

**BYLAWS
OF THE
CITY OF ST. LOUIS, MISSOURI
CRIMINAL JUSTICE COORDINATING COUNCIL**
May 13, 2020

**Art. 1.
Name**

The name of this council shall be the Criminal Justice Coordinating Council, hereinafter referred to as the CJCC, which serves the City of St. Louis.

**Art. 2.
Authority**

2.1 The City of St. Louis Board of Aldermen authorized the Criminal Justice Coordinating Council by passing Ordinance 71012 on July 12, 2019, which was signed by the Mayor and became effective on August 26, 2019.

2.2 The CJCC is an independent advisory council established to ensure the fair administration of criminal and juvenile justice.

**Art. 3.
Mission**

The mission of the CJCC is to provide an ongoing forum for leaders from justice agencies, and service providers involved with the justice system in the City of St. Louis, to discuss and prioritize public safety and justice issues and coordinate resources and information to address issues in the most evidence-based, cost-effective, and equitable way possible.

**Art. 4.
Purpose**

The purpose of the CJCC is to ensure the fair administration of criminal and juvenile justice by increasing effective communication, collaboration and planning; and, to improve the criminal and juvenile justice systems' operation through effective data collection, sharing and analysis crosscutting the local criminal and public health system.

**Art. 5.
Values**

The CJCC members have identified and agree to adhere to the following values:

- **Accountability and Integrity** – holding all system participants responsible for their practices, the decisions they make, and the outcomes they produce.

- **Community Safety** – committed to crime prevention by reducing victimization and recidivism through more effective sanctions and services.
- **Effective Communication** – creating and maintaining open lines of supportive and collaborative communication amongst agencies.
- **Enhanced Collaboration and Cooperation** – working together for the best outcomes for everyone in the City of St. Louis.
- **Fairness and Justice** – promoting equality for those involved in the system, in part by standardizing policies and procedures and by making evidenced-based decisions.
- **Informed Decision Making** – committed to the discipline of Evidenced-based Decision Making by using data and empirically-based research to inform and guide policies, practices, intervention, and decisions across the justice system.
- **Resource Responsibility** – managing, allocating, and utilizing federal, state, county, municipal, and overall system resources in the most effective and efficient way possible, including the most appropriate use of taxpayer dollars.

Art. 6. Membership

The Council encourages the support and personal involvement of its members. Nothing in these by-laws should be construed as limiting or affecting the discretion of any member of the judiciary in accordance with Article V of the Missouri Constitution.

6.1 Members and Terms. The CJCC shall be comprised of the following members or designated representatives:

Ex-Officio Voting Members (9)

- Circuit Attorney
- Twenty-Second Judicial Circuit Court Administrator
- Police Commissioner
- Administrative Judge of the Municipal Division of the Twenty-Second Judicial Circuit Court
- Clerk of the Municipal Division of the Twenty-Second Judicial Circuit Court
- Sheriff
- District Public Defender
- Corrections Commissioner of the City of St. Louis
- Probation and Parole Administrator for the Eastern Region of the State of Missouri

The terms of the ex-officio members shall correspond to their respective official terms.

Appointed Voting Members (5)

- The Presiding Judge of the Twenty-Second Judicial Circuit Court shall appoint one judge of the Twenty-Second Judicial Circuit Court to serve as a member.
- The appointed judge of the Twenty-Second Judicial Circuit Court shall, at the recommendation of the Executive Director of the CJCC, appoint two voting members who represent community based stakeholder agencies whose mission aligns with the CJCC priorities.
- The Circuit Attorney shall appoint one attorney from the Circuit Attorney's Office.
- The Sheriff's Office shall appoint one deputy from the Sheriff's office.

The term of the appointed judge shall be at the pleasure of the Presiding Judge.

The initial terms of the community based stakeholder agency members shall be determined by the CJCC Executive Director, provided that one shall have an initial two year term, and the other shall have an initial four year term. Thereafter, each shall have a four year term or until a successor is appointed and qualified.

Appointed Non-voting Members (2)

- The Circuit Attorney shall appoint one non-voting member with a background in providing prosecution based crime victim services.
- The Police Commissioner shall appoint one non-voting member with a background in providing law enforcement based crime victim services.

The initial term for the member with a prosecution based crime services background shall be four years. The initial term for the member with a law enforcement based crime victim services background shall be two years. Thereafter, members appointed to these positions shall have four year terms or until a successor is appointed and qualified.

Ex-Officio Non-voting Members (4)

- Mayor
- President of the Board of Aldermen
- City Counselor
- Director of Public Safety

The terms of the ex-officio members shall correspond to their respective official terms.

6.2 Member Appointment. The appropriate person, agency, or stakeholder group to be represented shall submit in writing the name, title, and contact information (email, phone, and mailing address) of its representative to the Chair. In the event a person, agency, or stakeholder group fails to appoint a representative, the position shall remain vacant until appointed. All members are subject to and must comply with the prohibited acts under Section 105.452 of the Revised Statutes of Missouri.

