

# **Bylaws of the Capital Area Council of Governments Criminal Justice Advisory Committee (CJAC)**

## **Article I – Name and Responsibilities**

The name of this committee shall be the Criminal Justice Advisory Committee (CJAC). The CJAC was created as a voluntary, unincorporated association by resolution of the Capital Area Council of Governments (CAPCOG) adopted February 23, 1982.

The responsibilities of the Criminal Justice Advisory Committee are to: promote, foster, and coordinate community planning of criminal justice, juvenile justice, and victim services-related activities in CAPCOG State Planning Region 12; review and prioritize applications for criminal justice funds by local entities; perform other tasks as assigned by contractual agreement with the Office of the Governor, Criminal Justice Division; and perform other tasks as directed by the CAPCOG Executive Committee.

## **Article II – Membership**

### **Number**

1. The Criminal Justice Advisory Committee shall be composed of at least 17 members appointed by the CAPCOG Executive Committee, representing the following geographical areas:

<b><u>County/City</u></b>	<b><u>Number of Representatives</u></b>
Bastrop	1
Blanco	1
Burnet	1
Caldwell	1
Fayette	1
Hays County	2
Lee County	1
Llano County	1
Travis County	3
City of Austin	3
Williamson County	2
City of Round Rock	1

### **Qualifications**

1. Committee members must reside or work in the county they are to represent.
2. Committee members should represent one of the following disciplines: citizens or parents, drug abuse prevention, education, juvenile justice, law enforcement, mental health, nonprofit organizations, prosecution/courts, and victim services. No single group/discipline may constitute more than one-third (1/3) of the CJAC.

3. Committee members should be representative of the population of State Planning Region 12 in terms of sex, ethnicity, age, geography, and socioeconomic status.
4. In the event the CJAC representation by geography fails to represent the required disciplines, the CAPCOG CJ Planner may make a recommendation to the CAPCOG Executive Committee to add an at-large position. The at-large position will represent the discipline needed and will not be counted as or replace a geographical CJAC appointment.
5. At-large members must live or work within CAPCOG Region 12.

### **Term**

1. The term of appointment for a member of the Committee shall begin on the date of appointment by the CAPCOG Executive Committee, and be through December 31st of odd numbered years.
2. A member may be reappointed by the CAPCOG Executive Committee for up to 10 years consecutive service.
3. After the tenth year of service, the CAPCOG CJ Planner will ask the CJAC member if they would like to continue to serve on the CJAC or if they would like to step down. Either outcome requires approval from the appointing Executive Committee member. If the original appointing Executive Committee member is no longer available, then the task of review falls to the current Executive Committee member.
4. In the case of a vacancy, the CAPCOG Executive Committee shall appoint a replacement to serve for the remainder of the unexpired term.
5. A member may be removed for good cause by the CAPCOG Executive Committee.

### **Vacancies**

1. A vacancy occurs when:
  - a. a member dies;
  - b. a member's term expires and the member is not reappointed;
  - c. a member resigns (resignations must be submitted in writing to the CAPCOG Committee liaison and to the CJAC Chair. Executive Committee members representing areas where a CJAC member has resigned will be notified of the resignation in writing. In the event an at-large CJAC member resigns, the information will be made available to the Executive Committee as a whole.);
  - d. a member is removed for good cause by the CAPCOG Executive Committee

### **Removal**

1. A member will be removed when, within one calendar year, he/she misses 50% of the minimum number of meetings to be held OR two (2) consecutive meetings with at least one of the meetings being an unexcused absence, whichever is greater. The member, as well as the appointing Executive Committee member, will be notified of the removal in writing.

2. Members so removed may appeal in writing to the CAPCOG Executive Committee within two (2) weeks of the date of notification. Appeals will be dealt with in a timely manner and the member will be notified in writing of the decision.
3. a member no longer satisfies the qualification requirements.

