DUNN COUNTY CRIMINAL JUSTICE COLLABORATING COUNCIL

MISSION

The mission of the Dunn County Criminal Justice Collaborating Council (CJCC) is to collaborate between stakeholders to improve the effectiveness of Dunn County's criminal justice system.

Originally Adopted August 25, 2008
Amended and Adopted November 10, 2011
Amended and Adopted November 13, 2014
Amended and Adopted May 12, 2016

DUNN COUNTY CRIMINAL JUSTICE COLLABORATING COUNCIL

BY-LAWS

Article I: **Name**
The name of this Council shall be the Dunn County Criminal Justice Collaborating Council (CJCC). It will be referred to as the Council throughout these by-laws.

Article II: Creation
The Council is created by resolution as adopted by the Dunn County Board of Supervisors.

Article III: Mission
The mission of the Dunn County Criminal Justice Collaborating Council (CJCC) is to collaborate between stakeholders to improve the effectiveness of Dunn County's criminal justice system.

Article IV: Structure

Section A: Membership
The Council shall consist of both voting and non-voting members. All members listed below, except the citizen members, shall be permanent members of this Council. The seventeen (17) voting members of the Council include:

- All Circuit Court Judges of Dunn County
- County Manager
- Sheriff
- Chief of Police – Menomonie Police Department
- Law enforcement representative from an outlying district in Dunn County*
- Chair, County Board of Supervisors
- Chair, County Board Judiciary and Law Committee
- Clerk of Courts
- Department of Corrections, Division of Community Corrections Supervisor for Dunn County
- District Attorney
- Defense Attorney*
- City of Menomonie Attorney
- Director, Department of Human Services
- Victim/Witness Coordinator
- Two (2) Dunn County Resident Citizen members*

* Representatives will be appointed by the Council Chair in consultation with the Executive Committee and subject to approval by the Council.
All Dunn County circuit court judges, except for the Presiding Judge, shall serve as non-voting members of the Council.

Citizen members serve one-year terms commencing at the January 2015 Council meeting. A citizen member may resign by submitting notice of resignation to the Chair.

In the event of a vacancy of a Council member, excluding appointed members, the outgoing Council member or his or her organization may designate in writing a representative from that organization to serve until such time as the position is filled.

Additional members may be appointed as the Council deems appropriate. Council members may designate another competent person to represent them and vote at Council meetings. Any Council member, excluding the appointed members, wishing to appoint a designee is to identify the designee in writing to the Chair of the Council. In order to ensure the full commitment of stakeholders, a designee may attend no more than two consecutive Council meetings. Lack of attendance by a member may be cause for removal from the Council by the Council.

Section B: Authority of the Council

The Council holds no legal authority to order changes to Dunn County's criminal justice system but it may bring about changes through consensus by the participating agencies or departments of county government. The Council reviews and makes recommendations to the stakeholders for review and implementation. Such recommendations may include, but not be limited to the creation, elimination or modification of programs, policies, procedures and budgets that reflect the Dunn County criminal justice system mission.

Section C: Committees

1. Executive Committee

The Executive Committee consists of five (5) members including the County Manager, the County Board Chair or County Board Judiciary and Law Committee Chair at the discretion of the County Board Chair, the Presiding Judge, and two stakeholders from the Council's voting membership. The Executive Committee will nominate the two stakeholder members and the Council will vote to confirm at the last scheduled Council meeting of the year. Any member of the Council may attend and participate in the Executive Committee meetings. The Executive Committee shall be responsible for the following:

a. Develop Council meeting agendas and ensure assignments are completed and prepared for Council meetings.
b. Propose to the Council the formation Work Groups.
c. Recommend to the Council individuals to serve as chairs and members of the Work Groups.
d. Report annually to the Dunn County Board of Supervisors.
e. Recommend appointed members of the Council for nomination by the Chair.

f. Review and propose budget recommendations for the Criminal Justice Collaboration Division under the County Department of Administration.
g. Review and propose criminal justice system change priorities for the Council's vote.

2. Work Groups

The council may authorize the formation of Work Groups to deal with specific problems or issues. Work Groups shall report their information and recommendations to the Council.

Section D: Meetings

1. Meetings of the Council shall be set by the Council, the Chair, or upon petition by any four (4) members of the Council. Notice of the Council, Executive Committee, and Work Group meeting times and locations shall be provided to all members. The public shall be provided notice of Council and Executive Committee meetings in accordance with the provisions of Section 19.84 of the Wisconsin Statutes.
2. Minutes of the Council and Executive Committee meetings shall be recorded and distributed to all members of the Council and be available for public review. The Chair shall designate responsibility for drafting minutes.
3. A quorum is a simple majority of the membership described in Section A.
4. It is the intent that recommendations by the Council shall be made by consensus. If consensus cannot be reached, recommendations may be made by a 2/3 vote of the Council members.

Article V: Officers

Section A: Officers

The officers of the Council shall be a Chair and Vice-Chair. The Executive Committee shall recommend to the Council a Chair and Vice-Chair for the Council to elect at the last Council meeting of the year. The term of the Chair and Vice-Chair shall be one calendar year commencing in January. The subsequent year, the Vice-Chair will succeed the Chair in Council leadership.

Section B: Duties of Officers

The Chair shall preside at all meetings of the Council and Executive Committee. The Vice-Chair shall preside in the absence of the Chair.

Article VI: Change in By-Laws

Proposed amendments to the by-laws shall be included on the agenda of an Executive Committee meeting. The proposal shall be forwarded to the Council for approval. Any action taken in response to the proposed change in the by-laws by the Council shall become effective immediately or in accordance with the timeframe approved by the Council.