



# Clark County Criminal Justice Coordinating Council

## Bylaws

### Article I: Name

The name of this Council shall be the Clark County Criminal Justice Coordinating Council, hereinafter referred to as the CJCC or Council, which serves all of Clark County, Nevada.

### Article II: Purpose

The CJCC serves as a collaborative body of representatives from the policymakers, judiciary, law enforcement and stakeholder groups of the criminal justice system in Clark County. It leverages the resources and expertise from participating agencies and departments to address systemic public safety challenges that no one agency can do alone. CJCC members commit themselves to identifying issues and their solutions, proposing actions, and facilitating cooperation that will improve public safety, align resources, and coordinate delivery of justice-related services.

### Article III: Mission

The mission of the CJCC is to discuss and prioritize justice challenges and coordinate resources to address them in the most evidence-based, cost-effective, and equitable way possible to enhance public safety and public trust.

### Article IV: Authority

The CJCC is formed by consensus of criminal justice leaders in Clark County, and it makes recommendations to elected and appointed officials who have the authority to implement such recommendations, as they deem appropriate.

### Article V: Strategic Planning

The CJCC shall create and adopt a Strategic Plan (the Plan) to guide the foundational work of the CJCC. The Plan shall be data guided, evidence-based, and informed by the CJCC membership and community stakeholders. The activities in the Plan shall be measurable, achievable, relevant, and time bound. The three-year Plan shall be adopted by a majority vote of the full membership. The Plan shall be made accessible to the public.

5.1 Community Engagement. The CJCC shall work proactively to educate and inform the public on the progress and challenges with the criminal justice system. The CJCC shall provide opportunities for community member involvement across the continuum. This includes racially, ethnically, and socio-economic diverse communities.

5.2 The CJCC shall maintain a website in support of an open and transparent government.

## Article VI: Membership

- 6.1 Statement of Non-Discrimination. The Committee is an equal opportunity/affirmative action entity. Qualified persons are considered for appointment without regard to race, sex, sexual orientation, gender identity or expression, religion, color, national origin, age, genetic information, or disability, as outlined in Clark County's affirmative action plan.
- 6.2 Full Members. The CJCC shall consist of eighteen full members who serve based on the specific position they hold. Only full members have the right to vote. Any appointee designated as allowable below, must be identified by the full member on or before November 15<sup>th</sup> annually. Full members include the following:
- The Chief Judge or Judicial appointee, of the Eighth Judicial District Court
  - The Chief Judge or Judicial appointee, of the Las Vegas Justice Court
  - The Chief Judge of the Las Vegas Municipal Court
  - The Chief Judge of North Las Vegas
  - The Chief Judge of Henderson Justice Court
  - The Clark County Sheriff, Las Vegas Metropolitan Police Department
  - The Clark County Assistant Sheriff or Undersheriff or Designee, as appointed by the Clark County Sheriff
  - The Clark County District Attorney
  - The Clark County Public Defender
  - The Clark County Manager or Designee
  - The Commander of Parole and Probation, Southern Command, Nevada Department of Public Safety
  - The President of the Nevada Attorneys for Criminal Justice
  - Two Clark County Commissioner, ratified by the Clark County Commission.
  - One Limited Jurisdiction Judge from Clark County Outlying Courts (Excluding Henderson and North Las Vegas), as appointed by the Nevada Judges of Limited Jurisdiction
  - Member of the Las Vegas Business Community, as identified by the Executive Committee
  - Member of the Multicultural Community, as identified by the Executive Committee
- 6.3 Associate Members. The CJCC shall include associate members who may participate in every sense other than voting. Associate members may include, but are not limited to, the following:
- Any Judge of the Eighth Judicial District, Las Vegas Justice Court, or Las Vegas Municipal Court
  - The Court Administrator of the Eighth Judicial District Court
  - The Court Administrator of the Las Vegas Justice Court
  - The Court Administrator of the Las Vegas Municipal Court
  - The Administrator of the Clark County Detention Center
  - The Administrator of the City of Las Vegas City Jail
  - The Pretrial Services Administrator, Las Vegas Justice Court
  - The Las Vegas City Manager or Designee
  - The Las Vegas City Attorney
  - The Director of the Southern Nevada Adult Mental Health Services
  - The Clark County Director of Social Services
  - Any Rural Justice of the Peace in Clark County
  - Any Municipal Law Enforcement Chief in Clark County
  - A Community Representative(s)
  - Any City Councilmember, within the boundaries of Clark County

- 6.4 Designees. A CJCC member, either full or associate, may designate an individual from within her/his agency or department to represent the member agency at CJCC meetings, but the CJCC members should make every effort to attend for consistency. The designee must be able to speak on behalf of the agency/department and hold the decision-making authority of the member in the member's absence.
- 6.4.1 A designee for a full member may not vote if the full member is present at a meeting.
- 6.4.2 Any member appointing or changing a designee shall notify the Co-Chairs in writing prior to the scheduled meeting(s).
- 6.4.3 Designees must be in attendance of the meeting at the establishment of quorum, to be permitted to vote.

