

BY-LAWS

ORANGE COUNTY JUVENILE CRIME PREVENTION COUNCIL

ARTICLE I: NAME AND PURPOSE

Section 1. Name

The name of this body shall be the Orange County Juvenile Crime Prevention Council (JCPC)

Section 2. Purpose

The purpose of the JCPC shall be to:

- 2.1** Ensure that appropriate intermediate dispositional options are available and prioritize funding for dispositions of intermediate and community level sanctions for court adjudicated juveniles pursuant to minimum standards adopted by the Department of Public Safety, Division of Adult Correction and Juvenile Justice (NC DJJ).
- 2.2** Evaluate programs developed and supported by the JCPC for effectiveness and continued need.
- 2.3** Assess the needs of delinquent and at-risk juveniles in Orange County and report those findings to County Commissioners.
- 2.4** Plan for the establishment of a permanent funding stream for delinquency prevention services.

ARTICLE II: MEMBERSHIP

Section 1. Membership should include, if possible:

- 1.** The local school superintendent or designee;
- 2.** The chief of police in the county;
- 3.** The local sheriff, or designee;
- 4.** The district attorney, or designee;
- 5.** The chief court counselor, or designee;
- 6.** The director of mental health, developmental disabilities, and substance abuse authority, or designee

7. The director of DSS, or designee;
8. The county manager, or designee;
9. The substance abuse professional;
10. A member of faith community;
11. A county commissioner;
12. A person under 18;
13. A juvenile defense attorney;
14. The Chief District Court Judge or judge designated by the Chief District Court Judge;
15. A member of the business community;
16. The local health director, or designee;
17. A representative of United Way or other non-profit;
18. A representative of local parks and recreation; and
19. Up to seven members appointed by the board of county commissioners.

Section 2. Each member should serve a term of two years and may be reappointed.

Section 3. Membership shall be no more than 25 members.

Section 4. Any vacancy of office may be filled by nominations from the floor and election by the Board at any time throughout the year.

Section 5. Three consecutive unexcused absences shall constitute grounds for replacement. Members are expected to notify the chairperson in advance of meeting if unable to attend.

Section 6. A quorum shall be a simple majority of appointed memberships.

ARTICLE III: OFFICERS

Section 1. The offices shall consist of a chairperson and vice-chair person.

Section 2. These officers should be elected on an annual basis and on or before the first meeting of the fiscal year and may succeed themselves.

Chairperson – The chairperson shall call and preside at meetings of the JCPC. The Chair and/or Vice-Chair shall appoint all special committees and designate the persons to serve as committee members unless otherwise specified by the by-laws.

Vice-Chairperson – The Vice-Chair shall exercise the duties of the Chairperson in his/her absence and such other duties as the Chairperson shall assign.

Section 3. Removal from office

The Orange County Board of Commissioners, upon the recommendations of the Orange County Juvenile Crime Prevention Council membership, may remove a member from office for any of the following reasons:

1. Absence, without excuse, from three (3) scheduled meetings, within one year.
2. Failure to participate in the work of the Orange County JCPC.
3. Conduct that demonstrates a lack of responsibility or is unbecoming of a member of the Orange County JCPC, or which causes embarrassment to the Council and/or Orange County.

ARTICLE IV: MEETINGS

Section 1. Orange JCPC shall meet at least bi-monthly or more often if a meeting is called by the Chair-person.

Section 2. All meetings should be open to the public.

Section 3. The membership shall be notified of all meetings, in writing, or by phone at least five days prior to the meeting.

Section 4. Minutes shall be taken at every meeting and distributed prior to or at the subsequent meetings.

Section 5. Special Meetings

5.1 The Chair-person may call special meetings as deemed necessary to carry out the duties of the JCPC.

5.2 Notice of special meetings shall be given to the JCPC members in writing, by phone, or by email at least two days in advance.

ARTICLE V: FUNDING PROCEDURES

Section 1. Screening of Programs.

Section 1.1 All proposed grants submitted to the JCPC will be screened by the Funding and Review Committee.

Section 1.2 Proposed grants will be scrutinized according to whether they meet the needs as provided in the annual needs assessment, as well as for program effectiveness, staffing issues, amount requested and expectations of the program.

Section 2. Voting to Fund.

Section 2.1 The JCPC, except as hereinafter excluded, will vote on the recommended funding plan provided by the Funding/Review Committee, and may amend recommendations before a final vote.

Section 2.2 No JCPC member who is paid with local grant funds, or who directly supervises someone paid with local grant funds, shall be eligible to vote in funding decisions.

Section 2.3 Voting by Proxy will be allowed by approved designee; designee must be included on membership list.

Section 3. Approved or Disapproved.

Section 3.1 Programs that are approved for grants shall be notified immediately and the funded amount shall be disclosed.

Section 3.2 Programs not approved for grants shall be notified in writing in a timely Manner and may:

1. Request an explanation of the funding decision, in writing, to the Chair, within five (5) business days of the funding decision notification. The Chair will respond, in writing, within 30 business days.
2. Request the funding process protocol followed by the JCPC, in writing, to the JCPC Chair within five (5) business days of receiving the funding notification. The request must specify which aspects of the funding process are in question. This will be reviewed by the Funding and Program Review Committee and presented to The Council at the next scheduled JCPC meeting following receipt of the request. The JCPC Chair or the Funding and Program Review Committee Chair, will respond to the applicant, in writing, within ten (10) business days following the JCPC meeting.

Section 4. Evaluation.

Section 4.1 Funded grants shall be evaluated by the Monitoring Committee.

Section 4.2 No JCPC member who is paid by or directly supervises someone paid by local grant funds, may serve on the Monitoring Committee.

ARTICLE VI: CONFLICT OF INTEREST

Section 1. The JCPC Chairperson shall have all JCPC members complete and sign the disclosure form (form DJJ 13 001c) and inform all members of the conflict policy and review annually.

Section 1.1 All members must disclose in writing the existence, nature and extent of any potential or actual conflict of interest using (form DJJ 13 001c).

Section 1.2 If a member directly or indirectly benefits from the disbursement of these state funds. They will not serve on the monitoring or funding committees, nor be able to vote re: funding decisions.

Section 2 If a conflict is discovered after the fact, the JCPC Chairperson will inform the JCPC of the conflict of interest.

Section 3 All conflict of interest disclosure forms must be filled out by all members.

ARTICLE VII: EMAIL VOTING

Section 1. The Initiator

Section 1.1 Any active member or JCPC Coordinator can initiate mail voting by sending voting proposal via email.

Section 1.2 The member who has initiated a vote can retract the voting proposal by sending an email to the membership list stating the intention to retract the proposal.

Section 2. Email Voting Process

Section 2.1 Email voting proposal is initiated by sending an email to the entire membership mailing list containing the words “Voting Proposal” in the subject line and explicitly stating the subject of the voting.

Section 2.2 The body of the email shall include exact and complete information on what is to be voted upon; only information which is directly related to the subject of the voting may be contained in the email voting proposal.

Section 3. Voting Period

Section 3.1 A proposal can only be retracted within the voting period.

Section 3.2 The voting period starts when the email is sent out to the membership, unless specified otherwise in the voting proposal, and lasts for a period of two weeks.

Section 3.3 During the voting period the members cast their votes. Only votes cast within the voting period are considered for the results of the voting.
