

**BYLAWS  
OF THE MONTEREY COUNTY  
JUVENILE JUSTICE COORDINATING COUNCIL**

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**ARTICLE I  
NAME**

The name of this organization shall be known as the Monterey County Juvenile Justice Coordinating Council (JJCC).

**ARTICLE II  
AUTHORITY**

This organization is authorized by Welfare and Institutions Code Section 749.22 and Board Resolution dated November 12, 1996.

**ARTICLE III  
PURPOSE**

The purpose of the Monterey County Juvenile Justice Coordinating Council 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 an effective continuum of responses for the prevention, intervention, supervision, treatment, and incarceration of juvenile offenders, including strategies to develop and implement local out-of-home placement options for the offenders.
3. Through a Subcommittee established pursuant to Welfare and Institutions Code Section 1995, develop a comprehensive Juvenile Justice Realignment Plan for the rehabilitation, custody, and supervision of the Secure Track Treatment population of youth offenders realigned from the State to the County, effective July 1, 2021.

**ARTICLE IV  
DUTIES**

The Juvenile Justice Coordinating Council shall have the following duties:

1. Assist the Chief Probation Officer in developing a comprehensive, multi-agency juvenile justice plan to develop a continuum of responses for the prevention, intervention, supervision, treatment, and incarceration of juvenile offenders, in accordance with Welfare and Institutions Code 749.22 and Government Code Section 30061.
2. Assist the Chief Probation Officer in developing strategies, interventions, and programs in accordance with the Juvenile Justice Crime Prevention Act Program.
3. Serve as the governance body for the SB 823 Realignment Subcommittee in accordance

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with Welfare and Institutions Code Section 1995.

**ARTICLE V  
MEMBERSHIP**

1. Pursuant to Welfare and Institutions Code, Section 749.22, the JJCC will consist of ex-officio and appointed voting members.

Ex Officio Members

- Chief Probation Officer, serving as Chair
- District Attorney's Office
- Public Defender's Office
- Sheriff's Office
- Board of Supervisors
- Department of Social and Employment Services (DSES)
- Behavioral Health
- a city police department
- County Office of Education or a school district

At-large Appointed Members

- a community-based drug and alcohol program representative
- an at-large community representative
- a nonprofit community-based organization (CBO) representative that provides services to minors

2. The District Attorney's Office, the Sheriff's Office, the Public Defender's Office, the Board of Supervisors, DSES, Behavioral Health, Monterey County Chief Law Enforcement Officers Association (MCCLEOA) representing the police departments, and the Monterey County Office of Education (MCOE) shall each designate a representative from its respective office, department, board, or agency to serve as a member of this Council and shall designate a new member representative whenever a member representative from its office, department, board, or agency resigns.
3. When vacancies arise in any of the at-large appointed members, candidates may submit an application available on the Probation Department's website during a determined open period.

The representatives from the District Attorney's Office and Public Defender's Office shall review applications and forward nominations through the Chair, for consideration and possible action by the Council. Successful nominations shall be approved by the Council by a majority vote and forwarded to the Monterey County Board of Supervisors for approval of the appointment.

4. The Chair may terminate a Council member upon a motion by any member of the Council

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and a majority vote of the Council. When this occurs, the Chair must fill the vacated position as soon as possible following the process pursuant to number 2 of this section.

5. If a Council member fails to attend three (3) consecutive Council meetings without the absence being authorized by the Chair or if the Council has not arranged for an alternate member to represent him or her, it will result in termination of the Council member.
6. A member may resign at any time by giving written notice to the Council. The resignation shall become effective the date the notice is received in writing or at a later time specified in the notice; the resignation need not be accepted to be effective.
7. Upon the resignation or termination of an appointed Council member, the Council Chair shall follow the process outlined in number 3 in this section for replacement of the Council member.
8. Alternate Members
  - a. Each Council member shall designate, in writing provided to the Chair, an alternate member to represent the member at a Council meeting in the event the Council member is unable to attend a Council 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  
OFFICERS**

1. Officers of the Council shall be a Chair, a Vice-Chair, and an Acting-Chair, and such other officers as the Council may choose to elect.
2. Responsibilities of Officers:
  - a. Chair - In accordance with Section 749.22 of the Welfare and Institutions Code, the Chief Probation Officer shall serve as the Council Chair. The Chair shall supervise and direct the Council's activities, affairs and officers, and preside at all Council meetings. The Chair shall have such other powers and duties as the Council or Bylaws may prescribe.
  - b. Vice-Chair - In the absence or disability of the Chair, the Vice-Chair shall perform all duties of the Chair. When so acting, the Vice-Chair shall have all the powers of, and be subject to, the restrictions of the Chair. The Vice-Chair shall have such other powers and perform other duties as the Council or the Bylaws prescribe. The Probation Department's Assistant Chief Probation Officer shall serve as the Vice-Chair.
  - c. Acting-Chair - In the event of the temporary absence of the Chair and Vice-Chair, a Probation Department Division Director may be designated to serve as the Acting-Chair to preside at Council meetings.

