

# Lake County Criminal Justice Coordinating Council Bylaws

## Article I: Name

The name of this Council is the Lake County Criminal Justice ~~Citizen's~~ Community Council, and it will be referred to as the CJCC or Council in the following bylaws.

## Article II: Authority

The Lake County Sheriff John D. Idleburg established the Council on September 23, 2019.

## Article III: Purpose

### Section A: Principal Mission

The principal mission of the Council is to provide an ongoing collaborative forum to study the Lake County juvenile and adult criminal justice system, identify best practices, and formulate policy, plans and programs for change when opportunities present themselves. In addition, its mission is to communicate and present planning, financial, operational, managerial, and programmatic recommendations to the agencies represented on the Council, provide the coordinated leadership necessary to establish cohesive public policies that are based on research and support evaluation and monitoring of policy decisions and program implementations, and advance evidence-informed corrections practices and programs for adult and juvenile offenders.

### Section B: Guiding Principles

Council members will be responsive to the collective needs of the community, encourage the spirit of teamwork, and respect the independence and interrelationships among participants.

**Legitimacy:** Criminal justice practices and policy should provide an equitable justice system for all residents by strengthening the trust between the public and the justice system and promoting the fair distribution of rights, resources, and opportunities.

**Fair and Just:** Criminal justice laws, policies, and practices should be fairly and effectively enforced, ensuring that punishment is proportional to the seriousness of the offense committed, designed to achieve offender accountability, victim restoration, public safety, and limited to the amount necessary to achieve the intended outcomes.

**Respect:** Criminal justice practices and policy should ensure that victims are treated with respect in regard to their dignity and privacy, and that their rights are enforced. Support and services should be provided to victims who suffer physical, emotional or financial harm as the direct result of the offender's criminal conduct.

**Rehabilitation:** The criminal justice system should require and support offender rehabilitation services to offenders who want them. These services should be provided in a trauma-informed manner.

**Strengthen Communities:** The criminal justice system should strengthen communities and their capacities to prevent crime and violence.

Prevention: The criminal justice system should prevent crime and violence to mitigate its harmful effects on individuals and communities.

Research-Informed: Criminal justice policies and practices should be informed by statistics, research, and community input. Criminal justice data, statistical analyses, and research should be accessible to all communities.

Collaboration: The sectors of the criminal justice system and victim service providers should collaborate to provide efficient, effective, and expedient justice. This collaboration should foster cross-system coordination and appropriate information sharing.

Efficient: The criminal justice system should avoid unnecessary costs and maximize its limited resources to achieve its intended outcomes.

### Section C: Role

The Council is empowered to make recommendations ~~to public policy boards~~ regarding ~~juvenile and~~ criminal justice system issues.

## Article IV: Members

### Section A: Membership by Position

There are no more than ~~30~~ 21 voting members of the Council who are members due to the position they hold ~~or an appointment that is made.~~ All Steering Committee Members are Council Members. Council Members will be appointed by the Sheriff to serve for a term of two (2) years and may be appointed for successive terms. Council Member terms shall be initially adjusted by drawing all names out of a container randomly for 1-year and 2-year terms so that as close to one-half (1/2) of the Council Members shall be appointed or reappointed each year. Any person appointed to replace the current Council Member shall fulfil the remainder of that term (if any) and shall be designated to follow the staggered term of their predecessor. These members serve on the Council for as long as they occupy the position:

#### Section A: Definitions

A "Justice Impacted Individual" is one who was arrested, charged, or convicted.

A "Justice Impacted Community Member" is one whose life has been affected by someone who was arrested, charged, or convicted.

"Other Member, Organization, Partner" may include but is not limited to nonprofit organizations, community groups, local school districts, local government entities, businesses, public safety, and others as deemed appropriate by the membership

1. Lake County Sheriff
2. 19th Judicial Circuit Designee
3. Lake County Juvenile Justice Coordinating Council

4. Lake County State's Attorney

5. Lake County Coroner

—Lake County Public Defender

6. ~~19th Judicial Circuit Adult Probation Director~~

7. Lake County Board Chair

8. Lake County Circuit Court Clerk

9. Lake County Health Department

10. President, Lake County Chiefs of Police Association or his/her designee

11. Justice Impacted Individual

12. Justice Impacted Individual

13. Justice Impacted Individual

14. Justice Impacted Community Member

15. Justice Impacted Community Member

16. Justice Impacted Community Member

17. Other Member, Organization, Partner

18. Other Member, Organization, Partner

19. Other Member, Organization, Partner

20. Other Member, Organization, Partner

21.

