



## **Waukesha County Criminal Justice Collaborating Council By-Laws**

### **Article I: Name**

The name of this council shall be the Waukesha County Criminal Justice Collaborating Council. It will be referred to as the Council throughout these by-laws.

### **Article II: Creation**

The Council is created by ordinance as adopted by the Waukesha County Board of Supervisors and signed by the Waukesha County Executive.

### **Article III: Mission**

The mission of the Council is to enhance public safety in Waukesha County through community collaboration by ensuring offender accountability, providing rehabilitation programs and supporting the rights and needs of victims.

### **Article IV: Structure**

#### Section A: Membership

There are thirteen voting members of the Council who are members due to the position they hold. These thirteen members serve on the Council as long as they occupy the position.

- Chief Judge or Presiding Judge for Waukesha County
- County Executive
- County Board Chair
- Sheriff
- District Attorney
- Clerk of Circuit Court
- Mayor of City of Waukesha
- First Assistant Public Defender-Waukesha County
- Waukesha County Police Chief Association Representative
- Director of Health & Human Services
- Parole and Probation Manager responsible for Waukesha
- University of Wisconsin Cooperative Extension
- Waukesha County Citizen

Additional members may be appointed as the Council deems appropriate. Council members may designate one chief staff person 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. No more than three consecutive meetings shall be allowed for a member's designee to attend Council meetings. Designees can only be changed by notifying the chair in writing. It is recommended that the citizen representative be selected based upon nominations submitted to the executive committee. This representative will serve a term no less than one year.

Any member of the Council may recommend removal of any agency member whom they believe is no longer appropriate for membership. Lack of attendance by a member may be cause for removal from the Council. Resignation of Council members shall be submitted to the chairperson and brought to a vote of the Council.

### Section B: Legal Influence of the Council

The Council is not a body that "orders" members to do anything beyond what any one member has the legal power to do as a part of their legal position. It can make system-wide policy through consensus.

### Section C: Committees

#### 1. Executive Committee

Only members of the Council may serve on the Executive Committee. The Council shall determine the membership of the Executive Committee. Any member of the Council may attend and participate in the Executive Committee meetings. The Executive Committee shall be responsible for the following:

- Develop Council meeting agendas and ensure matters are ready for Council meetings.
- Ensure assignments are completed and prepared for Council meetings.
- Propose to the Council the formation of standing committees, subcommittees and ad hoc committees.
- Recommend to the Council individuals to serve as chairs and members of above-listed committees.
- Coordinate and approve the membership of the standing committees, subcommittees and ad hoc committees.

#### 2. Standing Committees

##### Programs & Interventions Committee

- Explore ways of deterring initial entrance into the criminal justice system.
- Identify ways to reduce criminal recidivism and victimization by researching efficient and cost-effective alternative programs and processes for defendants and offenders in Waukesha County.

##### Public Relations & Education Committee

- Educate the public about initiatives, programs and services supported by the Council
- Identify community concerns that are related to the responsibilities of the Council
- Prepare a detailed, proactive public relations plan that will promote Council activities and initiatives.

##### Juvenile Justice Committee

- Identify the issues and initiatives relating to juvenile justice.
- Examine current successful processes that might be relevant for the adult system and vice versa.

#### 3. Subcommittees and Ad Hoc Committees

The Council may authorize the formation of subcommittees and ad hoc committees, to deal with specific problems or issues. Standing committees, subcommittees and ad hoc committees shall report their information and recommendations to the Council.

## Section D: Meetings

- Meetings of the Council shall be set by the Council, the chairperson, and/or upon petition by any four members of the Council. Notice of Council, executive committee, standing committee, subcommittee and ad hoc committee meeting times and location shall be provided to all members and duly posted in compliance with open meetings statutes.
- Minutes of the Council meetings shall be recorded and distributed to all members of the Council.
- A minimum quorum is a simple majority of seated voting membership.
- Recommendations of the Council shall be made by consensus. If consensus cannot be reached, recommendations may be made by a 2/3 vote of Council members.

## **Article V: Officers**

### Section A: Officers

The chairperson of the Council shall be chief (presiding) judge, county executive, or chairperson of the county board. The chairperson and vice-chairperson will be selected annually by the Council upon the recommendation of the executive committee. The term of the chairperson and vice-chairperson shall run June 1 through May 30.

### Section B: Duties of Officers

The chairperson shall preside at all meetings. The vice-chairperson shall preside in the absence of the chairperson.

## **Article VI: Change in By-laws**

Proposed amendments to the by-laws are to be included on the agenda of an executive committee meeting. The proposal will be forwarded to the Council for approval. Any action in response to the proposed change in the by-laws taken by the Council shall become effective immediately.