

# THE LEBANON COUNTY CRIMINAL JUSTICE ADVISORY BOARD (LCCJAB)

## BYLAWS

Established in December 2007

### ▪ **Name**

This group will henceforth be assigned the name of the *Lebanon County Criminal Justice Advisory Board* and it shall be referred to as the *LCCJAB* and also as the *Board*.

### ▪ **Authority**

The Lebanon County Criminal Justice Advisory Board was established in October 2007 by an alliance among Court and County Officials.

### ▪ **Mission**

The ongoing mission of the Lebanon County Criminal Justice Advisory Board is to identify the strengths, weaknesses, and needs of the local criminal justice system and, by means of communication, cooperation, and collaboration, enhance and improve the system and services in the most effective, efficient, and cost effective manner possible.

### ▪ **Role**

The collaborative and evenhanded research and planning that will now take place in Lebanon County because of the LCCJAB will fortify the gathering of individuals on the Board and allow them to make informed recommendations and decisions for the betterment of the criminal justice departments in Lebanon County. The members of the Board will be accountable for the pursuit of funding for new initiatives, policy planning and programming for the future security and growth of selfsame criminal justice departments. Consensus of Board members in the quest of these proposals will enable a better Lebanon County to be realized.

### ▪ **Membership**

Core Membership may include but is not limited to the following departments:

- |  |                              |                                   |
|--|------------------------------|-----------------------------------|
| - A Judge of the Court of Common Pleas | - The Warden                 | - The Chief of Juvenile Probation |
| - A County Commissioner                | - The Administrator of MH/MR | - The Chief of Adult Probation    |
| - The District Attorney                | - The Executive Director of  | - The President of the Lebanon    |
| - The Chief Public Defender            | Drug & Alcohol               | County Chiefs of Police           |
| - The Court Administrator              | - The Executive Director of  | Association or His Designee       |
| - The County Administrator             | Children & Youth             | - The Sheriff                     |

The LCCJAB Core Members may create additional positions on the Board should the need arise. A majority consensus of the officials present will be necessary to amend its constituent design. The LCCJAB Planner/Grant Coordinator, although maintaining many tasks related to the functioning of the Board, will uphold his/her position as a neutral party and thus accept a status deplete of any amending privileges on issues presented to the LCCJAB.

## ▪ **Chair**

The Chairperson of the LCCJAB is to be selected by a majority consensus from the Core Membership of the Board. No Chairperson may hold more than four (4) year-long consecutive terms, but may be regarded as a candidate by the Board for the position of Chairperson as many times as he/she wishes with this consideration in mind. A Chairperson is to be selected on a yearly basis. Should the Chairperson be absent from a regularly scheduled meeting, the Vice Chairperson is to conduct the business of the LCCJAB meeting until its conclusion. A Vice Chairperson is to be selected by a majority consensus from the Core Membership of the Board. The tenure of the Vice Chairperson is the same as the rules of tenure for the Chairperson. In the event that both the Chairperson and the Vice Chairperson are absent from a regularly scheduled LCCJAB meeting, a person will be chosen by the Board from among the Core Members to conduct the business of the LCCJAB until the conclusion of that meeting.

## ▪ **Meetings and Quorum**

- a. Regular meetings of the LCCJAB will convene no later than 12:30 p.m. and will generally be held on the third (3<sup>rd</sup>) Tuesday of every even month. The meetings of the LCCJAB will be held quarterly at a minimum and shall last no longer than a maximum of two (2) hours.
- b. Special meetings of the LCCJAB may be convened at the call of the Chair and these may substitute for a regular meeting if by consensus the Core Membership declares it to be so.
- c. LCCJAB officials and their designated Proxies will be invited and given reasonable notice of the dates of both regular and emergency sessions of meetings. These notices will be delivered via e-mail, telephone, facsimile, intra-county mail, inter-office mail, or first class mail. Each member will specify how his or her department prefers to be notified so that communication can take place in an efficient manner.
- d. Each Core Member of the LCCJAB is encouraged to designate – when the need arises – a Proxy who will be given all the privileges and responsibilities entitled to the Core Member therein when said Core Member is unable to attend a meeting of the LCCJAB. This Proxy should be a representative from the Core Member’s department. This will increase consistent attendance by a representative official from each department. An absence by a Core Member may be excused by contacting either the LCCJAB Planner/Grant Coordinator or the Board Chairperson prior to the meeting.
- e. Habitual attendance of the LCCJAB meetings is encouraged as intermittent attendance by the Core Members may inhibit the ability of the Board to expedite key decisions and policies presented by various members. A quorum for the purpose of conducting regular business or calling for a vote shall be one-half of the Core Membership, plus one. This quorum may be satisfied by either Core Members of the group and/or a group consisting even of a majority of Proxies.

