

Bylaws of the

**BERNALILLO COUNTY CRIMINAL JUSTICE COORDINATING COUNCIL**

April 2017  
*Amended June 2019*

**Article I: Name**

The name of this Council shall be the Bernalillo County Criminal Justice Coordinating Council and it will be referred to as the CJCC in the following bylaws.

**Article II: Authority**

The CJCC is created under the *Memorandum of Understanding Creating a Criminal Justice Coordinating Council*, dated effective November 15, 2016 and as per 31-28-1 through 31-28-6 NMSA 1978 (2019).

**Article III: Purpose**

**Section A. Mission**

The CJCC will serve as the forum concerning the law, the legal system, and the administration of justice, which includes identifying issues and their solutions, proposing actions, and facilitating cooperation that will enhance public safety and reduce crime in Bernalillo County, advancing the fair and timely disposition of cases, maximizing the efficient use of criminal justice resources, and ensuring justice and improved outcomes for those accused of crimes and victims of crimes.

**Section B. Statutory Duties**

The CJCC will identify criminal justice problems; develop data-driven policies and evidence-based best practices designed to improve public safety outcomes, cost-effective responses to crime and fair and efficient adjudication processes; facilitate criminal justice information sharing; and develop data sharing agreements and methods.

**Article IV: Members**

**Section A. Membership by Position**

**Statutory section on convening:** There are eleven members of the CJCC who are members due to the positions they hold with their respective entity. These individuals will serve on the CJCC for as long as they occupy the position entitling them to membership. Upon a new individual entering one of these positions, that member will be provided with

an orientation packet and will be asked to sign a commitment to undertake the duties and privileges of membership in the CJCC.

- Chief Judge of the Second Judicial District Court
- Chief Judge of the Bernalillo County Metropolitan Court
- Bernalillo County District Attorney
- Bernalillo County's District Public Defender
- NM Criminal Defense Lawyers Association President or highest ranking local individual
- Bernalillo County Sheriff
- Albuquerque Police Chief
- Bernalillo County Commissioner
- City of Albuquerque Chief Administrative Officer
- Bernalillo County Regional Administrator of NM Probation and Parole
- Administrative Office of the Courts Director

#### **Section B. Designees**

The executive or chief of each member shall make every effort to participate personally in the CJCC. If a member designates an alternate to participate *permanently* in the CJCC, the alternate will be designated in writing and the alternate shall be given decision-making authority, provided that adequate notice of the issues to be discussed at the meeting has been afforded. If a member designates an alternate to participate on the member's behalf for a *single meeting*, every effort shall be made by the member to give decision-making authority to that individual, provided that adequate notice of the issues to be discussed at the meeting has been afforded. Distribution of the meeting agenda in accordance with these by-laws shall be deemed adequate notice.

#### **Section C. New Members**

Upon attendance of at least eighty percent (80%) of the CJCC meetings over the course of a year, an organization involved in the criminal justice system may petition for membership in the CJCC. Adding a new member is at the discretion of existing members and shall require a confidential, two-thirds vote of the membership.

#### **Section D. Member Duties**

It shall be each member's responsibility to:

- A. Attend and actively participate at meetings (e.g. share updates);
- B. Be informed on and prepared to discuss matters coming before the CJCC;
- C. Bring forward issues or strategies for discussion and consideration;

- D. Collaborate with other members on improvements to the system;
- E. Serve on subcommittees when appointed;
- F. Communicate changes in agency policies or procedures that may impact the system;
- G. Participate in the implementation and assessment of strategies or programs as approved by the CJCC , to the extent that such participation does not conflict with the best interests of the member's constituency or agency;
- H. Develop data driven policies and evidence based practices for their organization;
- I. Participate in the development and adoption of a strategic plan; and
- J. Participate in grant review as set forth in Article XV.

## **Article V: Meetings**

### **Section A. Regular Meetings**

The CJCC shall meet on the third (3rd) Thursday of each month, unless otherwise agreed upon by the CJCC. The time and location of the general meetings of the CJCC shall be designated by the Chairperson. The Chair may cancel meetings from time to time, but will hold a minimum of ten (10) regular meetings per year. Members will be notified of the agenda and supplemental information at least three (3) working days prior to a general meeting.

