

Union County, Oregon
Local Criminal Justice Advisory Council
Bylaws

I. Recitals

Whereas, the 1993 Oregon Legislature amended Oregon Revised Statutes (ORS) Chapter 1 and by ORS 1.851 created Local Criminal Justice Advisory Councils, per ORS 423.560 (2) local officials may combine the Local Public Safety Coordinating Councils with local criminal justice advisory council.

Whereas, on May 4, 2020, the Union County Board of Commissioners by Court Order 20-04, created the Union County Local Criminal Justice Advisory Council and appointed various persons to serve on the council.

II. Duties

The local public safety coordinating council shall, at a minimum:

1. Meet regularly to consider and address methods of coordinating court, public defense and related services and resources in the most efficient and cost-effective manner that complies with the constitutional and statutory mandates and responsibilities of all participants.
2. Council participants shall provide the council with proposed budget information and caseload and workload projections.

III. Goals

The Council shall establish goals to be published annually. This report will also include an evaluation of the Council's accomplishments of current goals. The annual report may be combined with the annual report of the Local Public

Safety

Coordinating Council if the councils are joined.

IV. Membership

1. Create a council, where membership shall include but is not limited to representatives of the following:
 - a. The presiding judge;
 - b. The district attorney;
 - c. The local correctional administrator;
 - d. Public defense services providers;
 - e. The county bar association;
 - f. Local law enforcement; **and**
 - g. State law enforcement.

2. In addition to the persons listed above, the judge may invite the participation of any other persons involved in the criminal justice system whose participation would be of benefit.

V. Terms of Office

(Will follow terms of Local Public Safety Coordinating Council)

- a. Members serve at the pleasure of their appointment authority described in Article VI, or until they no longer hold the qualifying position or office.
- b. The appointing authorities described in Article VI shall fill a vacancy over which they have appointment authority within three months of a vacancy or as soon as possible.
- c. Members may be recommended to the Board of Commissioners for removal from the Council for cause by a majority vote of the Council. Unauthorized absence from three consecutive regularly scheduled meetings may constitute cause for removal from the Council. Replacement members will be appointed in accordance with these Bylaws.

VI. Officers/Executive Committee

- a. The officers of the Council are elected by the Local Public Safety Coordinating Council (LPSCC) and are the Chair, Co- Chair and Secretary. Officers shall be elected as vacancies occur for four fiscal year terms. The first terms of office shall expire on July 31, 2024. Officers elected to serve by LPSCC will serve over both LPSCC council and Local Criminal Justice Advisory Council (LCJAC).
- b. The Chair shall preside over all Council meetings, appoint members to subcommittees and task forces and perform all other duties necessary or incidental to this office. The Chair Elect shall perform the duties of the Chair in the Chair's absence and shall become the Chair at the expiration of the term of the Chair. The Secretary shall insure that the records of the Council and Council meetings are accurate and properly maintained. The past Chair will perform the duties of the Chair in the absence of both the Chair and the Chair Elect.
- c. The Executive Committee is comprised of the Chair, the Co-Chair, and the Secretary. Every four years thereafter, a recommended slate of officers and Executive Committee members for vote by the Council. Meetings of the Executive Committee are called by the Chair as deemed necessary. The Executive Committee shall have the authority to act on the Council's behalf on matters requiring action before a regularly scheduled meeting of the Council. The Executive Committee shall report all such actions taken to the Council at the next regularly scheduled Council meeting.

VII. Subcommittees/Task Forces/Staff

- a. The Chair, with the Council's consent, may create Subcommittees

comprised of Council members to perform such tasks as the Council or Chair may designate.

- b. The Chair, with the Council's consent, may appoint Task Forces to perform specific functions related to particular criminal justice issues. Task Forces may include persons who are not members of the Council.
- c. Staff to the Council are as designated by the Board of Commissioners at the request of the Chair, with the Council's consent.

VIII. Meetings

- a. Regular meetings will be held quarterly or as determined by the Chair. Special meetings may be called by the Chair, a majority of Executive Committee, or a majority of the Council. All council meetings, meeting notices and records are subject to the Oregon Public Meetings and Public Records Laws.
- b. A quorum for the transaction of Council business shall consist of a majority of the current members of the Council. Nonvoting members of a local public safety coordinating council may not be counted in determining whether a quorum exists. If a quorum is present at any meeting of the Council, action may be taken by an affirmative vote of a majority of the quorum.
- c. Any Council business that needs action outside of a regular scheduled meeting or in a timeframe where a special meeting cannot be called, a request for a vote on a specific matter may be conducted via electronic means. The chair will ensure they have a majority of the quorum votes for decision.
- d. The Council shall strive to make decisions based upon the principles of consensus decision making. Consensus decision making requires flexibility on the part of members, recognizing that a member does not have to enthusiastically support a decision, but must be able to abide by the group decision. If the Council is unable to reach consensus on any issue, Roberts Rules of Order (revised) shall govern any point of parliamentary procedure not addressed by these Bylaws.
- e. Each member shall have the right to be represented by a proxy at Council meetings. A proxy so designated by a member for a particular meeting must be an employee of the member's agency, unless a member is a lay member not representing an agency specified in IV above. The designated proxy may vote in place of the member they are standing in for.
- f. The Public shall have the right to attend all meetings of the Council, Executive Committee, Subcommittees and Task Forces. The ability of the public to comment, either orally or in writing, at any meeting shall be determined by the Chair of that meeting.

IX. Adoption and Amendment

The Bylaws shall be adopted by majority vote of the Council. The Council may amend the Bylaws subject to the concurrence of a quorum. Written notice shall be given to all Council members at least 30 days prior to a vote to amend the Bylaws.

Adopted this 27th day of August, 2024.



Chair



Co-Chair



Secretary