

Middle Rio Grande Development Council
CRIMINAL JUSTICE ADVISORY COMMITTEE
BY-LAWS

Article I **Name of Committee**

Section 1. The name of the Committee shall be the CRIMINAL JUSTICE ADVISORY COMMITTEE (CJAC);

Article II **Location and Address**

Section 1. The office of the CRIMINAL JUSTICE ADVISORY COMMITTEE (CJAC) shall be located at 307 W. Nopal St., in Carrizo Springs, Texas 78834;

Article III **Establishment**

Section 1. The CRIMINAL JUSTICE ADVISORY COMMITTEE (CJAC) has been established by Middle Rio Grande Development Council (MRGDC) as authorized by State Law under the provision of Article 1011m, V.A.C.S.;

Article IV **MRGDC Relationship to the Office of the Governor, Criminal Justice Division**

Section 1. The MRGDC receives a grant from the Office of the Governor, Criminal Justice Division, to coordinate Criminal Justice activities and provide technical assistance to Law Enforcement agencies in the region;

Article V **CJAC Relationship to MRGDC**

Section 1. The CJAC shall serve in an advisory capacity to the MRGDC Board of Directors;

Article VI **Mission Statement**

Section 1. The Mission of the CJAC will be to provide resources, services, and assistance to promote the safety and welfare of the citizens within the MRGDC region;

Article VII **Purpose**

Section 1. The purpose of the CJAC is to assist the Criminal Justice Coordinator in developing and implementing the Criminal Justice Plan and assessing training needs for the region;

Article VIII Membership

Section 1. *Composition*

The CJAC will be representative of the nine (9) member counties of the Middle Rio Grande Development Council (two for each county) and will strive to have a balanced representation of individuals that may represent such categories as law enforcement, local Judiciary, supervision and corrections, juvenile, public agencies, nonprofit corporations, faith based organizations, education, health, child welfare, community development, victim's services and concerned citizens;

Section 2. *Candidate Qualifications*

Candidate's qualifications shall entail the individual to be a representative of at least one of the categories in accordance with the prescribed composition requirements aforementioned in Article VIII, Section 1. In addition, they must be legal residents of the County. CJAC members who, for whatever reason, come to no longer represent the category which they originally represented, will be *deemed ineligible*, and thus will automatically forfeit their standing service as a CJAC Member;

Section 3. *Selection*

CJAC Members will be appointed by the C.E.O (County Judge) of each County represented in the MRGDC Region, in accordance with Article VIII, Sections 2 and 3, and ratified by the MRGDC Board of Directors;

Section 4. *Tenure of Service*

CJAC Members' tenure of service will be continuous until such time of Resignation, Removal, Disqualification, Deemed Ineligible or Death;

Section 5. *Removal, Resignation and Disqualification*

CJAC Members may be removed by the Criminal Justice Advisory Committee in the event they are found to have missed three (3) or more consecutive CJAC meetings, deemed ineligible when found out of compliance with Article VIII, Section 2. CJAC members may also be removed in the event that they are replaced by the C.E.O. (County Judge) of the respective County. Unless otherwise specified, the CJAC member in question, will be forwarded written notice of their removal by the Chairperson of the CJAC;

Section 6. *Vacancies*

When a vacancy occurs in the CJAC, unless otherwise prescribed, it will be filled in the same manner as per the selection process in accordance with Article VII, Section 3;

Section 7. *Dues*

No dues or membership fees may be charged to any member of the CJAC;

Section 8. *Compensation*

CJAC Members shall serve "at will" and without any compensation. However, in the event that they may use their personal vehicle to attend meetings, they may be eligible for mileage (travel) in accordance to state allowances with the understanding that they will not be receiving the same mileage (travel) through their sector agency;

Section 9. *Liability*

CJAC Members shall not be responsible or liable for any Debts, Liabilities or other obligations of the CJAC;

Article IX CJAC Officers

Section 1. *Officers*

The Officers of CJAC will consist of the Chairperson, Vice-Chairperson and Secretary. In all events, the Criminal Justice Planner shall act as the Secretary for the CJAC;

Section 2. *Chairperson*

The Chairperson will be the chief presiding officer of the CJAC. The Chairperson will preside at all meeting of the CJAC and may designate individual chairpersons for each CJAC standing committee as outlined in Article XI, Section 1;

Section 3. *Vice-Chairperson*

The Vice-Chairperson shall assume the authority and duties of the Chairperson in his/her absence.

Section 4. *Secretary*

The Secretary shall be responsible for all correspondence, coordination of meetings and presentations, literature, grant proposals and recording and preparation of minutes;

Section 5. *Officers' Term of Office*

The term of Officers of the CJAC will be One Year, and will begin on January 1st and conclude on December 31st of the given year, this with the *exception* of the Secretary;

Article X Meetings

Section 1. *Regular meetings*

Regular meetings of the CJAC will be held as needed. Written notice of time, place, purpose and agendas of a regular meeting shall be mailed to each CJAC member approximately One (1) week prior to the meeting. In the event that an emergency meeting is needed the Secretary may resort to phone polling and notification of said meeting at the most practical time;

Section 2. *Quorum*

For the purpose of establishing a Quorum, at least One-Third (1/3) of the CJAC Members must be present for the transaction of any business at any meeting. A majority of the CJAC is defined as more than one-half of the CJAC membership;

Section 3. *Alternates*

Any CJAC Member, who is unable to attend either a regular or emergency meeting may designate his/her Alternate for the respective meeting. The designated Alternate shall have voting power. In this event, the absence will not be counted against the CJAC Member;

Section 4. *Voting Abstention*

CJAC Members, or their designated Alternates, shall refrain from voting or scoring on proposals before the CJAC that maybe directly or indirectly related to the sector agency which they represent;

Article XI Appointment of Standing Committees

Section 1 *Standing Committees*

The Chairperson, or in his/her absence the Vice-Chairperson, may appoint Standing Committees as deemed appropriate. The assigned Chairperson of the Standing Committee shall schedule meetings to perform their prescribed activities. The Chairperson of each Standing Committee will provide progress report at each CJAC meeting of the standing committee's activities, or accomplishments and requirements to complete their work;

Section 2. *Disengagement of Standing Committees*

Disengagement of Standing Committees will occur once their task or work is completed;

Article XII Review and Comment of Grant Applications

Section 1. *Review and Comments*

Applications submitted for Criminal Justice related activities will be reviewed by the CJAC in compliance with the Texas Review and Comment System. Comments will be forwarded to the Government Application Review Committee for their consideration;

Article XIII General Considerations

Section 1. *Parliamentary Procedures*

Parliamentary procedures for all CJAC meetings will be conducted in accordance with the latest edition of *Robert's Rules of Order*;

Article XIV Amendments to the By-Laws

Section 1. *Amendments*

The By-Laws may be amended by a One-Third (1/3) Vote of the CJAC membership during a prescheduled regular meeting.