

**BYLAWS OF THE
CONTRA COSTA COUNTY
JUVENILE JUSTICE COMMISSION**

ARTICLE I NAME AND PURPOSE

- Section 1.1 The name of the commission shall be the Contra Costa County Juvenile Justice Commission.
- Section 1.2 It is the purpose of this Commission to serve as a public conscience in the interest of justice for children and youth as more fully set forth in these Bylaws and Policies and Procedures as developed and amended from time to time.

ARTICLE II MEMBERSHIP

- Section 2.1 The Presiding Judge of the Superior Court, with the concurrence of the Presiding Juvenile Court Judge, appoints individual citizens to the Juvenile Justice Commission.
- Section 2.2 Juvenile Justice Commissioners and Delinquency Prevention Commissioners automatically serve on both bodies by virtue of their appointment.
- Section 2.3 Commissioner terms are four years and may be renewed.
- Section 2.4 Individuals employed by the Contra Costa County Probation Department may not be members of the Juvenile Justice Commission. Employees of other County departments may be considered for membership on a case-by-case basis.
- Section 2.5 The Commission shall consist of a minimum of seven to a maximum of fifteen members. Two positions shall be reserved for youth between the ages of 14 and 21.
- Section 2.6 Appointments to the Commission shall be made from residents of Contra Costa County from all geographic areas and represent the ethnic diversity of the County.
- Section 2.7 Select individuals may be nominated by a Commissioner to one of the two non-voting following types of membership: *Emeritus Commissioner*, or *Advisor to the Commission*. Individuals, once nominated, shall be accepted via majority vote of Commission. Individuals need not be a resident of Contra Costa County at the time or appointment or during their service.
- Section 2.8 Commissioners wishing to resign their commission shall tender their resignation to the Chairperson of the Commission in writing per Commission Policies and Procedures. A resignation from the Juvenile Justice Commission is considered a resignation from the Delinquency Prevention Commission.
- Section 2.9 Commissioners are expected to attend all meetings of the Commission. If a member finds it impossible to attend a regular Commission meeting they shall timely notify the Commission Chairperson via phone or email per Commission Policies and Procedures. The Commission Chairperson will determine if the absence is excusable. If a Commissioner is unable to attend a subcommittee

meeting, inspection, or hearing the Commissioner shall notify the Commissioner in charge of the event of their expected absence.

- Section 2.10 For good cause, a leave of absence may be granted to a Commissioner at the discretion of the Chairperson of the Commission after consultation with the Chairperson of the Membership Subcommittee.
- Section 2.11 If a Commissioner has non-excused absences from two consecutive meetings, his/her status may be reviewed by the Membership Subcommittee, or the Commission as a whole.
- Section 2.12 If a Commissioner misses three of the regular meetings during any 12 month period, the Membership Subcommittee shall request a review of his/her status and may recommend that a replacement be appointed subject to a majority vote of the Commission.
- Section 2.13 Commissioners may be removed from their position upon a finding of good cause by the Presiding Judge of the Superior Court with the concurrence of the Presiding Juvenile Court Judge.
- Section 2.14 When a vacancy occurs for any reason, other than the expiration of a term of office, the appointee filling said vacancy shall hold office for the unexpired term of his/her predecessor.

ARTICLE III DUTIES

- Section 3.1 In order to assist in meeting its responsibilities under the Welfare and Institutions Code the Commission shall:
- (a) Conduct annual inspections of County juvenile justice facilities and jails that confine minors for more than 24 hours, conduct inspections of group home every two years, and conduct any other inspections as the Presiding Judge of the Juvenile Court may delegate or direct. Commissioners shall provide written documentation of such per Commission's Policies and Procedures.
 - (b) Receive notifications by the Chief Probation Officer or his or her designee within 48 hours to the Chairperson of the Commission via written electronic media when any of the following occurs at any institution under the control or supervision of the county Probation Department:
 - (1) Fatalities or near-fatalities (any attempted suicide or homicide where admission to hospital or psychiatric facility is required) to a person in custody or any staff member while in performance of their duties.
 - (2) Criminal conduct by a Probation Department employee, contractor, or caretaker that relates to the custody of minors.
 - (3) Serious acts of violence between youth, including riots, sexual assault, aggravated battery, assault with a deadly weapon, mayhem, or other acts where serious bodily harm occurs.
 - (4) Other high profile incidents likely to generate substantial public interest or litigation such as fires, evacuations, public health risks, or escapes.In addition to the forgoing, whenever a notification under this section is triggered the Chief Probation Officer or his or her designee shall provide timely, regular, and ongoing communication of any significant developments related to the issue to the Chairperson until the matter is resolved.
 - (c) Observe dependency and juvenile delinquency sessions in Juvenile Court

