

**Cabarrus County Juvenile Crime Prevention Council
BY LAWS**

Article I: NAME AND PURPOSE

Section 1. Name

The name of this Council shall be the Cabarrus County JCPC (Juvenile Crime Prevention Council).

Section 2. Purpose- The purpose of this Council shall be to:

- 2.1 Biennial review of the needs of juveniles in the county who are at risk or who have been adjudicated. Council shall develop a request for proposal process and submit to the County's authorization, the plan must be approved by the Department of Juvenile Justice and Delinquency Prevention.
- 2.2 Assist the county in planning and administering community-based delinquency alternatives to the Youth Development Center and to provide community-based delinquency and substance abuse prevention strategies and programs.
- 2.3 Ensure that appropriate community based intermediate dispositions for adjudicated juveniles are available, pursuant to minimum standards set by the Department of Juvenile Justice and Delinquency Prevention.
- 2.4 Perform on an ongoing basis:
 - 1) Assess needs of juveniles in community, evaluate resources, plan for unmet needs.
 - 2) Evaluate performance of juvenile services/programs as a condition of continued funding of those programs.
 - 3) Increase public awareness of the causes of delinquency and prevention efforts.
 - 4) Develop intervention strategies and risk assessments for at-risk youth.
 - 5) Provide funds for services: treatment, counseling, parenting, rehabilitation.
 - 6) Establish and encourage ongoing and diverse funding streams for delinquency prevention programs. Council may examine benefits to provide joint judicial district programs.

Article II: MEMBERSHIP

Section 1. Members shall be appointed by the Cabarrus County Board of Commissioners for a two-year term. Appointment shall be arranged so that approximately one half of the terms shall expire each year. The Board of County Commissioners may re-appoint members.

Section 2. The Chairperson shall advise the Board of Commissioners of members who should be replaced because of resignation, limited interest and participation, expired terms, or conflict of interest.

Section 3. The Council will review applications for any vacant positions and vote by majority regarding the replacements. The chairperson will forward the recommendations to the Board of Commissioners for approval.

Section 4. The membership shall be no less than 12 persons and no more than 26 and should include, if possible:

- 1) Local School Superintendent or that person's Designee
- 2) Chief of Police in the county or the appointed chief's Designee
- 3) Local Sheriff or that person's Designee
- 4) District Attorney or that person's Designee
- 5) Chief Court Counselor or that person's Designee
- 6) Director of the Local Management Entity/Managed Care Organization (LME/MCO) or that person's designee
- 7) Director of Social Services or that person's Designee
- 8) County Manager or that person's Designee
- 9) Substance Abuse Professional
- 10) Member of Faith Community
- 11) County Commissioner
- 12) Two persons under the age of 21, or one person under the age of 21 and one member of the public representing the interests of families of at-risk juveniles.
- 13) Juvenile Defense Attorney
- 14) Chief District Court Judge or Designee Judge
- 15) Member of Business Community
- 16) Local Health Director or that person's Designee
- 17) A representative from the United Way or other non-profit agency
- 18) Parks and Recreation Representative
- 19) Up to 7 Additional Members to be appointed by the County Commissioners

Section 5. The JCPC Regional Consultant will serve as an ex-officio member of the commission without the authority to make motions or vote.

Section 6. Members are expected to attend the regularly scheduled monthly meetings.

Section 7. At any time that a member fails to attend sixty-five percent (65%) of the annual regularly scheduled meetings called by the Chairperson, that member shall be recommended for removal from the Council, and that removal shall be sent to the Board of Commissioners after providing notice to the member being removed. That member shall provide in writing, no later than five (5) business days after notice of removal is given, that they wish to appeal the removal decision based on lack of attendance. This appeal will happen at the next regularly scheduled meeting and the Member will be given an opportunity to present his/her case against removal. The Council may vote not to remove a Member through a majority vote (quorum required) of the Council present at that regularly scheduled meeting.

At any time that a member fails to attend sixty-five percent (65%) of the annual regularly scheduled meetings called by the Chairperson, that member shall not be allowed to vote on any Council matters. If the Member files an appeal pursuant to the paragraph above, that Member shall not vote on any Council matters until the appeal is heard and a decision regarding the Member's status is decided.

Section 8. Members are allowed to attend meetings in person, or via teleconferencing when there is a conflict, given that each member attending, regardless of the attendance option used and referenced herein, has the ability to fully deliberate on any matter under consideration. A request for teleconferencing must be made to the JCPC Administrative Assistant no later than 4:00 pm the day prior to the meeting.

Members are required to attend meetings in person or via teleconferencing unless State of Emergency requires meetings to be held virtually.

Article III: OFFICERS

Section 1. The officers shall include a Chairperson, Vice-Chairperson, and Parliamentarian.

Section 2. These officers shall be elected by the council at the May meeting of each year. New officers will assume office on July 1st.

Section 3. Officers shall be elected for one year terms and may succeed themselves.

Section 4. The Chairperson only votes in case of a tied vote.

Section 5. The Vice-Chairperson shall serve as acting Chairperson in the absence of the Chairperson and as such shall have the same powers and duties of the chairperson when presiding. In the event the Chairperson does not complete his/her term of office, the Vice-Chairperson may serve out the unexpired term of the Chairperson. The Vice-Chairperson shall perform the duties of the JCPC Administrative Assistant in the absence of the JCPC Admin.