## ▪ **Agenda**

- a. Meeting agendas for the LCCJAB will be sent to ALL members, as well as detailed minutes of the prior month’s meeting and a summary of the foremost issues that will be considered during the next assembly of the Board if this information is available at the time both of these documents are distributed.

- b. Periodic reviews of the LCCJAB's ongoing process and strategic planning initiatives will be included in the agenda.

- **Voting**

All LCCJAB Core Members or their Proxies shall be invited to take place in the movements to be established by consensus at the meeting. Voting will take place at the call of the Chair and will be conducted by secret ballot if requested. All secret ballots will be counted and the outcome of the motion in question documented before the conclusion of the meeting.

- **Meeting Documentation**

All of the LCCJAB's activities will be recorded and maintained by the LCCJAB Planner/Grant Coordinator or his/her Proxy. Copies of these materials will also be sent to the PCCD on a quarterly basis. Should the committees formed in addition to the LCCJAB also meet, summaries of these meetings must be detailed by the groups and submitted as addenda to the regular LCCJAB meeting minutes.

- **Committees**

- a. The LCCJAB shall establish standing and ad hoc committees, as needed, in order to expedite and facilitate the business of the LCCJAB. The committees shall consist of at least one (1) Core Member of the Board and such other persons as may be necessary to conduct the selected work of said committee. Volunteers shall be sought to Chair committees. Committees are required to record the minutes of their meetings and should be prepared to present a general committee activities update to the LCCJAB at the regularly scheduled meeting. The committee minutes will then be added to the regular LCCJAB meeting minutes. Committees are expected to follow the guidelines adopted by the Board for project preparation and presentation during regularly scheduled meetings of the LCCJAB.

- **Grant Management**

- a. The LCCJAB and the LCCJAB Planner/Grant Coordinator serve as a resource for ALL Criminal Justice Agencies in Lebanon County. As such, grant concept papers and related application proposals shall be presented to this Board for approval and may be written and monitored with the assistance of the LCCJAB Planner/Grant Coordinator. Should funding become available and the Board not able to convene to immediately address the source of the funding and/or the project under consideration for approval, the Board Members will be notified through electronic means of the project and funding announcement and ask to lend their support or voice concerns for and about the initiative. The Chairperson of the LCCJAB may approve the issuance of an emergency advancement if absolutely necessary so that the potential funding is not lost. The Board will be notified as soon as possible if or when this occurs.
- b. The LCCJAB will endorse and expound upon proposals developed and submitted by various Board Members and committees in response to needs and priorities determined by the LCCJAB. The LCCJAB Planner/Grant Coordinator will work with these Board Members and committees to maintain an overview of the juvenile and criminal justice grant-related concept papers, applications, and awards.

- c. The LCCJAB and committees will work together with the LCCJAB Planner/Grant Coordinator to investigate all possible funding streams for Lebanon County and pursue those consistent with the Mission of the Board.