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3. Term of Office:

The term of office for the Council Chair shall be concurrent with his/her term as Chief Probation Officer. Each Council member shall serve an indefinite term, concurrent with his/her service to the organization he or she represents, until membership is terminated, or the Council member resigns.

**ARTICLE VII  
MEETINGS AND PROCEDURES**

The Juvenile Justice Coordinating Council and its Committees shall be governed by the Brown Act and all meetings shall be open to the public.

1. Regular Meetings

Regular meetings shall be set by the Chair on an as-needed basis.

2. Special Meetings

A Special Meeting may be called at any time by the Chair, upon written request, specifying the general nature of the business proposed. An agenda and 24-hour notice must be given to the public.

3. Quorum and Voting Procedure

- a. A simple majority of the members of the Council shall constitute a quorum for the transaction of business at any meeting of members.
- b. Decisions shall be reached through majority voting, which is defined as a majority of the quorum members present.
- c. The Council shall use parliamentary procedures (the current edition of: Robert's Rules of Order) to conduct business.

4. Setting the Agenda

The Chair and Vice-Chair shall designate items on the agenda. Anyone wishing to provide input shall request inclusion on the agenda by contacting the Chair and the Vice-Chair no later than ten working days prior to the scheduled meeting.

5. Public Comments

Public comments at meetings are limited to two (2) minutes for each agenda item for individuals and five (5) minutes for each agenda item for representatives of organizations. The Chair has the discretion to extend the time based on the complexity of the issue.

**ARTICLE VIII  
COMMITTEES AND SUBCOMMITTEES**

1. Committees and subcommittees, both standing and ad-hoc, may be established as deemed

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necessary by the Council to accomplish the purposes set forth in Article III of these bylaws.

2. In accordance with Welfare and Institutions Code Division 2.5, Chapter 1.7, Section 1995, a Realignment Subcommittee of the Council shall be established to 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 population described in subdivision (b) of Section 1990 of the Welfare and Institutions Code.

Pursuant to Welfare and Institutions Code, Section 1995 (b), the SB 823 Realignment Subcommittee shall consist of ex-officio and appointed voting members.

**Ex Officio Members**

- Chief Probation Officer, as Chair
- District Attorney's Office representative
- Public Defender's Office representative
- Department of Social and Employment Services (DSES) representative
- Behavioral Health representative
- County Office of Education or a school district representative
- Courts representative

**At-large Appointed Members**

The SB 823 Realignment Subcommittee shall also include no fewer than three community members who shall 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. The SB 823 Realignment Subcommittee for Monterey County shall have no fewer than three nor more than five at-large community members.

When vacancies arise in community member representation, candidates may submit an application available on the Probation Department's website during a determined open period also listed on the website.

The representatives from the District Attorney's Office and Public Defender's Office shall review subcommittee community member applications and forward nominations through the Chair for consideration and possible action by the Council. Successful nominations shall be approved by the Council by a majority vote.

**ARTICLE XIX  
CONFLICT OF INTEREST**

1. Council members shall not participate in making any governmental decision in which they have a financial interest.
2. Any member with a disqualifying conflict of interest must, in compliance with the Political Reform Act:

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- a. publicly state the nature of the conflict in sufficient detail to be understood by the public;
  - b. recuse himself/herself from discussing and voting on the item; and
  - c. leave the room until the item has concluded.
3. The member may be allowed to address the Council as a member of the public. Said disclosure shall be noted in the official Council minutes. The member must also comply with all other applicable conflict of interest laws.

**ARTICLE IX  
AMENDMENTS**

These Bylaws may be adopted, amended or repealed by a majority vote of the Council and shall be effective upon approval of the Board of Supervisors.

Adopted                      04/01/2009

Amended                     04/21/2021

Approved by BOS         05/18/2021