



BYLAWS OF THE GEORGIA CRIMINAL JUSTICE COORDINATING COUNCIL

ARTICLE I – NAME AND PURPOSE

Section 1 – Name: The name of the organization is the Criminal Justice Coordinating Council (Council).

Section 2 – Purpose: The purpose of the Council is to effectively lead the coordination of all components and all levels of the state’s criminal justice system in accordance with O.C.G.A. §35-6A-1, et seq.

ARTICLE II – MEMBERSHIP

Section 1 - Members: The Council shall consist of twenty-seven members, including:

- 1.1 Seventeen ex officio members or their designee (Accountability Court Judges, Chairperson; Board of Community Supervision, Chairperson; Board of Corrections, Chairperson; Board of Public Safety, Vice Chairperson; Council of Juvenile Court Judges, President; Department of Community Affairs, Commissioner; Department of Community Supervision, Commissioner; Department of Corrections, Commissioner; Department of Juvenile Justice, Commissioner; Judicial Council, Chairperson; Office of Homeland Security, Director; Office for Children and Families, Chairperson; Peace Officer Standards and Training Council, Chairperson; Prosecuting Attorneys’ Council, Chairperson; Public Defender Standards Council, Chairperson; State Board of Pardons and Paroles, Chairperson; State School Superintendent) and
- 1.2 Ten members appointed by the Governor (one chief of police; one county commissioner; one mayor; one sheriff; one superior court judge; four individuals who, by experience or training, are knowledgeable in the operations of the criminal justice system of this state; and one individual who, by experience or training, is knowledgeable in the operations of the entire spectrum of crime victim assistance programs delivering services to victims of crime.

Section 2 – Voting Rights: All members enjoy the same voting rights and ability to serve as officers of the Council. However, the chairperson of the Council shall preside at meetings and shall vote only in the event of a tie. In the absence of the chairperson, the vice chairperson shall preside and, when presiding, shall vote only in the event of a tie.

Section 3 – Terms of Membership: Terms of members and service of designees shall be as set forth in O.C.G.A. §35-6A-3.

Section 4 – Attendance: If an ex officio member misses two consecutive meetings, the chairperson may take action to affect the representation of the member agency or official and to notify the ex officio member of the action taken. If a Governor's appointee misses two consecutive meetings, the chairperson may recommend to the Council that a request for a replacement be forwarded to the Governor. The chairperson will notify the appointee of such recommendation or other action taken.

Section 5 – Resignation: A member may resign by written notice to the appointing authority and the chairperson.

Article III – OFFICERS

Section 1 – Officers: The officers of the Council are a chairperson, vice chairperson, and immediate past chairperson, who will each perform the duties outlined herein.

Section 2 – Duties of the Chairperson: The chairperson shall:

- 2.1 - Preside at all meetings of the Council and Executive Committee;
- 2.2 - Serve as chair of the Executive Committee;
- 2.3 - Establish and appoint committees, work groups, or task forces as deemed necessary by the chairperson or Council;
- 2.4 - Appoint a member to serve on the Executive Committee and as Nominating Committee chairperson if the immediate past president is unable to serve;
- 2.5 - Serve in an ex officio capacity on all committees, work groups, or task forces;
- 2.6 - Sign all official actions and/or resolutions;
- 2.7 - Advise the Governor and the General Assembly on behalf of the Council; and
- 2.8 - Perform such other duties as may be delegated by the Governor, the General Assembly, the Council, or *Robert's Rules of Order*.

Section 3 – Duties of the Vice Chairperson: The vice chairperson shall:

- 3.1 - Perform all the duties of the office of chairperson in the event of the chairperson's absence or inability to serve;
- 3.2 - Sign the official minutes of the Council meetings;
- 3.3 - Serve on the Executive Committee; and
- 3.4 - Perform such other duties as may be delegated by the chairperson.

Section 4 – Duties of the Immediate Past Chairperson: The immediate past chairperson shall:

- 4.1 - Serve on the Executive Committee;
- 4.2 - Have the same voting rights as any regular member;
- 4.3 - Serve as chairperson of the Nominating Committee, which shall be appointed by the chairperson and which shall meet to nominate a slate of officers to stand for election as required by O.C.G.A. § 35-6A-4; and
- 4.4 - Perform such other duties as may be delegated by the chairperson.

Section 5 - Terms of Officers: Officers are elected at the last meeting of the calendar year for a term of one year and begin serving at the close of the meeting at which they are elected. So long as an officer continues to be a member of the Council, that officer may hold over until a successor accepts election to the office.