Section 3.2 Additional duties may include, but not be limited to, being a liaison with groups sharing Commission concerns, active participation on study and project committees, testimony before the Board of Supervisors and State legislative committees, sharing relevant information with one another, all while adhering to any and all the Commission's Policies and Procedures.

Section 3.3 Non-voting members (*i.e.*, Emeritus Commissioners or Advisors to the Commission) may attend meetings, as possible, and may be required to perform other duties dependent on the needs of the Commission, and may serve on any Internal or External Subcommittee unless such membership presents a conflict of interest as limited by these bylaws. Their appointment to such Subcommittees shall be by majority vote of the Commission.

Section 3.4 The Commission may propose, endorse, or oppose state legislative or administrative proposals or any other legislation that would have an impact upon the administration of juvenile court law in Contra Costa County. Any such activity or positions shall be done through majority vote of the commission after time for due consideration consistent with the Bylaws related to the placement of items on the agenda. Communication of such positions must be done following the mechanisms prescribed by the Bylaws related to Reports and Media Relations.

ARTICLE IV OFFICERS

Section 4.1 Except as described in these Bylaws, the duties of the officers shall be the usual duties of such officers as provided in Robert's Rules of Order. The Vice Chairperson shall perform such other duties as may be assigned by the Chairperson unless the Commission elects by majority vote to have Co-Chairpersons in which case both will have co-equal powers and there shall be no Vice Chairperson for that term of office.

Section 4.2 The Chairperson shall be responsible to prepare an agenda.

Section 4.3 The Treasurer shall monitor the funds reserved for the Juvenile Justice Commission, held by the Probation Department, and shall report to the Commission the amount of funds available for the Commission's activities.

Section 4.4 The Chairperson shall keep the Presiding Juvenile Court Judge informed of the membership status of the Commissioners and vacancies and shall make known the Commission's recommendations for appointments.

ARTICLE V ELECTION OF OFFICERS

Section 5.1 Officers shall be elected by a majority vote of the membership. Election as an officer of the Juvenile Justice Commission confers the same office and all its authorities and responsibilities on the Delinquency Prevention Commission.

Section 5.2 At each regular April meeting the Commission shall hold an election for Chairperson-Elect. The Chairperson-Elect shall assume the office of Chairperson on July 1st.

Section 5.3 At each regular April meeting the Commission shall elect a Vice Chairperson, except that the Commission may, at its discretion, sequentially elect two of its members to

serve as Co-Chairpersons. In the event of such a designation, the position of Vice Chairperson shall not be filled though the statutory role of Vice Chairperson shall repose in the Co-Chairperson whose election is subsequent to the other.

Section 5.4 At each regular April meeting the Commission shall elect a Treasurer. The Chairperson and the Treasurer shall assume office on July 1st.

Section 5.5 The Commissioners shall nominate a Commissioner to fill any vacancy by an officer occurring between elections at the first regular meeting following notice of that vacancy and an election shall be held to fill that vacancy at the following regular meeting.

Section 5.6 No Commissioner shall serve as an officer for more than two consecutive years in the same position.

ARTICLE VI COMMITTEES AND SUBCOMMITTEES

Section 6.1 The Standing Committees shall be the Internal Committee and the External Committee. Each Committee may be comprised of one or more Subcommittees with a focus consistent with their primary area of responsibility. Subcommittees shall meet as necessary to conduct their business.

Section 6.2 Subcommittees shall be agreed upon at each regular April meeting. The Chairperson, with the concurrence of the nominated Commissioner, shall designate Subcommittee Chairpersons who shall serve a renewable term of one year beginning July 1. Subcommittee Chairperson vacancies may be filled by the Chairperson at any time during the year with concurrence of the Commission.

