

By-Laws

State Advisory Council on Juvenile Justice

ARTICLE I

Authority

The State Advisory Council on Juvenile Justice (hereinafter referred to as SACJJ) was created by and derives its authority from W.S. § 14-10-101.

ARTICLE II

Purpose and Responsibilities

The SACJJ shall:

1. Advise the governor and legislature on the status and development of the State's juvenile justice system;

2. Develop recommendations for improving and advancing juvenile justice and delinquency prevention programs and juvenile services in the state, and report out to the governor and legislature annually, on or before December 31;

3. Review and comment, through or in coordination with Grants Committee recommendations, on juvenile justice, delinquency prevention and juvenile services grant applications submitted under any federal or state grant or subgrant program;

4. Coordinate the efficient and effective development and enhancement of state, local and regional juvenile justice programs;

5. Review the progress and accomplishments of state and local juvenile justice, delinquency prevention and juvenile services projects;

6. At the direction of the governor, assist communities in collecting, compiling and distributing data relating to juvenile justice, delinquency prevention and juvenile services, including but not limited to, compiling an inventory of county-by-county programs and services. The SACJJ shall then identify and make recommendations with regard to areas in which an unfulfilled need for services or programs exists;

7. Assist communities in the formation of community juvenile services boards; and

8. Make recommendation for an equitable funding formula for distribution of funds to community juvenile service boards.

ARTICLE III

Membership

Section 1. Composition and Term. The SACJJ shall consist of not less than fifteen (15) but no more than thirty-three (33) members, to be appointed by the governor. Members shall when practicable represent each judicial district and shall include at least one (1) locally elected official representing general purpose local government, but a majority of members (including the Chairperson) shall not be fulltime employees of federal, state or local government. At least 1/5 of members shall be under age 24 at time of appointment and at least three (3) shall have or have had personal contact with the state's juvenile justice system. Each member shall serve a three (3) year term, renewable by reappointment.

Section 2. Ex-Officios. The SACJJ shall have ex-officio members, as appointed by the Governor who are members by virtue of their office. When such a member ceases to hold the office his membership of the board terminates automatically. Ex-officio members are not voting members.

Section 3. Training. New members are required to participate in a new member training, which will be held at least annually, in the 4th Quarter of the year to the extent practicable. Trainings shall also be open to existing members, and will be offered through/by SACJJ/SACJJ members and/or with federal assistance.

Section 4. Qualifications. SACJJ members shall include but not be limited to professionals working in the field; volunteers with agencies or other entities impacting or concerned with juvenile justice and surrounding issues involving such things as delinquency prevention and treatment, neglected or dependent children, educational and social services; and other persons with particular experience in or special knowledge of juvenile issues.

Section 5. Vacancies. Vacancies on the advisory council shall be filled by appointment for the unexpired term. The SACJJ shall review applications received and shall make recommendations to the governor.

Section 6. Voting. Each member shall be entitled to one vote on each matter submitted to a vote of the members. Ex-officio members are not voting members.

Section 7. Termination. The governor may remove any member as provided in W.S. § 9-1-202. A member may also be recommended for removal by the SACJJ Chairperson, after a majority vote, on grounds of excess absences, as defined as three (3) or more unexcused absences from full SACJJ meetings within a calendar year. Unexcused absences are those not pre-approved by the Chairperson. Conversely, absences approved and excused in advance by the Chairperson, at his or her discretion, shall not count against the member for termination purposes. However, in no event other than emergency situations shall a member be excused from all meetings within a calendar year.

Section 8. Resignation. Any member may resign by delivering written notice of resignation to the Chairperson by mail or in person. Resignation shall be effective on notice mailing date or on delivery if delivered in person.

Section 9. Compensation. SACJJ members shall serve without compensation, but shall be reimbursed for travel, per diem and mileage expenses in the same manner and amount as state employees.

ARTICLE IV

Conflict of Interest

Section 1. Definition. Conflicts of interest, whether actual or potential or apparent, are defined as interests or relationships held or appeared to be held by a SACJJ member in or with a matter pending before the SACJJ. Such interests or relationships may include but are not limited to a direct personal or financial stake in, or employment with or an ownership or fiduciary interest in an entity affected by, a decision pending before the SACJJ.

Section 2. Disclosure, Declaration and Non-participation in respect to Conflicts of Interest.

(a) **Disclosure by Members with Conflicts:** All members have a duty to disclose any known actual, potential or apparent conflict of interest to the SACJJ. Disclosure may be made in written submission to the Chairperson in advance of the next scheduled meeting, or in writing or verbally at the meeting in question.

(b) **Declaration by Members other than Conflicted Member:** Any member may raise the question of another member's perceived conflict. Once the issue is raised, the member with the perceived conflict shall be given opportunity to discuss the circumstances, after which he or she shall remove himself or herself from the meeting room to allow the remaining

members to discuss and vote on whether the member is in fact considered to hold such a conflict. The question of conflict existence shall be determined by majority vote, to be taken by written ballot. If a conflict is found by a majority vote, further vote shall be taken to determine whether the conflict qualifies as de minimis for purposes of subparagraph (c)'s non-participation rule.

