

BY-LAWS  
OF THE ALAMEDA COUNTY  
JUVENILE JUSTICE COORDINATING COUNCIL

ARTICLE I

NAME

The name of this organization shall be THE ALAMEDA COUNTY JUVENILE JUSTICE COORDINATING COUNCIL (JJCC) herein referred to as the "Council".

ARTICLE II

AUTHORITY

This organization is authorized by Welfare and Institutions Code (WIC) Section 749.22 (established 9/15/98) and Board of Supervisors Resolution R-2021-78, dated February 9, 2021.

ARTICLE III

PURPOSE

The purpose of the Alameda County Juvenile Justice Coordinating Council (JJCC) shall be to:

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

Pursuant to WIC 1995 (a) and (b), the County is required to establish a subcommittee within its JJCC for the purposes of developing a plan to specifically address realigned youth, describing the facilities, programs, placements, services, supervision and reentry strategies that are needed to provide appropriate rehabilitation and supervision services for the population as described in subdivision (b) of WIC Section 1990.

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 including a continuum of responses for the crime prevention and, intervention services and for the supervision, treatment, and incarceration of juvenile offenders, in accordance with WIC 749.22 and Government Code Section 30061.

## ARTICLE V

### MEMBERSHIP

1. There shall be eleven (11) voting members of the Council which includes at least one representative from the following agencies:
  1. Chief Probation Officer (Chair)
  2. Board of Supervisors, Chair of Public Protection or representative
  3. Alameda County Office of Education or a School District
  4. Alameda County Department of Mental Health
  5. Alameda County Department of Social Services
  6. Alameda County District Attorney's Office
  7. Oakland Police Department
  8. Alameda County Public Defender's Office
  9. Alameda County Sheriff's Office
  10. Community-based Drug and Alcohol Program\*
  11. At-large Community Member\*

\*Identified non-permanent voting members

The membership shall reflect the seats as outlined in Board of Supervisors Resolution R-2021-78. If said resolution is amended, then the resolution shall govern, and these bylaws shall be changed to reflect the same.

2. Two-year terms shall be served by all non-permanent voting members on the Council. Vacancies shall be announced each second year in January and close at the end of business on the last day in February of the same year. Representatives will be selected through an application process and referred by the permanent members of the Council to the Board of Supervisors no later than April. In making these referrals, the Council shall strive to ensure both geographical representation and a diversity of perspectives to fulfill the purpose of the Council as defined in Article III.
3. If a non-permanent Council member fails to attend three (3) consecutive Council meetings without the absence being authorized by the Chairperson or if the non-permanent Council member has not arranged for an alternate to represent him or her, it shall result in termination of the non-permanent Council member and a replacement shall be selected as described in Article V, subsection 2.
4. Non-permanent Council members may resign at any time by giving written notice to the Council. The resignation shall become effective the date the notice is received or at a later time specified in the notice; the resignation need not be accepted to be effective. The vacancy shall be filled pursuant to Article V, subsection 2.

5. Alternate Members:
  - a. Each Council member shall designate, in writing provided to the Chairperson, an alternate member to represent the member at a Council meeting in the event the Council member is unable to attend a Council meeting at least 24 hours prior to the start of the meeting.
  - b. When representing a Council member at a Council meeting, the alternate member shall have the same voting power as the permanent member.

## ARTICLE VI

### JUVENILE JUSTICE COORDINATING COUNCIL REALIGNMENT SUBCOMMITTEE (Hereinafter referred to as "SB 823 Subcommittee or Subcommittee")

#### PURPOSE

The Juvenile Justice Coordinating Council Realignment Subcommittee shall 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 youth who are realigned from the state Division of Juvenile Justice to county based custody, care, and supervision or who were otherwise eligible for commitment to the Division of Juvenile Justice prior to its closure as described in subdivision (b) of WIC section 1990. The plan shall include all elements described in subdivision (c) of SB 823 section 1995.

#### MEMBERSHIP

The Chief Probation Officer shall serve as the Chair of the JJCC Realignment Subcommittee, which is composed of 18 members, and its body shall include the following members:

1. Chief Probation Officer (Chair)\*
2. County Office of Education or a School District Representative\*
3. Department of Mental Health Representative\*
4. Department of Social Services Representative\*
5. District Attorney's Office Representative\*
6. Public Defender's Office Representative\*
7. Juvenile Court Presiding Judge\*
8. Delinquency Prevention Network (DPN) Representative\*\*1
9. Juvenile Justice Delinquency Prevention Commission (JJDPCC) Representative\*\*2
10. Free Our Kids (FOK) Representative\*\*3
11. Court Appointed Attorney's Office Representative+
12. Oakland Police Department Representative+
13. Youth Representative\*\*
14. One (1) representative from Supervisorial District 1\*\*\*
15. One (1) representative from Supervisorial District 2\*\*\*
16. One (1) representative from Supervisorial District 3\*\*\*
17. One (1) representative from Supervisorial District 4\*\*\*
18. One (1) representative from Supervisorial District 5\*\*\*

\* Denotes permanent voting membership in accordance with Senate Bill 823 SEC. 49. Chapter 1.7. section 1995 subdivision (e).

