



CONTRA COSTA COUNTY JUVENILE JUSTICE COORDINATING COUNCIL

BYLAWS

(Board of Supervisors adoption pending)
(Revisions approved by JJCC on (____, 2026)

Article I - Purpose

The purpose of the Juvenile Justice Coordinating Council ("Council ") is to: (1) develop and implement a continuum of County-based responses to juvenile crime, as provided for in California Welfare & Institutions Code section 749.22; (2) review and update the County's multiagency juvenile justice plan, as provided in California Government Code section 30061(b)(4); and (3) co-function as the County's Juvenile Delinquency Prevention Commission by coordinating on a Countywide basis the work of community agencies engaged in activities designed to prevent juvenile delinquency, as provided for in California Welfare & Institutions Code sections 233 through 236.

Article II - Membership

- A. Composition: The Council shall consist of a total of twenty (20) members, composed of *ex-officio* and appointed members with the following composition, pursuant to Welfare & Institutions Code sections 233 *et seq.* and 749.22:

Twelve (12) Ex-Officio Members:

1. Chief Probation Officer, as Chair
2. District Attorney's Office representative
3. Public Defender's Office representative
4. Sheriff's Office representative
5. Board of Supervisors' representative
6. Employment and Human Services Department representative
7. County Alcohol and Drugs Division representative
8. Behavioral Health Services (Mental Health) representative
9. Public Health representative
10. Juvenile Justice Commission Chair
11. City Police Department representative (rotating between Richmond, Antioch, Concord, Pittsburg)
12. One County Office of Education or a School District Representative

Eight (8) Appointed Members (appointed by the Board of Supervisors):

13. Four (4) at-large community members, residing or working within the County
14. Two (2) at-large non-profit community-based organization representatives
15. Two (2) at-large youth members, ages 14 through 25, residing or working within the County.

B. Terms of Office:

1. *Ex Officio Members:* Ex Officio members shall serve during their terms of office. Notification of changes to Ex-Officio Membership must be confirmed in writing by the Ex-Officio member to the Probation Chief, and received prior to publication of the public agenda, in order for new Ex-Officio members to serve in an active role in JJCC or subcommittee meeting capacity.
2. *Members Appointed by the Board of Supervisors:* Members appointed by the Board of Supervisors shall serve a term of two years. Terms shall commence on fixed dates of either July 31, or December 31.

C. Resignation: Any appointed member may resign by giving written notice to the Clerk of the Board of Supervisors.

D. Vacancies: The Council shall comply with the system for new appointments, resignations, and replacements for Appointed Members as specified by the Contra Costa County Board of Supervisors. Whenever an unscheduled vacancy occurs, the Board of Supervisors will fill the vacancy pursuant to Government Code section 54974. The term for the incoming member will be to fill the vacancy for the remainder of the original term.

E. Absences:

1. *Ex-Officio Members:* Members of the Council who have three (3) consecutive absences from the scheduled meetings or who have not fulfilled their duties for a three-month period may be reported to the respective department head.
2. *Members Appointed by the Board of Supervisors:* Members of the Council who have three (3) consecutive absences from the scheduled meetings or who have not fulfilled their duties for a three-month period may be declared inactive by Council. This inactive seat may be declared vacant and filled by the Board of Supervisors.

F. Alternates: A member of the Council may be represented by an alternate selected to attend from the same agency/organization if the Council member is not able to attend. Alternates for Community and Youth Representatives may be appointed by the Board of Supervisors.

1. Alternates attending JJCC or JJCC subcommittee meetings on behalf of a councilmember have the rights and responsibilities of the councilmember during the course of the meeting.
2. When fulfilling the councilmember alternate role, alternates may only act as an alternate subcommittee member, and not also as a member of the public or other type of representative.

G. Training Requirements:

1. Members and alternates must view the following training videos within 90 days of appointment:
 - Brown Act and Better Government Ordinance Training Video; and
 - Ethics Training
 - **Implicit Bias Training**
2. Members and alternates must complete "Training Certification for Members of a County Advisory Body."
3. Members and alternates must attend any future trainings deemed necessary by the Council, or required by law.
4. Certification/proof of completion must be submitted to the Chief of Probation's Executive Secretary once completed.

