

SAN FRANCISCO JUVENILE JUSTICE COORDINATING COUNCIL
BY-LAWS

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I. Name and Authorization

The City and County of San Francisco’s Juvenile Justice Coordinating Council (hereinafter referred to as “Council”) is established pursuant to Section 749.22 of Article 18.7 of the Welfare and Institutions Code as a necessary component under the State of California’s Juvenile Crime Enforcement and Accountability Challenge Grant Program. To be eligible to receive grant funding each county is required to establish a multiagency Council to develop and implement a continuum of county-based responses to juvenile crime.

II. Purpose and Duties

The purpose of the Council is to develop a comprehensive, multiagency plan that identifies the resources and strategies for providing an effective continuum of responses for the prevention, intervention, supervision, treatment, and incarceration of juvenile offenders and individuals at-risk of becoming involved in juvenile and criminal justice systems. Strategies include the development and implementation of locally-based or regionally based out-of-home placement options for juveniles who are adjudicated.

The Council shall have the following duties:

- A. Prioritize, recommend and approve, as the local planning council, the expenditure of Temporary Assistance to Needy Families (hereinafter referred to as “TANF”) funds as required under the comprehensive Youth Services Act to expand existing preventative, family focused services to at-risk youth and;
- B. Assist the Chief Juvenile Probation Officer in the developing a comprehensive multiagency plan to develop a continuum of responses for the prevention, intervention, supervision, treatment, and when necessary for the minor’s and/or the public’s protection, detention of juvenile offenders.

III. Officers

A. Titles

The officials shall consist of a Chair and a Secretary for the Council. The chair shall be the Chief Juvenile Probation Officer for the Juvenile Probation Department. The Secretary shall be designated by the Chair.

B. Officer Duties

1. The Chair shall serve as the official representative of the Council; facilitate all Council meetings; uphold and execute the Council's by-laws; place items on the Council's agenda and determine meeting dates and locations; identify various committees for adoption by the full council; and appoint members of committees and committee Chairs as specified by the by-laws;
2. The Secretary shall create and post the agenda; record all minutes; provide minutes and agendas to the Council; collect and file minutes from all committees; and file minutes for all council meetings.

C. Terms and Vacancies

1. The designated officers shall serve for the full duration of the Council's fiscal year.
2. Vacancies shall be filled for the remainder of the term in a manner similar to that which the member was initially selected.

D. Committees

1. The Council may establish Committees to be convened as directed by the Council to address juvenile justice matters relevant to the Council's work. The Council shall appoint members of the Committees. Committees shall report findings and make recommendations to the full Council for consideration. The membership of Committees shall be open to non-members of the Council who shall be drawn from a range of diverse experiences, identities and interests related to juvenile justice.
2. The chair may appoint ad hoc committees to address issues which require special attention or study. Those committees will set meeting schedules as needed.

IV. Membership

- A. The Council shall consist of 20 voting members designated as follows: Chief Juvenile Probation Officer, serving as Chair of the Council, one representative from the District Attorney's Office, the Public Defender's Office, the Superior Court, the Sheriff's Department, the San Francisco Unified School District, the Board of Supervisors, the Human Services Agency, the San Francisco Police Department, the Department of Public Health, a community-based drug and alcohol treatment program, the Juvenile Probation Commission, the Adult Probation Department, the Mayor's Office of Housing, the Youth Commission, the Department of Recreation and Park, the Department of Children, Youth & Their Families, Transitional Age Youth Initiative and an at-large community agency consortium representatives. Additional voting members shall be designated by the chair of the Council, and shall include representatives from nonprofit, community-based organizations providing services to youth.
- B. Members of the Council will be selected and designated in writing by the appointing officer of each Department.

- C. A member who wishes to resign from the Council is required to submit a resignation letter to the Chair. The member must also submit a copy of the resignation letter to the council secretary.
- D. In the event of a vacancy on the Council, the Secretary shall inform the Chair that the Council would like to review applicants and make commendations for appointment.

V. Meetings and Procedures

The Council and its committees shall conduct all of its business in a public forum in keeping with the requirements of the Brown Act and the San Francisco Sunshine Ordinance. Meetings are noticed at the Public Library and other buildings at least 72 hours prior to each meeting.

A. Regular Meetings shall be set by the Chair on a bi-monthly basis. The regular meeting location shall be publicly accessible venues located in the City/County of San Francisco, California.

B. Special Meetings

As provided by the Brown Act and the Sunshine Ordinance, the Chair has the authority to call a special meeting of the Council. Special Meetings may be convened in publicly accessible venues within the City/County of San Francisco. For a special meeting, an agenda and 24 hours notice to the public must be given.

C. Quorum and Voting Procedure

1. A quorum is defined as a majority of the designated Council members
2. Decisions are reached through majority voting which is defined as a majority of the quorum members present.
3. The Council shall use parliamentary procedures (Robert's Rules of Order) to conduct business, except when it conflicts with the San Francisco Charter or State law.

D. The Chair and Secretary shall designate items on the agenda

E. Public Comment

Public comment during meetings is limited to 2 minutes for each agenda item for individuals and 5 minutes for each agenda item for representatives of organizations. The Chair has the discretion to extend the time based on the complexity of the issue.

F. Closed Meetings

All Council meetings shall be open and public and all persons shall be permitted to attend any meeting of the Council. The Council may, with appropriate notice, meet in executive session to consider and act upon matter only as authorized under the Brown Act or the Sunshine Ordinance.

VI. Attendance

Unless excused, all members of the Council shall attend all regular and special meetings. The Chair and the Secretary shall attend all Council meetings unless prior notification is given. Council members may not have more than 3 unexcused absences, in a calendar year, from general Council meetings.

VII. Amendments

The Council can create, repeal, amend, or reword by-laws with a majority vote of the full Council.