Section 6.3 Each Subcommittee shall develop annual goals and specific objectives in support of the Commission's overall annual goals. Chairpersons of Subcommittees shall present these goals and objectives for discussion and agreement at the June meeting.

Section 6.4 Subcommittee Chairpersons are responsible for contacting the Commission Chairperson to place items on the Commission's agenda.

Section 6.5 Special Subcommittees may be formed as needed and will generally have a single focus for a short term or will be involved with a specific single goal or event as directed by Commission. The continued need of any such Special Subcommittees shall be reviewed at the June meeting each year.

ARTICLE VII COMMISSION MEETINGS

Section 7.1 The Commission shall meet a minimum of 10 times each year.

Section 7.2 Meetings shall be held on a regularly scheduled date and time of the month, as established by the Commission.

Section 7.3 A simple majority of the existing members shall constitute a quorum. No voting shall occur without a quorum present.

Section 7.4 Parliamentary authority for Commission meetings shall be the rules contained in the current edition of Robert's Rules of Order and they shall govern in all cases applicable and in which they are not inconsistent with these Bylaws.

- Section 7.5 Special meetings may be called by the Chairperson or by two or more Commissioners.
- Section 7.6 Written notice of all regular Commission meetings shall be communicated to the members ten or more days prior to the meeting.
- Section 7.7 Notice of a special Commission meeting shall be publicly posted and provided to the Commissioners at least 24 hours prior to that special meeting.
- Section 7.8 Regular meetings of the Juvenile Justice Commission shall be open to the public. Special meetings of the Commission may or may not be open to the public. Since the Commission is adjunct to the judicial branch of government, it is therefore not subject to the open meeting requirements of the Ralph M. Brown Act (California Government Code Sections 54950 *et seq.*). The Chairperson of the Commission may close any regular or special meeting to the public as deemed necessary and appropriate.
- Section 7.9 Requests from non-Commissioners to discuss a matter at a Commission’s meeting shall be in writing and shall state the subject to be discussed. The request should be received 7 or more days prior to the meeting date to be placed on the agenda by the Chairperson.
- Section 7.10 Discussion may occur and action may be taken on items not on the posted agenda only where, prior to the discussion or action:
- (a) The majority of the members present vote and find that an emergency exists which severely impairs the public health and safety; or,
 - (b) Upon a two-thirds vote of the members present that the need to take action arose subsequent to the posting of the agenda; or,
 - (c) The item was posted for a prior meeting, but action on the item was continued to the present meeting, which is not more than five calendar days after the meeting for which the item was posted.
- A member of the public may address an item not on the agenda provided that no response, discussion, or action on that item occurs except as set forth above in (a),(b), or (c) .
- Section 7.11 Commission members who wish to place an item on the agenda shall notify the Chairperson at least 7 days prior to the meeting or as early as possible for emergency items.

ARTICLE XIII HEARINGS

- Section 8.1 The Commission may hold hearings in order to carry out their responsibilities as provided in the California Welfare and Institutions Code.
- Section 8.2 Written requests from a youth’s parent or guardian or an oral petition concerning a youth’s welfare may be presented at a meeting of the Juvenile Justice Commission in closed session.
- Section 8.3 Hearings will be held by a panel of Commissioners on the call of the Chairperson or two or more Commissioners.

ARTICLE IX REPORTS AND MEDIA RELATIONS

- Section 9.1 The Chairperson is solely authorized to communicate policy positions previously adopted by the Commission in the form of testimony, reports, *et al.*
- Section 9.2 The Chairperson may delegate this responsibility to other Commissioners in specific circumstances.
- Section 9.3 Reports previously approved by the Commission or statements of Commission positions before appropriate hearings may be made at the discretion of the Chairperson.
- Section 9.4 The Chairperson must approve the attendance by any Commissioner on behalf of the Commission before any other group, and the subject matter of all presentations made before any other group on behalf of the Commission shall be approved by a majority vote of the Commission.
- Section 9.5 The Chairperson or other person designated by the Commission to serve as a liaison shall be the official contact person with public agencies, such as county Departments of Health, Social Service, Probation, Education, and the Board of Supervisors, and shall timely notify the Commission of any matter requiring its attention.
- Section 9.6 Any Commissioner desiring information from a County Department shall contact the Chairperson who will describe the procedure.

