

CRIMINAL JUSTICE COUNCIL

BY-LAWS

As Amended & Approved

2/7/96

Mission: The mission of the Criminal Justice Council is to promote and foster cooperation and coordination between separate governmental units and agencies to improve the criminal justice system through planning, analysis, technical assistance training, information sharing and to promote balanced resources within the criminal justice system.

ARTICLE I: NAME AND AUTHORIZATION

- A. The name of this organization shall be the Criminal Justice Council hereinafter called CJC.
- B. The CJC was created by the Monroe County Legislature Resolution No. 403 of 1988.

ARTICLE II: PURPOSE

Within the scope of its mission, the purpose of the CJC is many-faceted. The CJC promotes coordinated and comprehensive planning for the improvement of the criminal justice system. It conducts studies and research, issues reports, and sponsors conferences and training in order to understand and improve the system. The CJC coordinates the setting of priorities, balancing of resources and other joint activities among the separate elements and units of government involved in the criminal justice system.

The CJC increases awareness of the interdependency of law enforcement, the judicial process and alternatives to incarceration by decision-makers, criminal justice practitioners and the general public. It is a forum for improvements in the criminal justice system's response to crime as well as being a vehicle for meeting requirements of any state, local, or federal programs. In a broader sense, the CJC enhances the community's ability to deal with crime and dispense justice.

ARTICLE III: FUNCTIONS

- A. Adopt and amend by-laws of the CJC and related committees;

- B. Promote coordination and foster cooperation between separate governmental units and criminal justice agencies;
- C. Resolve any membership questions and make recommendations to the appointing authorities;
- D. Review on an annual basis the goals, objectives, resources and achievements of the criminal justice system and advise County government, criminal justice agencies and other governmental entities;
- E. Advise County government, criminal justice agencies and other governmental entities of ways to improve case processing and disposition;
- F. Advise County government, criminal justice agencies and other governmental entities on the interaction between criminal justice agencies and the requirements of the criminal justice system to assure proper coordination and balance between criminal justice agencies;
- G. Issue an annual report to the County Executive and to the County Legislature;
- H. Advise the County Executive as to policies or programs submitted for review by the CJC.

ARTICLE IV: MEMBERSHIP

- A. The CJC shall consist of twenty-six (26) members, as follows:
 - 1. Two (2) legislative representatives as appointed by the President of the Legislature;
 - 2. Four (4) members of the judiciary (one from each):
 - a. Supreme or County Court
 - b. Family Court
 - c. City Court
 - d. Town or Village Courts from names submitted by Monroe County Magistrates Association
 - 3. The District Attorney or his representative;
 - 4. The Public Defender or his representative;
 - 5. The Sheriff or his representative;

6. Two (2) members from the Law Enforcement Council as appointed by its Chairperson;
 7. One (1) member from the City Police Department as appointed by the Mayor;
 8. One (1) member from the City Public Safety Commissioner's office as appointed by the Mayor;
 9. The Administrator of Probation or his representative;
 10. The Director of Public Safety;
 11. The Director of Community Services or his representative;
 12. The Director of Social Services or his representative;
 13. One (1) member from the Judicial Process Commission;
 14. One (1) member from the Rochester Interfaith Jail Ministry;
 15. A representative of the Monroe County Academic Community as appointed by the County Executive;
 16. A representative from the Monroe County Bar Association or its Pre-Trial Services as appointed by the County Executive from names submitted by the Bar Association;
 17. Two (2) citizen representatives as appointed by the County Executive;
 18. Two (2) citizen representatives as appointed by the President of the Legislature;
and
 19. One (1) citizen representative as appointed by the County Executive and the President of the Legislature whose primary concern shall be representing the general interest of victims.
- B. All appointments shall be submitted jointly by the County Executive and the President of the Legislature and shall require confirmation by the County Legislature.
- C. Members designated above (1) through (13) serve by virtue of their office. All other members will be appointed for two (2) years.
- D. Any member not mandated by office may resign by filing a written resignation with the chairman and their appointing authority.

- E. Vacancies shall be filled by the appointing authority(s) of the original position subject to confirmation by the Monroe County Legislature.
- F. Removal of any member is at the discretion of the members appointing authority.
- G. The CJC chairperson will advise the appointing authority of any member who has two unexcused absences in a row.

ARTICLE V: MEETING OF MEMBERS

- A. There shall be a minimum of five bi-monthly meetings a year, held on or before the second Wednesday of the month, from October through June. Special meetings may be called by the chairperson or a majority of the Council provided such notice is given five (5) days prior to holding of such meeting.
- B. A simple majority of the CJC members will constitute a quorum. A quorum must be present to constitute a meeting and conduct business.

ARTICLE VI: APPOINTMENT AND ELECTION OF OFFICERS

The Director of Public Safety for Monroe County via Resolution #88-0284 will serve as the Chairperson of the CJC by virtue of office. The CJC will elect from its membership a Vice-Chairperson and Secretary at its January meeting each year. Duties of these officers are listed in Article XV.

