

# **BYLAWS OF THE VALENCIA COUNTY JUVENILE JUSTICE BOARD**

## **Article I Name**

The name of this board shall be “Valencia County Juvenile Justice Board”.

## **Article II Purpose**

The purpose of this Board shall be to:

1. Advise, plan and coordinate juvenile justice efforts among the various agencies and service providers working with youth in Valencia County.
2. Collaborate with the appropriate agencies designated by the Valencia County Commission, New Mexico Juvenile Justice Advisory Committee and the Children, Youth and Families Department, to address juvenile justice issues that span and effect youth in Valencia County.
3. Develop a plan encouraging the involvement and interaction of youth, which fosters the creation and expansion of programs which pursue and obtain funding from state, federal and other sources. The purpose of which is to prevent and reduce juvenile delinquency, risk factors and gang involvement, while increasing protective factors.

## **Article III Board Structure**

1. The Board shall be comprised of local community volunteers.
2. Members can be appointed, or volunteer to be on one or more of the subcommittees by the Chairperson or Co-Chairpersons, with input from the Members based on their areas of greatest interest or expertise.
3. Subcommittees will report to the general board. The executive board may take action based on items presented.

## **Article IV Members**

### **Section 1 Number and Classification of Executive Board Members**

The Executive Board shall consist of an indeterminate number of Members, of which not fewer than nine (9) and not more than twenty-one (21) shall be Voting Members.

### **Section 2 Voting Members**

The Voting Members shall be members of the executive board and may comprise individuals from: the community; Children, Youth and Families Department; government organizations; school districts; youth services community; education; mental health; medicine; juvenile justice; child welfare; employment services; entities whose purpose is to assist children and families; as well as individuals with youth-oriented organizations; Tribal Communities; recreation activities; faith communities; and the business community.

### **Section 3 Non-Voting Members**

The role of Non-Voting members is no less important than the role of Voting Members. The input and expertise of Non-Voting Members will serve to enhance the Board's discussions and to guide the decisions of the Voting Members.

### **Section 4 Qualifications of Members/Member Organization**

The Board membership shall reflect the composition of the Valencia County community, including, but not limited to, individuals from: the community; Children, Youth and Families Department; government organizations; school districts; youth services community; education; mental health; medicine; juvenile justice; child welfare; employment services; entities whose purpose is to assist children and families; as well as individuals with youth-oriented organizations; recreation activities; faith communities; and the business community.

### **Section 5 Appointment of Executive Members**

The Valencia County Commission shall ratify the appointment of Executive Board Members as selected by the Valencia County Juvenile Justice Executive Board at the first Valencia County Commission Meeting in January of each year.

### **Section 6 Length of Membership Term**

Member organizations shall appoint members to the Board. Members may serve as long as they continue to participate in the Board. On even numbered years, a current list of all board members shall be submitted to the county commission.

### **Section 7 Removal of Executive Board Members**

Executive Board Members may be removed by majority vote of Executive Board upon 3 or more consecutive absences from Executive Board Meetings without providing a designated alternate for said meetings.

### **Section 8 Resignation of Executive Board Members**

Members may resign from the Board upon written notice to the Chairperson or Co-Chairpersons.

### **Section 9 Replacement of Resigned Executive Board Members**

Replacement of executive board members shall be voted in by majority of current executive board members.

### **Article V Chairperson of the Board**

An active Judge in the Thirteenth Judicial District and/or a representative from the Valencia County Commission shall be Chairperson or Co-Chairpersons of the Board. The board may at its' discretion have

either a single Chairperson or two Co-Chairs. A Vice-Chair may be appointed by the Chair from the executive board to serve in place of the Chair when the Chair is not present.

#### **Article VI Management of Board Activities**

The Juvenile Justice Coordinator for Valencia County shall manage, schedule and track the activities and decisions of the Board.

#### **Article VII Meetings of the Members**

##### **Section 1 Conduct of Meetings**

- A) Meetings of the Board shall be presided over by the Chairperson or Co-Chairpersons. In the unlikely absence of either the Chairperson or both Co-Chairpersons, the person designated by the Chairperson or Co-Chairpersons shall preside. This person shall be the Vice-Chair.
- B) The Board shall follow Roberts Rules of Order and the Open Meetings Act.

##### **Section 2 Attendance at Meetings**

Due to the importance of the work to be done by the Board, and in order to accomplish the Board's objectives in a timely manner, all Members are strongly urged to attend each meeting of the Board. If a member must be absent, the Member may send a Designated Alternate to attend in his/her place, as long as the Designated Alternate shares the area of expertise as the absent member. A Designated Alternate attending in place of a voting member may vote for the absent voting member.

##### **Section 3 Quorum for Meetings**

A quorum shall consist of a majority of the Voting Members of the Board. No business shall be considered by the Board at any meeting at which a quorum of the Voting Members is not present. Members may assign someone to be their designated alternate for quorum and voting purposes if they are unable to attend a meeting. The chair may assign either a designated alternate or a vice chair for when unable to attend meetings.

##### **Section 4 Majority of Action as Board Action**

Every Act or decision done or made by a majority of the Voting Members present at a meeting at which a quorum is present is the act of the Board.

##### **Section 5 Open Meetings**

The Executive Board Meetings shall comply with the Open Meetings Act.

##### **Section 6 Annual Review of the Bylaws**

The board shall review these Bylaws once per year, at a meeting designated for such purpose, to determine whether any changes or additions are necessary.

**Section 7 Meeting Minutes**

Meeting minutes will be taken for the executive board meetings and the general board meetings. Minutes will be posted on the Valencia County Juvenile Justice Board webpage and distributed by email to board members.