

**BY-LAWS OF RIVERSIDE COUNTY  
JUVENILE JUSTICE COORDINATING COUNCIL**

**ARTICLE I  
NAME**

The name of this organization shall be THE RIVERSIDE COUNTY JUVENILE JUSTICE COORDINATING COUNCIL.

**ARTICLE II  
AUTHORITY**

The organization is authorized by Welfare and Institutions Code Section 749.22 and Riverside County Board of Supervisors Resolution No. 2015-082 dated April 14, 2015 .

**ARTICLE III  
PURPOSE**

The purpose of the Riverside County Juvenile Justice Coordinating Council shall be to:

1. Develop and implement a continuation of county-based responses to juvenile crime and to set priorities for the uses of grant funds.
2. Develop a comprehensive multi-agency plan that identifies resources and strategies for providing an effective continuum of responses for the prevention, intervention, supervision, treatment, and incarceration of juvenile offenders, including strategies to develop and implement local out-of-home placement options for the offender.

**ARTICLE IV  
DUTIES**

The Council shall have the following duties:

1. Assist the Chief Probation Officer in developing a comprehensive, multi-agency juvenile justice plan to develop a continuum of responses for the prevention, intervention, supervision, treatment, and incarceration of juvenile offenders, in accordance with Welfare and Institutions Code Section 749.22 and Government Code 30061.
2. Assist the Chief Probation Officer in developing a juvenile justice plan in accordance with the requirements of the Youthful Offender Block Grant described in Senate Bill (SB) 81 of 2007 and Welfare and Institutions Code Section 1961.
3. Serve as the Local Juvenile Crime Enforcement Coalition in accordance with Title 28 Code of Federal Regulations – Chapter 1, Part 31, Section 31.502, for the purpose of securing Federal Juvenile Accountability Incentive Block Grant funding for the County of Riverside.

**ARTICLE V  
MEMBERSHIP**

1. Along with the Chief Probation Officer who shall serve as Chairperson, voting members shall include one representative from each of the following agencies:
  - District Attorney's Office
  - Public Defender's Office
  - Sheriff's Department
  - Board of Supervisors
  - Department of Public Social Services
  - Riverside University Health System – Behavioral Health
  - City Police Department
  - County Office of Education or a School District
  - Juvenile Court
  - JJDC Chair, who shall serve as an At-Large Community Representative
  
2. The JJCC shall include nine (9) voting representatives from Community-Based Organizations as follows:
  - One (1) representative from a Community-Based Drug and Alcohol Program, recommended by the Chair of the JJCC;
  - A representative each from three (3) different CBOs, as recommended by the JJCC, who provide services to youth in Riverside County and are currently funded through the JJCC;
  - Five (5) CBO representatives appointed by the Board of Supervisors, one from each Supervisorial District.
  
3. Terms of Service:
  - a. The membership term for the Chairperson shall be concurrent with his/her term as Chief Probation Officer. Member representatives of the District Attorney's Office, Public Defender's Office, Sheriff's Department, Board of Supervisors, Department of Social Services, Department of Mental Health, City Police Department, County Office of Education or School District, Juvenile Court, and JJDC Chair (serving as an At-Large Community Representative) shall serve indefinite terms.
  
  - b. Community-Based Organization (CBO) representatives, as defined in Article V, Section 2, shall serve two years from the effective date of the member's appointment, and may not serve more than two (2) consecutive terms of service. If a CBO fails to attend three or more consecutive meetings without the absence being authorized by the Chairperson or without arranging for an alternate member to represent him or her, it shall result in a termination of their term as a JJCC member. In such a case, a replacement shall be selected as described in Article V, Section 2.
  
4. Alternate Members:
  - a. Each Council member shall designate, in writing provided to the Chairperson, an on-going alternate to represent the voting member at the Council meeting in the event the Council member is unable to attend the meeting.
  
  - b. The designation of each on-going alternate shall be submitted once a year, in writing, to the Chairperson prior to the date of the first meeting.

- c. The designee shall be from the same department, agency, or organization as the Council member, and have full voting privileges while representing the absent member.
- d. Acting Chairperson – In the event of the temporary absence of the Chairperson, the Chairperson shall designate a Probation Department representative to serve as the Acting Chairperson to preside at the Council meeting.

## **ARTICLE VI OFFICERS**

1. Officers of the Council shall be the Chairperson and an Acting Chairperson, and any such other officers as the Council may choose to elect.
2. Responsibilities of Chairperson:
  - a. Chairperson – In accordance with Section 749.22 of the Welfare and Institutions Code, the Chief Probation Officer shall serve as the Council Chairperson. The Chairperson shall supervise and direct the Council's activities, affairs, and officers, and preside at all Council meetings. The Chairperson shall have such other powers and duties as the Council or Bylaws may prescribe.
  - b. Acting Chairperson: In the event of the Chairperson being unable to attend the meeting, the Acting Chairperson shall preside at the Council meeting.
  - c. The Acting Chairperson, Assistant Chief of Probation, has been designated by the Chairperson and shall be voted on at the end of the year for the following year.

## **ARTICLE VII MEETINGS AND PROCEDURES**

The Juvenile Justice Coordinating Council and its Committees shall be governed by the Brown Act and all meetings shall be open to the public.