### **Section B. Quorum and Voting**

A simple majority of the members of the CJCC constitutes a quorum for the transaction of business and voting. No votes will be taken in the absence of a quorum. Once a quorum has been established, decisions shall be made by a simple majority vote of the voting members present for any meeting of the CJCC.

A quorum is not required for subcommittee meetings and any decisions within subcommittees shall be made by a simple majority vote of those present.

### **Section C. Convening Special Meetings**

The Chairperson of the CJCC may convene a special meeting at his or her discretion or will convene a special meeting upon the written request of three (3) CJCC members. Written notice must be served at least twenty-four (24) hours in advance. Only items included in the written notice may be discussed or considered at the meeting.

#### **Section D. Minutes**

A record shall be kept of the official actions of the CJCC in the form of meeting minutes. Minutes will be distributed to all members prior to the next meeting. If no objection is made to the minutes at that next meeting, the minutes will be deemed approved. All minutes will be signed by the Vice Chairperson.

#### **Section E. Cancellation and Rescheduling of General Meeting**

The Chairperson may cancel or reschedule a general meeting. Members will be notified by the most expedient means available.

#### **Section F. Electronic Meetings**

Videoconferences, teleconferences, online conferences or other such electronic methods may be utilized for the conduct of a general meeting or special called meeting.

#### **Section G. Staff Support**

Staff support is to be provided by the County of Bernalillo and the City of Albuquerque. To provide such support, the County and City shall each designate one or more full time staff members who are employees or contractors of either entity. Support staff shall assist by:

- Working with the Chair to set agendas for meetings;
- Keep schedules and take minutes of meetings;
- Prepare and maintain statements of CJCC goals and objectives;
- Maintain membership rosters of the CJCC and subcommittees;
- Create and maintain a new member orientation packet;
- Maintain any files of any documents deemed important to the CJCC;
- Develop and maintain CJCC Bylaws;
- Attend CJCC meetings;
- Participate in all committee meetings, facilitating as necessary;
- Conduct and manage research and prepare reports or other information in response to the interests and established plan of the CJCC;
- Implement data collection and analysis efforts to inform CJCC decisions;
- Research best practices and other technical assistance to assist in developing local strategies;
- Implement and oversee outcome analysis to assist in evaluating CJCC alternatives;

- Prepare recommendations to the CJCC regarding initiatives including cost/benefit analysis and proposed implementation plan;
- Participate in behavioral health planning and implementation as needed for addressing the needs of persons in the criminal justice system with behavioral health needs;
- Oversee implementation of CJCC initiatives including scheduling and facilitating of individuals or small group meetings, developing work plans, identifying potential resources, preparing implementation documents, and other tasks related to the CJCC initiatives;
- Project manage initiatives or tasks as delegated by the Chair or committees; and
- Provide other support as needed for the implementation of the strategic plan priorities.

## **Article VI: Officers**

The officers of the CJCC are a Chairperson and Vice Chairperson. Officers shall be elected annually by the CJCC at their January meeting, or as needed due to the resignation of a prior officer.

### **Section A.** The Chairperson will:

- A. Preside at and facilitate all meetings of the CJCC and Executive Committee;
- B. Serve as chair of the Executive Committee;
- C. Establish and appoint committees, work groups or task forces as deemed necessary by the CJCC;
- D. Sign all official actions and/or resolutions;
- E. Work with staff to set and distribute agendas of CJCC meetings. The agenda shall include all items requested by any member; and
- F. Perform such other duties as may be delegated by the CJCC or *Robert's Rules of Order*.

### **Section B.** The Vice Chairperson will:

- A. Perform all the duties of the office of Chairperson in the event of the Chairperson's absence or inability to serve;
- B. Sign the official minutes of the CJCC meetings; and
- C. Perform other such duties as may be delegated by the Chairperson.

**Section C.** Alternatively, the members may elect two Co-Chairs who will share the functions of the Chairperson and Vice Chairperson.

## **Article VII: Committees**

## **Section A. Executive Committee**

To expedite and facilitate the business of the CJCC and the orderly and efficient consideration of matters coming before it a standing Executive Committee shall be created.

**Purpose:** The Executive Committee is to provide administrative support in the planning and implementation of the CJCC goals by:

- A. Planning the agenda and logistics of the CJCC meetings;
- B. Assisting the Chairperson in planning meetings, including the annual planning meeting; and
- C. Reviewing and making recommendations regarding other matters delegated to it by the CJCC.

