

County of Winnebago

CRIMINAL JUSTICE COORDINATING COUNCIL (CJCC)

BYLAWS

Vision: Winnebago County will be a place where citizens are safe and where the criminal justice system is fair and effective.

Mission: The mission of the Winnebago County Criminal Justice Coordinating Council is to provide coordinated leadership that identifies and addresses emerging and existing criminal justice system issues. The Council will improve and establish policies that are research based, technologically-advanced, effective, and work to break the cycle of crime.

Article I: Name

The name of this Council is the Winnebago County Criminal Justice Coordinating Council, and it will be referred to as the Council in the following bylaws.

Article II: Authority

The Winnebago County Coordinating Council was established on October 3, 2018.

Article III: Purpose

Section A: Principal Mission

The principal mission of the Council is to provide an ongoing collaborative forum to study the Winnebago County juvenile and criminal justice system, identify deficiencies, and formulate policy, plans and programs for change when opportunities present themselves. In addition, its mission is to

- communicate and present planning, financial, operational, managerial, and programmatic recommendations to the agencies represented on the Council,
- provide the coordinated leadership necessary to establish cohesive public policies which are based on research and support evaluation and monitoring of policy decisions and program implementations, and advance evidence informed corrections practices and programs for adult and juvenile offenders.

Section B: Guiding Principles

Council members will be responsive to the needs and desires of the community, encourage the spirit of teamwork, and respect the independence and interrelationships among participants.

1. **Legitimacy**: Criminal justice practices and policy should seek to provide a justice system for all residents by strengthening the trust between the public and the justice system.
2. **Fair and Just**: Criminal justice laws, policies, and practices should be fairly and effectively enforced, ensuring that punishment is proportional to the seriousness of the offense committed, designed

to achieve offender accountability, victim restoration, public safety, and tailored to the amount necessary to achieve the intended outcomes.

3. Respect: Criminal justice practices and policy should seek to ensure that victims are treated with respect in regard to their dignity and privacy, and that their rights are enforced.
4. Rehabilitation: The criminal justice system should seek to support offender rehabilitation services to offenders who want them. These services should be provided in a trauma informed manner.
5. Strengthen Communities: The criminal justice system should strengthen communities and their capacities to prevent crime and violence.
6. Crime Reduction: The criminal justice system should seek to reduce crime and violence and mitigate their harmful effects.
7. Research Informed: Criminal justice policies and practices should be informed by statistics and research. Criminal justice data, statistical analyses, and research should be accessible to the public.
8. Collaboration: The sectors of criminal justice system and victim service providers should collaborate to provide efficient, effective, and expedient justice. This collaboration should foster cross-system coordination and appropriate information sharing.
9. Efficient: The criminal justice system should avoid ineffective costs and maximize its limited resources to achieve its intended outcomes.

Section C: Role

The Council shall make recommendations to public policy boards regarding juvenile and adult criminal justice system issues.

Article IV: Members

Section A: Membership by Position

The voting members of the Council are a member due to the position they hold. The following members will serve on the Council for as long as they occupy the position:

- Chief Judge, 17th Circuit Court
- Presiding Judge, Criminal Division, Winnebago County Circuit Court
- Supervising Judge, Winnebago County Juvenile Courts Division
- State's Attorney, Winnebago County
- Public Defender, Winnebago County
- Director of Court Services, Winnebago County
- Trial Court Administrator, Winnebago County
- Superintendent, Winnebago County Jail
- Chairman, Winnebago County
- Mayor, City of Rockford
- Chief of Police, City of Rockford
- Sherriff, Winnebago County
- Chief Information Officer, Winnebago County IT

- Representative, Illinois Department of Corrections
- Branch Chief, U.S. Attorney's Office, Northern District of IL, Western Division
- Parole Board Member
- [Others as deemed appropriate by the Chair or membership]

Council members may designate one person from their organization to represent them and vote at Council meetings. Any member wishing to appoint a designee is to identify the designee in written correspondence addressed to the Chair of the Council. Designees can be changed only by notifying the Chair in writing.

Section B: Ex Officio Members

The Winnebago County Chairman and the Mayor of the City of Rockford may appoint one member from their respective board/council to participate as non-voting members of the Council.

