

EIGHTH JUDICIAL DISTRICT CRIMINAL JUSTICE COORDINATING COUNCIL BYLAWS

Article I: Name

The name of this Council shall be the Eighth Judicial District Criminal Justice Coordinating Council and it will be referred to as the Council in the following bylaws.

Article II: Authority

The Council is created under the *Memorandum of Understanding Creating a Criminal Justice Coordinating Council*, dated effective January 30, 2020 and pursuant to 31-28-1 through 31-28-6 NMSA 1978 (2019).

Article III: Purpose and Mission

Section A. Mission

The Council is to serve as the forum concerning the law, the legal system, and the administration of justice, which includes identifying issues and their solutions, proposing actions, and facilitating cooperation that will enhance public safety and reduce crime in Taos County, advance the fair and timely disposition of cases, maximize the efficient use of criminal justice resources, and ensure justice and improved outcomes for those accused of crimes and the victims of crimes.

Section B. Statutory Duties

The Council will identify criminal justice problems; develop data-driven policies and evidence-based best practices designed to improve public safety outcomes, cost effective responses to crime and fair and efficient adjudication processes; facilitate criminal justice information sharing; and develop data sharing agreements and methods.

Article IV: Members

Section A: Council Bifurcation

The Eighth Judicial District Criminal Justice Coordinating Council will be bifurcated into a Taos Council and a Colfax/Union Council.

Section B: Membership by Position

There are seventeen (17) members of the Taos Council who are members due to the positions they hold with their respective entity. Initially, there will be five (5) members of Union and Colfax Counties, and the Colfax/Union Council maintains authority to add or eliminate its members as necessary. Members will serve on the Council for as long as they occupy the position entitling them to membership. Upon a new individual entering one of these positions, that member will be provided with an orientation packet and will be asked

to sign a commitment to undertake the duties and privileges of membership in the Council.

Taos Council

1. Taos Judicial District Court
2. Eighth Judicial District Attorney (Taos)
3. Eighth Judicial District Managing Public Defender (Taos)
4. Taos County Magistrate Court (Taos)
5. Taos County Adult Detention Center (Taos)
6. Town of Taos Police Chief (Taos)
7. Taos County Sheriff (Taos)
8. Taos Adult Probation and Parole (Taos)
9. Taos County (Taos)
10. Health Care Assistance Program (Taos)
11. Taos Behavioral Health (Taos)
12. Rio Grande ATP (Taos)
13. Juvenile Probation and Parole (Taos)
14. CAV (Taos)
15. Taos Municipal Court (Taos)
16. Taos Pueblo Tribal Court (Taos)
17. Taos E911 (Taos)

Colfax and Union Council

1. Colfax County District Court (Colfax)
2. Colfax County Magistrate Court (Colfax)
3. Union County Magistrate Court (Union)
4. Colfax County Sheriff (Colfax)
5. Union County Sheriff (Union)

Section C: Designees/Proxies

The executive officer or chief of each member agency shall make every effort to participate personally in the Council. If it becomes necessary for a member to designate an alternate to participate permanently in the Council or in a particular Council meeting, every effort shall be made by that member to give decision making authority to that individual, provided that adequate notice of the issues to be discussed at that meeting has been afforded. Distribution of the meeting agenda in accordance with these by-laws shall be deemed adequate notice.

Section D: New Members

Adding a new member is at the discretion of the existing members with a majority resolution.

Section E: Member Duties

It shall be each Member's responsibility to:

- A. Attend and actively participate in a minimum of four (4) meetings per calendar year. Members from Taos are not required to attend the meetings in Colfax and Union Counties, and Colfax and Union County members are not required to attend meetings in Taos. In addition to the four (4) regular meetings per council, the Executive Committees of the Taos and Colfax/Union Councils will meet with one another two (2) times per year.
- B. Bring forward issues or strategies for discussion and consideration;
- C. Collaborate with other members on improvements to the system;
- D. Serve on committees when appointed;
- E. Be informed on matters coming before the Council, including elections;
- F. Communicate changes in agency policies or procedures that may impact the system; and
- G. Participate in the implementation and assessment of strategies or programs as approved by the Council.

