

BYLAWS OF THE LAKE COUNTY JUVENILE JUSTICE COUNCIL

The purpose of these bylaws is to establish the Lake County Juvenile Justice Council (Council), its governing Board of Directors (Board), and the rules under which the Council and Board shall operate.

Article I - Authority

The Council was established pursuant to 705 ILCS 405/6-12 (the Act). The Lake County State's Attorney assumes responsibility for formation and coordination of the Council.

Article II - Purpose

1. In accordance with the Act, the purpose of the Council shall be as follows:
 - a) To provide a forum for the development of a community-based, interagency assessment of the local juvenile justice system;
 - b) To develop a county juvenile justice plan for the prevention of juvenile delinquency. The county juvenile justice plan shall include relevant portions of local crime prevention and public safety plans, school improvement and school safety plans, Redeploy Illinois plans, and the plans or initiatives of other public and private entities within the county that are concerned with dropout prevention, school safety, and the prevention of juvenile crime and criminal activity by youth gangs;
 - c) To make recommendations to the County Board for more effectively utilizing existing community resources in dealing with juveniles who are found to be involved in crime, who are truant or have been suspended or expelled from school
2. In addition to the statutory purposes listed in Section 1, the Council shall:
 - a) Make recommendations to the County Board about improvements to the juvenile justice system of Lake County
 - b) To promote and effectuate cooperation and coordination between the court, agencies and departments involved in the juvenile justice system.

Article III - Duties and Responsibilities

1. In accordance with the Act, the duties and responsibilities of the Council include, but are not limited to:
 - a) Developing a county juvenile justice plan based upon utilization of the resources of law enforcement, school systems, park programs, sports entities, Redeploy Illinois programs, and others in a cooperative and collaborative manner to prevent or discourage juvenile crime.
 - b) Entering into a written county interagency agreement specifying the nature and extent of contributions each signatory agency will make in achieving the goals of the juvenile justice plan and their commitment to the sharing of information useful in carrying out the goals of the interagency agreement to the extent authorized by law.
 - c) Applying for and receiving public or private grants, to be administered by one of the community partners, that support one or more components of the juvenile justice plan.
 - d) Assisting and directing the efforts of local community support organizations and volunteer groups in providing enrichment programs and other support services for clients of local juvenile detention centers.
 - e) Developing and making available a county-wide or multi-county resource guide for minors in need of prevention, intervention, psycho-social, educational support, and other services needed to prevent juvenile delinquency.
 - f) Facilitating community based collaboration and perspective on oversight, research, and evaluation of activities, programs, and policies directed towards and impacting the lives of juveniles.
 - g) Planning for and supporting applications for Redeploy Illinois, and development of funding for screening, assessment, and risk-appropriate, evidence-informed services to reduce commitments to the Department of Juvenile Justice.
 - h) Planning for and supporting the development of funding for screening, assessment, and risk-appropriate, evidence-informed services to youth reentering the community from detention in a county detention center or commitment from the Department of Juvenile Justice.

Article IV – Membership, Appointments, Resignation and Termination

1. **Board of Directors.** The Council's Board of Directors (Board) membership will include, at a minimum:
 - a) The Lake County State's Attorney;
 - b) The Lake County Sheriff;
 - c) The Director of the 19th Judicial Circuit Court Division of Juvenile Probation and Detention Services;
 - d) The Lake County Public Defender;
 - e) The Lake County Board Chair;
 - f) The Lake County Superintendent of Schools; and
 - g) A representative of judges presiding in the 19th Judicial Circuit Juvenile Court.
2. Membership of the Board may be expanded to include representatives of other agencies or organizations pivotal to Lake County juvenile justice.
3. Board membership will not exceed 21 members.
4. Any member of the Board may, with the approval of the Board chair, appoint a designee to represent the member at all Board and Council meetings.
5. If a representative member of the Board leaves his or her office, the successor to that person shall assume membership in the Board
6. If the departing member is an officer of the Board, an interim election shall be held to fill the position vacated by that officer.
7. Each participating member agency (organization) shall have one vote.
8. **Juvenile Justice Council.** The Council shall be made up of all Board members, representatives of law enforcement, juvenile justice agencies, schools, businesses, community organizations, community youth service providers, faith-based organizations, local boards of education, family violence coordinating councils, domestic violence agencies, children advocacy centers, and serious and habitual offender comprehensive action program,

the Department of Human Services, Chamber of Commerce, directors of court services, local justice involved youth, and members of the public.

