

BY-LAWS OF THE JUVENILE JUSTICE  
AND DELINQUENCY PREVENTION COMMISSION  
OF  
MARIN COUNTY, CALIFORNIA

Approved January 27, 1987  
Revised and approved September 27, 2011

ARTICLE I

AUTHORITY

The Marin County Juvenile Justice Commission is established through the provisions of Section 225 of the California State Welfare and Institutions Code. On February 22, 1977, the Marin County Board of Supervisors adopted County Ordinance Number 2258 designating the Juvenile Justice Commission of the County of Marin as the Delinquency Prevention Commission for the County of Marin pursuant to the Section 233 of the Welfare and Institutions Code. This Commission shall be known as the Juvenile Justice and Delinquency Prevention Commission.

ARTICLE II

OBJECT

The responsibilities of this Commission are broadly defined in Sections 229 and 233 of the Welfare and Institutions Code. The general purpose of the Commission is to "inquire into the administration of the Juvenile Court Law in the County" and coordinate on a County-wide basis the work of these community agencies engaged in activities designed to prevent delinquency. Within its statutory duty, the Commission has the following functions:

- a) To annually inspect any jail or lockup within the County, used for confinement of any minor more than 24 hours and report the results of such inspection in writing to the Juvenile Court and the Corrections Standard of Authority – Juvenile Justice Division.
- b) To conduct public or closed Hearings on matters relevant to the implementation and administration of laws related to juveniles in Marin County.

- c) To assure that needed services are identified, developed, and provided for the children and youth of the County, particularly services which relate to the diversion of youth out of the Juvenile Justice System.

### ARTICLE III

#### MEMBERS

- Section 1. Membership on this Commission shall be composed of not fewer than seven or more than 21 citizens.
- Section 2. Members of the Commission shall be appointed by the Presiding Judge of the Superior Court with the concurrence of the Judge of the Juvenile Court. Recommendations to the Presiding Judge for membership on the Commission will be made by the Commission's membership. Referrals for consideration and review by the Commission may be made by the Board of Supervisors, community groups, elected or appointed public officials, and individual citizens. Every effort will be made to have regional and ethnic representation.
- Section 3. Appointment shall be for a term of four calendar years (based on date of appointment), except the appointment(s) of a Youth Representative under 21 years of age, which shall be for a term of two calendar years. Should a termed-out Commission member be interested, s/he may submit a letter to the Chair requesting reappointment. If duties have been performed satisfactorily by the requesting member, Commission members by majority vote may recommend an additional reappointment of four years. Having the option for reappointments assures group continuity. There are no limits to the number of terms Commission members may serve. Section 3 applies retroactively.
- Section 4. Each person appointed shall appear before the appointing Judge and/or his/her designee and qualify by taking an oath to faithfully perform the duties as a member of the Commission.
- Section 5. Any member desiring to resign from the Commission shall submit his/her resignation in writing to the Chairperson of the Commission and a copy to the Presiding Judge of the Superior Court and/or to the Presiding Judge of the Juvenile Court.

Section 6. Attendance of members shall be taken and recorded in the Minutes at all called Commission meetings. Any Commissioner who accumulated three absences from called meetings during the calendar year shall be considered as having resigned from the Commission, unless the Commission decides otherwise due to extenuating circumstances. Such resignation shall be communicated by the Chairperson to the Presiding Judge of the Superior Court and the Juvenile Court Judge.

Section 7. Consistent with values in a restorative system, the Commission will address internal conflict resolution through a restorative process whenever possible. Via a motion duly seconded and carried, any Commissioner may be invited to participate in a restorative process to address serious or consistent failure to comply with membership responsibilities outlined in these bylaws, or actions otherwise detrimental to the Commission's goals. If the parties are unable to resolve the issues through the restorative process, then the Commission may, by a majority vote, forward a recommendation for removal to the Presiding Judge of the Commission. Due process requirements shall be followed.

Section 8. Each Commissioner is expected to provide at least 20 hours of service, in addition to attending Commission meetings, during the calendar year to help advance the Commission's objectives. Service may include serving on a subcommittee, supporting project implementation, and/or assisting with organizational development. Service hours will be tracked on an honor system.

## ARTICLE IV

### OFFICERS

Section 1. The Offices of this Commission shall be:

The Chairperson

The Vice-Chairperson

The Secretary/Treasurer

Officer-at-Large (e.g., The Immediate Past Chairperson)

- Section 2. Officers shall serve one year terms commencing January 1 and ending December 31 each year, except that terms shall continue automatically beyond December 31 each year until the election of new officers.
- Section 3. Officers shall be elected annually by a majority vote of a quorum during a standing Commission meeting.
- Section 4. Nominations for Officers shall be made by a Nominating Committee appointed by the Chairperson; nominations shall also be taken from the floor.
- Section 5. No Commission member shall hold more than one office at a time and no member shall be eligible to serve more than four consecutive full terms in the same office.
- Section 6. The responsibilities of the officers are:
- a) Chairperson: The Chairperson has responsibility for the conduct of the Commission's business. This includes, but may not be limited to, the following:
    - Presides over regular business meetings
    - Convenes and presides over special emergency activities, functions and projects of the Commission
    - Appoints Commission members to standing committees
    - Appoints Committee members to ad hoc committees
    - Prepare the agenda for Commission meetings in consultation with the Secretary
    - Serves as Chair to the Executive committee
  - b) Vice-Chairperson: The Vice-Chairperson shall serve as Chairperson in the latter's absence and in addition is the chair of the Juvenile Justice Committee, taking responsibility for all duties of a chair so far as that committee is concerned. Those duties include, but may not be limited to the following:
    - Directs the annual inspection of juvenile detention facilities in the County, and prepares a draft written report for the Commission.