1. Regular Meetings:

Regular meetings shall be held four times a year in January, March, July, and November, or as set by the Chairperson.
2. Special Meetings:

A Special Meeting may be called at any time by the Chairperson upon written request specifying the general nature of the business proposed. An agenda and 24-hour notice must be given to the public.
3. Quorum and Voting Procedures:
  - a. A simple majority of the members of the Council shall constitute a quorum for the transaction of business at any meeting of members.
  - b. Decisions shall be reached through majority voting which is defined as a majority of the quorum members present.

c. The Council shall use parliamentary procedures to conduct business.

4. Setting the Agenda:

The Chairperson shall designate items on the agenda for Council meetings. Any member representative may place an item on the agenda by making a written request to the Chairperson no later than seven (7) business days prior to the scheduled meeting.

5. Public Comments:

Public comments at meetings are limited to three (3) minutes for each agenda item. The Chairperson has the discretion to extend the time based on the complexity of the issue.

### **ARTICLE VIII CONFLICT OF INTEREST**

1. Council members shall comply with all conflict of interest laws including, but not limited to, Government Code Section 1090, *et seq.*, and the California Political Reform Act (Government Code Section 87100, *et seq.*), which requires the member to:
  - a. Publicly state the nature of the conflict in sufficient detail to be understood by the public;
  - b. Recuse him/herself from discussing and voting on the item;
  - c. Leave the room until the item is concluded.
2. The JJCC adopts the following, potentially more restrictive rule: A JJCC member shall abstain from participating in Council discussions, and voting on any JJCC funding issues, which involve their agency, company, or department, or in which they have a personal financial interest.
3. Conflict of Interest – Members must comply with the conflict of interest and recusal process found in the Ralph M. Brown Act. All members must declare any conflict of interest they or their organizations have on any voting issue before the JJCC or the JJCC Subcommittee. Members declaring a conflict shall not be counted towards determining a quorum for that particular action item. Organizations (both private and public) and Community-at-Large members are required to recuse themselves from discussion or voting on any issue in which they, or their organization, may have a financial interest. If a question arises as to whether a conflict exists that may prevent a member from voting, the Chairperson or designee may consult with designated County Staff to assist them in making that determination. In the event a member has not declared a conflict of interest, and there appears to be a conflict of interest or a conflict of interest is declared by others, County Counsel will make the final determination on whether there is a conflict. If a member chooses not to recuse themselves, despite the opinion of Counsel, the board can make the final decision to vote on whether the member must recuse themselves.

### **ARTICLE IX COMMITTEES AND SUBCOMMITTEES**

1. There shall be committees and subcommittees established as the Council shall deem necessary to accomplish the purposes set forth in Article III of these bylaws.

2. In accordance with Welfare and Institutions Code Division 2.5, Chapter 1.7, Section 1995 (b), a realignment subcommittee of the Council shall be established and comprised of the Chief Probation Officer as the chair, one representative from the district attorney, public defender, social services, mental health, county office of education or school district, and a representative from the Court. The subcommittee shall also include no fewer than three community members (someone who has experience providing juvenile programs, youth advocates, or someone directly involved in the justice system). Together, the subcommittee will develop a plan describing the facilities, programs, placements, services, supervision, and reentry strategies that are needed to provide appropriate rehabilitation and supervision services for the population described in subdivision (b) of Section 1990 of the Welfare and Institutions Code.
  - a. In order to receive funding pursuant to Section 1991, a plan shall be filed with the Office of Youth and Community Restoration by May 1<sup>st</sup> of each year. In order to continue receiving funding, the subcommittee shall convene to consider the plan every third year, but at a minimum submit the most recent plan regardless of changes.
  - b. Becoming a subcommittee member as a community representative.
    - i. Becoming a member: any interested community member who meets the criteria of having experience providing youth programs, they are a youth advocate, or have direct involvement in the justice system may submit a completed application. Applications can be obtained at [rcp.org](http://rcp.org). All applications will be presented to the JJCC for formal consideration and voting.
  - c. Members of the JJCC or JJCC subcommittee who are appointed pursuant to the settlement in the Sigma Beta Xi, Inc. v. County of Riverside are not required to complete an application and shall be appointed directly by the Chairperson on an agenda item.

## **ARTICLE X TERMS**

1. The membership term for the Chairperson shall be concurrent with his/her term as Chief Probation Officer. County and State representatives shall serve an indefinite term until the member representative resigns or a new member representative is designated by his or her office, department, or agency.
2. Community Member terms: 2022 will start the application process. All community members will remain on the subcommittee for three years to convene as a group within their term.
3. Attendance of members shall be taken and recorded in the minutes at all commission meetings. Any community member who accumulates three unexcused absences from meetings during the fiscal year shall be considered as having resigned from the commission. Excused absences are within the discretionary authority of the commission executive committee.

## **ARTICLE XI AMENDMENTS**

These Bylaws may be adopted, amended or repealed by a majority vote of the Council and shall be effective upon approval of the Board of Supervisors.

ESTABLISHED:  
April 14, 2015

AMENDED:  
January 24, 2022