

BYLAWS
GUILFORD COUNTY
JUVENILE CRIME PREVENTION COUNCIL

ARTICLE I: NAME, MISSION, AND PURPOSE

Section 1: Name

The name of this organization is the Guilford County Juvenile Crime Prevention Council.

Section 2: Mission

The Guilford County Juvenile Crime Prevention Council envisions a community where its youth are well-educated, healthy, law abiding, and contributing members of society who respect the rights of others and themselves.

Section 3: Purpose

3.1 To advise the Guilford County Commissioners as to the development of community-based alternatives to court-imposed incarceration and provision of community-based delinquency and substance abuse prevention strategies and programs.

3.2 Specific duties of the Council include:

- a. Assess the needs of juveniles in the community, evaluate the adequacy of resources available to meet those needs and develop or propose ways to address unmet needs.
- b. Evaluate the performance of juvenile services and programs in the community, including the evaluation of each funded program.
- c. Increase public awareness of the causes of delinquency and of strategies to reduce the problem.
- d. Develop strategies to intervene and appropriately respond to and treat the needs of juveniles at risk of delinquency through appropriate risk assessment instruments.
- e. Recommend to the Board of County Commissioners the funding to support services for treatment, counseling or rehabilitation for juveniles and their families, including court-order parenting responsibility classes.

ARTICLE II: MEMBERSHIP

Section 1: Members

1.1 The Council shall be appointed by the Guilford County Board of Commissioners and shall consist of no more than 25 members. Council members should include, if possible the following citizens of Guilford County:

- a. Guilford County School Superintendent or Superintendent's designee
- b. Chief of Police or Chief's designee
- c. Guilford County Sheriff or Sheriff's designee
- d. Guilford County District Attorney or District Attorney's designee
- e. Guilford County Chief Court Counselor or Chief Court Counselor's designee

- f. Director of the Guilford County Area Mental Health, Developmental Disabilities and Substance Abuse Authority or Director's designee
 - g. Director of Guilford County Department of Social Services or Director's designee
 - h. Director of Guilford County Health Department or Director's designee
 - i. Guilford County Manager or Manager's designee
 - j. A substance abuse professional
 - k. A member of the faith community
 - l. A County Commissioner
 - m. A person under the age of 21
 - n. A juvenile defense attorney
 - o. Chief District Court Judge or a District Court Judge designated by the Chief District Court Judge
 - p. A member of the business community
 - q. A representative from a United Way or other nonprofit agency
 - r. A representative of a local parks and recreation program
 - s. Up to seven members of the public to be appointed by the Guilford County Commissioners
- 1.2 The Council's membership shall reflect the racial and socioeconomic diversity of the community and minimize potential conflict of interest by its members.
- 1.3 Members of the Council shall receive no compensation.
- 1.4 The Director of Court Alternatives and other persons appointed by the Guilford County Board of Commissioners shall be ex-officio members.

Section 2: Terms

- 2.1 Each member of the Council shall serve for a term of two years. Terms of appointment shall be for the fiscal year July 1- June 30. Members may be reappointed.

Section 3: Vacancies

- 3.1 Appointments to fill vacancies shall be for the remainder of the former member's term.

Section 4: Attendance and Removal

- 4.1 Members are expected to attend.
- 4.2 At any time that a Juvenile Crime Prevention Council member has received three unexcused absences within one year, the member will be considered a non-active member and will not be recommended for reappointment. The definition of "unexcused" is an absence for which a member does not contact the Chair or staff in advance. After three unexcused absences, the member shall be recommended to the Guilford County Board of Commissioners for removal. The definition of "excused" is an absence for which a member contacts the Chair or staff in advance with justifiable explanation.
- 4.3 A member shall be removed for misfeasance, malfeasance or nonfeasance as determined by the Guilford County Board of Commissioners.

Section 5: Resignation

- 5.1 A member of the Council may resign by giving written notice to the Chair of the Council. A resignation shall take effect at the time received by the Chair unless another time is specified therein, and acceptance of a resignation shall not be necessary to make it effective.

ARTICLE III: MEETINGS

Section 1: Regular Meetings

- 1.1 Regular meetings of the Council shall be held monthly on dates designated at the first meeting of the year. The routine location of regular meetings will be established at that time. Council members will be notified by the Secretary of any change in meeting location at least one week prior to the meeting.