ARTICLE X ANNUAL REPORTS

- Section 10.1 The Juvenile Justice Commission annual report shall be prepared no later than 90 days following the end of the fiscal year.
- Section 10.2 The annual reports shall be sent to the Corrections Standards Authority, the Superior Court Presiding Judge, the Presiding Juvenile Court Judge, the Chief Probation Officer, the Director of the Employment and Human Services Department, and other persons or institutions as determined by the Commission.
- Section 10.3 The Chairperson shall present each report to the Board of Supervisors orally as soon as possible after completion of the report.

ARTICLE XI EXPENSES

- Section 11.1 Commissioners shall be reimbursed for the actual and necessary expenses incurred in the performance of their duties.
- Section 11.2 Routine expenses are to be submitted to the Chairperson on the appropriate county form.
- Section 11.3 Non-routine expenses (by way of example, out-of-county trips, overnight conferences, any conference with a registration fee) must be approved by the Chairperson and must receive prior authorization by appropriate County personnel.

ARTICLE XII REVISIONS TO BYLAWS

- Section 12.1 These Bylaws shall be revised from time to time as necessary and appropriate.
- Section 12.2 An annual review shall be made prior to each regular July meeting.
- Section 12.3 The Bylaws may be revised by a majority vote of the Commissioners present at any other regular meeting provided the changes proposed have been sent out with the agenda and Commissioners have had adequate opportunity for reflection and discussion.
- Section 12.4 Any proposed change shall be introduced at a regular meeting, and may be adopted at the following regular meeting.
- Section 12.5 These restated Bylaws were adopted on July 18, 2011, and supersedes the January 8, 2001, Policies and Procedures.
- Section 12.6 These Bylaws were amended to add the provisions relating to the Treasurer on October 21, 2002.
- Section 12.7 These Bylaws were amended to add the provision relating to the election of co-chairs on December 17, 2012.
- Section 12.8 These Bylaws were amended to add the provision relating to addition of non-voting members (Emeritus and Advisory members) on January 27, 2014.
- Section 12.9 These Bylaws were amended to add provisions related to youth welfare hearings, critical incident reporting, clarifying roles of subcommittees, re-sequencing the order, bifurcating the Bylaws of the Juvenile Justice Commission and the Delinquency Prevention Commission, among other technical changes on July 21, and again on September 15, 2014, to incorporate minor technical drafting changes as suggested by the Presiding Judge of the Juvenile Court.

**BYLAWS OF THE
CONTRA COSTA COUNTY
DELINQUENCY PREVENTION COMMISSION**

ARTICLE I NAME AND PURPOSE

- Section 1.1 The name of the commission shall be the Contra Costa County Delinquency Prevention Commission.
- Section 1.2 It is the purpose of this Commission to serve as a public conscience in the interest of justice for children and youth as more fully set forth in these Bylaws and Policies and Procedures as developed and amended from time to time.

ARTICLE II MEMBERSHIP

- Section 2.1 The Presiding Judge of the Superior Court, with the concurrence of the Presiding Juvenile Court Judge, appoints individual citizens to the Delinquency Prevention Commission.
- Section 2.2 Juvenile Justice Commissioners and Delinquency Prevention Commissioners automatically serve on both bodies by virtue of their appointment.
- Section 2.3 Commissioner terms are four years and may be renewed.
- Section 2.4 Individuals employed by the Contra Costa County Probation Department may not be members of the Delinquency Prevention Commission. Employees of other County departments may be considered for membership on a case-by-case basis.
- Section 2.5 The Commission shall consist of a minimum of seven to a maximum of fifteen members. Two positions shall be reserved for youth between the ages of 14 and 21.
- Section 2.6 Appointments to the Commission shall be made from residents of Contra Costa County from all geographic areas and represent the ethnic diversity of the County.
- Section 2.7 Select individuals may be nominated by a Commissioner to one of the two non-voting following types of membership: *Emeritus Commissioner*, or *Advisor to the Commission*. Individuals, once nominated, shall be accepted via majority vote of Commission. Individuals need not be a resident of Contra Costa County at the time or appointment or during their service.
- Section 2.8 Commissioners wishing to resign their commission shall tender their resignation to the Chairperson of the Commission in writing per Commission Policies and Procedures. A resignation from the Delinquency Prevention Commission is considered a resignation from the Delinquency Prevention Commission.
- Section 2.9 Commissioners are expected to attend all meetings of the Commission. If a member finds it impossible to attend a regular Commission meeting they shall timely notify the Commission Chairperson via phone or email per Commission Policies and Procedures. The Commission Chairperson will determine if the absence is excusable. If a Commissioner is unable to attend a subcommittee

meeting, inspection, or hearing the Commissioner shall notify the Commissioner in charge of the event of their expected absence.

