

JACKSON COUNTY CRIMINAL JUSTICE COORDINATING COUNCIL

BY-LAWS

Article I: Name

The name of this Council shall be the Jackson County Criminal Justice Coordinating Council. It will be referred to as the Council throughout these by-laws.

Article II: Creation

The Council is created by resolution as adopted by the Jackson County Board of Supervisors and signed by the Executive and Finance Committee.

Article III: Mission

The principal mission of the Council is to improve the administration of justice and promote public safety through planning, research, education and the community-wide coordination of criminal justice initiatives utilizing evidence-based decision making.

Article IV: Structure

Section A: Membership

There are 13 voting members of the Council:

- Presiding Judge for Jackson County
- County Board Chair
- Sheriff
- Chief of Police – Black River Falls
- District Attorney
- Clerk of Circuit Court
- State Public Defender
- Department of Corrections Supervisor for Jackson County
- Department of Health and Human Services Director
- Chief of Police – Ho-Chunk Nation
- Chief Judge – Ho-Chunk Nation
- Chief Executive Officer- Black River Memorial Hospital
- EMS Chief – Black River Falls Emergency Medical Services

Council members may designate another competent person to represent them and vote at Council meetings. Any Council member wishing to appoint a designee is to identify the designee in writing addressed to the Chair of the Council.

In the event of a vacancy of a Council member, the out-going Council member's organization may designate a representative from his or her organization to act until such time the vacant position is filled.

Section B: Authority of the Council

The Council has no legal authority to order changes to the Jackson County criminal justice system, but it may recommend changes through consensus of the participating Agencies and Branches. The Council is committed to providing coordinated leadership to ensure the use of evidence-based practices, eliminating the of duplication of services, service gaps and working to create efficiencies within the criminal justice system by making recommendations to all justice system partners and stakeholders. Members will act in good faith and within their ethical guidelines to implement Council directives on evidence-based practices.

Section C: Committees

- 1. Standing Committee** – A team of people organized for the purpose of addressing ongoing issues or subjects. Committees may be organized to address processes and/or long term projects. Standing committees may direct the formation of an Ad-Hoc committee to address specific issues of a short-term nature or a sub-committee to address a specific on-going issue or need. A “Standing Committee” is a permanent committee intended to consider all matters pertaining to a designated subject and is typically interdepartmental.
 - a. Grant/Funding Committee
 - Seek out and identify funding sources for current and future corrections, treatment and support programs for offenders
 - b. Criminal Court Review Committee
 - Promote communication and education among the agencies and departments involved in the Criminal Justice system.
 - Examine incarceration and alternatives thereto.

2. Subcommittees and Ad Hoc Committees

A Subcommittee is a team of people organized by a Standing Committee to address a specific process or issue within the committee's area of responsibility. Subcommittees are often ongoing. An Ad Hoc committee is a short-term team of people organized for the purpose of systematically addressing a specific issue or process. The team is dissolved upon completion of the project. Ad Hoc committees are generally multi-disciplinary in nature. Standing Committees, Subcommittees and Ad Hoc Committees shall report their information and recommendations to the Council.

Section D: Meetings

1. Meetings of the council shall be set at scheduled intervals as agreed upon by consensus of the council. Notice of Council, Executive Committee, Standing Committee, Subcommittee and Ad Hoc Committee meeting times and locations shall be provided to all members and duly posted in compliance with open meetings statutes.
2. Minutes of the council meetings shall be recorded and distributed to all members of the Council via email.
3. A quorum is a simple majority of the membership described in Section A.
4. Recommendations of the Council shall be made by consensus. If consensus cannot be reached, recommendations may be made by a 2/3 vote of the Council members present.

Section E: Staff Support

Staff support in the form of a coordinator will be provided by the Executive and Finance Committee of the County Board to a maximum number of hours as deemed necessary by the council. The coordinator provides logistical and staff support to the Criminal Justice Coordinating Council. To be accomplished by maintaining communication and ongoing proactive working relationships with stakeholders in the community and Criminal Justice Coordinating Council partners. The coordinator will serve as a neutral, non-voting liaison for the Council.

Article V: Officers

Section A: Officers

The Council shall elect at the first meeting of the year a chair, vice-chair and second vice-chair. The officers shall serve for a term of two-years. The officer demographics will consist of at least one member of the County Board and one external (non-county) member. The coordinator shall act as the recording secretary.

Section B: Duties of Officers

The chair shall preside at all meetings. The vice-chair shall preside in the absence of the chair. The officers shall also be responsible for the following:

- a. Assist in the development of Council meeting agendas and ensure matters are ready for Council meetings.
- b. Assist to ensure assignments are completed and prepared for Council meetings.

- c. Propose to the council the formation of Standing Committees, Subcommittees, and Ad Hoc Committees
- d. Recommend to the Council individuals to serve as chairs, and members of the above named committees.

Article VI: Change in By-Laws

Proposed amendments to the by-laws are to be included on the agenda of a Council meeting. Any action in response to the proposed change in the by-laws shall be made by consensus. If consensus cannot be reached, amendments may be made by a 2/3 vote of the Council members present and shall become effective immediately.

Adopted: June 13, 2017