### **Attendance**

1. Members are expected to attend all meetings.
2. Attendance records documenting Committee member absences will be maintained by the CAPCOG Committee liaison.
3. If a member is unable to attend a scheduled meeting, notification must be provided to the CAPCOG Committee liaison 24 hours prior to the meeting to receive an excused absence.
4. All absences called in after the 24-hour notification time has passed will be considered unexcused.
5. Non-attendance at a CJAC meeting without notification to the CAPCOG committee liaison will be considered an unexcused absence.

## **Article III – Officers**

### **Election**

1. The election of a Chair and Vice-Chair will occur annually at the first meeting of the calendar year. The two officer positions will be Chair and Vice-Chair

### **Term**

1. Officers serve one-year terms, beginning on the date they are elected.
2. Officers may serve a maximum of two (2) consecutive terms.

### **Vacancies**

1. In the event of a vacancy for the position of either officer, the Committee will recommend and vote on a replacement
2. In case the Chair and Vice-Chair are absent or unable to perform their duties, the Committee may appoint a Chair pro tem

### **Duties**

1. The Chair shall:
  - a. Preside at all meetings of the CJAC
  - b. Call regular and special meetings
  - c. Appoint temporary sub-committees at his/her discretion to perform specific tasks related to the business of the CJAC
  - d. Appoint special sub-committees at his/her discretion

- e. represent the Committee in presentations to the CAPCOG Executive Committee unless the Chair delegates such responsibility
  - f. In the case of a tie during a vote at which a quorum is present, have the authority to break the tie
2. The Vice-Chair shall:
    - a. Have all of the same duties, responsibilities, powers, and privileges of the Chair during the absence or incapacity of the Chair.

### **Other Officers**

1. The Committee may elect other Officers from time to time to carry out its responsibilities. This may be done by a simple majority vote of the Committee members. .

## **Article IV – Application Review Procedures**

### **Policy and Procedures**

1. A CAPCOG staff member, designated by the CAPCOG Executive Director, shall serve as Committee liaison and shall attend each CJAC meeting.
2. The Criminal Justice Advisory Committee may adopt rules and regulations governing the grant application process, in the form of a Policy Statement, to conform with federal and state grant management policies and procedures.
3. A representative of the CAPCOG Executive Committee may serve on the CJAC.

### **Regular Meetings**

1. The Committee shall meet a on a day, time and place specified by the CAPCOG Executive Director, the CAPCOG Committee liaison or the Committee as a whole.
2. Written notice, including an agenda, of each regular meeting shall be prepared by the CAPCOG Committee liaison and mailed, or electronically transmitted, or hand-delivered to each Committee member at least five (5) business days before the meeting date.

### **Special Meetings**

1. The Committee shall meet specially if called by the CAPCOG Executive Director, the CAPCOG Committee liaison, the Committee Chair or if requested in writing by at least one-third of the membership, excluding vacancies, of the Committee.
2. A request by the membership for a special meeting must be in writing, addressed to the Chair, and describe the purpose or purposes of the meeting. Only that business reasonably related to the purpose or purposes described in the request may be conducted at a special meeting.
3. Notice of any special meeting shall be given at least 72 hours prior to the special meeting.

## **Quorum and Action**

1. A majority of the total voting membership, excluding vacancies, constitutes a quorum for conducting Committee business.
2. A majority vote of the members present at a meeting at which a quorum is present is necessary for action by the Committee. During a meeting at which a quorum has been established, and then subsequently lost due to members leaving, all remaining business items requiring a Committee vote or action must be postponed until the next scheduled meeting at which a quorum is established.
3. A Committee member may not transfer voting rights by proxy.
4. Minutes of the Committee meetings, documents distributed and other records are the property of CAPCOG. The Committee liaison representing the Capital Area Council of Governments shall be the recording clerk. The recording clerk shall keep tape recordings of all Committee meetings for a period of one (1) year after each meeting; print copies of summary minutes for each meeting shall be permanently maintained on file. These materials are available for public view, at the CAPCOG offices, upon receipt of a written request by the interested party.
5. Except where these bylaws require otherwise, Robert's Rules of Order shall govern the conduct of Committee meetings.
6. A Committee member may not transfer voting rights by proxy.