## **Article VII: Officers**

- 7.1 Officers. The officers of the CJCC shall be two Co-Chairs who are full members of the CJCC.
- 7.2 Election. At the last regular scheduled CJCC meeting of the calendar year, the CJCC shall elect two of its full members as Co-Chairs. Elections of officers shall occur by a majority vote of the full members when a quorum is present.
- 7.3 Terms of Office. The officers' terms shall begin at the closing of the meeting at which officers were elected and are two years in length. Officers may be elected to serve no more than three consecutive full terms; serving part of a term will not count the same as a full term. Appointment of new officers will happen in non-concurrent years.
- 7.4 Authority and Duties. The Co-Chairs shall have full authority to carry out their duties as specified below:
- Preside at meetings of the CJCC and Executive Committee.
  - Select associate members of the CJCC.
  - Serve as ceremonial representative of the CJCC.
  - Appoint all standing subcommittees of the CJCC.
  - Select subcommittee Chairs and Vice-Chairs (or Co-Chairs).
  - Keep CJCC and Executive Committee members informed of matters pertinent to their responsibility.
  - Set the final agenda for all meetings of the CJCC and Executive Committee and ensure distribution to members.
  - Establish CJCC and Executive Committee meeting schedules.
  - Ensure the preparation of meeting minutes and distribution to members.
  - Sign communications on behalf on the CJCC.
  - Represent the CJCC at governmental, community or other meetings.
- 7.5 Removal of Officers. Any CJCC officer may be removed by a vote of not less than two-thirds of the full members present at a scheduled meeting of the CJCC for which this topic was included in the posted agenda for said meeting. Three consecutive unexcused CJCC meeting absences shall constitute a voluntary resignation of office.
- 7.6 Vacancies. A vacancy in the officers resulting from death, resignation, removal, disqualification, or any other reason shall be temporarily filled until the next election by a full member of the CJCC as selected by a majority vote.

## **Article VIII: Executive Committee**

- 8.1 Purpose. The Executive Committee shall provide oversight of the CJCC and execute the duties below:

- Advance the mission and goals of the CJCC.
- Prioritize initiatives and strategies of the CJCC.
- Set the agenda for CJCC meetings.
- Monitor progress of the CJCC in completing the strategic objectives.
- Oversee the activities and direction of the subcommittees.
- Organize the election of officers.

8.2 Members. The Executive Committee shall consist of the Co-Chairs and the following CJCC full members, if not already designated as a Co-Chair:

- The Chief Judge or Judicial designee of Las Vegas Justice Court
- The Chief Judge or Judicial designee of Eighth Judicial District Court
- The Clark County Manager or Designee
- The Clark County Sheriff or Designee
- The Clark County District Attorney
- The Clark County Public Defender

8.3 Designees. The Co-Chairs may not appoint a designee to the Executive Committee in their place. Other members may designate an individual from within her/his agency or department to represent the member at Executive Committee meetings. The designee must be able to speak on behalf of the agency/department and hold the decision-making authority of the member in the member's absence. Any member appointing or changing a designee shall notify the Co-Chairs in writing.

8.4 Meetings. Executive Committee meetings shall occur bi-monthly on the designated off months of the CJCC meetings at locations and times as scheduled by the Co-Chairs. The Co-Chairs or a majority of the Executive Committee members may call special meetings. Any full member of the CJCC may attend any Executive Committee meeting or special meeting.

## **Article IX: CJCC Coordinator**

9.1 Position. The CJCC Coordinator shall be selected by the Executive Committee in coordination with Clark County through an open and competitive process.

9.2 Duties. As directed by the co-chairs, the CJCC Coordinator shall: manage, coordinate, and direct the work of the CJCC and its subcommittees to leverage resources and expertise from community stakeholder groups of the criminal justice system in Clark County to address systematic criminal justice challenges while serving as a community and organizational catalyst and acts as a community consensus builder. Organizational activities include:

- Develop new strategies/objectives to be presented to the full membership
- Collect/track data and statistics for CJCC/grant reporting and presentations
- Provides updates to CJCC regarding national trends and best practices
- Assist with prioritizing strategies/objectives of the CJCC
- Provide oversight of Subcommittees to monitor needs and/or progress
- Coordinate committee member training and/or site visits
- Prepare and submit grant applications
- Track and report and/all grant expenditures
- Advice Co-Chairs as to Subcommittee membership make-up
- Develop and monitor Subcommittee timelines for completion of tasks
- Perform all other duties as directed by the Co-Chairs and/or the Executive Committee

- Ensure meeting minutes are complete and distribute to members
- Manage the information on the CJCC website and community engagement