Section 6. The Parliamentarian will interpret and apply "Robert's Rules of Order," as well as this Council's By Laws, to provide guidance on parliamentary procedure to the officers, committees, and members of the JCPC.

Article IV: MEETINGS

Minimum of six (6) meetings per year – subcommittee meetings can count towards this requirement.

Section 1. Regular Meetings

1.1 The Council shall meet at least six (6) times per year, at a time and place to be established.

- 1.2 All meetings shall be open to the public and subject to open meetings law.
- 1.3 The membership shall be notified of all meetings in writing or by telephone at least seven (7) days prior to the meeting.
- 1.4 To conduct business a quorum will be necessary. A quorum will be a simple majority of the total board membership.
- 1.5 Minutes shall be taken at every meeting and distributed prior to or at the subsequent meeting.
- 1.6 JCPC meetings can occur remotely or virtually, only upon issuance of a State of Emergency. The county should provide proper notice to the public.

Section 2. Special Meetings

- 2.1 The Chairperson may call such special meetings as deemed necessary to carry out the duties of the Council.
- 2.2 Notice of special meetings shall be given to all members of the Council in writing or by telephone at least three (3) days in advance.
- 2.3 Special meetings shall be open to the public and subject to open meetings law.

Article V: COMMITTEES

Section 1. Standing Committees

The Chairperson shall appoint at least three (3) members of the Council to each of the following standing committees:

- 1) Risk and Needs Committee whose purpose shall be to plan and carry out the process of determining the needs of Cabarrus County youth and prioritizing those needs.
- 2) Allocations Committee whose purpose shall be to make recommendations for the use of community-based alternatives funds.
- 3) Monitoring Committee whose purpose shall be to gather information about existing programs and monitor the performance of these programs.

Section 2. Additional Committees

The Chairperson may at his/her discretion appoint any other committees which he/she deems necessary to carry out the general purpose of the Council.

Article VI: FUNDING PROCEDURES

Section 1. Screening of Programs:

- 1.1 All proposed grants submitted to the JCPC will be screened by the Allocations Committee or JCPC.
- 1.2 In order to be considered for funding, proposals must be submitted by the advertised deadline.
- 1.3 Proposed grants will be scrutinized according to whether they are 501(c) 3 or public non-profit organizations in good standing with the federal, state, and local government, and as to whether or not they meet the needs as indicated in the request for proposal, as well as, effectiveness, staffing, amount requested, and expectations, at minimum. Other considerations, such as fiscal stability, past performance, program accountability, etc. may also enter into funding deliberations.
- 1.4 If the proposal meets JCPC guidelines, programs will verbally present to the Allocations Committee or the JCPC, for a time limit to be determined annually by the JCPC, before a funding decision is made.

Section 2. Voting to Fund:

- 2.1 The JCPC, except as hereinafter excluded, will vote on the recommended funding plan provided by the Allocations Committee or JCPC and may amend recommendations before a final vote.
- 2.2 JCPC members receiving monetary compensation from JCPC funds either program or certification dollars, or any member directly supervising staff paid with JCPC funds, shall abstain from voting on funding decisions.

Section 3. Approved or Disapproved:

- 3.1 Approved proposals, and the amount of funding shall be notified immediately.
- 3.2 Proposals not approved for funding shall be notified in writing by the JCPC Chair or Administrative Assistant.

Article VII: CONFLICT OF INTEREST

Section 1. Any Council member actively involved in any JCPC funded program or a program requesting JCPC funds, will abstain from voting, and discussion regarding that program.

Section 2. The Council may excuse members from voting on matters involving their own financial interest or official conduct. A member wishing to be excused from voting shall so inform the Chair, who shall take a vote of the remaining members.

Section 3. All Council members shall sign a conflict of interest statement each fiscal year. Each member shall update, as needed, the conflict of interest statement.

Article VII: MISCELLANEOUS

Section 1. Amendments

These bylaws may be amended or repealed, and new bylaws adopted by the affirmative vote of a majority of the membership at any regular or special meeting of the council.

Section 2. Appeals Process

- 1) Any agency that wishes to dispute a decision of the JCPC regarding funding under the RFP shall submit a written appeal to the Chairperson of the JCPC within five (5) business days of the date of the JCPC decision.
- 2) The appeal, at a minimum, shall state the basis of the appeal, what statutes, or Division, Board of County Commissioners and/or JCPC policies or procedures are alleged to have been violated, and what action is requested. The appeal must include supporting documentation for the council to adequately consider the appeal.
- 3) The full JCPC will hear the rule on the appeal at the next scheduled regular JCPC meeting.
- 4) Should the JCPC deny the appeal, the disputing agency may appeal, in writing, within five (5) business days to the County Manager. In that appeal, the appealing agency must state what statute, or Division, Board of County Commissioner and/or JCPC policies or procedures that are alleged to have been violated. The County Manager will review the appeal to determine if any statute, policy or procedure has been violated. The County Manager may then deny the appeal, or, upon a finding of a violation, refer the appeal back to the JCPC for reconsideration of funding. If the County Manager denies the appeal, then the disputing agency may within five (5) business days appeal, using the same procedure, to the Board of County Commissioners; and, if denied, thereafter within five (5) business days to the Division, in that order. Appeals to the Division shall be made through the Area Consultant for Cabarrus County.