Article V: Meetings

Section A: Regular Meetings

The CJCC will meet ten (10) times per year, four (4) times in Taos, four (4) times in Colfax and Union Counties, and two (2) meetings that will be conducted by the Executive Committees of Taos and Colfax/Union County Councils. The CJCC shall meet the fourth Thursday of each month at 8:30AM at the pertinent County Courthouse, unless a different time and location is designated by the Chair. Members will be notified of the agenda and supplemental information five (5) working days prior to a regular meeting. Meeting agenda shall be made available no less than seventy-two (72) hours prior to a regular meeting. Nothing herein shall prevent the Council from meeting quarterly.

Section B: Quorum

A simple majority of the members of the Council constitutes a quorum for the transaction of business and voting. No votes will be taken in the absence of a quorum. A quorum is not required for committee meetings. A bifurcated quorum will be in effect for meetings held in Taos and meetings held in Colfax and Union Counties. A quorum at the four (4) yearly Taos meetings will be five (5) Taos members, and a quorum for the four (4) Colfax and Union meetings is three (3) members. The remaining three members are members of all counties, so they are not counted for quorum unless they are in attendance at a given meeting. The two (2) combined meetings will require (8) members to make a quorum.

Section C: Convening Special Meetings

The Chair of the Council may convene a special meeting or a special meeting will be called upon the written request of five (5) Council members. Written notice must be served at least three business days in advance. Only items included in the written notice may be discussed or considered at the meeting.

Section D: Minutes

A record shall be kept of the official actions of the Council in the form of meeting minutes. Within 10 business days after any meeting Minutes will be distributed to all members and made available on the Eighth Judicial District's website. If no objection is made to the minutes at that next meeting, the minutes will be deemed approved.

Section E: Cancellation and Rescheduling of General Meeting

A majority of the Executive Committee may cancel or reschedule a general meeting. Members will be notified by the most expedient means available.

Section F: Electronic Meetings

Videoconferences, teleconferences, online conferences or other such electronic methods may be utilized for the conduct of any meeting of the Council or a committee.

Section G: Voting

Once a quorum has been established, decisions shall be made by a simple majority vote of the voting members present for any meeting of the Council. Decisions and recommendations of committees must be brought to the Council for ratification. A member may designate a proxy to a designee from his or her organization. Any ties in voting will be resolved by a vote of the District Court Judge for that Council.

Section H: Staff Support

Staff support will be provided by the Eighth Judicial District Court and the County of Taos. To provide such support, the Court and the County shall each designate one or more staff members who are employees or contractors of either of the entities. Support staff shall assist by:

- Working with the Chair to set agendas for meetings;
- Keep schedules and take minutes of meetings;
- Prepare and maintain statements of Council goals and objectives;
- Maintain membership rosters of the Council and subcommittees;
- Create and maintain a new member orientation packet;
- Maintain files of any documents deemed important to the Council;
- Develop and maintain Council Bylaws;
- Attend Council meetings;
- Participate in all committee meetings, facilitating as necessary;

- Conduct and manage research and prepare reports or other information in response to the interests and established plan of the Council;
- Implement data collection and analysis efforts to inform Council decisions;
- Research best practices and other technical assistance to assist in developing local strategies;
- Oversee implementation of Council initiatives including scheduling and facilitating of individual or small group meetings, developing work plans, identifying potential resources, preparing implementation documents, and other tasks related to the Council initiatives;
- Project manage initiatives or tasks as delegated by the Chair or committees; and
- Provide other support as needed for the implementation of the strategic plan priorities.

Section I: Annual Planning Meeting

The Council shall convene annually in January (or any other time designated by the Council) to review and assess the Council's current initiatives, modify the initiatives when appropriate, and begin initiatives consistent with the Council's goals.