- Section 2.10 For good cause, a leave of absence may be granted to a Commissioner at the discretion of the Chairperson of the Commission after consultation with the Chairperson of the Membership Subcommittee.
- Section 2.11 If a Commissioner has non-excused absences from two consecutive meetings, his/her status may be reviewed by the Membership Subcommittee, or the Commission as a whole.
- Section 2.12 If a Commissioner misses three of the regular meetings during any 12 month period, the Membership Subcommittee shall request a review of his/her status and may recommend that a replacement be appointed subject to a majority vote of the Commission.
- Section 2.13 Commissioners may be removed from their position upon a finding of good cause by the Presiding Judge of the Superior Court with the concurrence of the Presiding Juvenile Court Judge.
- Section 2.14 When a vacancy occurs for any reason, other than the expiration of a term of office, the appointee filling said vacancy shall hold office for the unexpired term of his/her predecessor.

ARTICLE III DUTIES

- Section 3.1 In order to assist in meeting its responsibilities under the Welfare and Institutions Code the Commission shall:
- (a) Conduct annual inspections of County juvenile justice facilities and jails that confine minors for more than 24 hours, conduct inspections of group home every two years, and conduct any other inspections as the Presiding Judge of the Juvenile Court may delegate or direct. Commissioners shall provide written documentation of such per Commission's Policies and Procedures.
 - (b) Receive notifications by the Chief Probation Officer or his or her designee within 48 hours to the Chairperson of the Commission via written electronic media when any of the following occurs at any institution under the control or supervision of the county Probation Department:
 - (1) Fatalities or near-fatalities (any attempted suicide or homicide where admission to hospital or psychiatric facility is required) to a person in custody or any staff member while in performance of their duties.
 - (2) Criminal conduct by a Probation Department employee, contractor, or caretaker that relates to the custody of minors.
 - (3) Serious acts of violence between youth, including riots, sexual assault, aggravated battery, assault with a deadly weapon, mayhem, or other acts where serious bodily harm occurs.
 - (4) Other high profile incidents likely to generate substantial public interest or litigation such as fires, evacuations, public health risks, or escapes.
- In addition to the forgoing, whenever a notification under this section is triggered the Chief Probation Officer or his or her designee shall provide timely, regular, and ongoing communication of any significant developments related to the issue to the Chairperson until the matter is resolved.
- (c) Observe dependency and juvenile delinquency sessions in Juvenile Court

Section 3.2 Additional duties may include, but not be limited to, being a liaison with groups sharing Commission concerns, active participation on study and project committees, testimony before the Board of Supervisors and State legislative committees, sharing relevant information with one another, all while adhering to any and all the Commission's Policies and Procedures.

Section 3.3 Non-voting members (*i.e.*, Emeritus Commissioners or Advisors to the Commission) may attend meetings, as possible, and may be required to perform other duties dependent on the needs of the Commission, and may serve on any Internal or External Subcommittee unless such membership presents a conflict of interest as limited by these bylaws. Their appointment to such Subcommittees shall be by majority vote of the Commission.

Section 3.4 The Commission may propose, endorse, or oppose state legislative or administrative proposals or any other legislation that would have an impact upon the administration of juvenile court law in Contra Costa County. Any such activity or positions shall be done through majority vote of the commission after time for due consideration consistent with the Bylaws related to the placement of items on the agenda. Communication of such positions must be done following the mechanisms prescribed by the Bylaws related to Reports and Media Relations.