~~A Safe Place~~

~~Nicasa Behavioral Health Services~~

~~Waukegan Township~~

~~Coalition to Reduce Recidivism~~

~~Victim advocate~~

~~Community Members~~

~~Formerly Justice Impacted Individuals~~

~~19th Judicial Circuit Juvenile Probation Director~~

~~Illinois General Assembly member or his/her designee~~

~~Other members may include but are not limited to: League of Women Voters of Lake County, Waukegan Main Street, Faith in Place, Waukegan Public Schools, United Way, Switch Lanes, Legacy Re-Entry Foundation, Mano a Mano Family Resource Center, Round Lake Beach Police Department, Mayor of North Chicago, Waukegan Park District and others as deemed appropriate by the membership.~~

**Section B: Voting Members**

**All Steering Committee Members are Council Members and voting member.**

**If a CJCC Council Member attends at least 50% of the CJCC meetings in a year (October 01 to September 30), they are considered a voting member of the CJCC. If they do not fulfill these criteria, they are still a member but without voting rights.**

**Section C: Removal**

**A member may be removed from such office, with or without cause by a vote of two-thirds (2/3) of all Members then in office. Such action shall be taken at a regular meeting of the Council or a special meeting called for such purpose, and the proposed removal shall be set forth in the notice of such regular or special meeting, sent at least 10 days prior thereto or according to Article V: Section E. Action Without Meeting.**

**Section B: Ex Officio Members**

Members of the Lake County Board are non-voting members of the Council.

Lake County Sheriff's Office ~~Chief of Staff and additional~~ staff support ~~of the Lake County Sheriff's Office~~ are non-voting members of the Council.

## Section C: Removal

An ~~Ex Officio Member y-officer~~ may be removed from such office, with or without cause, by a ~~vote of two-thirds of all Members vote~~ of the Council. ~~Such action shall be taken at -at any regular meeting of the Council or a special meeting of the Council called for such that purpose, and the proposed removal shall be set forth in the notice of such regular or special meeting, sent at least ten (10) days prior thereto or according to Article V Section E. Action Without Meeting.~~

## Article V: Meetings

### Section A: Regular Meetings

The Council meets ~~at least four (4) times per year on the third Wednesday of every quarter~~ beginning from 6 pm to 8 pm. Meetings are open to the public.

~~March~~

~~June~~

~~September (Annual Meeting: Election of Officers)~~

~~December~~

### Section B: Meeting Location

Future meeting locations or the geographical area will be decided at each quarterly meeting.

### Section C: CJCC Annual Meeting

~~The Annual Meeting -of the CJCC will be held once a each year, during the month of September.~~

### Section D: Attendance by Electronic Communication

Council members may participate in any meeting using a computer, conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other and such participation in a meeting shall constitute presence in person at the meeting.

### Section E: Action Without Meeting

Any actions required to be taken at a meeting of the Council, or by any other action which may be taken at a meeting of the Council, may be taken without a meeting if consent in writing or electronic communication ("email"), setting forth the action so taken shall be signed by a majority of the Council entitles to vote with respect to the subject matter thereof. Digital signatures, including typing the Council Members name in an electronic communication, shall be a valid form of signature herein. Action must be initiated by an officer or committee chair.

#### Section F: Conflict of Interest:

Any member who is present at a meeting at which any matter is discussed in which he or she has a private pecuniary or property interest shall declare that he or she has a potential conflict of interest. The member shall not vote on such matter and shall refrain from attempting to influence the decisions of the other members of the CJCC in voting on the matter. The Chair may choose to have such member step out of the meeting during the discussion of and/or vote on the matter which is the subject of the potential conflict of interest.