(c) **Non-participation:** To remove any spectre of impropriety and not inhibit free discussion, any conflicted member, defined as one self-disclosing or on found by SACJJ majority vote to have a conflict, shall not participate in discussion of or vote on the pending matter, unless the SACJJ decides by a three-fourths vote that the conflicted member may so participate because the conflict is de minimis. De minimis is defined as an interest that is so inconsequential or negligible as to not rise to the level of disqualifying.

Section 3. Minutes. Conflicts of interest shall be reflected in the minutes.

ARTICLE V

Meetings

Section 1. Procedure. All matters of procedure not covered by these by-laws or by W.S. § 14-10-101 shall be governed by Roberts Rules of Order Newly Revised. Also, all SACJJ meetings shall be open to the public and noticed and conducted in accord with Wyoming's Open Meetings Act (W.S. §16-4-401, et seq).

Section 2. Attendance. Members shall make reasonable efforts to attend meetings and to participate in the SACJJ.

Section 3. Time and Place. SACJJ meetings shall be held on such dates and times and in such places as determined by the SACJJ. The SACJJ shall meet at least four times during each year with a meeting to be held once during each quarter of the calendar year. Special meetings may be called by the Chairperson or by majority vote of the SACJJ.

Section 4. Notice of Meetings. Members shall receive at least fourteen (14) days notice of each meeting, which notice shall be in writing and mailed in the U.S. Mail or sent by email to the address or email address of each member listed on the membership roster.

Meeting notices shall be accompanied by minutes of the last prior meeting and the agenda for the next scheduled meeting. Members shall keep the SACJJ apprised of current address information in order to facilitate proper and timely notice. Also, public notice will be provided in accord with Section 1.

Section 5. Minutes. The Department of Family Services shall prepare and maintain minutes of each SACJJ meeting, which minutes shall reflect the matters discussed and results of any vote. Copies of minutes shall be posted on the SACJJ website and shall be available to any person requesting them.

Section 6. Quorum. One-half of the membership of the SACJJ shall constitute a quorum at each meeting and no official action shall be taken in the absence of same.

Section 7. Majority Vote. Except as otherwise provided by these by-laws, all questions shall be determined by majority vote.

Section 8. Proxies. At any meeting, a member entitled to vote may vote by written proxy. No proxy shall be valid after ninety (90) days from the date of its execution. No member may vote more than one proxy at any given meeting. All proxies voted shall be attached to the minutes.

ARTICLE VI

Officers

Section 1. Officers. Officers of the SACJJ shall consist of a Chairperson and a Vice-Chairperson elected from the general membership.

Section 2. Election of Officers. Officers shall be elected annually at the first meeting of the SACJJ during each calendar year. Officers elected in the prior year shall retain office and serve until their successors have been duly elected.

Section 3. Chairperson. The Chairperson shall not be a full-time employee of federal, state or local government. The Chairperson shall preside over all SACJJ meetings and shall serve as the Chair of the Executive Committee and as an ex-officio member of all other SACJJ committees. The Chairperson shall be the official liaison of the SACJJ with the Department of Family Services.

Section 4. Vice-Chairperson. The Vice-Chairperson shall serve in the absence of the Chairperson and shall assume all duties of that office.

Section 5. Powers and Duties. The officers shall have such powers and shall perform such duties as may from time to time be specified in resolutions or other directives of the members.

Section 6. Additional Offices and Officers. In the event the SACJJ determines that additional officers are necessary or desirable, the installation of the office shall be made by two-thirds (2/3) vote.

The individual serving in that office shall then be elected by majority vote.

Section 7. Vacancies. Vacancies shall be filled by election for the unexpired term.

ARTICLE VII

Committees

Section 1. Executive Committee. The Executive Committee of the SACJJ shall consist of five (5) members, two (2) of which shall be the Chairperson and the Vice-Chairperson. Other committee members shall be elected by the SACJJ. The term of the Executive Committee shall run concurrently with the terms of the Chairperson and Vice-Chairperson.

The Executive Committee shall meet as needed and shall be responsible for developing meeting agendas, reviewing finance and budget, providing information to the Department of Family Services regarding the SACJJ coordinator's job performance, and other responsibilities assigned by the SACJJ.

Section 2. Grants Committee. The Grants Committee shall consist of at least three persons, one of whom shall be the Chairperson. Other committee members shall be elected by the SACJJ.

The term of the Grants Committee shall run concurrently with the terms of the Chairperson and Vice-Chairperson. The Grants Committee shall meet as needed and is responsible for reviewing grant applications, reviewing grant requirements to insure compliance and proper and timely filing, and making recommendations to the SACJJ for funding and monitoring existing grants.

Section 3. Other Committees. The Chairperson shall appoint special committees as necessary to facilitate efficient management of the SACJJ and to meet the responsibilities assigned to the SACJJ. Those committees shall serve in such a manner and for the duration necessary to complete designated tasks.

Section 4. Committee Action. Each committee shall elect a chairperson who shall report committee action at SACJJ meetings. Actions and recommendations of each committee shall be reflected in SACJJ minutes.

ARTICLE VIII

Minutes and Records

The Department of Family Services shall maintain minutes and other records of the SACJJ and its committees.

ARTICLE IX

Amendment of By-Laws

These by-laws may be altered, amended or repealed, and new by-laws may be adopted by the vote of two-thirds (2/3) of the members of the SACJJ, except that these by-laws shall be automatically amended without membership vote where necessary to comply with federal and state laws or regulations.