Article IV – MEETINGS

Section 1 - General Meetings: The time and location of the general meetings of the Council shall be designated by the chairperson, in consultation with the director, and shall occur not less than two times per calendar year. Members will be notified of the agenda and all available supplemental information at least five working days prior to a general meeting. If additional supplemental material becomes available within five working days of a general meeting, staff will forward it to the members as soon as reasonably possible.

Section 2 - Quorum and Voting: A quorum of nine or more members is required to transact business. Unless another number is specifically called for in these by-laws, passage of any regular motion or resolution shall be by majority vote of the members present at the meeting. In the event of a tie, after the presiding officer has had an opportunity to break that tie, the motion or resolution shall fail.

Section 3 - Called Meetings: At the chairperson's discretion, or upon the written request of three Council members, a called meeting may be conducted with at least twenty-four hours' notice to the membership. No other business can be transacted except that for which the meeting is called.

Section 4 - Open Meetings: The Council shall abide by the provisions of the Georgia Open Meetings Act, O.C.G.A. §50-14-1 et seq.

Section 5 – Minutes: A record shall be kept of the official actions of the Council in the form of meeting minutes. All minutes shall be signed by the vice chairperson, and copies shall be maintained by the director.

Section 6 - Cancellation of a General Meeting: In the event of emergency, the chairperson may cancel a general meeting. Members will be notified by the most expedient means available.

Section 7 - Electronic Meetings: Videoconferences, teleconferences, online conferences, or other such electronic methods may be utilized for the conduct of a general or special called meeting. Notice provisions must be met as outlined in Article IV.

Article V - EXECUTIVE COMMITTEE

Section 1 – Composition: The Executive Committee shall be composed of the officers, committee chairpersons, and the chair of the Victims Compensation Board. The term of membership for the committee will correspond with the term of office held by the current officers or the member's eligibility to serve, if it expires first.

Section 2 – Meetings: The Committee shall meet at such times as called by the chairperson or by written notice of three members. Except in the case of an emergency, notice of at least five business days will be given to all members and the provisions of Article IV, Section 4 will apply. A quorum will exist when more than one-third of the members are present. Meetings may be conducted in person, via teleconference, or by other electronic means. The scheduled date of the meeting may be changed with notice by the most expedient means by the chairperson or the director.

Section 3 – Vacancies: In the event of a vacancy or a member becoming ineligible to serve, the Chairperson may appoint a member to serve on the Executive Committee for the unexpired term of the absent member.

Section 4 - Minutes: A record shall be kept of the official actions of the Executive Committee in the form of meeting minutes, and all copies shall be maintained by the director.

Section 5 - Acting on Behalf of the Council: In the event of an emergency which would preclude a timely meeting of the entire membership, the Executive Committee is authorized to act on behalf of the Council. Any such action by the Executive Committee shall be subject to review by the Council at its next general meeting.

Article VII – COMMITTEES

Section 1 – Establishment of Committees: The Council shall have such committees, work groups, or task forces as deemed necessary by the chairperson, in consultation with the director. The chairperson and membership of such committees, work groups, or task forces will be designated by the chairperson in consultation with the director.

Section 2 – Meetings and Voting: Committees, work groups, or task forces shall perform such duties as may be assigned by the chairperson. A majority of the voting members assigned to the committee, work group, or task force shall constitute a quorum for the conduct of business. If a quorum is present, decisions shall be made by majority vote of those members present.

Section 3 – Actions: Actions of committees, work groups, or task forces are subject to review and approval by the Council before they may be implemented.

Section 4 - Expiration at End of Term: Committees, work groups, and task forces may continue with each change in officers, unless terminated by the succeeding chairperson. The succeeding chairperson is also authorized to make changes to the chairperson of any committee, work group, or task force in consultation with the director.

Section 5 - Participation: With the consent of the committee chairperson, Council members or their representatives, who are not also a member of the pertinent committee, may participate in a committee meeting for discussion purposes. Such members shall not have the right to vote. However, the chairperson of the Council may designate any Council member to become an ad hoc voting member of a committee when necessary to ensure a quorum.

Section 6 – Meeting Notice: A committee meeting shall be scheduled at least twenty-four hours in advance with notice by the most expedient means. However, notice for any committee meeting involving public hearings must be executed at least ten business days prior to the meeting date.

Section 7 - Minutes and Reports: Minutes and reports of all committee meetings shall be maintained by the director. Minutes and reports shall be the responsibility of a committee chairperson or another person so designated.

Article VIII - PARLIAMENTARY AUTHORITY

The Council will be governed by *Robert's Rules of Order Newly Revised 12th Edition*.

Article IX - AMENDMENT OF BYLAWS

These bylaws may be amended at any general meeting provided that the membership is given notice of any amendments no less than thirty days prior to the meeting at which they are expected to vote on such amendment. Adoption of amendments must be by a two-thirds or greater vote of the Council membership.