



County of Dallas Criminal Justice Advisory Board

Bylaws

September 2008

Article I: Name

The name of this Organization is the **Dallas County (TX) Criminal Justice Advisory Board (CJAB)**, and it will be referred to as CJAB in the following bylaws.

Article II: Authority

The Dallas County Commissioner's Court, Dallas County, Texas initially recognized the Dallas County Criminal Justice Advisory Board at its first General Membership Meeting on June 23, 2008.

Article III. Purpose

SECTION A: VISION STATEMENT

The Dallas County Criminal Justice Advisory Board (CJAB) is the forum for community, business and professional collaboration leading to an effective and just criminal justice system that ensures Dallas County is safe, secure and prepared.

SECTION B: PRINCIPLE MISSION

The principle mission of the Dallas County Criminal Justice Advisory Board is to identify opportunities for improvement in the criminal justice system of Dallas County using the following core strategies:

- § Synergize public safety programs and services across Dallas County.
- § Coordinate programs and systems to reduce crime.
- § Integrate the criminal justice system in a county-wide emergency response plan.
- § Maximize effectiveness of criminal justice resources throughout Dallas County.

SECTION C: COMMITMENTS

The Dallas County Criminal Justice Advisory Board (CJAB) is committed to providing the coordinated leadership necessary to establish cohesive public policies which are based on research, evaluation and monitoring of policy decisions and program implementations.

The Dallas County Criminal Justice Advisory Board (CJAB) is committed to innovative system reforms and programming as need indicates. Through a coordinated and collaborative planning effort, CJAB will review, evaluate and make policy recommendations on vital criminal justice system issues throughout Dallas County.

SECTION D: GUIDING PRINCIPLES

The Dallas County Criminal Justice Advisory Board (CJAB) is committed to serve as the planning body for the criminal justice system throughout Dallas County, Texas.

SECTION E: RECOMMENDATIONS

The Dallas County Criminal Justice Advisory Board (CJAB) can make recommendations to elected officials, public policy boards and/or any other private or public interest having vested interest in the criminal justice system of Dallas County, Texas.

Article IV. Members

SECTION A: GENERAL MEMBERSHIP

General Membership in the Dallas County Criminal Justice Advisory Board (CJAB) is open, by invitation, to all individuals that have a vested interest in the

service delivery and improvement of the Dallas County criminal justice system. All persons invited to the initial CJAB planning meetings on June 23, 2008 and October 6, 2008 shall be general members. Future general membership shall be extended upon approval of the CJAB general members at a regularly scheduled meeting. General Members shall have full voting privileges at all CJAB meetings.

The Dallas County Criminal Justice Advisory Board (CJAB) shall make all reasonable efforts to ensure that, at a minimum, the following offices are represented in the general membership:

- Mayor, City of Dallas (One Member)
- Representative of Dallas City Council (One Member)
- The Dallas County Judge (One Member)
- Representative of the Dallas County Commissioners Court (One Member)
- One (1) Representative from a City in each of four (4) County Commissioner Districts. (Four Members)
- Dallas County Sheriff (One Member)
- Chief of Police, City of Dallas (One Member)
- Dallas County District Attorney (One Member)
- United States Attorney (One Member)
- Representative of Drug Enforcement Agency (One Member)
- Representative of FBI (One Member)
- United States Marshall (One Member)
- Representative of Federal Parole, Probation And Pre-Trial Services (One Member)
- Dallas County Chief Public Defender (One Member)
- Presiding Judge, Dallas County District Courts (Felony) (One Member)
- Presiding Judge, Dallas County Criminal Courts (Misdemeanor) (One Member)

- Representative of the Dallas County Justices of the Peace (One Member)
- Director, Dallas County Community Supervision and Community Corrections (One Member)
- Director, Dallas County Department of Criminal Justice (One Member)
- Regional Director, TDCJ Parole (One Member)
- Director, Dallas County Juvenile Dept. (One Member)
- Representative of the Dallas County Constables (One Member)
- Dallas County District Courts Manager (One Member)
- Dallas County Criminal Courts Manager (One Member)
- Dallas County Chief Medical Examiner (One Member)
- Director, Dallas County Health and Human Services (One Member)
- Director, Dallas County Security and Emergency Management (One Member)

SECTION B: REPRESENTATIVE MEMBERS

The Dallas County Criminal Justice Advisory Board (CJAB) may, upon its own choosing and with the majority consent of the general membership, select a representative(s) and or agency(s) from the Dallas County community at large whose membership would indeed further the general or specific vision and mission of the Dallas County Criminal Justice Advisory Board.

The term for said appointment(s) may either be either REGULAR (no fixed participation duration assigned) or CONDITIONAL (fixed specified duration) and will be assigned by the Dallas County Criminal Justice Advisory Board (CJAB). Representative members shall have full voting privileges at all CJAB meeting.

The following are REGULAR appointed participants / agencies

- Two (2) members of the Dallas County **(Criminal)** Bar Association

- One (1) representative from a Victim’s Advocacy Group
 - One (1) representative from the Texas Department of Public Safety
 - One (1) representative from the North Central Texas Council of Government
 - One (1) representative from the North Texas Crime Commission
 - One representative of the Metro Dallas Homeless Alliance.
 - One representative of the Dallas County Community College District
 - One representative of the Dallas County Work Force
 - Two (2) community leaders from the county at large.
- ◆ These individuals should be “statesmen” who are not criminal justice system experts and have no special interest to any member or portion of the criminal justice system.