6.3 Member Terms. Members of the CJCC shall retain membership as specified in Section 6.1 above.

6.4 Member Resignation. A member may resign at any time upon providing written notice to the Chair.

6.5 Member Removal. A member who has been appointed to represent a member stakeholder group may be removed at any time by such stakeholder group; provided such stakeholder group so notifies the Chair in writing.

6.6 Member Vacancy. A vacancy in any member category due to death, resignation, removal, disqualification, or other reason shall be promptly filled in accordance to these Bylaws. In the event of a vacancy of an appointed position, the vacancy shall be filled in the same manner and under the same provisions governing the original appointment, but the length of the term shall only be for the remaining portion of the original term.

6.7 Member Attendance. A member who has three consecutive unexcused absences from regular meetings or five unexcused absences from any meetings in any calendar year shall be considered to have resigned from the CJCC and the Chair shall declare a vacancy in such position.

6.8 Conflict of Interest. Any member who is present at a meeting at which any matter is discussed in which he or she has a private pecuniary or property interest shall declare that he or she has a potential conflict of interest. The member shall not vote on such matter and shall refrain from attempting to influence the decisions of the other members of the CJCC in voting on the matter. The Chair may choose to have such member step out of the meeting during the discussion of and/or vote on the matter which is the subject of the potential conflict of interest.

6.9 Designees. A CJCC member may designate an individual from within his/her agency, department, or stakeholder group to represent the member at CJCC meetings. The designee must be able to speak on behalf of the agency/department and have the decision making authority of the member in the member's absence. Any member wishing to appoint or change a designee shall identify the designee to the Chair in writing. No such designee may vote on any matter before the CJCC.

Art. 7. Officers

7.1 Officers. The sole required officer of the CJCC shall be the Chair. A Vice Chair and additional officers may be elected or appointed by the CJCC. An individual may not hold more than one office at a time.

7.2 Election. The circuit court judge appointed by the Presiding Judge of the Twenty-Second Judicial Circuit Court shall be the Chair of the CJCC. Elections for Vice Chair and additional officers shall occur by majority vote of the CJCC. For this election, members may cast their vote by absentee ballot. In the event no candidate receives a majority of the votes cast, the two candidates receiving the most votes shall participate in a run-off election. In the event of a tie vote at any point in the process, a toss of the coin shall determine the winner or candidate(s) to advance to the run-off election, as needed.

7.3 Term of Office. The officers' term of office shall begin at the close of the meeting at which officers are elected and are two years in length; however, serving only a part of a term will not count the same as a full term.

7.4 Authority and Duties. The Chair shall have full authority to carry out their duties as specified below.

(a) Chair.

- Preside at meetings of the CJCC, or appoint a designee from the CJCC to preside at meetings in the Chair's absence.
- Serve as ceremonial representative of the CJCC.
- Appoint all standing and special committees of the CJCC which appointments are confirmed by the CJCC.
- Appoint committee Chairs.
- Provide functional supervision to the Executive Director; gather input from the Council, and administer performance reviews and share with administrative supervisor.
- Work with the Executive Director to develop and execute the approved annual CJCC budget.
- Keep CJCC members informed of matters pertinent to their responsibility.
- Set the agenda for all meetings of the CJCC and ensure distribution to members.
- Establish CJCC meeting schedules.
- Ensure the preparation of meeting minutes and distribution to members.
- Sign communications on behalf of the CJCC.
- Represent the CJCC at governmental, community, or other meetings.

(b) Vice Chair.

- In the absence of the Chair, to fulfill any and all of the above duties.

7.5 Other Officers. The need for and the responsibilities of other officers shall be determined at a regular meeting of the CJCC for which this topic was included in the posted agenda for said meeting.

7.6 Removal of Officers. Any officer elected or appointed by the CJCC, other than the Chair, may be removed by a vote of a majority of the members present at a scheduled meeting of the CJCC for which this topic was included in the posted agenda for said meeting.

7.7 Vacancies. A vacancy in any office resulting from death, resignation, removal, disqualification, or other reason shall be filled by an interim appointment of the CJCC until the next date for election of officers as specified in these Bylaws.

Art. 8. Committees

8.1 Creation. The Chair, or by a majority vote, the CJCC, may appoint standing or ad hoc committees to address issues or facilitate the Council's activities.

8.2 Member Selection. Any committee must include at least five CJCC members appointed by the Chair, provided that the appointed member may designate a senior level representative with authority for their entity to fulfill their duties on a committee. A committee may also include others from the local criminal justice system and its related service providers who are approved by a majority vote of the CJCC.

8.3 Officers. The CJCC Chair shall appoint the Chair and Vice Chair of a committee or a pair of Co-Chairs at his/her discretion.

(a) Authority and Duties. The Chair and Vice Chair of a committee shall have full authority to carry out their duties as specified below.

(1) Committee Chair.

- Preside at meetings of the committee.
- Provide direction to the Executive Director on behalf of the committee as authorized by the CJCC Chair.
- Keep committee members informed of matters pertinent to their responsibility.
- Set the agenda for all meetings and ensure distribution to members.
- Establish meeting schedules.
- Ensure the preparation of meeting minutes and distribution to members.

