

BY-LAWS
OF THE
JUVENILE JUSTICE/DELINQUENCY PREVENTION COMMISSION
OF ALAMEDA COUNTY

PURPOSE

It is the general purpose of the Juvenile Justice/Delinquency Prevention Commission to inquire into the administration of the juvenile law in Alameda County. The Commission is dedicated to promotion of an effective juvenile justice system operated in an environment of credibility, dignity, fairness, and respect for the youth and other citizens of the County.

ARTICLE I

AUTHORITY

The Juvenile Justice/Delinquency Prevention Commission is established through the provisions of Section 225 to 231, and 270 of the California State Welfare and Institutions Code (W & I).

ARTICLE II

STATUTORY DUTIES

The general purpose of the Commission is to inquire into the administration of the Juvenile Court law in the County. Within its statutory duty the Commission has the following functions:

Section 1 To annually inspect Juvenile Hall, Camp Sweeney and any jail, police department or lockup facility within the County used for confinement of any minor more than 6 hours and report the results of such inspection in writing to the Juvenile Court and to the Board of Corrections. The Commission may also inquire into the Children's Shelter or any other Group Home licensed to house youth under the jurisdiction of the Juvenile Court.

Section 2 To conduct public or closed hearings on matters relevant to the implementation and administration of the Juvenile Court law in the county. The Juvenile Justice/Delinquency Prevention Commission is empowered to inquire into the administration of juvenile justice in a broad sense, including, but not limited to, operations of the Juvenile Court, Probation Department, Social Services Agency and any other agencies involved with juveniles. The Juvenile Court Judge has the power

to issue subpoenas requiring attendance and testimony of witnesses and production of papers at a hearing of the Juvenile Justice/Delinquency Prevention Commission.

Section 3 To publicize findings and recommendations as decided by the Commission.

Section 4 To assure that needed services are identified, developed, and provide for the youth of the County.

ARTICLE III

MEMBERS

Section 1 Membership on this Commission shall be composed of not fewer than seven or more than fifteen citizens. Two positions shall be reserved for ages 14 to 21.

Section 2 Members of the Commission shall be appointed by the Juvenile Court Judge. The Alameda County Board of Supervisors and the Juvenile Justice/Delinquency Prevention Commission may make recommendations to the Judge for Commission appointments.

Section 3 Appointment shall be for a term of four years, except for the appointment(s) of Youth Commissioner(s) which shall be for a term of two years. Whenever any vacancy occurs for any reason other than the expiration of a term of office, a new Commissioner will be appointed to a new four-year term. A Commissioner wishing to serve additional term(s) shall notify the Commission Chair and the Judge of the Juvenile Court.

Section 3a Select individuals may be nominated by a Commissioner to a non-voting type of membership: Emeritus Commissioner. Individuals once nominated, shall be accepted via majority vote of the Commission. Individuals need not be a resident of Alameda County at the time of appointment or during their service.

Section 4 Commissioners serve at the pleasure of the Presiding Judge and Juvenile Court Judge.

Section 5 Newly appointed Commissioners are notified by the Court and are administered the oath of office by the Judge of the Juvenile Court, or his/her designee, prior to the next meeting. Each person appointed shall appear before the appointing judge or his/her designee and qualify by taking an oath to faithfully perform the duties as a member of the Commission. The qualifications of each member shall be entered in the Juvenile Court record.

Section 6 Recognizing that all Juvenile Court matters are confidential and that Commissioners are to inquire into the administration of Juvenile Court Law, it is imperative that each Commissioner understand and agree to abide by the principles of confidentiality. Each Commissioner must sign an Oath of Confidentiality before being presented with the oath of office.

Section 7 Any member desiring to resign from the Commission shall submit his/her resignation in writing to the Presiding Judge of the Superior Court with copies to the Supervising Judge of the Juvenile Court and to the Chairperson of the Commission.

Section 8 Members are expected to attend meetings regularly and participate actively in the business of the Commission. Failure to attend three (3) consecutive meeting without excuse could result in removal of an individual from the Commission.

Section 9 Appointments to the Commission shall be made from all geographic areas and represent the ethnic diversity of the county. Commissioners shall have a professional interest in or personal commitment to Juvenile Justice and Delinquency issues and a dedication to furtherance of the mission and goal of the Commission.

Section 10 For good cause, a leave of absence may be granted to a Commissioner.

Section 11 All public appeals, applications, complaints, and other communications concerning the business of the Commission shall be referred to the Chairperson of the Commission for investigation. Press or media release(s) of information on behalf of the Commission shall be issued only by the Chairperson or his/her designee. Nothing in this section shall be construed to prevent Commissioners from expressing themselves as individuals, but such action should, where appropriate, include a disclaimer that such expression is made in an individual capacity and not as an official statement for the Commission.