Article IV. Meetings

SECTION A: REGULAR MEETINGS

The Dallas County Criminal Justice Advisory Board (CJAB) shall meet regularly as agreed upon by the majority of the membership.

SECTION B: DESIGNEES

Only the members of the Dallas County Criminal Justice Advisory Board (CJAB) shall have voting privilege at sanctioned and scheduled Dallas County Criminal Justice Advisory Board (CJAB) General Membership and Executive Committee meetings.

SECTION C: QUORUM

A quorum is no less than a simple majority of the total membership. Action may be taken by a majority of those present voting and by no less than a majority of the quorum.

SECTION D: VOTING

Each member of the Dallas County Criminal Justice Advisory Board (CJAB) shall have one vote.

SECTION E: CONVENING A SPECIAL MEETING

The Chair of the Dallas County Criminal Justice Advisory Board (CJAB) may convene a special meeting. Written notice must be served at least seventy-two (72) hours in advance. Only items included in the written notice may be

discussed or considered.

SECTION F: OPEN MEETINGS

All meetings of the Dallas County Criminal Justice Advisory Board (CJAB) General Membership and Executive Committee shall be conducted and notice posted in compliance with all local, state and federal laws pertaining to open meetings.

Article VI. Chair

The Chair and Vice-Chair of the Dallas County Criminal Justice Advisory Board (CJAB) shall be selected by a majority vote of the voting membership of the Dallas County Criminal Justice Advisory Board (CJAB) for terms not to exceed a period of two (2) years. In those instances when the Chair cannot be present at a scheduled meeting of the Dallas County Criminal Justice Advisory Board (CJAB), the Vice-Chair shall preside over the scheduled meeting.

Article VIII. Committees

SECTION A: PURPOSE

The following standing committees are established to expedite and facilitate the agenda of business of the Dallas County Criminal Justice Advisory Board (CJAB) and the orderly and efficient consideration of matters coming before it.

SECTION B: EXECUTIVE COMMITTEE

The Executive Committee is to provide leadership in the planning and implementation of the Dallas County Criminal Justice Advisory Board (CJAB) mission by:

- Designating existing structures or creating new structures for the achievement and implementation of the Dallas County Criminal Justice Advisory Board (CJAB) mission. The designation and/or creation of new structures for achievement and implementation (which may include the creation and dissolution of standing and ad hoc committees) will require the majority consent of the entire membership of the Dallas County Criminal Justice Advisory Board (CJAB)
- Reviewing implementation plans, time tables and costs and reporting the recommendations on such matters to the Dallas County Criminal Justice Advisory Board (CJAB).

- ❑ Reviewing requests made for resources, developing alternatives when appropriate and making recommendations to the Dallas County Criminal Justice Advisory Board (CJAB) for responding to such requests.
- ❑ Reviewing and making recommendations regarding other matters delegated to it by the Dallas County Criminal Justice Advisory Board (CJAB).
- ❑ Planning the agenda of the Dallas County Criminal Justice Advisory Board (CJAB).

MEMBERSHIP

The following Dallas County Criminal Justice Advisory Board (CJAB) members shall comprise the membership of the Executive Committee:

- ☀ CJAB Chair
- ☀ CJAB Vice-Chair
- ☀ All Committee Chairs
- ☀ Dallas County Judge
- ☀ Mayor, City of Dallas
- ☀ Commissioner, County of Dallas
- ☀ Representative of a City in Commissioner District #1
- ☀ Representative of a City in Commissioner District #2
- ☀ Representative of a City in Commissioner District #3
- ☀ Representative of a City in Commissioner District #4
- ☀ United States Attorney
- ☀ Dallas County Sheriff
- ☀ Chief of Police, City of Dallas
- ☀ District Attorney, Dallas County
- ☀ Chief Public Defender, Dallas County
- ☀ Presiding Judge, Felony Courts
- ☀ Presiding Judge, Misdemeanor Courts
- ☀ Director, Dallas County Community Supervision
And Corrections Department
- ☀ Director, Dallas Department of Criminal Justice
- ☀ Regional Director, TDCJ Parole

MEETINGS

The Executive Committee shall meet regularly on a date and time agreeable to the majority of the membership of the Executive Committee.

Article IV - SECTIONS B, C, D, E, and F regarding, designees, quorum, voting and convening of a special meeting shall apply to the conduct of business of the Executive Committee.

ARTICLE IX. Parliamentary Authority

Robert's Rules of Order, revised, governs all Dallas County Criminal Justice Advisory Board (CJAB) meetings except in instances of conflict between the rules of order and the bylaws of the Dallas County Criminal Justice Advisory Board (CJAB) or provisions of law.

ARTICLE X. Amendment of Bylaws

Proposed amendments to the bylaws are to be included on the agenda of a regularly scheduled Executive Committee meeting. If approved by the Executive Committee, the proposal will be forwarded to the Dallas County Criminal Justice Advisory Board (CJAB) at a regularly scheduled meeting for approval. Any action in response to bylaws taken by the Dallas County Criminal Justice Advisory Board (CJAB) becomes effective immediately.

ARTICLE XI. Staff Support

The Dallas County Director of Criminal Justice shall, in addition to being a member, shall serve as Secretary for the Dallas County Criminal Justice Advisory Board (CJAB). The Secretary, with approval of the Chair and/or Executive Committee, shall post meetings, prepare agendas, prepare meeting minutes, maintain files, prepare correspondence and conduct other activities necessary for the Dallas County Criminal Justice Advisory Board (CJAB) to effectively conduct business.

(September 29, 2008)