

BYLAWS

Houston-Galveston Area Council Criminal Justice Advisory Committee

Purpose

Article I

The Criminal Justice Advisory Committee is appointed by the Board of Directors of the Houston-Galveston Area Council to assist and advise elected officials in their decision-making responsibilities on matters related to law enforcement and the administration of justice.

Responsibilities

Article II

- 1) Major participation in development of the annual criminal justice plan.
- 2) Recommendation of funding priorities for the annual criminal justice work program.
- 3) Initiation and development of regional criminal justice programs for which the H-GAC is grantee.
- 4) Evaluation of the criminal justice funding proposals to determine their consistency with applicable regional plans, and furnishing these evaluations to the Project Review Committee and the Board of Directors.
- 5) Establishment of a forum for discussion and resolution of common problems in law enforcement and the administration of justice.
- 6) Provisions of such other advice and assistance as the Board of Directors may request.

Membership

Article III

- 1) The membership of the Criminal Justice Advisory Committee shall be broadly representative of all segments of the criminal justice system, other supporting agencies, and the interest of the public at large. Representatives shall be composed of members from law enforcement, juvenile justice, drug abuse prevention, non-profit organizations, victim services, mental health, prosecution/courts, education, and concerned citizens. For the purpose of reviewing CJD grants, the CJAC must include multidisciplinary representation. In no event should the group reviewing CJD grants have a majority of members from one discipline or interest group.

- 2) The Criminal Justice Advisory Committee shall consist of members appointed pursuant to the provisions of Article IV of these bylaws. Geographic representation on CJAC shall be in accordance with Article III, paragraph 3. However, H-GAC Board may make up to five (5) additional at large appointments to meet the special membership requirements promulgated by the funding agency. All appointments shall be for a two-year period. All terms shall begin in the month of June.
- 3) The CJAC is composed of at least twenty-six members appointed by the Board of Directors with the following geographic representation:

CJAC Representatives

County	Number of committee members
Austin	1
Brazoria	2
Chambers	1
Colorado	1
Fort Bend	2
Galveston	2
Harris	10
Liberty	1
Matagorda	1
Montgomery	2
Walker	1
Waller	1
Wharton	1

- 4) Consideration should also be given to committee balance in terms of the region's population and demographic characteristics in order to provide a broad-based committee representing the region's diversity.

Appointments

Article IV

- 1) Committee appointments, both primary and alternates, shall be approved by the Board of Directors. Appointments shall come from nominations made by H-GAC Board members, interested organizations and H-GAC staff. The H-GAC Board may consider recommendations from the H-GAC Board officers and staff in approving appointments.
- 2) Appointees will serve at the pleasure of the Board of Directors, and may be replaced at any time.
- 3) Appointments shall be for a two-year period, or until a successor is appointed. All terms shall begin in June of odd numbered years.

- 4) Each person shall signify acceptance of membership in writing. Such acceptance shall include a commitment to attend the meetings of the committee. If any member fails to attend three (3) consecutive meetings of the committee, he or she is subject to removal on a majority vote of the committee.
- 5) Each member shall have a designated principal alternate who is subject to Board approval. The alternate may vote and count toward a quorum. It is the primary member's responsibility to notify the alternate of scheduled meetings when the primary member will not be in attendance.

Alternates

Article V

- 1) Alternates shall, insofar as possible, represent the same functional discipline as primary Criminal Justice Advisory Committee members subject to applicable regulations and guidelines outlined in Article III (Memberships) of these bylaws.
- 2) Primary Criminal Justice Advisory Committee members shall not be appointed as alternates for other primary members.
- 3) Only primary Criminal Justice Advisory Committee members or their designated alternates shall have voting privileges during any committee meeting; there shall be no proxy voting.
- 4) Term of membership of alternates shall be concurrent with the term of the primary member for whom they serve as alternate.

Officers

Article VI

- 1) The officers of the committee shall be a Chairperson, Vice Chairperson, and Secretary elected by a simple majority of those present and voting at the meeting at which these bylaws are adopted; and subsequently, at the first meeting after June 30 of each year.
- 2) Only primary members shall be eligible for election as officers of the committee.
- 3) All normal powers of the presiding officer shall be vested in the Chairperson.
- 4) The Vice-Chairperson shall preside in the absence of the Chairperson. In the absence of both officers, the presiding officer for that meeting shall be the Secretary. In the absence of all three, a member will be named by the caucus of the committee members present.
- 5) Upon the vacancy of an office, a replacement will be elected from the current membership by majority vote of the committee members present.
- 6) Officers serve one (1) year terms, beginning on the date they are elected.