#### Section G: Designees

Council members may designate one designee to represent them and vote at all Council meetings. Any member wishing to appoint a designee is to identify the designee in written correspondence addressed to the Chair of the Council prior to the meeting. Designees can be changed only by notifying the Chair in writing. Each Council member or properly appointed designee present at a meeting shall be entitled to only one vote on each matter submitted to a vote of the members.

#### Section H: Alternate

The Lake County Board names a representative and alternate to serve as Council members at all meetings. The representative may appoint a designee as described in Article V, Section B, to represent the Board when neither the representative nor alternate is available to attend.

#### Section I: Quorum

A quorum is no less than a simple majority of the total membership. Designees cannot be counted when determining a quorum. Action may be taken by a majority of those present voting and by not less than a majority of the quorum.

#### Section J: Convening Special Meetings

The Chair of the Council may convene a special meeting with a minimum of 7 days advance notice, confirmed by email or positive phone contact.

#### Section H: Meeting Documentation

All CJCC meetings, as well as committee and subcommittee meetings, shall be documented either in the form of meeting minutes or meeting summaries and disseminated to the CJCC Council via CJCC Secretary or Chair designee.

#### Article VI: Authority and Duties:

The Chair and Co-Chair shall have full authority to carry out their duties as specified below.

## Section A: Chair

The Chair of the Council is the Sheriff of Lake County. The Chair shall

Preside at meetings of the CJCC

Serve as a ceremonial representative of the CJCC

Appoint all standing and special committees of the CJCC which appointments are confirmed by the CJCC

Appoint subcommittee chairs

Keep CJCC members informed of matters pertinent to their responsibility

Set the agenda for all meetings of the CJCC and ensure distribution to members.

Establish CJCC meeting schedules.

Ensure the preparation of meeting minutes and distribution to members.

Sign communications on behalf of the CJCC

Represent the CJCC at governmental, community or other meetings

Provide functional supervision to the criminal justice planner; gather input from the council and administer performance reviews and share with administrative supervisor

Work with the planner to develop and execute the approved annual CJCC budget.

In instances when the Chair cannot attend a meeting, another member designated by the Chair will preside over the meeting.

## Section B: Co-Chair

In the absence of the Chair, to fulfill any and all the above duties.

~~In instances when the Chair cannot attend a meeting, the Co-Chair of the Council or another member designated by the Chair will preside over the meeting.~~

## Section C: Secretary

The secretary shall keep a record all proceedings of the Council in a book or electronic format to be kept for that purpose; see that all notices are duly given in accordance with the provisions of these by-laws or as required by law; be custodian of the records, and perform all duties incident to the office of secretary and such other duties as from time to time may be assigned to him or her by the Chair or Steering Committee.

## Article VII: Voting

Each Council member has one vote. Designees may vote on behalf of a member if they have been identified by the member in written correspondence addressed to the Chair. The majority of all voting members present shall constitute passage of any item up for a vote.

## Article VIII: Committees

The CJCC may establish standing and ad hoc committees, as needed, in order to expedite and facilitate the business of the CJCC. All committees must include at least two CJCC members appointed by the Chair. A committee may also include others from the local criminal justice system and its related service providers, as well as other members, who are approved by the Steering Committee.

Standing committees will establish its own charter to outline their scope of work and update as needed.

All cCommittees, ~~and~~ sub-committees, and members may meet with individuals, community-based organizations, subject matter experts, educational and research institutions, and other community groups to gather information and explore innovative strategies.

Committees and sub-committees may ~~must~~ meet in between ~~quarterly minutes~~ Council meetings to further their action items. Meeting minutes must be recorded and submitted to the CJCC Secretary for dissemination and approval by full CJCC at the next CJCC quarterly meeting.

### Section A: Purpose

To expedite and facilitate the business of the Council and the orderly and efficient consideration of matters coming before it, the following standing committees are established.