ARTICLE VII: STANDING COMMITTEES

- A. The working component of the Criminal Justice Council will be its standing committees. The Committees may additionally draw upon non-CJC members with criminal justice or community experience to expand input.
- B. Committees are organized to address segments of the criminal justice process. Their actions and recommendations are to be reported back to the Council for review and approval. In turn, the Council shall make recommendations to the Legislative, Executive and Judicial branches of government, as well as, criminal justice agencies.
- C. The Council Standing Committees are:

- Priorities Committee
- Education-Prevention Committee
- Alternatives Committees

The Chairperson will recommend Committee membership at the CJC January meeting each year for approval by the membership.

1. Priorities Committee Duties

Generally, setting the priorities of the Council will be its overall task. This Committee will synthesize issues for coordination between the other Committees and will promote cooperation among the Committees. Compelling issues such as jail overcrowding, case processing and other issues as appropriate will be the responsibility of this Committee. This Committee shall concentrate upon special tasks that may relate to or interact with all of the other committees.

2. Education-Prevention Committee Duties

This Committee is to discover and develop resources within the community that will preclude the use or augment the criminal justice process. Examining how the community can play a larger role preventing, addressing or correcting criminal behavior is the role of this Committee. Programs to be developed by other committees that may involve a community role, will be referred to this Committee. This Committee will pursue crime prevention, public education, neighborhood development and organization, examination of conditions that tend to cause crime, neighborhood watch, victim advocacy, offender supervision, community human services, conflict resolution, and other related problems or programs within the community.

3. Alternatives Committee Duties

This Committee will address the manner in which cases are processed from arrest to conviction. This Committee will explore pretrial options, arrest and arraignment policies, identification of key decision points in the criminal justice process for analysis and identifying diversion programs. This Committee shall seek to maximize all options for persons convicted of crimes, including alternatives to incarceration. This Committee will evaluate existing alternatives, review and recommend human services for victims and offenders. Generally, this committee will explore potential sentencing options that hold offenders accountable, provoke desired change, and address public safety needs.

D. Committee Organization

1. Committee members may designate representatives in the event they are unable to attend to committee business. Further, Council members may attend any of the committee meetings and a schedule of these meetings will be generally distributed to the membership.

2. The Chairperson of the CJC will appoint a committee chairperson and designate other members.
3. Committees should be oriented to organizing, motivating, and drawing upon the community's total resources. Thus, committees may add to their membership by selecting particular individuals or representatives from select agencies.
4. The CJC may create any other committee as deemed appropriate by the Chair.

ARTICLE VIII: RECORDS

- A. The CJC shall keep correct and complete minutes of the proceedings of its meetings.
- B. The CJC shall maintain a roster of its members and the members of its committees.
- C. All CJC meeting records may be inspected by any member or his/her agent for any purpose at any reasonable time.

ARTICLE IX: AMENDMENTS TO BY-LAWS

These by-laws may be amended by a two-thirds vote of the CJC members present. All amendments must be presented in writing at a regular or special meeting with all members receiving a copy of the proposed changes at least ten (10) days prior to the final consideration of same, except where unanimously adopted by members present at a regular meeting.

ARTICLE X: EFFECTIVE DATE

These by-laws shall go into full force and effect at the time of their adoption by a two thirds vote of the membership present of the CJC.

ARTICLE XI: PROCEDURAL MATTERS

All business of the CJC shall be conducted in accordance with Roberts Rules of Order as revised in the absence of a special rule of the CJC.

ARTICLE XII: OFFICERS

- A. Chairperson - The Chairperson shall be the principle officer of the CJC and shall maintain general control of all of the business, affairs, and records of the CJC.

The Chairperson shall have the right to request and require that any motion be reduced to writing prior to consideration.

- B. Vice-Chairperson - In the absence of the Chairperson or in the event of a refusal or inability to act, the Vice Chairperson shall perform the duties of the Chairperson as enumerated with the full powers of, and subject to, the same restrictions of that office.

The Vice Chairperson shall perform such other duties as may be assigned to them by the Chair.

- C. Secretary - The Secretary shall insure that a permanent record of the official actions of the Council, in the form of minutes of each meeting, is maintained.

1. The Secretary shall insure that the role is called and recorded at each meeting into the minutes.
2. In the absence of a quorum at the time appointed for the meeting, the members present may, by a majority vote, take a recess or recesses and direct the Secretary to procure the attendance of absent members.
3. In the case of the absence of the Chairperson or Vice Chairperson, the Secretary shall call the Council to order and call the role of the members. If a quorum is found to be present, the Council shall proceed to elect, by a majority vote of those present, an Acting-Chairperson to act until the Chairperson or Vice-Chairperson appears.

ARTICLE XIII: AUTHORIZATION OF EXPENDITURES

- A. No member of the CJC or any employee of the CJC shall incur any debt or obligation in the name of the CJC.
- B. The officers and members of the CJC shall not receive any compensation for their services.