Article III- Structure

- A. Officers: In accordance with State law, the Chief Probation Officer shall serve as the Chair of the Council. The Chief Probation Officer may appoint an alternate to serve as the Chair in his/her absence.
- B. Subcommittees: The Council may establish subcommittees, as follows, on either a permanent (standing) or temporary (ad hoc) basis to address specific issues or concerns:
1. Subcommittees must be established via a simple majority vote.
 2. Subcommittees may only be composed of Council members except as otherwise specified by statute or county ordinance.
 3. Subcommittees are limited to no more than nine (9) members so as not to exceed a majority of the Council.
 4. Subcommittees must report back to the Council at the Council's regularly scheduled meetings.
 5. Subcommittee decisions shall be made by vote and governed by voting and quorum rules set forth in these Bylaws. Decisions and voting tallies will be recorded in the meeting summary report.
 6. Subcommittees shall not engage in activities that are not within the purpose and responsibilities outlined in these Bylaws and statutory requirements.
 7. Subcommittees may recommend policies and decisions falling within their scope of authority to the full Council for approval; however, subcommittees have no authority to establish policy, make decisions, or hold non-public meetings.
 8. For each regularly scheduled subcommittee meeting, subcommittee members shall confirm whether they will be attending the subcommittee meeting at least two (2) business days before the meeting is scheduled to take place. Regularly scheduled subcommittee meetings will only be held if a sufficient number of subcommittee members to establish a quorum confirm their attendance at least two (2) business days in advance of the meeting.
 9. If a quorum cannot be established for two (2) consecutive subcommittee meetings—whether because an insufficient number of subcommittee members fail to confirm their attendance in advance of a scheduled meeting, or otherwise—the validity of maintaining the subcommittee will be placed on the next agenda for the full Council.
 10. Each subcommittee will function with a subcommittee chair(s). Subcommittee chairs will be elected by their respective subcommittee.
 11. Subcommittee chairs, or their designees, are expected to devote four (4) to eight (8) hours to subcommittee work each month in which a subcommittee meeting is scheduled. Such work shall include, but is not limited to, the following: participating in preparation meetings; creating, editing and/or reviewing meeting materials; developing agendas; convening necessary working groups; and ensuring compliance with the Bylaws of the Council.
 12. Subcommittee members, including subcommittee chairs, who are absent from two (2) consecutive subcommittee meetings may be replaced or removed from the subcommittee by a majority vote of the subcommittee.

Article IV- Meetings

- A. Regular Meetings: Regular meetings of the Council and other standing committees shall be held at least quarterly based on a schedule adopted by the Council and that schedule may be changed or augmented as needed. In addition, regularly scheduled meetings may be canceled by a majority vote of the Council, or by the Chair, for lack of business or a quorum.
- B. Special Meetings: Special meetings of the Council or any other committees may be called by the Chair at any time. Such meetings shall be called in accordance with the provisions of the Brown Act and the Contra Costa County Better Government Ordinance regarding member and public notice.

- C. Quorum: A quorum of the Council shall be a majority of the total number of authorized positions on the Council, not a majority of the total number of filled positions on the Council. Likewise, a quorum of a subcommittee shall be a majority of the total number of authorized positions on the applicable subcommittee, not a majority of the total number of filled positions on the applicable subcommittee.
- D. Voting: Each member of the Council, or subcommittee, has one vote and a majority vote of the members present is needed to pass a motion. Should there not be sufficient authorized members, or their alternates, present to constitute a quorum there can be no action on that matter.
- E. Conflict of Interest: As a general rule, no member shall participate as a member in any discussion or voting if doing so would constitute a conflict of interest
- F. Meeting Procedure: The Chair will preside at all meetings and proceed with the business of the Council in a manner prescribed in these bylaws. The Chair will also decide questions of parliamentary procedure as needed.
- G. Order of Business: The regular order of business of the Council or any other standing committee shall be:
 - 1. Call to order
 - 2. Public comment on non-agenized items
 - 3. Approve Record of Action from prior meeting
 - 4. Consideration and action on agenda items
 - 5. Adjournment
- H. Public Access: All meetings of the Council and any other standing committees shall be open and accessible to the general public in accordance with the Ralph M. Brown Act and the Contra Costa County Better Government Ordinance. Opportunity for public comment will be included in each agenda item, and the Council may adopt in advance rules for public comment.

Article V - Administration

The Council shall obtain staff support from the Probation Department. The staff will be responsible for the compilation and distribution of Council and committee meeting notices and agendas. All records shall be maintained by appropriate staff.

Members of the Council shall serve without compensation and shall not receive reimbursement for any expenses incurred while conducting official business.

Article VI - Changes to Bylaws

The provisions of these Bylaws may be altered, amended or repealed by the Council, within the limitations imposed by the Brown Act, the Contra Costa County Better Government Ordinance and the policies of the Contra Costa County Board of Supervisors. No such alteration, amendment or repeal shall be effective unless and until the change has been approved by the Board of Supervisors.