ARTICLE IV

OFFICERS

Section 1 The officers of this Commission shall be Chairperson and Vice Chairperson. Officers of the Commission shall serve one year terms beginning July 1st and ending June 30th each year. Officers shall be elected by a majority vote of the Commissioners at the annual June meeting.

Section 2 Nomination(s) for the Chairperson and Vice Chairperson offices shall be made by the Nominating Committee and shall be reported and voted on at the Commission's June meeting.

Section 3 No member shall hold more than one office at a time and no member shall be eligible to serve more than four full consecutive years in the same office.

Section 4 In the event of a vacancy in the office of Chairperson or Vice Chairperson by death, resignation, or otherwise; the Commission shall immediately elect a successor to the vacant office to fill the vacancy for the remainder of the normal term of office.

Section 5 Officers serve at the pleasure of the entire Commission.

Section 6 The Chairperson or his/her designee shall be the official spokesperson for the Commission. Individual members acting in their own individual capacities have no authority to commit the Commission to any policy determination or course of action unless the Commission has previously authorized or subsequently ratified such act by an individual member of the Commission.

ARTICLE V

MEETINGS

Section 1 The regular meeting of the Commission shall be held on the second Wednesday of the each month unless otherwise ordered by the Chairperson or the Executive Committee. These meetings shall be open to the public. Nothing in this section shall be construed to prevent the Commission from closing any regular or special meeting to the public upon majority vote of the Commission.

Section 2 The location and time of meetings shall be at the discretion of the Executive Committee. A schedule of meeting times, dates and places shall be announced by the Commission.

Section 3 Special meetings may be called by the Chairperson or the Executive Committee. Special meetings of the Commission may be open to the public and may be called at any time and at any place within the County of Alameda.

Section 4 A simple majority of the existing members shall constitute a quorum. No voting shall occur without a quorum present.

Section 5 The Chairperson shall preside at all meetings of the Commission at which he/she is present. The Chairperson shall perform such duties and exercise such powers as usually pertain to the office of Chairperson, and shall also have such additional powers as may be granted by the Commission.

Section 6 The Vice Chairperson shall preside at all meetings of the Commission in the absence of the Chairperson, and shall perform such other duties

as may be enjoined upon him/her by the Commission. In the case of absence of the Chairperson or if there be a vacancy in the office of the Chairperson, all the powers and duties of that office shall devolve upon the Vice Chairperson, who shall continue to exercise such powers and duties until the Chairperson returns or the vacancy is filled.

Section 7 In case of the absence, disability, or refusal to act of the Chairperson and the Vice Chairperson at any meeting of the Commission when a quorum is present, as determined by roll call, the members present may elect, by majority vote of the members voting, a Chairperson pro tem for the meeting.

Section 8 Agenda preparation is the responsibility of the Chairperson. Any Commissioner may submit agenda items.

Section 9 Requests from non Commissioners to discuss a matter before the Commission should be received 15 days prior to the meeting date.

Section 10 The Commission shall meet a minimum of nine (9) times each year.

ARTICLE VI

COMMITTEES

Section 1 The Standing Committees are: Executive Committee, Nominating Committee and Membership Committee.

Section 2 The Executive Committee shall be chaired by the Commission Chairperson. It shall consist of Chairperson, Vice Chairperson and the immediate past Chairperson. Committee Chair and other Commissioner's may be asked to attend meetings when appropriate.

The Executive Committee shall have general supervision of the affairs between regular meetings. The Executive Committee shall adopt a plan of action, shall set goals and objectives for the year.

Section 3 The Nominating Committee shall be chaired by the immediate past chairperson. The Committee shall prepare the official slate of nominees for office.

Section 4 The Membership Committee shall be chaired by the Vice Chairperson. Two additional members shall be appointed by the Commission Chairperson. When or if a vacancy occurs, the Committee begins the process of replacement. The Membership Committee Chairperson shall keep the Juvenile Court Judge informed of the membership status of the Commissioners, Commission

vacancies and advise the Judge of the Commission's recommendations for Commission appointments.

Section 5 Special or Ad Hoc Committees may be established by the Executive Committee as needed. Such Committees will then set meeting time(s), location(s) and define their task.

ARTICLE VII

ANNUAL REPORT

Section 1 Each year the Juvenile Justice/Delinquency Prevention Commission should prepare a report of their actions, findings, evaluations and recommendations. The report should be prepared no later than 90 days following the end of the fiscal year (June 30).

ARTICLE VIII

PARLIMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order shall guide the Commission in all matters to which said rules are applicable and in which said rules are not inconsistent with these By-laws and any special rules of order that the Commission may adopt.

ARTICLE IX

AMENDMENT OF BY-LAWS

These By-laws may be amended at any regular meeting of the Commission by a two-thirds approval of vote of the membership, provided that the amendment has been submitted in writing a the previous meeting of the Commission and is named on the agenda as a subject for discussion.