- c) Secretary/Treasurer: The Secretary/Treasurer shall act at the discretion of the Chairperson to perform necessary duties related to Commission activities which will include at least the following
- Assures that Commission meeting minutes and agenda are completed and e-mailed in a timely fashion.
  - Monitors the financial account(s) of the Commission, gives monthly reports, and assures that proper financial procedures are being followed.

## ARTICLE V

### MEETINGS

- Section 1. The regular meeting of the Commission shall generally be held monthly at an established address in Marin County, California
- Section 2. Special meetings may be called by the Chairperson or by a majority of the Executive Committee, provided that Commission members shall be given 24 hours notice of such meetings.
- Section 3. Commission business shall be decided by a majority vote of a quorum of the total membership. The ayes and noes shall be taken and recorded in the minutes. Absentions shall be recorded as such.
- Section 4. A quorum shall consist of 51 percent of the members of the Commission.
- Section 5. All meetings of the Commission shall be open to the public as required by the Ralph M. Brown Act.
- Section 6. The annual meeting of the Commission shall be held at a date determined by the Commission. Officers for the following year shall be elected and the Chairperson shall present his/her annual report. The annual report may include contributions from other officers and committees.

## ARTICLE VI

### EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of the following:

- Chairperson
- Vice-Chairperson
- Secretary/Treasurer
- Officer-at-large (e.g. Immediate Past Chairperson)

Section 2. The Executive Committee shall have general supervision of the Commission's affairs between regular business meetings.

Section 3. The Executive Committee shall keep regular minutes of its proceedings on file and report the minutes to the Commission as requested.

## ARTICLE VII

### COMMITTEES

Section 1. A Juvenile Justice Committee composed of at least three Commissioners shall be appointed by the Executive Chairperson of the Commission. Committee meeting time(s) and location(s) shall be established by the Committee Chairperson. It shall be the duty of this Committee to conduct the annual inspection of jails or lockups detaining minors more than 24 hours; conduct public, or closed hearings on matters relevant to the implementation and administration of the Juvenile Court Law in the County; to propose, endorse, or oppose legislative or administrative proposals which may have an effect upon the administration of Juvenile Court Law in the County; to report all findings in an Annual Report.

Section 2. A Delinquency Prevention Committee composed of at least three Commissioners shall be appointed by the Executive Chairperson of the Commission. Committee meeting time(s) and location(s) shall be established by the Committee Chairperson. It shall be the duty of this Committee to: Assure that needed youth services are identified, developed and delivered to children and youth of the County, particular services which relate to the diversion of youth out of the Juvenile Justice System; conduct public or closed hearings on matters relevant to the implementation and administration of delinquency prevention programs

in the County; to propose, endorse, or oppose legislative or administrative proposals effecting delinquency prevention efforts within the County, and to report all findings in the Annual Report.

Section 3. A Nominating Committee charged with nominating members to be Commission officers shall be appointed by the Chairperson.

Section 4. Ad Hoc Committees needed to perform task force functions on any matter within the jurisdiction of the Commission may be established by the Executive Committee. Such Committees shall have limited life and shall be dissolved upon completion of the project for which they were created. The Chairperson shall appoint members to such Ad Hoc Committees.

Ad Hoc Committees shall take no action other than to make reports and recommendations to the Commission, except as specifically approved by the Commission.

Ad Hoc Committees shall submit their reports 30 days after the completion of the project.

### ARTICLE VIII

#### FISCAL YEAR

The fiscal year of the Commission is coterminous with the fiscal year of Marin County.

### ARTICLE IX

#### ANNUAL REPORTS

Section 1. The Commission shall report annually (on a calendar year basis) to the Juvenile Court the results of the inspections mandated by statute.

The Commission shall review the draft report submitted by the Vice-Chairperson. The final version of the report shall be forwarded by the Chairperson to the Juvenile Court and the Corrections Standard of Authority – Juvenile Justice Division of the year following that which is the subject of the report.

The final report shall be approved by a majority of a quorum of the Commission.

Section 2. The Chairperson shall be responsible for preparing Report of the chair which shall be submitted to the Commission at its annual meeting. The report shall summarize the year's activities and make recommendations for the coming year. Upon majority vote of a quorum of the Commission, the Report of the Chair shall be forwarded to the Board of Supervisors, the Presiding Judge of the Superior Court, and the Juvenile Court Judge.

## ARTICLE X

### PARLIAMENTARY AUTHORITY

Roberts' Rules of Order Revised shall govern the Commission in all cases in which they are not inconsistent with the By-Laws. The most recent edition of the Rules shall be used.

## ARTICLE XI

### RELEASE OF INFORMATION

Press or media release(s) of information on behalf of the Commission shall be issued only by the Chairperson or his/her designee. Nothing in this section shall be constructed to prevent Commissioners from expressing themselves as individuals, but such action should, where appropriate, including a disclaimer that such expression is made in an individual capacity and not as an official statement for the Commission.

## ARTICLE XII

### AMENDMENT OF BY-LAWS

These By-Laws may be amended at any regular meeting of the Commission by a two-thirds vote of a quorum, provided that the amendment has been submitted in writing at the previous regular meeting of the Commission.



ARTICLE XIII

## COMMITMENT TO DIVERSITY

The Commission recognizes that any juvenile regardless of income, race/ethnicity, geography and other factors may become involved with the juvenile justice system of Marin County. The Commission is committed to educating itself on the experiences and presenting issues of Marin County's diverse youth population. This commitment includes addressing the needs of historically marginalized and underserved groups such as youth of color, lesbian-gay-bisexual-transgender youth, and immigrant youth. The Commission is also committed to recruit members who reflect the diversity of Marin.