ARTICLE IV OFFICERS

Section 4.1 Except as described in these Bylaws, the duties of the officers shall be the usual duties of such officers as provided in Robert's Rules of Order. The Vice Chairperson shall perform such other duties as may be assigned by the Chairperson unless the Commission elects by majority vote to have Co-Chairpersons in which case both will have co-equal powers and there shall be no Vice Chairperson for that term of office.

Section 4.2 The Chairperson shall be responsible to prepare an agenda and to arrange that it be communicated and posted as indicated in Article VII.

Section 4.3 The Treasurer shall monitor the funds reserved for the Juvenile Justice Commission [Delinquency Prevention Commission], held by the Probation Department, and shall report to the Commission the amount of funds available for the Commission's activities.

Section 4.4 The Chairperson shall keep the Presiding Juvenile Court Judge informed of the membership status of the Commissioners and vacancies and shall make known the Commission's recommendations for appointments.

ARTICLE V ELECTION OF OFFICERS

Section 5.1 Officers shall be elected by a majority vote of the membership. Election as an officer of the Delinquency Prevention Commission confers the same office and all its authorities and responsibilities on the Juvenile Justice Commission.

Section 5.2 At each regular April meeting the Commission shall hold an election for Chairperson-Elect. The Chairperson-Elect shall assume the office of Chairperson on July 1st.

- Section 5.3 At each regular April meeting the Commission shall elect a Vice Chairperson, except that the Commission may, at its discretion, sequentially elect two of its members to serve as Co-Chairpersons. In the event of such a designation, the position of Vice Chairperson shall not be filled though the statutory role of Vice Chairperson shall repose in the Co-Chairperson whose election is subsequent to the other.
- Section 5.4 At each regular April meeting the Commission shall elect a Treasurer. The Chairperson and the Treasurer shall assume office on July 1st.
- Section 5.5 The Commissioners shall nominate a Commissioner to fill any vacancy by an officer occurring between elections at the first regular meeting following notice of that vacancy and an election shall be held to fill that vacancy at the following regular meeting.
- Section 5.6 No Commissioner shall serve as an officer for more than two consecutive years in the same position.

ARTICLE VI COMMITTEES AND SUBCOMMITTEES

- Section 6.1 The Standing Committees shall be the Internal Committee and the External Committee. Each Committee may be comprised of one or more Subcommittees with a focus consistent with their primary area of responsibility. Subcommittees shall meet as necessary to conduct their business.
- Section 6.2 Subcommittees shall be agreed upon at each regular April meeting. The Chairperson, with the concurrence of the nominated Commissioner, shall designate Subcommittee Chairpersons who shall serve a renewable term of one year beginning July 1. Subcommittee Chairperson vacancies may be filled by the Chairperson at any time during the year with concurrence of the Commission.
- Section 6.3 Each Subcommittee shall develop annual goals and specific objectives in support of the Commission's overall annual goals. Chairpersons of Subcommittees shall present these goals and objectives for discussion and agreement at the June meeting.
- Section 6.4 Subcommittee Chairpersons are responsible for contacting the Commission Chairperson to place items on the Commission's agenda.
- Section 6.5 Special Subcommittees may be formed as needed and will generally have a single focus for a short term or will be involved with a specific single goal or event as directed by Commission. The continued need of any such Special Subcommittees shall be reviewed at the June meeting each year.

ARTICLE VII COMMISSION MEETINGS

- Section 7.1 The Commission shall meet a minimum of 10 times each year.
- Section 7.2 Meetings shall be held on a regularly scheduled date and time of the month, as established by the Commission.
- Section 7.3 A simple majority of the existing members shall constitute a quorum. No voting shall occur without a quorum present.

