

**BY-LAWS OF THE JUVENILE JUSTICE COMMISSION
OF
FRESNO COUNTY, CALIFORNIA**

ARTICLE I

Objectives

It is the goal of the Fresno County Juvenile Justice Commission, hereafter referred to as the Commission, to be a public conscience in the interest of justice for children and youth and to provide leadership for citizen action having similar goals and objectives.

The Commission shall be governed by the statutes set forth in the Welfare and Institutions Code Sections 225 - 231.

By state law, as defined in the Welfare and Institutions Code, it is the duty of the Juvenile Justice Commission to inquire in its county into the administration of the juvenile court law, to inspect annually all institutions, group homes used by the county for confinement of minors, and to report its findings and recommendations to the Presiding Judge of the Superior Court and the Presiding Judges of the Juvenile Delinquency and Dependency Courts of Fresno County. The findings and recommendations will also be sent to the Chief Probation Officer of Fresno County, Fresno County Child Protective Services, the Chairperson of the Board of Supervisors, and to the Corrections Standards Authority.

By State law, the Commission has access to all publicly and privately administered institutions whose use is authorized by the Juvenile Court. The Commission may hold hearings and the Presiding Judge of the Juvenile Delinquency Court may issue subpoenas requiring attendance and testimony of witnesses and production of papers.

The Commission is empowered to inquire, in a broad sense, into the administration of juvenile justice including, but not limited to, operations of the Juvenile Court, Probation, Social Services, group homes, and law enforcement. The Commission may publicize its findings.

The Commission is actively concerned with the provision of appropriate and adequate services and facilities for juveniles and others under its jurisdiction by city, county and state governments.

ARTICLE II

Membership

Section A. Appointments - The Presiding Judge of the Superior Court, with the concurrence of the Presiding Judge of the Juvenile Delinquency Court, may appoint individuals to the Commission. The Presiding Judge may appoint a commission member up to four (4) consecutive terms. A term is defined as four (4) years. After four consecutive terms, a sitting out period of three (3) months is required prior to being reappointed to the commission. Persons from fourteen (14) to twenty-one years (21) may be appointed for a maximum of two (2) one (1) year terms. When a vacancy occurs for any reason other than expiration of a term of office, the appointee to fill such a vacancy shall hold office for the un-expired term of his predecessor. This period shall be considered a full term if the un-expired term is more than two years. The Presiding Judge of the Superior Court has the right to remove any commissioner for cause.

The Commission's Chairperson shall keep the judges informed of the membership status of the commissioners and vacancies within the Commission. The Commission members may make recommendations for appointments to the Presiding Judge. Proposed Commission members shall undergo a background investigation and livescan provided by the Probation Department.

Section B. Number of members - Welfare and Institutions Code Section 225 provides that the Commission is to consist of not less than seven (7) members and not more than fifteen (15) members. It is the intent of the Commission to maintain the maximum authorized number whenever possible.

Section C. Composition - It is important that the Commission be truly representative of all socioeconomic interests and concerned citizens. Two or more of the members shall be persons between 14 and 21 years of age, provided there are available persons between 14 and 21 years of age who are able to carry out the duties of a Commission member in a manner satisfactory to the appointing authority. The appointing Judges and the Commission should seek to represent a balanced variety in such factors as geographic area, type of community, ethnic background, age, sex, professional and lay experience, and community involvement. The appointees should have demonstrated an active interest in youth and the goals of the Commission as well as objectivity and open-mindedness.

Section D. Responsibilities - Contributions of members to the functioning of the Commission will vary in time and kind. These will include the bringing of diverse lay and professional experience and points of view to the

Commission's discussions, liaison with groups sharing the Commission's concerns, active participation on study and project committees, testimony to the Board of Supervisors, and state legislative committees. Each commissioner will be expected to actively serve on at least one Standing Committee of the Commission.

ARTICLE III

Organization

- Section A.** Officers - By law, the Commission shall elect a Chairperson and a Vice Chairperson annually. This is to take place at the last Commission meeting of the year. The Secretary shall be appointed by the Chairperson. Newly elected officers shall assume their duties at the first meeting of the following year. In the event of a resignation of an elected officer, an "ad hoc" committee shall be appointed by the remaining elected officers, to recommend a replacement, whose name shall be presented for approval at the next regular meeting.
- Section B.** Nominating Committee - A nominating committee of three members of the Commission shall be elected at the October meeting. The nominating committee shall select its own chairperson. The current elected officers of the Commission may not serve on the nominating committee. This committee shall select a slate of nominees for office to be presented to the membership at the November meeting. Members may make additional nominations prior to the election. Such nominations must have the approval of the nominees.
- Section C.** Standing Committees - The Chairperson of the Commission, with the concurrence of the members affected, may designate the chairpersons and members of standing committees at each regular February meeting. Vacancies may be filled by the Commission's Chairperson at any time during the year.
- The following may be the standing committees of the commission:
Administrative Review and Public Information, Juvenile Services,
Residential, and Legislation.
- Section D.** Responsibilities - All committees shall report to the Commission at its regularly scheduled meetings any action taken since the previous Commission's meeting. The Chairperson or Vice Chairperson should be present at all committee meetings of their respective committees.
- Section E.** Administrative Review and Public Information Committee - The Administrative Review and Public Information Committee shall be

composed of the Chairperson, Vice Chairperson, Immediate Past Chairperson, Secretary of the Commission, and appropriate non-voting advisors.