\*\* Denotes one (1) of the three (3) minimum statutorily required members meeting the definition of those who have, “experience providing community-based youth services, youth justice advocates with expertise and knowledge of the juvenile justice system or have been directly involved in the juvenile justice system.” These members shall remain as permanent voting members of the subcommittee.

+ Denotes a member not statutorily required to be a part of the JJCC subcommittee but will have permanent voting membership unless or until changed in accordance with these bylaws.

\*\*\* Denotes a “non-permanent voting member” whose seat will expire at the end of the stated term and the seat shall remain vacant until a new member is appointed.

Each Supervisorial District representative represents membership above the statutory minimum of three (3) community members, and per SB 823 must be defined as, “individuals who have experience providing community-based youth services, youth justice advocates with expertise and knowledge of the juvenile justice system or have been directly involved in the juvenile justice system.”

Each Supervisorial District representative shall be selected by the Board of Supervisors for their respective district, following the posting of vacancies and receipt of applications. The Youth Representative shall be selected by the JJCC following the posting of the vacancy and receipt of applications.

## ARTICLE VII

### RESPONSIBILITIES OF SUBCOMMITTEE MEMBERS

1. Chairperson - In accordance with Section 749.22 of the Welfare and Institutions Code, the Chief Probation Officer shall serve as the Subcommittee Chairperson. The Chairperson shall supervise and direct the Subcommittee's activities. The Chairperson shall preside over all Subcommittee meetings. The Chairperson shall have such other powers and duties as the Subcommittee or By-laws may prescribe.
  - a. The Chairperson may select a Designee to preside at Subcommittee meetings in the event of the temporary absence. When so acting, the Designee shall have all the powers of, and be subject to, the restrictions of the Chairperson. The Designee shall have such other powers and perform other duties as the Subcommittee, or the By-laws prescribe.
2. Subcommittee Members – All identified Subcommittee Members shall attend scheduled meetings.
  - a. In the event of an absence, the Subcommittee Member shall designate, in writing provided to the Chairperson, a Designee to represent the member at the subcommittee meeting in the event the member is unable to attend a meeting. When representing a Subcommittee Member at a meeting, the Designee shall have the same voting power as the member.
3. Term of Office:
  - a. The term of office for the Subcommittee Chairperson shall be concurrent with his/her term as Chief Probation Officer. All Subcommittee members identified as permanent voting members, as well as the Court Appointed Attorney's Office Representative, and

Oakland Police Department Representative shall serve an indefinite term concurrent with his/her service to the organization he or she represents.

- b. Non-permanent voting members shall serve two-year terms ending in the second year of the term on the last day of April, unless or until the member is terminated or resigns prior to April of the second year. If the seat becomes vacant prior to the expiration of the term, the seat shall remain vacant until the next application and appointment cycle.
  - i. The posting of vacancies and receipt of applications to fill these seats will open in January and close at the end of business on the last day in February of the same year.
  - ii. The Chief Probation Officer shall move the selected candidates to the Board of Supervisors for final approval and appointment no later than April.

## ARTICLE VIII

### MEETINGS AND PROCEDURES

The Council, its Committees and Subcommittees shall be governed by the Brown Act and all meetings shall be open to the public.

1. Regular Meetings:
  - a. The JJCC will meet quarterly, or as set by the Chairperson.
2. Special Meetings:
  - a. A Special Meeting may be called at any time by the Chairperson, upon written request, specifying the general nature of the business proposed. Notice must be given as required by the Brown Act.
3. Quorum and Voting Procedure:
  - a. Six (6) members shall constitute a quorum of the Council.
  - b. Ten (10) members shall constitute a quorum of the Subcommittee.
  - c. Decisions shall be reached through majority voting which is defined as a majority of the eligible voting members present.
  - d. The Council shall use parliamentary procedures to conduct business.
4. Setting the Agenda:
  - a. The Chairperson shall designate items on the agenda. Any member wishing to place items on the agenda shall request inclusion on the agenda by contacting the Chairperson, or identified Designee, no later than one week prior to the scheduled meeting.

## ARTICLE IX

### CONFLICT OF INTEREST

JJCC members and all respective subcommittee members shall comply with all conflicts of interest laws, including but not limited to Government Code Sections 1090 et seq. and the California Political Reform Act (Government Code Sections 87100 et seq.).

The JJCC adopts the following, potentially more restrictive rule regarding conflict of interest: a JJCC and all respective subcommittee members shall abstain from participating in Council discussions, and voting

on any funding issues, which involve their agency, company, or department, or in which they have a personal financial interest.

#### ARTICLE X

##### SUBCOMMITTEES

The JJCC may designate and/or terminate subcommittees, on an as needed basis unless prescribed by law. These subcommittees may include JJCC members, as well as non-JJCC members. Subcommittees are subject to the Brown Act.

#### ARTICLE XI

##### AMENDMENTS

These By-laws may be adopted, amended or repealed by a majority vote of the Council after written proposal for such action has been in the hands of this Council for 30 days.

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