### Section B: Nominating Committee

A Nominating Committee shall be appointed by the Chair and will be responsible for soliciting and screening prospective Council Members and Steering Committee Members. The Council Members and Steering Committee Members will be appointed by the Sheriff to serve for a term of two (2) years and may be appointed for successive terms. Council Members and Steering Committee Member terms shall be initially adjusted by drawing all names out of a container randomly for 1-year and 2-year terms so that as close to one-half (1/2) of the Council Members and Steering Committee Members shall be appointed or reappointed each year. Any person appointed to replace a current CJCC Council Member shall fulfill the remainder of that term (if any) and shall be designated to follow the staggered term of their predecessor.

The Sheriff reserves the right to the final selection of all Council Members and Steering Committee Members.



### Section C: Steering Committee

There are no more than nine (9) Steering Committee Members who shall be appointed by the Sheriff to serve for a term of two (2) years and may be appointed for successive terms. Steering Committee Member terms shall be initially adjusted by drawing all names out of a container randomly for 1-year and 2-year terms so that as close to one-half (1/2) of the Council Members shall be appointed or reappointed each year. Any person appointed to replace the current Steering Committee Member shall fulfill the remainder of that term (if any) and shall be designated to follow the staggered term of their predecessor.

The Steering Committee is to provide leadership in the planning and implementation of the Council goals by:

Designating existing structures or creating new structures for the achievement of the Council goals.

Meeting with individuals, community-based organizations, subject matter experts, educational and research institutions, and other community groups to gather information and explore innovative strategies.

Reviewing implementation plans, timetables and costs and reporting with recommendations on such matters to the Council.

Reviewing requests made for resources, developing alternatives when appropriate, and making recommendations to the Council for responding to such requests.

Reviewing and making recommendations regarding other matters delegated to it by the Council.

Planning and drafting the agendas of the Council meetings and submitting them to the Chair for final approval.

### Steering Committee Membership

1. Chair
2. Co-Chair
3. Secretary
4. Justice Impacted Individual
5. Justice Impacted Individual
6. Justice Impacted Community Member
7. Justice Impacted Community Member
8. Other Member, Organization, Partner
9. Other Member, Organization, Partner

Lake County Sheriff

Lake County State's Attorney

~~Lake County Coroner~~

~~Lake County Public Defender~~

~~19th Judicial Circuit~~

~~Adult Probation Director~~

~~Sarah Knizhnik, Illinois Coalition to Reduce Handgun Violence~~

~~Bruce Johnson, Chief Executive Officer Nicasa Behavioral Health Services~~

~~Celeste Flores, Faith in Place~~

~~Dulce Ortiz, Executive Director, Mano a Mano Family Resource Center~~

~~Mare Jones, Waukegan Park District~~

~~President, Lake County Chiefs of Police Association or his/her designee.~~

#### Section C: Other Committees as Needed

The Chair may convene other Committees as needed.

~~Bylaws Committee~~

~~Data Committee~~

~~Bond Reform Committee~~

~~Substance Abuse and Mental Health Committee~~

~~Re-Entry Committee~~

#### **Article IX: Parliamentary Authority**

Robert's Rules of Order, revised, governs all Council meetings except in instances of conflict between the rules of order and the bylaws of the Council or provision of law.

#### **Article X: Strategic Planning**

The CJCC will develop and maintain a current strategic plan that defines its goals and objectives and the means by which it plans to achieve them to include an annual action plan.

#### **Article XI: Amendment of Bylaws**

Proposed amendments to the bylaws submitted by the Bylaws Committee are to be included on the agenda of a regularly scheduled Steering Committee meeting. Upon approval by the Steering Committee, the proposal will be forwarded to the Council at a regularly scheduled meeting for

final approval. Any action in response to the proposed change in the bylaws taken by the Council becomes effective immediately.

Should any of the provisions or portions of these bylaws be held unenforceable or invalid for any reason, the remaining provisions and portions of these bylaws shall be unaffected by such holding.

These By-laws shall be in full force and effect upon approval or revisions by the Board of Directors.

All prior by-laws are repealed and superseded by these by-laws except that the Board of Director may validate any actions taken hereafter pursuant to prior bylaws for the purpose of effecting a transition.

CHAIR: \_\_\_\_\_

DATE: \_\_\_\_\_

CO-CHAIR: \_\_\_\_\_

DATE: \_\_\_\_\_