## Article X: Subcommittees

- 10.1 Creation. The Co-Chairs, or the CJCC by majority vote, may appoint standing or ad hoc subcommittees to address issues or facilitate the Council's activities.
- 10.3 Member Selection. Any subcommittee must include at least two full or associate CJCC members appointed by the Co-Chairs. A subcommittee may also include others from the local criminal justice system and its related service providers who are approved by the Co-Chairs not to exceed 12 voting members. Each subcommittee may engage additional subject matter expertise for Work Group activities with no limit to the number of subject matter experts.
- 10.4 Officers. The CJCC Co-Chairs shall appoint the Chair and Vice-Chair of a subcommittee or a pair of Co-Chairs at their discretion.
- 10.3.1 Authority and Duties. The Subcommittee Chair(s) and Vice-Chair shall have full authority to carry out the duties as specified below:
- 10.3.1.1 Subcommittee Chair(s).
- Preside at meetings of the subcommittee.
  - Keep subcommittee members informed of matters pertinent to their responsibility.
  - Establish subcommittee meeting schedules, not less than one quarterly.
  - Set the agenda for all subcommittee meetings and ensure distribution to members.
  - Ensure the preparation of meeting minutes and distribution to members.
  - Report subcommittee activities and progress to the Co-Chairs, Executive Committee and the CJCC.
- 10.3.1.2 Subcommittee Vice-Chair.
- In the absence of the Subcommittee Chair(s), fulfill any and all of the above duties.
  - Assist the Subcommittee Chair as needed.
- 10.5 Member Resignation. A subcommittee member may resign at any time from the subcommittee upon providing written notice to the Subcommittee Chair(s) and CJCC Co-Chairs.
- 10.6 Member Removal. Any member of the subcommittee who is not a member of the CJCC may be removed by a two-thirds majority vote of the members present at a scheduled subcommittee meeting. The Subcommittee Chair(s) shall notify the CJCC Co-Chairs in writing of any subcommittee member removal.
- 10.7 Conflict of Interest. No person who has a private pecuniary or property interest in a subcommittee's work topic shall be permitted to serve as a member of such committee.

## Article XI: Meetings

- 11.1 Meetings. CJCC meetings shall occur not less than quarterly at locations and times as scheduled by the Co-Chairs. The annual meeting schedule shall be provided to the full membership on or before January 1 of each calendar year.
- 11.2 Special Meetings. Special meetings of the CJCC may be called by the Co-Chairs, by a majority of the full members present at a regularly scheduled meeting, or by a majority vote of the full members conducted via email with not less than a ten working day notice.

- 11.3 Agenda. The CJCC Co-Chairs will provide the agenda not less than three working days in advance of the meeting.
- 11.4 Quorum. Nine full members of the CJCC shall constitute a quorum for transaction of business.
- 11.5 Voting. Voting shall be reserved for significant and procedural matters unless otherwise specified in the Bylaws. The CJCC shall strive to reach consensus on items before the Council. The agenda will define items requiring action. Items requiring action shall be made by a majority of the full members at the meeting when a quorum is present, unless otherwise noted in these Bylaws.
  - 11.5.1 Voting on all matters shall be by voice vote
  - 11.5.2 The record of vote(s) shall be recorded in the minutes.
  - 11.5.2 The Committee Co-Chairs will have a vote on any measure before the Committee.
  - 11.5.3 The Co-Chairs may not make or second motions.

**Article XII: Reporting Requirements.**

The CJCC shall produce an annual performance report to demonstrate a commitment to measure key system indicators, the objectives of the strategic plan, track subcommittee efforts, track system trends, and demonstrate a commitment to share relevant data.

**Article XIII: Conflicts of Interest**

Any member participating in CJCC activities that has a private pecuniary or property interest shall declare that he or she has a potential conflict of interest to the Co-Chairs in writing. The member shall refrain from attempting to influence the decisions of the Council or other Council members on matters where a conflict of interest exists and refrain from voting.

**Article XIV: Amendment of Bylaws**

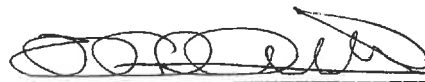
The CJCC Bylaws shall be reviewed periodically, at a minimum of once every five years in compliance with national best practices and standards. Any proposed amendments shall be submitted to the Co-Chair in writing. The Bylaw amendment proposal may be altered, amended, or repealed by the Executive Committee. The amended Bylaws shall be presented for approval and adoption to the full members. The Executive Committee may adopt positions governing any aspect of the CJCC not set forth in the Bylaws or governed by Federal, State, or other County policy or regulation. Bylaws shall be amended at any regular meeting of the CJCC by a two-thirds vote of the full members.

The foregoing are the official Bylaws of the Clark County Criminal Justice Coordinating Council, as adopted April 18, 2024.

Signatures of Co-Chairs,



Honorable Chief Judge Melisa De La Garza  
Las Vegas Justice Court



Deputy Chief Fred Haas  
Las Vegas Metropolitan Police Department

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