The Winnebago County Board Chairman and the Mayor of the City of Rockford may appoint one alternate, to represent the Board/Council when the representative is not available to attend.

Section C: Officers

The CJCC shall elect a Chair and Vice-Chair on January 1st for a term of 2 years.

Article V: Meetings

Section A: Regular Meetings

The Council meets quarterly.

Section B: 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.

Section C: Quorum

A quorum is no less than a simple majority of the total membership. Action may be taken by a majority of those present voting and by not less than a majority of the quorum.

Section D: Convening Special Meetings

The Chair of the Council may convene a special meeting.

Section E: Meeting Documentation

All CJCC meetings, as well as committee and subcommittee meetings, shall be documented either in the form of meeting minutes or meeting summaries.

Section: F. Quarterly meetings of the Council are open to the public.

Article VI: Authority and Duties:

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

Section A: Chair

The Chair shall

- Preside at meetings of the CJCC
- Serve as ceremonial representative of the CJCC
- Appoint all standing and special committees of the CJCC which appointments are confirmed by the CJCC
- Appoint subcommittee chairs
- 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
- Provide functional supervision to the criminal justice planner; gather input from the council and administer performance reviews and share with administrative supervisor
- Work with the planner to develop and executive the approved annual CJCC budget.

Section B: Vice Chair

In the absence of the Chair, the Vice-Chair will fulfill any and all of the above duties. In instances when the Chair cannot attend a meeting, the Vice Chair of the Council or another member designated by the Chair will preside over the meeting.

Article VII: Voting

Each Council member has one vote. Designees may vote on behalf of a member if they have been identified by the member in written correspondence addressed to the Chair.

Article VIII: Committees

The CJCC may establish standing and ad hoc committees, as needed, in order to expedite and facilitate the business of the CJCC. All committees must include one CJCC member appointed by the Chair. A committee may also include others from the local criminal justice system and its related service providers, as well as other members, who are approved by a majority vote of the CJCC.

Non-members of the CJCC may serve on committees after receiving approval of the CJCC Executive Committee.

Section A: Purpose

To expedite and facilitate the business of the Council and the orderly and efficient consideration of matters coming before it, the following standing committees are established.

Section B: Executive Committee

The Executive Committee provides leadership in the planning and implementation of the Council goals by:

- Designating existing structures or creating new structures for the achievement of the Council goals.

- Reviewing implementation plans, timetables and costs and reporting with recommendations on such matters to the Council.
- Reviewing requests made for resources, developing alternatives when appropriate, and making recommendations to the Council for responding to such requests.
- Reviewing and making recommendations regarding other matters delegated to it by the Council.
- Planning the agenda of the Council meetings.

Executive Membership

- Chief Judge, 17th Circuit Court
- Presiding Judge, Criminal Division, Winnebago County Circuit Court
- State's Attorney, Winnebago County
- Mayor, City of Rockford
- Chairman, Winnebago County
- Sheriff, Winnebago County
- Chief of Police, City of Rockford

The Executive Committee meets monthly at a time and manner to be approved by the Executive Committee.

Article IX: Multi-Disciplinary Teams (MDT's)

The CJCC may partner with multi-disciplinary teams (MDT's) in order to expedite and facilitate the business of the CJCC. CJCC MDT's must include one CJCC liaison appointed by the MDT and approved by the CJCC Chair. Chair may approve one alternate to represent the MDT when the liaison is not available to attend. Liaisons are non-voting members.

Article X: Parliamentary Authority

Robert's Rules of Order, revised, governs all Council meetings except in instances of conflict between the rules of order and the bylaws of the Council or provision of law. Any proposed changes to the bylaws become effective immediately unless otherwise established.

Article XI: Strategic Planning

The CJCC will develop and maintain a current strategic plan that defines its goals and objectives and the means by which it plans to achieve them.

Article XII: Amendment of Bylaws

Proposed amendments to the bylaws are to be included on the agenda of a regularly scheduled Executive Committee meeting. If approved by the Executive Committee, the proposal will be forwarded to the Council at a regularly scheduled meeting for approval. Any action in response to the proposed change in the bylaws taken by the Council becomes effective immediately.