

Bylaws Workgroup Updates and Progress

DOUGLAS COUNTY CRIMINAL JUSTICE COORDINATING COUNCIL

MAY 14, 2024

Workgroup Members

Members
Suzanne Valdez, District Attorney, Chair
Jay Armbrister, Sheriff, Vice Chair
Jessica Glendening, Chief Defender, BIDS
Lori Alvarado, CEO, DCCCA
Shannon Reid, County Commissioner
Brad Finkeldei, City Commissioner
Doris Ricks, Community Member

Workgroup Meeting Timeline

January 2024:

- CJCC Members provided feedback about the formation of workgroup charter and membership

February 27, 2024:

- Workgroup held orientation meeting to review and amend charter

March 12, 2024:

- Workgroup charter presented to CJCC for approval

Meetings Held:

- March 18
- March 26
- April 12
- April 26
- May 13

Meetings Upcoming:

- May 29
- June 21

Workgroup Process and Roadmap

Workgroup meetings were guided by:

- National Standards
- Charter of workgroup, which was informed by feedback from CJCC members
- Examples from bylaws of CJCCs across the country

Mission, Vision, and Purpose statements were the starting point

- Sent out to CJCC members for feedback on April 23, 2024

Iterative process of discussion, draft language, discussion, and further revisions to drafts

National Standards Sections	Link to Standards Commentary	Proposed Meeting Date to Review and Status
Official Name of Council: Designated name of CJCC, should include the name of the jurisdiction the CJCC serves	Standard 2.1(b)	Draft Revision Completed
Purpose of the CJCC: Fundamental reason the Council exists, including Mission and Vision Statements	Standard 1.1 Standard 1.2 Standard 2.1(b)	Draft Revision Completed
Authority of the CJCC: Authorization under which the Council was formed	Standard 2.1(b)	Draft Revision Completed
List of Members by Position: Number of CJCC members, position titles, and expectations of members	Standard 3	Pending
Officers and Duties: Leadership structure of the CJCC, including officers' titles and assigned responsibilities, Selection process for officers, and length of term	Standard 4	Draft Revision Completed
Executive Committee Members and Duties: Number of executive committee members, member selection process and term, and committee's assigned responsibilities	Standard 5	Draft Revision Completed
Requirements for Committees and Workgroups: Process for forming committees and workgroups, selecting members, and assigning and monitoring responsibilities	Standard 6	Draft Revision Completed
Rules for Speaking and Voting: Guidelines for meeting procedures that also specify when and how voting will occur	Standard 7 Standard 8	Pending
Requirements for Disclosing Conflict of Interest: Criteria and process for members to disclose personal interests outside of their official position that may be a source of conflict on specific matters before the council	Standard 8.3	Draft Revision Completed
Staff Responsibilities: Duties required of CJCC staff to support the council, executive committee, and any committee or workgroup	Standard 12 Standard 13	Draft Revision Completed
Guidelines for Strategic Planning and Annual Reports: Formal expectations for producing a CJCC strategic plan and an annual report that summarizes the work of the council	Standard 9 Standard 10 Standard 11	Draft Revision Completed
Requirements for Amending Bylaws: Procedure for revising CJCC's bylaws	Standard 2.2 Standard 2.4, Standard 2.5	Draft Revision Completed

Highlights of Draft Changes

Authority, Section 2:

- Clarifies CJCC's authority

Purpose, Section 3:

- Vision, Mission, and Guiding Principles of the CJCC
- Includes responsibilities of the CJCC

Requirements for Disclosing Conflict of Interest, Section 4D:

- Establishes procedure to identify any pecuniary or personal conflicts

Highlights of Draft Changes, cont.

Officers and Duties, Section 5:

- Adds back in the position of Vice Chair
- Includes expectations, selection process and timeline

Executive Committee Members and Duties, Section 6A:

- Establishes an Executive Committee of the Chair, Vice Chair, and a Member at Large position
- Duties include:
 - Administrative oversight of CJCC functioning
 - Keeping the CJCC focused and making progress on identified initiatives
 - Providing direction to CJCC Coordinator

Requirements for Committees and Workgroups, Section 6B:

- Establishes process for forming, setting tasks and goals
- Should be driven by strategic plan initiatives

Highlights of Draft Changes, cont.

Guidelines for Strategic Planning and Annual Reports, Section 8:

- Strengthens the process and timeline for completion of each
- Strengthens the use of data and community outreach

Staff Responsibilities, Section 9:

- Clarifies role and maintains consistency with position description

Requirements for Amending Bylaws, Section 10:

- Clarifies process

Next Steps

From CJCC members today:

- Feedback about the sections drafted to date
- Thoughts and feedback about the remaining sections
- Feedback requested to Coordinator by May 21, 2024

Final Draft Revisions Approval Process:

- Approved by CJCC members to present to the BOCC
- Final approval made by BOCC

Implementation of Bylaws

DOUGLAS COUNTY CRIMINAL JUSTICE COORDINATING COUNCIL

MAY 14, 2024

Current Timeline and Proposed Next Steps

Current contract with JMI to complete bylaws revision: June 30, 2024

- Includes site visit to deliver final revisions of bylaws
- Will ask for a special meeting of CJCC for final review and approval of bylaws
- Target date to present to BOCC for final approval: June 26, 2024

After approval, two areas to consider for implementation support:

- Strategic Planning
- Executive Committee