(2) Committee Vice Chair.

- In the absence of the Chair, to fulfill any and all of the above duties.

8.4 Member Resignation. A committee member may resign at any time from the committee upon providing written notice to the committee Chair and CJCC Chair.

8.5 Member Removal. Any member of the committee who is not a member of the CJCC may be removed by a majority vote of the members present at a scheduled CJCC meeting.

8.6 Conflict of Interest. No person who has a private pecuniary or property interest in a committee's work topic shall be permitted to serve as a member of such committee.

Art. 9. Executive Committee

9.1 Creation of Executive Committee. An Executive Committee consisting of the following members of the CJCC is hereby created: CJCC Chair, CJCC Vice Chair, and each committee Chair. There shall be no non-voting members of the CJCC on the Executive Committee.

9.2 Authority and Duties. The Executive Committee shall have full authority to carry out its duties as specified below.

- Assist in the development of the CJCC's meeting agenda.
- Provide direction to the Executive Director assigned to the CJCC.
- Assist in the preparation of the Executive Director's annual performance appraisal.
- Assist in the development of the CJCC annual budget.
- Assist in approval of expenditures of the CJCC and Planning Officer.
- Coordinate and prioritize committee goals and tasks.
- Other duties as may be assigned by the CJCC.
- Take any action that may be taken by the CJCC.

Art. 10. Meetings

10.1 Meetings. CJCC and Executive Committee meetings shall occur regularly, but no less than once every other month, at locations and times as scheduled by the Chair. Committee meetings shall occur at locations and times as scheduled by the committee Chair. Meetings and voting of the CJCC are subject to Chapter 610 of the Revised Statutes of Missouri.

10.2 Special Meetings. Special meetings of the CJCC may be called by the Chair, by a majority vote of CJCC members present at a regularly scheduled meeting, or by a majority vote of the CJCC members conducted via email.

10.3 Quorum. Two-thirds of the voting members of the CJCC constitute a quorum for transaction of business. A majority of the members of the Executive Committee constitute a quorum for transaction of business.

10.4 Voting. Decisions of the CJCC shall be made by a two-thirds majority of the quorum present at a meeting. Decisions of the Executive Committee shall be made by a majority of the quorum present at a meeting. The Chair may vote to break any tie.

10.5 Minutes. Minutes of each meeting of the CJCC and its committees shall be kept by the Executive Director.

Art. 11. Staff

The Mayor of the City of St. Louis shall appoint, subject to appropriation, an Executive Director and staff who shall assist the CJCC, under the direction of its Chair, in the performance of its functions. The City of St. Louis shall, subject to appropriation, provide all necessary supplies, equipment and resources to the CJCC to assist in the performance of its functions. The Executive Director and staff shall be members of the City's classified service plan. Additionally, each CJCC member may expect to devote some time and resources of his/her organization, outside of preparing for and attending regular CJCC meetings, to further the CJCC's mission and established goals, objectives, and initiatives.

Staff, in addition to attending all meetings, taking roll, keeping minutes, will receive assignments from the full Council and committees on an ongoing basis. Staff shall maintain records and implement records retention procedures on behalf of the CJCC and its committees.

Such assignments from the Council and committees may include, but not limited to:

- Provide system coordination facilitation and group facilitation.
- Structure issues for the Council's consideration.
- Coordinate the development of short-and long-term goals and priorities.
- Conduct programmatic justice planning as well as legislative, research, and analysis activities.
- Perform process and outcome evaluations of programs and policies.
- Plan, coordinate, and achieve all components of the Council's initiatives from beginning to end of a project.
- Draft reports, correspondence, presentations, and other materials as required for the Council's use.
- Execute the approved annual CJCC budget in collaboration with the Chair and in accordance with county policies.
- Develop agendas for regular, committee, and special meetings with the approval of the Chair.

- Keep minutes of each meeting and offer them for Council or committee approval at the subsequent meeting.

Art. 12.
Open Records

Minutes and other records of the CJCC and its committees are subject to Chapter 610 of the Revised Statutes of Missouri. Specific case records of the CJCC may contain information protected under Federal laws including, but not limited to Criminal History Record Information under the Criminal Justice Information Services.

Art. 13.
Amendment of Bylaws

These Bylaws may be amended at any regular meeting of the CJCC with a number of affirmative votes equating to at least two-thirds of the non-vacant positions, as provided for in 6.1. The CJCC may adopt bylaws governing any aspect of its membership, meetings, and actions not set forth in policy as provided for in Section 2.1 of these Bylaws, or governed by Federal, State or other county policy or regulation.

The foregoing are the official Bylaws of the CITY OF ST. LOUIS CRIMINAL JUSTICE COORDINATING COUNCIL, as adopted May 13, 2020.

Michael Mullen

[Michael Mullen \(May 13, 2020\)](#)

Name: Michael Mullen

Title: Chair






Bylaws

Final Audit Report

2020-05-13

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