



Charleston County Criminal Justice Coordinating Council
Founding Bylaws, Established March 2016
Revised, January 2020

I. Name

The name of this Council shall be the Criminal Justice Coordinating Council (CJCC), and it will be referred to as the CJCC in the following bylaws.

II. Authority

The members of the CJCC established the CJCC in 2015 with the support of the Charleston County Council. The founding charter was established on March 31, 2015. Thereafter an updated charter was adopted on July 24, 2015 expanding membership and further clarifying mission and scope.

The CJCC has no legal authority to order changes to the County's criminal justice system, but it may bring about changes through consensus by the participating Agencies and Branches. The CJCC reviews policies, programs and budgets within the criminal justice system and makes final recommendations to justice system and human service partners.

III. Purpose

a. Mission

The CJCC exists to assist in making sustainable, data-driven improvements to Charleston County's criminal justice system and thereby improve public safety and community well-being.

b. Guiding Principles

The CJCC works to advance safety and justice for the citizens of Charleston County, the effective and just treatment of defendants and offenders, the protection and healing of victims, and toward the prevention of crime and reduction of recidivism. Therefore, the CJCC is guided by the following principles:

- i. Every interaction with the criminal justice system offers an opportunity to contribute to the reduction of harm.
- ii. Improved outcomes are achieved through collaboration at individual, agency, and system levels.
- iii. Professional judgement of criminal justice decision makers is enhanced when informed by evidence-based knowledge.
- iv. The criminal justice system will continually learn and improve effectiveness and efficiency when professionals make decisions based on the collection, analysis, and use of data and information.
- v. To advance the administration of justice requires ongoing research and evaluation, technical and adaptive leadership, and innovative uses of criminal justice system resources.

c. Responsibilities

The CJCC is responsible for assisting to improve the administration of justice and promotion of public safety through planning, research, education, and system-wide coordination of criminal justice initiatives. This includes:

- i. Increase the confidence of the public that the system is fair, just, and equitably applied.
- ii. Collaborative efforts to study the functioning of the criminal justice system, identify areas for improvement, create and execute evidence-based, accountable and efficient transformation strategies.
- iii. Advance innovations guided by research, evaluation and monitoring of policy decisions and program implementations.
- iv. Provide communications and related planning, financial, operational, and/or performance reporting for consideration by the agencies represented on the CJCC and system stakeholders.

IV. Membership

a. Positional Membership

Members of the CJCC shall include the elected and appointed leaders of the county's criminal justice system, including but not limited to the following:

- At least one member of County Council,
- Sheriff,
- Assistant Sheriff,
- City of Charleston Police Chief,
- Mt. Pleasant Police Chief,
- North Charleston Police Chief,
- Jail Administrator,
- Solicitor,
- Public Defender,
- Clerk of Court,
- Director of Summary Court,
- Chief Administrative Magistrate,
- Circuit Court, Chief Administrative Judge,
- Specialty Court Judge,
- Victim Advocate,
- Director, Charleston Dorchester Mental Health Center,
- Director, Charleston Center,
- One member of the community representatives group,
- Agent in Charge, Charleston County Office, South Carolina Department of Probation, Parole and Pardon Services,
- Director of North Charleston Municipal Court,
- Director of Charleston Municipal Court, and
- Director of Mt. Pleasant Municipal Court
- Veterans Justice Outreach Coordinator, VA Charleston
- Legal Director, American Civil Liberties Union of South Carolina
- Director, One80 Place

There are twenty-five members of the CJCC who are members due to the position they hold. These individuals serve on the CJCC for as long as they occupy the position entitling them to membership. In the event of a vacancy, the outgoing member or his or her organization may designate a representative from his or her organization to act until such time as the position is filled. Lack of attendance by a member may be cause for removal. Greater than three unexcused absences in a calendar year provide cause for removal from the CJCC. Members may request in writing to the Chairperson removal of another member for consideration by the CJCC.

