

**Bylaws of the
BERNALILLO COUNTY CRIMINAL JUSTICE COORDINATING COUNCIL**

Article I: Name

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

Article II: Authority

The Council is created under the *Memorandum of Understanding Creating a Criminal Justice Coordinating Council*, dated effective November 15, 2016.

Article III: Purpose

Section A. Mission

The Council is to 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, advance the fair and timely disposition of cases, maximize the efficient use of criminal justice resources, and ensure justice and improved outcomes for those accused of crimes and the victims of crimes.

Article IV: Members

Section A. Membership by Position

There are eleven members of the Council who are members due to the positions they hold with their respective entity. These individuals will serve on the Council 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 an orientation packet and will be asked to sign a commitment to undertake the duties and privileges of membership in the Council.

- Chief Judge of the Second Judicial District Court
- Chief Judge of the Bernalillo County Metropolitan Court
- Bernalillo County District Attorney
- Bernalillo County 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 Council. If it becomes necessary for a member to designate an alternate to participate permanently in the Council or in a particular Council meeting, every effort shall be made by that member to give decision making authority to that individual, provided that adequate notice of the issues to be discussed at that meeting has been afforded. To be effective for voting purposes, a designation shall be made in writing.

Section C. New Members

Upon attendance of at least eighty percent (80%) of the Council meetings over the course of a year, an organization involved in the criminal justice system may petition for membership in the Council. Adding a new member is at the discretion of the existing members and shall require a two-thirds vote of the membership and affirmation by the new member of the Memorandum of Understanding Creating a Criminal Justice Coordinating Council and the Council's Bylaws.

Section D. Member Duties

It shall be each Member's responsibility to:

- A. Attend and actively participate at meetings (e.g., share updates);
- B. Bring forward issues or strategies for discussion and consideration;
- C. Collaborate with other members on improvements to the system;
- D. Serve on subcommittees when appointed;
- E. Be informed on matters coming before the CJCC, including elections;
- F. Communicate changes in agency policies or procedures that may impact the system; and
- G. Participate in the implementation and assessment of strategies or programs as approved by the Council, to the extent that such participation does not conflict with the best interests of the member's constituency or agency.

Article V: Meetings

Section A. Regular Meetings

The Council shall meet on the third (3rd) Thursday of each month. The time and location of the general meetings of the Council shall be designated by the Chairperson. The Chair may cancel meetings from time to time, but will hold a minimum of nine (9) regular meetings per year. Members will be notified of the agenda and supplemental information at least five (5) working days prior to a general meeting. An agenda and any materials to be considered at a

meeting of the full Council shall be posted on a publicly available website in advance of the meeting. Materials presented or distributed at the meeting shall be posted on the website.

Section B. Quorum

A simple majority of the members of the Council constitutes a quorum for the transaction of business and voting. No votes will be taken in the absence of a quorum. A quorum is not required for subcommittee meetings.

Section C. Convening Special Meetings

The Chairperson of the Council will convene a special meeting at his or her discretion or upon the written request of three (3) Council members. Written notice must be served and published at least seventy-two (72) 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 Council in the form of meeting minutes. The minutes shall include at a minimum the date, time and place of the meeting, the names of members in attendance and those absent, the substance of the proposals considered and a record of any decisions and votes taken that show how each member voted. All minutes shall be open to public inspection. Draft minutes shall be prepared within ten working days after the meeting and shall be approved, amended or disapproved at the next meeting where a quorum is present. Minutes shall not become official until approved by the Council.

Section E. Cancellation of General Meeting.

The Chairperson may cancel a general meeting. Members will be notified by the most expedient means available. Notice of a cancellation of a general meeting to the public shall be made in the same manner as a notice of a meeting agenda.

Section F. Electronic Meetings.

Videoconferences, teleconferences, online conferences or other such electronic methods may be utilized for the conduct of a general or special called meeting. Notice provisions must be met as outlined in Article V.

Section G. Voting

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 Council or subcommittee.