- Section 7.4 Parliamentary authority for Commission meetings shall be the rules contained in the current edition of Robert's Rules of Order and they shall govern in all cases applicable and in which they are not inconsistent with these Bylaws.
- Section 7.5 Special meetings may be called by the Chairperson or by two or more Commissioners.
- Section 7.6 Written notice of all regular Commission meetings shall be communicated to the members ten or more days prior to the meeting.
- Section 7.7 Notice of a special Commission meeting shall be publicly posted and provided to the Commissioners at least 24 hours prior to that special meeting.
- Section 7.8 Regular meetings of the Delinquency Prevention Commission shall be open to the public. Special meetings of the Commission may or may not be open to the public. The time, location and agenda of each regularly scheduled meeting of the Commission shall be publicly posted at least 72 hours prior to that meeting.
- Section 7.9 Requests from non-Commissioners to discuss a matter at a Commission's meeting shall be in writing and shall state the subject to be discussed. The request should be received 7 or more days prior to the meeting date to be placed on the agenda by the Chairperson.
- Section 7.10 Discussion may occur and action may be taken on items not on the posted agenda only where, prior to the discussion or action:
- (a) The majority of the members present vote and find that an emergency exists which severely impairs the public health and safety; or,
 - (b) Upon a two-thirds vote of the members present that the need to take action arose subsequent to the posting of the agenda; or,
 - (c) The item was posted for a prior meeting, but action on the item was continued to the present meeting, which is not more than five calendar days after the meeting for which the item was posted.
- A member of the public may address an item not on the agenda provided that no response, discussion, or action on that item occurs except as set forth above in (a),(b), or (c) .
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ARTICLE XIII HEARINGS

- Section 8.1 The Commission may hold hearings in order to carry out their responsibilities as provided in the California Welfare and Institutions Code.
- Section 8.2 Hearings will be held by a panel of Commissioners on the call of the Chairperson or two or more Commissioners.

ARTICLE IX REPORTS AND MEDIA RELATIONS

- Section 9.1 The Chairperson is solely authorized to communicate policy positions previously adopted by the Commission in the form of testimony, reports, *et al.*

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- Section 9.5 The Chairperson or other person designated by the Commission to serve as a liaison shall be the official contact person with public agencies, such as county Departments of Health, Social Service, Probation, Education, and the Board of Supervisors, and shall timely notify the Commission of any matter requiring its attention.
- Section 9.6 Any Commissioner desiring information from a County Department shall contact the Chairperson who will describe the procedure.

ARTICLE X ANNUAL REPORTS

- Section 10.1 The Delinquency Prevention Commission annual report shall be prepared no later than 90 days following the end of the fiscal year.
- Section 10.2 The annual reports shall be sent to the Corrections Standards Authority, the Superior Court Presiding Judge, the Presiding Juvenile Court Judge, the Chief Probation Officer, the Director of the Employment and Human Services Department, and other persons or institutions as determined by the Commission.
- Section 10.3 The Chairperson shall present each report to the Board of Supervisors orally as soon as possible after completion of the report.

ARTICLE XI EXPENSES

- Section 11.1 Commissioners shall be reimbursed for the actual and necessary expenses incurred in the performance of their duties.
- Section 11.2 Routine expenses are to be submitted to the Chairperson on the appropriate county form.
- Section 11.3 Non-routine expenses (by way of example, out-of-county trips, overnight conferences, any conference with a registration fee) must be approved by the Chairperson and must receive prior authorization by appropriate County personnel.

ARTICLE XII REVISIONS TO BYLAWS

- Section 12.1 These Bylaws shall be revised from time to time as necessary and appropriate.
- Section 12.2 An annual review shall be made prior to each regular July meeting.

- Section 12.3 The Bylaws may be revised by a majority vote of the Commissioners present at any other regular meeting provided the changes proposed have been sent out with the agenda and Commissioners have had adequate opportunity for reflection and discussion.
- Section 12.4 Any proposed change shall be introduced at a regular meeting, and may be adopted at the following regular meeting.
- Section 12.5 These restated Bylaws were adopted on July 18, 2011, and supersedes the January 8, 2001, Policies and Procedures.
- Section 12.6 These Bylaws were amended to add the provisions relating to the Treasurer on October 21, 2002.
- Section 12.7 These Bylaws were amended to add the provision relating to the election of co-chairs on December 17, 2012.
- Section 12.8 These Bylaws were amended to add the provision relating to addition of non-voting members (Emeritus and Advisory members) on January 27, 2014.
- Section 12.9 These Bylaws were amended to add provisions related to youth welfare hearings, critical incident reporting, clarifying roles of subcommittees, re-sequencing the order, bifurcating the Bylaws of the Juvenile Justice Commission and the Delinquency Prevention Commission, among other technical changes on July 21, and again on September 15, 2014, to incorporate minor technical drafting changes as suggested by the Presiding Judge of the Juvenile Court.