b. Designees

CJCC members may designate one consistent alternate individual within their agency or department to represent them either permanently or temporarily at CJCC meetings. Such a designee will thereafter become the member of the CJCC and no other substitutes will be seated without permission from the Executive Committee. Designees shall have full authority make decisions on behalf of the agency and represent the official policy positions of the official who designated them.

c. Ex Officio Members

In addition to the above CJCC members the following positions shall be ex-officio members whose voice and input shall be considered by the CJCC in reaching any decision:

- Honorable Chief Justice, Supreme Court of South Carolina

These individuals serve as ex-officio members of the CJCC for as long as they occupy the position entitling them to ex-officio membership. In the event of a vacancy, the outgoing ex-officio member or his or her organization may designate a representative from his or her organization to act until such time as the position is filled.

d. Community Representatives

The CJCC shall also ensure engagement with a host of community advisors. Their voices and input will also be considered by the CJCC in its decision-making process, and one member thereof will have full voting rights as elected by the other members of this group. Representation is intended to be diverse and reflective of the community served, including representation from the:

- local civil rights community (e.g., National Association for the Advancement of Colored People),
- local faith community,
- local Hispanic community,
- local nonprofit community,
- local healthcare community,
- local business community (e.g., Chamber of Commerce),
- local defense bar,
- local graduate program community in related fields of study (e.g., public policy, law, criminal justice, public health, psychology, etc.),
- local crime survivor community,
- local formerly incarcerated community,
- local community at-large, and
- One designated liaison from any other entity deemed appropriate by the Executive Committee.

In order to achieve countywide representation, applicants from various geographic areas within the county and diverse backgrounds are encouraged to apply. Community representatives are respectfully requested to provide representation at CJCC meetings for a period of two years in staggered terms, with no more than two consecutive terms.

These designees will thereafter become the designated representatives and no other substitutes will be seated without permission from the Executive Committee. Terms will initially be staggered with half of the representatives holding one year terms, and the remainder holding two year terms. Terms will start each January.

By February, members of the community representatives group shall nominate and vote one member to serve as its positional member on the CJCC, and submit this name to the CJCC for approval. Upon approval, this person will have full voting authority on behalf of the community representatives.

Any community representative may resign by submitting notice of resignation to the Executive Committee. In the event of a vacancy, the Executive Committee may request a new designee to serve the remaining term.

V. Officers

a. Executive Committee

The officers elected comprise the Executive Committee of the CJCC with the support of CJCC staff. The Executive Committee shall be responsible for the following:

- i. Develop CJCC meeting agendas and ensure matters are ready for CJCC meetings.
- ii. Ensure meeting minutes are properly recorded and assignments are completed and prepared for CJCC meetings.
- iii. Propose to the CJCC the formation of Standing Committees, Subcommittees, and Ad Hoc Committees.
- iv. Recommend to the CJCC individuals to serve as chairs and members of the above-listed committees.
- v. Coordinate and approve the membership of the Standing Committees, Subcommittees and Ad Hoc committees.
- vi. Advocate for recommendations made on behalf of the CJCC before policy makers, funders, local and national networks, and other stakeholders as needed.

Officers of the CJCC include a Chairperson and Vice-chair. Up to two co-vice chairs are allowed as approved by the CJCC. Officers are elected by the members of the CJCC to serve two-year terms with no more than two consecutive terms. Nominations for the Chair will be recorded during the last meeting of the fiscal year in odd numbered years. Elections for officers shall occur during the July meeting in odd numbered years. The nominee with the greatest number of votes shall serve as Chair and the runner-up shall serve as Co-Chair. At such time, the Chair and Co-Chair will determine the need for one co-vice chair and appoint someone to this role if deemed appropriate. The individual

selected to the role of Co-Vice Chair must be of a different discipline than the Chair and Co-Chair. All officers shall serve until the next election is held.