It is the responsibility of this committee to see that there is a full complement of members on the Commission to review candidates for membership and to make recommendations to the appointing judge.

- Section F. **Juvenile Services Committee** - The Juvenile Services Committee shall monitor the administration of juvenile court law by examining the day to day practices of the system.
- Section G. **Residential Committee** - The Residential Committee shall inquire into the administration and programs of all detention and residential facilities serving youth in the Juvenile Justice System of Fresno County.
- Section H. **Legislation Committee** - The Legislation Committee shall review proposed legislation pertaining to juveniles and represent the concerns of the Commission to the legislature.
- Section I. **Special Committees** - These shall be formed as needed and as interests arise. The chairperson and members of special committees shall be appointed by the Commission Chairperson.

ARTICLE IV

Commission Meetings

- Section A. **Time and Place** - Regular monthly meetings shall be held at a time, date and place agreed upon by the Presiding Judge of the Juvenile Delinquency Court and Commissioners. Special meetings may be called by the Chairperson or the Presiding Judge of the Juvenile Delinquency Court.
- Section B. **Public Access** - Regular and special meetings of the Commission may be open to the public by invitation only. Attendance at workshops or seminars sponsored by the Commission may be limited to a workable size.
- Section C. **Quorum** - Official Commission action at a regular or special meeting shall require a quorum of a majority of the members with the further provision that the Chairperson and/or the Vice Chairperson be present at the meeting.
- Section D. **Agenda** - A written agenda of all regular Commission meetings shall be prepared and be mailed to the members seven days prior to a regular meeting. Notification for special meetings shall be delivered by mail, email

or personally delivered at least twenty-four (24) hours prior to the meeting time.

ARTICLE V

Expenses

Members of the Juvenile Justice Commission shall be reimbursed for their actual and necessary expenses incurred in the performance of their duties. Such reimbursement shall be made by the county of appointment or, in lieu of such actual and necessary expenses, the Board of Supervisors may provide that the members of the Commission shall be paid not to exceed the sum of fifty dollars (\$50), twenty-five dollars (\$25) per meeting not exceeding two meetings per month. In the case of a Regional Justice Commission, the duty of reimbursement shall be divided among the participating counties in the manner prescribed by agreement of the board of supervisors.

Routine expenses are to be submitted on standard forms to the Secretary. Non-routine expenses must be approved by the Commission Chairperson. These include out of county trips, overnight conferences, or any conference requiring a registration fee.

ARTICLE VI

Attendance

Section A. **Regular Attendance** - If a member finds it impossible to attend a regular Commission meeting, he/she shall notify the Commission Chairperson or Secretary. If unable to attend a committee meeting, inspection or hearing, that member shall notify the member in charge.

Any commissioner who accumulates three unexcused absences or a total of five absences from regular Commission meetings during the calendar year shall be considered as having resigned from the Commission. Such resignations shall be communicated by the Chairperson to the Presiding Judge of the Superior Court and the Presiding Judge of the Juvenile Delinquency Court.

A member accepting assignment as an official representative of the Commission to another body should make a serious effort to attend its meetings. When unable to attend, he/she should arrange for another commissioner to do so, if possible. If unable to continue serving in that capacity, he/she shall so notify the Commission Chairperson.

Section B. Leaves of Absence - A member must submit a request for a leave of absence to the Presiding Judge of the Juvenile Delinquency Court. A leave of absence, not to exceed six months per term may be granted to a Commissioner for bona fide reasons, as determined by the Presiding Judge of the Juvenile Delinquency Court.

Section C. Resignations - A member unable to continue active service must submit a written resignation to the Presiding Judge of the Superior Court and the Presiding Judge of the Juvenile Delinquency Court with a copy to the Commission Chairperson.

ARTICLE VII

Testimony and Reports to Other Bodies and Releases to News Media

The Commission Chairperson is authorized to implement policy positions previously adapted by the Commission. The Chairperson may delegate this responsibility to other members on particular occasions. Reports previously approved by the Commission, or statements of the Commission's positions before appropriate hearings, may be made at the discretion of the Chairperson. The Chairperson must approve the presentation of subject matter by any member before a Commissioner speaks before any group as spokesman for the Commission.

ARTICLE VIII

Annual Report

An annual report shall be prepared by the Commission Chairperson. The report shall be submitted by April 1, to the Corrections Standards Authority, the Presiding Judge of the Juvenile Delinquency Court, the Fresno County Board of Supervisors, and others on the Commission's mailing list and will be made available to the public upon request.

ARTICLE IX

Revision of By-Laws

The By-Laws shall be revised as necessary in order to remain in conformance with state law and county ordinances.

A bi-annual review shall be made prior to a regular January meeting and the By-Laws shall be adopted at the January meeting.

The By-Laws may be revised by a 2/3 vote at any other regular meeting, provided the changes proposed have been mailed or e-mailed, and members have had adequate opportunity for reflection and discussion of these changes.

ARTICLE X

Order of Business

The rules contained in the current edition of Robert's Rules of Order shall guide the Commission in all matters to which said rules are applicable and in which said rules are not inconsistent with these By-Laws and any special rules of order that the Commission may adopt.

Revised
May.....2020