Section H. 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 staff members who are employees or contractors of either of the entities. Support staff shall assist by:

- Working with the Chair to set notices and agendas for meetings;
- Keep schedules and take minutes of meetings or find alternate;
- Prepare and maintain statements of Council goals and objectives;
- Maintain membership rosters of the Council and subcommittees;
- Create and maintain a new member orientation packet;
- Maintain files of any documents deemed important to the Council;
- Develop and maintain Council Bylaws;
- Attend Council 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 Council;
- Implement data collection and analysis efforts to inform Council decisions;
- Research best practices and other technical assistance to assist in developing local strategies;
- Implement and oversee outcome analysis to assist in evaluating Council initiatives;
- Prepare recommendations to the Council 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 Council initiatives including scheduling and facilitating of individual or small group meetings, developing work plans, identifying potential resources, preparing implementation documents, and other tasks related to the Council 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.

Section I. Annual Planning Meeting

The Council shall convene annually in April to review and assess the Council's current initiatives, modify the initiatives when appropriate, and begin initiatives consistent with the Council's goals.

Article VI: OFFICERS

The officers of the Council are a Chairperson and Vice Chairperson. Until January 2019, the Administrative Office of the Courts Director shall serve as Chairperson and shall designate the Vice Chairperson. On and after January 2019 officers shall be elected annually by the Council at their January meeting.

Section A. The Chairperson will:

- A. Preside at and facilitate all meetings of the Council;
- B. Establish and appoint committees, work groups or task forces as deemed necessary by the Chairperson or Council;
- C. Serve in an ex officio capacity on all committees, work groups or task forces;
- D. Sign all official actions and/or resolutions;
- E. Work with staff to set and distribute notices and agendas of Council meeting. The Chair shall include all agenda items requested by any member.
- F. Perform such other duties as may be delegated by the Council 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 Council meetings;
- C. Perform such other 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. Committees

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

- System Streamlining & Performance Committee (i.e. the Working Group)
- Behavioral Health Committee
- Criminal Justice Information Systems Committee
- Juvenile Justice Committee (potential future committee)
- Communications and Outreach Committee (potential future committee)

Section C. Committee's Powers and Duties:

It shall be a Committee'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;

- F. Report subcommittee activities, progress, outcomes, and issues to the Council; and
- G. Provide written reports to the Council or Executive Committee.

Article XIII: Open Meetings

The Council shall comply with all provisions of the Open Meetings Act, including, but not limited to, reasonable notice to the public of meetings, publication of meeting agendas at least seventy-two hours prior to a meeting, keeping of meeting minutes, and reasonable accommodation of the use of audio and video recording devices. The Council shall adopt a resolution at least annually in a public meeting determining what notice for a public meeting is reasonable when applied to the Council. Members of the public are welcome to attend Council meetings. The Chairperson may allow participation in his/her discretion and remove people who disturb the orderly conduct of meetings. However, a vote or other action taken by the Council will not be invalid due to noncompliance with the Open Meetings Act unless invalidated by statute.

Article XIV: Records

The Council will not create or maintain records, except for meeting minutes, which will be maintained by the County and City on the Council’s behalf. Staff members will be responsible for maintaining any other official records on behalf of the City, County, or State, not the Council

Article XV: 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 Council membership (eight or more of the eleven members).

 The Honorable Nan Nash
 Chief Judge, Second Judicial District Court

 Date

 The Honorable Edward Benavidez
 Chief Judge, Bernalillo County Metropolitan Court

 Date

 Raul Torrez
 Bernalillo County District Attorney

 Date

Richard Pugh
Bernalillo County Public Defender

Date

Matthew Coyte
President, New Mexico Criminal Defense
Lawyers Association

Date

Manuel Gonzales III
Bernalillo County Sheriff

Date

Gordon Eden
Albuquerque Police Chief

Date

Maggie Hart Stebbins
Bernalillo County Commissioner

Date

Rob Perry
City of Albuquerque Chief Administrative Officer

Date

Angela Gieri
Bernalillo County Regional Administrator
New Mexico Probation and Parole

Date

Arthur W. Pepin
Director, Administrative Office of the Courts

Date