- 7) Officers may serve unlimited consecutive terms.
- 8) In the event an officer is unable to fulfill his/her term, the committee shall elect a replacement at a regular or special called meeting, who shall serve for the remainder of the unexpired term.

Quorum

Article VII

- 1) A quorum shall consist of a simple majority of the membership.

Vacancies

Article VIII

- 1) Upon occurrence of a membership vacancy, the appointee's board member shall be notified in order that the vacancy may be filled.
- 2) When a vacancy occurs, the appointee shall serve the duration of the unexpired term to which he or she is appointed.

Priority Settings

Article IX

- 1) Members of the Criminal Justice Advisory Committee shall function as a priority setting committee or the CJAC Chairperson may appoint members to serve as a priority setting committee for the purpose of recommending annual funding priorities to the H-GAC Board of Directors.

Conflict of Interest

Article X

- 1) Criminal Justice Advisory Committee members must abstain from voting or commenting on any application during the prioritization process if the member or individual is related to the member within the third degree by consanguinity or within the second degree by affinity:
 - Is employed by the applicant agency and works for the unit or division that would administer the grant, if awarded.
 - Serves on any board that oversees the unit or division that would administer the grant, if awarded
 - Owns or controls any interest in a business entity or other non-governmental organization that benefits, directly or indirectly, from activities with the applicant,
 - Receives any funds from the applicant as a result of the grant, or
 - Uses or receives a substantial amount of tangible goods, services, or funds from the applicant.

- 2) A member who abstains from voting on any application will document the abstention by signing the appropriate scoring sheet and writing "abstained" on the sheet. This sheet will be kept on file along with the scored sheets.

Procedures

Article XI

- 1) All meetings will be open to the public. Opportunities for public comment may be provided subject to guidelines established by the committee.
- 2) Any matter brought to a vote will be enacted by a simple majority vote of the members present, except for those matters provided for specifically in other paragraphs of these bylaws.
- 3) The bylaws will be enacted upon the affirmative vote of two-thirds of the members present, each member having been mailed a copy at least ten (10) days prior to the meeting at which considered.
- 4) These bylaws may be amended upon the petition of the majority of the membership present and enacted by the vote of two-thirds of the membership present at the next meeting, the petition or proposal serving as the reading in such a case, and the vote to deny or enact serving as the second reading, provided, however, that the members have been mailed a copy in writing ten (10) days prior to the second reading.
- 5) The committee shall meet at least four (4) times each year.

Meetings

Article XII

- 1) Meetings of the committee shall be held on a regular basis, usually once each month, on the Thursday before the third Tuesday of each month at H-GAC, 3555 Timmons, Houston, Harris County, Texas or at various other times and places as the committee may wish.
- 2) All meetings will be open to the public and follow Robert's Rules of Order.
- 3) The committee shall hold a "Special Meeting" if called by the Executive Director, President of the Board of Directors, or Criminal Justice Advisory Committee Chairperson. A special meeting request by the membership must be in writing, addressed to the Chairperson, describing the purpose or purposes of the meeting.
- 4) Notices of any special meeting shall be given at least 72 hours prior to the special meeting.
- 5) H-GAC staff shall maintain a written or recorded documentation of CJAC proceedings.

Amendments

Article XIII

- 1) These bylaws may be amended by a simple majority vote of the Board of Directors with a quorum present.
- 2) The Criminal Justice Advisory Committee may amend these bylaws at a regular or special meeting.
- 3) The written text of a proposed amendment must be included with the notice of the meeting at which the amendment will be considered. An amendment adopted by the Criminal Justice Advisory Committee is not effective unless approved by the H-GAC Board of Directors.
- 4) An amendment to the bylaws takes effect when approved by H-GAC Board of Directors unless the amendment specifies a later effective date. Copies of amended bylaws will be distributed to committee members.

Approved by the Houston-Galveston Area Council's Board of Directors at their November 2001 meeting.