- a. Membership on the Council is voluntary and does not expire. Individuals wishing to serve on the Council shall contact the Coordinator, who will present membership to the Board Chairperson for approval.
 - b. Membership on the Council is not limited.
9. **Committees.** The Board Chairperson or a majority of the Board may create issue-specific committees as deemed necessary to accomplish the purpose and the needs of the Council.
- a. Membership of the committees shall consist of members of the Council and other people who have a desire to accomplish those purposes and goals.
 - b. Committee meeting schedules will be determined by the Committee Chairperson, with input from the Council and Board.
 - c. A report of progress and other relevant updates will be presented at monthly Council meetings no less than twice a year.
 - d. Termination of committees is at the discretion of the Board Chairperson or a majority of the Board.
10. By a two-thirds vote of the Board any non-statutory member of the Council or any Committee found to have acted in a manner detrimental to purposes of the Council may be removed from membership on the Council or Committee. Before any such action, the member shall be notified of the allegations and shall have a right to appear before the Board answer those allegations.

Article V – Meetings and Agendas

1. Frequency.

- a. The Council will meet monthly in accordance with the Act.
- b. The Board will meet separately on a quarterly basis.
- c. Committees will meet at a frequency determined by the Committee Chairperson.

2. The date, time, and place of the meetings shall be determined by the respective Chairperson(s).
3. Robert's Rules of Order shall govern all meetings in all cases to which they are applicable and not inconsistent with the bylaws or the Act.
4. An agenda will be prepared by the coordinator, in consultation with the Board, Council or Committee chairperson. Discussions and actions of the Board, Council or Committee will not be limited to agenda items. Discussions and actions may include any business consistent with the duties and responsibilities of the Board, Council or Committee.

5. **Voting.**

Board. The Board retains final authority over all actions of Lake County's Juvenile Justice Council.

- a. A quorum for any meeting must consist of a majority of voting members of the Board. No formal action may be taken by the Board without approval of a majority of a quorum.
- b. Votes may be cast in person or via video conferencing during the meeting. Votes may be taken upon a specific matter using electronic mail. The outcome of such votes will be reported at the next scheduled meeting and attached to the minutes

Council. The Council serves as a recommending body to the Board. A quorum is not required at Council meeting. Recommendations shall be made by a majority of members present.

Committees. Committees serve as subject-specific recommending bodies to the Council. Quorum and voting requirements will be determined by the Committee Chairpersons.

6. **Conflicts of Interest.** If an office represented on the Board, Council or Committee is applying for funding through the Council and/or involved in other activities that would suggest a conflict of interest in voting, that representative shall withhold their vote.
7. All meeting agendas and minutes will be published to the Council website.

Article VI - Election of Officers, Responsibilities

1. The Board shall elect a Board Chairperson and Vice Chairperson from the voting members of the Board to preside at all Board meetings.

- b. The Board Chairperson will appoint members to the Council as is deemed necessary to accomplish the purposes of the Council.
 - c. The Vice-Chairperson shall serve as an assistant to the Chairperson and in the absence, or the inability of the Chairperson, shall perform the duties of that office.
- 2. The Council shall elect a Council Chairperson and Vice Chairperson from the members of the Council to preside at all Council meetings.
 - 3. Committees shall be presided over by a Chairperson selected from the Council membership to be named by the Board Chairperson with the approval of the Board.
 - 4. The terms of all elected officers shall be for three years from the date of their election as officers, at which time a new election will be held. No individual person shall serve more than three consecutive terms holding the same elected office.

Article VI - Compensation

- 1. All members of the Board, Council and Committees will serve without compensation.
- 2. The Board may approve compensation, as needed, for all other professional services required by the Council.

Article VII - Duties of the Juvenile Justice Council Coordinator (Coordinator)

The primary responsibilities of the Coordinator shall include, but are not limited to:

- a. Maintaining and publishing the rosters of Board and Council members.
- b. Scheduling and coordination of all Board and Council meetings consistent with these bylaws.
- c. Providing a quarterly report detailing Council collaboration and efforts.
- d. Collaboration with the community initiatives in an effort to prevent duplication of efforts, improving utilization of existing community resources, and enhancing interagency partnerships to further prevent juvenile delinquency. The coordinator shall serve as the Council representative at such initiatives and is responsible for providing education about the Council's purpose and efforts.

- e. Applying for and reporting on relevant grants issued through the Illinois Juvenile Justice Commission in consultation with the Board.
- f. Maintaining and updating the juvenile justice plan according to the current efforts of the Council.

Article VIII - Adoption and Amendments of the Bylaws

1. Amendments to the bylaws shall be made by consent of at least three questers of the members of the voting Board.
2. The membership, purpose, responsibilities and duties of the Council, as set forth in these bylaws, are intended to conform to the Act and shall be amended to incorporate any future amendments to the Act.

Article IX - Effective Date

The bylaws were approved at a meeting of the Board on XXXXX.