Article VI: Officers

The Executive Committee members of the Taos Council and Union/Colfax Council are one Chair (or co-chairs), Vice Chair, Secretary, and Treasurer each for both Taos County and Union/Colfax Counties. The initial chair shall be the Chief Judge of the Eighth Judicial District Court. Officers shall be elected by members of the Council for a two-year term at their January meeting in every even year. The initial election shall be at the January 2020 meeting, unless the council agrees on a different date.

Section A: Duties

The Chair will:

- Preside at and facilitate all meetings of the Council;
- Establish and appoint committees, work groups or task forces as deemed necessary by the Chair or Council;
- Serve in an *ex officio* capacity on all committees, work groups or task forces;
- Sign all official actions and/or resolutions;
- Work with staff to set and distribute agendas of Council meeting. The Chair shall include all agenda items requested by any member.

The Vice Chair will:

- Perform all the duties of the office of Chair in the event of the Chair's absence or inability to serve;
- Be responsible for creating and signing the official minutes of the Council meetings;
- Perform such other duties as may be delegated by the Chair.

Section B: Co-Chairs

Alternatively, members may elect two Co-Chairs who will share the functions of the Chair and Vice Chair.

Section C: Other Officers

At the election of the Council, there shall be a Council Secretary and Council Treasurer. Election of these positions shall follow the same protocol as Chair and Vice-Chair positions under this Article.

Section D: Removal of an Officer

Removal of an officer shall require a simple majority vote of the members of either the Taos or Colfax/Union council's voting members, depending on which council the member is being removed.

Article VII: Committees

Section A: Executive Committee

To expedite and facilitate the business of the Council and the orderly and efficient consideration of matters coming before it a standing Executive Committee shall be created.

Purpose: The Executive Committee is to provide administrative support in the planning and implementation of the Council goals by:

- A. Planning the agenda and logistics of the Council meetings;
- B. Assisting the Chairperson in planning meetings, including the annual planning meeting; and
- C. Reviewing and making recommendations regarding other matters delegated to it by the Council.

Membership of Executive Committee: Chairperson, Vice Chairperson, and staff members from the County described in Article V Section H above.

Meetings: The Executive Committee shall meet regularly at such times and locations as it decides are appropriate, but not less than quarterly. The Executive Committee will facilitate Council matters and will not conduct votes. Any issues that cannot be resolved by the Executive Committee shall be deferred to the Chief Judge of the Eighth Judicial District.

Section B: Other Committees

The Council shall have committees, working groups, or task forces as deemed necessary by the Council. Members of committees need not be members of the Council. The chairs and membership of such committees, working groups or task forces will be appointed by the Chair. These committees *may* include but are not limited to:

- o County Jail
- o Pre-Trial Services
- o Juvenile Justice
- o Victim Services

- o Provider Committees
- o Data Collection and review
- o Other committees as determined by the Council.

Section C: Committee Powers and Duties

It shall be a subcommittee's responsibility to:

- A. Establish a meeting structure;
- B. Hold regular meetings;
- C. Set the agenda for meetings;
- D. Address the goals and objectives of the committee;
- E. Ask for participation from other members or groups as needed;
- F. Report committee activities, progress, outcomes, and issues to the Council; and
- G. Recommend resolutions or actions to the Council.

Article VIII: Open Meetings

Council meetings shall be subject to the Open Meetings Act ("OMA") and shall comply with the provisions of that Act. The Council Subcommittee meetings shall not be subject to OMA unless the subcommittee acts in a manner that subjects them to OMA.

Section A: OMA Resolution

The Council shall approve an OMA Resolution within the first quarter of every calendar.

Article IX: Amendment of Bylaws

These bylaws may be amended at any general meeting provided that the membership is given notice of any amendments no less than twenty (20) days prior to the meeting at which they are expected to vote on such amendment. Adoption of amendments must be by a two-thirds or greater vote of the Council membership.

Approved and adopted by resolution of the Council on January 30, 2020.

Signed:  _____

Jeffery A. Shannon, District Court Judge of the Eighth Judicial District Courts