthly CJCC meeting.

Section E: Ad Hoc Committees:

The CJCC shall have the authority to establish ad hoc committees when a consensus believes that to do so will advance the mission and vision of the Council. Each ad hoc committee will be charged with specific goals and purposes and a prescribed period of time for completion of the project.

Article IX: Amendment of Bylaws

The Bylaws may be amended by a consensus of the Council at any Council meeting. Proposed amendments to the Bylaws are to be included on the agenda of a regularly scheduled meeting of the CJCC.