Section 2: Special Meetings

- 2.1 The Council may meet from time to time in special meetings as necessary to conduct business matters of the Council at the request of the Chair.

Section 3: Voting and Conflict of Interests

- 3.1 Each member shall be entitled to one vote on each matter submitted to a vote. Voting on all matters shall be by voice or show of hands unless more than half of the members present at a meeting where there is a quorum shall demand, prior to the voting on any matter, a ballot vote on that particular matter.
- 3.2 Each member of the Council is entitled to vote on all issues coming before the Council, except where a conflict of interest may exist.
- 3.3 No member of the Council shall cast a vote on the provision of services or allocation of grant funds that would provide direct or indirect benefit to that member. This includes Council members who are on the Boards of Directors, are paid or volunteer staff, or are the family of staff or board members of service providers or potential recipients of grants. The member shall not participate in the Council's discussion of the matter except to disclose facts and to respond to questions.
- 3.4 Any member for the Council shall disclose to the JCPC any conditions, commitments, or relationships with any organizations seeking or receiving funding allocations or other factors that might be, or perceived to be, a conflict of interest.

Section 4: Quorum

- 4.1 A majority of the members shall constitute a quorum.
- 4.2 A majority vote of the members present shall be required for passing a motion.

ARTICLE IV: ELECTIONS AND OFFICERS

Section 1: Nominating Committee

- 1.1 A Nominating Committee of (5) persons shall give their recommendations for officer positions to the JCPC at the regular May meeting.
- 1.2 Additional nominations may be made from the floor at the regular May meeting

Section 2: Personnel

- 2.1 The Council shall elect its own Chair and Vice-Chair annually at the first meeting of the fiscal year.

Section 3: Election Terms

- 3.1 Officers shall be elected annually by the Council membership for a term of one year and may succeed themselves.

Section 4: Duties

- 4.1 Chair: The Chair shall preside over all meetings and shall appoint special committees unless otherwise specified by the by-laws. The Chair shall act as an advisor to subcommittees he/she appoints, but not serve in a voting capacity on the subcommittee. The Chair will serve as the liaison with the Guilford County Board of County Commissioners, The North Carolina Department of Juvenile Justice and Delinquency Prevention, and other groups or representatives that may be necessary and report on these activities to the JCPC. The Chair or his/her designee shall be responsible for notifying members of all JCPC meetings and special meetings. The Chair or his/her designee shall insure the recording of monthly minutes of meetings and shall insure the distribution of the minutes to each JCPC member with a copy forwarded to the Board of County Commissioners. The Chair shall supervise the management of the Council in accordance with these Bylaws, and shall perform all duties incident to the office of Chair and such duties as may be prescribed by the membership from time to time.
- 4.2 Vice Chair: The Vice Chair shall serve as acting Chair in the absence of the Chair and as such shall have the same powers and duties of the Chair when presiding. In the event that the Chair does not complete his/her term of office, the Vice Chair may serve out the unexpired term of the Chair.

ARTICLE V: COMMITTEES

Section 1: Membership

- 1.1 All members of the JCPC will serve on one or more of the committees as appointed by the Chair.

Section 2: Standing Committees

- 2.1 Finance Committee: This committee will work with the funding sources and programs to help assure proper utilization of funds and will keep abreast of the availability of funding sources and resources. The Committee will recommend to the Council allocation of funds.
- 2.2 Nominating Committee: This committee will present a slate of candidates to serve as officers and recommend citizens for membership on the Council to the Guilford County Board of Commissioners.

Section 3: Other Committees

- 3.1 The Chair shall appoint committees as may be necessary for conduct of the Council's affairs.

ARTICLE VI: GENERAL PROVISION

Section 1: Amendments

- 1.1 These bylaws may be amended or repealed and new Bylaws may be adopted, by an affirmative vote of a majority of the entire Council at any meeting provided that prior written notice of said amendment has been given.

Section 2: Rules and Procedures

- 2.1 Unless otherwise designated, the Chair will be the public spokesman for the Council. All media contacts will be referred to the Chair.
- 2.2 Any action taken by specific members on behalf of the Council is appropriate as long as there is prior approval from the Council.
- 2.3 Meetings shall be conducted in accordance with Robert's Rules of Order, the latest edition thereof.

(Adopted May 27, 1999 and Amended May 27, 2004)