## **Open Meetings and Records**

1. All meetings of the Committee shall be open to the public. The meetings are subject to the Texas Open Meetings Act. The Open Meetings Act may be found in the Government Code, Chapter 551.
2. A majority of the total voting membership, excluding vacancies, constitutes a quorum for conducting Committee business.
3. A majority vote of the members present at a meeting at which a quorum is present is necessary for action by the Committee. During a meeting at which a quorum has been established, and then subsequently lost due to members leaving, all remaining business items requiring a Committee vote or action must be postponed until the next scheduled meeting at which a quorum is established.
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6. Written meeting minutes will be distributed to all CJAC committee members no later than 45 days after a meeting.
7. Except where these bylaws require otherwise, Robert's Rules of Order shall govern the conduct of Committee meetings.

## **Conflict of Interest**

1. Members of the CAPCOG's governing body, Criminal Justice Advisory Committee members and CAPCOG staff members must abstain from reviewing, voting or commenting, or taking any action on any application during the prioritization process if the member, planner, or an individual related to the member or planner within the third degree of consanguinity or within the second degree by affinity:
  - a. is employed by the applicant agency and works for the unit or division that would administer the grant if awarded; or
  - b. serves on any board that oversees the unit or division that would administer the grant if awarded; or
  - c. owns or controls any interest in a business entity or other non-governmental organization that benefits, directly or indirectly, from activities with the applicant agency; or
  - d. receives any funds from the applicant as a result of the grant; or
  - e. uses or receives a substantial amount of tangible goods, services, or funds from the applicant.
2. If a member must abstain from reviewing, voting, commenting, or taking any action on any grant application, the member must also abstain from reviewing, voting, commenting, or taking any action on any competing grant applications within that funding source during the prioritization process.
3. At the beginning of each prioritization meeting, the chair of the committee shall request members to clearly identify any possible conflict of interest when scoring applications.
4. Members will clearly state their abstention from voting on certain applications and will not speak on behalf of or in support of an applicant.
5. Members shall write, "ABSTAIN" on each score sheet of each application they do not score due to a conflict of interest.
6. The tabulation of scores for an application is based on the number of members eligible to vote.

## **Professional Conduct**

1. Committee members should maintain objectivity and professionalism when carrying out business of the Committee.
2. In the event a Committee member acts in a manner which brings the work of the Committee into question or controversy, it shall be the responsibility of the CAPCOG Executive Director to address the incident with the appointing member of the CAPCOG Executive Committee.

## **Article V – Ad Hoc Committees**

### **Appointment**

1. Ad hoc committees may be appointed by the Chair with the approval of the Committee and shall serve for special purposes to comply with special needs.

## **Term**

1. Membership on ad hoc committees shall be established to achieve the purpose for which the ad hoc committee was created.

## **Meetings**

1. The method for calling ad hoc committee meetings shall be the same as that for calling Committee meetings or at the discretion of the ad hoc committee membership to discharge their responsibility.

## **Officers**

1. The Chairs of the ad hoc committees shall be appointed by the Chair of the TRACS Committee.

## **Article VI – Amendments**

### **By CAPCOG Executive Committee**

1. The Criminal Justice Advisory Committee may amend these bylaws at a regular or special meeting. The written text of a proposed amendment must be included with the notice of the meeting at which the amendment will be considered.
2. An amendment adopted by the Criminal Justice Advisory Committee is not effective unless approved by the CAPCOG Executive Committee.
3. An Amendment to the bylaws takes effect when approved by the CAPCOG Executive Committee unless the amendment specifies a later effective date. Copies of amended bylaws will be distributed to Committee members by the Committee liaison.

### ***Bylaws History***

Adopted 2/82

Revised 3/97

Revised 8/97

Revised 4/98

Revised 12/99

Revised 2/01

Revised 9/01

Revised 10/02

Revised 11/03

Revised 11/04

Revised 11/05

Revised 3/07

Revised 12/08

Revised 1/10