In the event of a vacancy, the remaining members of the Executive Committee may nominate a replacement to be approved by the CJCC to carry out the remainder of the term. Following the two-year term, the outgoing officers shall continue to serve on the Executive Committee for a period of six months to aid in the transition.

b. Chairperson

The role of the chairperson is to preside at all CJCC meetings, serve as the official spokesperson for the CJCC, establish and appoint committees as deemed necessary, sign official CJCC documents, advise effected legislative bodies on behalf of the CJCC, and provide direction to CJCC staff.

c. Vice Chairperson(s)

The role of the vice-chair(s) is to perform all the duties of the office of Chairperson in the event of the Chairperson's absence or inability to serve, and perform such other duties as may be delegated by the Chairperson.

VI. Meetings

a. Regular Meetings

The CJCC shall meet no less than six times a year and no more than twelve times per year.

b. Quorum

A quorum is a simple majority (i.e., of 50% plus one) of the total voting membership.

c. Voting

Decisions will be made by consensus whenever possible. A quorum must participate in voting for a decision to be made. If a decision cannot be made through consensus, a simple majority (50% plus one) is required. Each individual organization represented within the positional membership of the CJCC is entitled to no more than one vote per issue. For example, while the positional membership from the Sheriff's office includes multiple positions (e.g., Sheriff, Assistant Sheriff and Jail Administrator), the Sheriff's

office is entitled to one vote. Further, voting may be completed through electronic means as appropriate if the issue in question is of a time-sensitive nature as determined by the Executive Committee.

d. Open Meetings

The CJCC is a public body and meetings are open to the public in accordance with state law. The annual schedule of meetings will be set prior to the first of each calendar year and posted to the CJCC website.

e. Notice of Agenda

In order to expedite meetings and promote reasoned decision making, a written agenda shall be provided to each member of the CJCC at least twenty-four hours in advance of any regularly scheduled meeting outlining with sufficient particularity any action item that will be proposed for decision at the meeting. Members and their representatives are expected to review the agenda, accompanying documentation and proposed action items in advance of the meeting, and prepare to give a report at the meeting regarding changes in their department that might impact other departments.

f. Special Meetings

The Executive Committee may convene a special meeting. Written notice must be served at least 24 hours in advance. Only items included in the written notice may be discussed or considered.

VII. Strategic Transformation Planning

The CJCC shall convene on a regular basis to review the CJCC's current criminal justice system transformation plan, modify the plan when appropriate, and begin initiatives consistent with the modified plan. Criminal justice system transformation plans shall be developed every three years beginning in January of 2016. The result of the planning process shall include goals, priorities and comprehensive plans to guide CJCC effort for the following three year period.

VIII. Annual Report

The CJCC shall complete an annual report which summarizes the yearly progress of the strategic transformation plan as set forth section VIII above. The report is due in March

of each year and shall cover the period from January to December of the preceding year. In addition, a brief mid-year report will be due in August of each year and shall cover the period from January to June.

IX. Staff

The CJCC shall have sufficient, dedicated staff with relevant experience available to carry out its mission. The CJCC shall have no less than one full-time dedicated director. The role of this person is to support the CJCC and manage efforts to assist in improving the effectiveness and efficiency of the county's criminal justice system.

In addition, pursuant to available funding, CJCC shall employ additional staff as needed. CJCC staff report to the director, who reports to the CJCC. The CJCC staff team will provide critical support for all CJCC initiatives and serve as the CJCC's technical assistance provider and evaluator. Particular functions of CJCC staff include, but are not limited to, systems planning, implementation guidance, process and meeting facilitation, data, policy and research analysis, initiative management, collection and distribution of information, oral and written presentations, oversight of other CJCC support staff, and consultation to CJCC members and stakeholders.

VIII. Amendment of Bylaws

Proposed amendments to the by-laws are to be included on the agenda of an Executive Committee meeting. The proposal will be forwarded to the CJCC for approval. Any action in response to the proposed change in the by-laws taken by the CJCC shall become effective immediately.