## ▪ **Staff Support**

- a. The LCCJAB will designate individuals who will provide the necessary buttressing to ensure the ongoing operation and success of the LCCJAB.
- b. Staff Support to the Board may include but is not limited to the following duties:
  - I. Meeting Room/Luncheon Planning.
  - II. Meeting Notice and Agendas.
  - III. (Electronic) Recording of the Minutes.
  - IV. Facilitating/Mediating Board Meetings.
  - V. Editing Documents.
  - VI. Heading and/or Organizing Committees

## ▪ **Communication**

The LCCJAB will communicate its goals and work to the community-at-large, county and municipal officials who are outside the criminal justice system, practitioners within the criminal justice system and to other interested parties via press release, e-mail reports, and/or by request of Core Members of the LCCJAB. At the behest of the PCCD, information will be shared with them and is to be provided to other counties and State agencies.

## ▪ **Planning and Performance**

- a. The LCCJAB will develop strategic plans that define its objectives and the means by which it plans to realize them.
- b. The LCCJAB will develop indicators to measure its performance in pursuit of achieving its objectives.
- c. The LCCJAB shall conduct periodic self-evaluations of its functioning using the indicators it has instituted.

## ▪ **Reviews and Amendments of Bylaws**

- a. These Bylaws shall be reviewed biennially.
- b. Recommendations for appraisal and other evaluation to the bylaws regarding the LCCJAB's existing operations are open to all members. The Chair will entertain and consider all suggestions in consultation with the LCCJAB Membership. There must be an advance written notice – electronic or paper mail – of the intent to amend these Bylaws to each LCCJAB member at least two (2) weeks prior to the meeting at which the motion to modify this document is to be presented.
- c. These Bylaws may be revised by a two-thirds (2/3) consensus of the LCCJAB members attending the meeting at which the motion to amend is raised.

*\*The first draft of these Bylaws was completed on 8-31-2007 and was written by Ms. Catharine Irene Miller. The PCCD, and Delaware and Franklin Counties provided the structure/format and guidelines used to create them.*

*\*Updates to Bylaws: Added the Administrator of MH/MR to Core Membership. Updated voting information. Updated Role paragraph and other minor changes 9-5-2007 and 9-10-2007. Ms. Catharine Irene Miller, Ms. Sally A. Barry and the Honorable President Judge Eby, Editors. 10-22 and 10-30-2007 updated Membership, Meetings & Quorum, Agenda, Voting, Meeting Documentation and Grant Management sections. Updated the Membership, Chair, Meetings and Quorum, Agenda, Voting and Meeting Documentation sections of the Bylaws in November, 2007 in an attempt to ratify them at the December 18<sup>th</sup>, 2007 LCCJAB meeting.*

*\*These Bylaws were ratified as written and presented at the Lebanon County Criminal Justice Advisory Board Meeting on December 18<sup>th</sup>, 2007. The motion to ratify these bylaws was passed by a show of hands. 9 Were in favor of the Bylaws while 4 people were opposed to them. All Core Members of the Board were present at this meeting with the exception of the Sheriff's Department.*

*\*A wording change was made under the "Mission" section of the Bylaws on February 19, 2008. The word "justice" was added to correct the second sentence of that paragraph. This amendment was made with full consensus of the members present at the Board meeting.*

*\*These Bylaws were reviewed and revised at the regularly scheduled LCCJAB meeting on October 21<sup>st</sup>, 2008. The adoptions of these revisions were postponed until the December 16<sup>th</sup>, 2008 meeting when the Mission Statement could be reviewed and more Core Members could be in attendance.*

*\*The revisions to the Bylaws were adopted at the regularly scheduled LCCJAB meeting on December 16, 2008. The new Mission Statement was the result of the work of LCCJAB Members Kevin Schrum (Administrator, MH/MR), Sally Barry (Chief, Adult Probation Department), and Susan Klarsch (Executive Director, Lebanon County Commission on Drug & Alcohol Abuse). The Bylaws were ratified as presented at the meeting.*

*\*The Bylaws were ratified at the regularly scheduled LCCJAB meeting on December 15, 2009. The only change to the version ratified in 2008 was that the Bylaws will now be reviewed biennially instead of annually. This change is still in accordance with the Minimum Operation Standards as promulgated by the Pennsylvania Commission on Crime and Delinquency (PCCD).*