**Membership of Executive Committee:** Chairperson, Vice Chairperson, and staff members from the City and County described in Article V Section H above.

**Meetings:** The Executive Committee shall meet regularly at such times and locations as it decides are appropriate, but not less than quarterly. The Executive Committee will facilitate CJCC matters and will not conduct votes.

## **Section B. Other Committees**

The CJCC shall have such subcommittees, working groups of task forces as deemed necessary by the CJCC. Members of subcommittees need not be members of the CJCC, but should be employees or contractors with the experience and position best suited to advance the mission of the committee. These subcommittees may include but are not limited to:

- System Streamlining & Performance Subcommittee (i.e. Working Group)
  - This Subcommittee addresses CJS case processing and other technical issues between the CJCC partners.
- Diversion and Reentry Subcommittee
  - This Subcommittee addresses the intersection between behavioral health and the CJS and alternative interventions.
- Criminal Justice Information Systems Subcommittee (i.e. Data and Technology Subcommittee)
  - This Subcommittee addresses data sharing and CJS data analysis.

## **Section C. Subcommittee's Powers and Duties**

It shall be a subcommittee's responsibility to:

- A. Establish a meeting structure;
- B. Hold regular meetings;
- C. Set the agenda for meetings;
- D. Address the goals and objectives of the subcommittee;
- E. Ask for participation from other members or groups as needed; and
- F. Report subcommittee activities, progress, outcomes, and issues to the CJCC.

### **Article XIII: Open Meetings**

The CJCC meetings shall be subject to the Open Meetings Act and shall comply with the provisions of that Act. The CJCC Subcommittee meetings shall not be subject to the Open Meetings Act.

### **Article XIV: Records**

The CJCC will not maintain records. Staff members will be responsible for maintaining any official records on behalf of the City and County.

### **Article XV: Crime Reduction Grants**

Unless otherwise agreed to by the CJCC by a majority vote in open meeting, any CJCC member may apply for a Crime Reduction Grant pursuant to the Crime Reduction Grant Act and subject to funds being appropriated pursuant to that Act. A member's application shall be subject to the CJCC approval. To obtain approval, the member shall:

- A. Inform the CJCC that it will be seeking a Crime Reduction Grant in writing and provide a general description of the project;
- B. Upon notification that a member will be seeking a Crime Reduction Grant, the matter will be set on the next CJCC agenda. At the meeting the CJCC will discuss the proposal and vote on preliminary approval of the project;
- C. Once preliminary approval is obtained, the member will prepare its Crime Reduction Grant application, consistent with the procedure and requirements promulgated by the New Mexico Sentencing Commission. The Crime Reduction Grant Application shall be prepared and presented to the CJCC within sixty (60) days of the preliminary approval;
- D. The member shall formally present its Crime Reduction Grant application to the CJCC for approval and time shall be allocated on the agenda for that purpose. Alternatively, the Chairperson may call a special meeting to consider the member's application.

- a. Approval shall be conditioned on:
  - i. The Crime Reduction Grant Application meeting the purpose of the Crime Reduction Grant Act and overall goals of the CJCC;
  - ii. The Crime Reduction Grant Application specifying evidence-based practices for any proposed programs;
  - iii. Whether the member has received Crime Reduction Grants in the past and whether it has complied with all requirements in administering past grants, and;
  - iv. The Crime Reduction Grant Application specifying how data will be collected by the member and shared among CJCC members such that the Crime Reduction Grant may be analyzed.
- E. If a member receives a Crime Reduction Grant, that member shall provide a quarterly written report to the CJCC in a the form required by the New Mexico Sentencing Commission Grant Rules or if the NMSC does not promulgate such rules in a form developed by the CJCC; and
- F. At the September meeting of each year, each member that has received a Crime Reduction Grant shall submit a proposed annual report, as required by the New Mexico Sentencing Commission, for CJCC approval and joint submission to the New Mexico Sentencing Commission or other grant administration agency.

#### **Article XVI: Amendment of Bylaws**

These bylaws may be amended at any general meeting provided that the membership is given notice of any amendments no less than thirty (30) days prior to the meeting at which they are expected to vote on such amendment. Adoption of amendments must be by a two-thirds or greater vote of the CJCC membership.