

CRIMINAL JUSTICE COORDINATING COMMITTEE

BYLAWS

As adopted October 28, 2016

As amended May 27, 2021

As recently amended December 19, 2024

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ARTICLE I

DEFINITIONS

Section 1. CJCC. "CJCC" shall mean the Criminal Justice Coordinating Committee.

Section 2. Member. "Member" shall mean those individuals identified in Article IV, Sections 1 and 3, except when the CJCC is performing the duties of the Hennepin County Corrections Advisory Board, when "Member" shall mean those individuals identified in Article IV, Section 1 and 3, and those individuals identified in Article VIII, Section 3.

Section 3. CJCC Director. "CJCC Director" shall mean the individual identified in Article IV, Section 6.

Section 4. Designee. "Designee" shall mean an individual designated by a Member from within a Member's organization, to represent a Member at CJCC meetings. The Designee must be able to speak on behalf of the agency/department and have the decision-making authority of the Member.

ARTICLE II

VISION/MISSION/PURPOSE

Section 1. Vision. The vision of the CJCC is to have a fair, equitable and accountable justice system supporting safety for communities and all people.

Section 2. Mission. The mission of the Hennepin County Criminal Justice Coordinating Committee ("CJCC") is to advance system-level initiatives that improve community safety throughout Hennepin County by fostering communication, collaboration, and data sharing among justice system partners.

Section 3. Purpose. The purpose of the CJCC is to serve as an advisory and planning committee among criminal justice partners in the Fourth Judicial District of the State of Minnesota.

The CJCC serves as a forum through which local units of government in Hennepin County may, by association, consultation, and study, cooperatively promote improvements in the criminal justice system that transcend departments, agencies, and the geographical boundaries of the individual communities; whose membership shall be selected in accordance with these Bylaws; and whose duties shall be to oversee and carry out the purposes contained herein.

ARTICLE III

POWERS

Section 1. Action. The CJCC shall take such action as it deems necessary or appropriate to accomplish its general purposes as set forth in these Bylaws.

Section 2. Special Subcommittees. The CJCC may create, modify or disband special subcommittees, and may also appoint persons as deemed appropriate to serve on special committees.

ARTICLE IV

MEMBERSHIP

Section 1. Membership. The CJCC shall consist of the following Members:

Hennepin County:

- (a) two Hennepin County Commissioners, to be appointed by the Hennepin County Board during the committee assignment process;
- (b) the Assistant Hennepin County Administrator for Law, Safety and Justice;
- (c) the Hennepin County Attorney;
- (d) the Hennepin County Sheriff;
- (e) the Hennepin County Director of Community Corrections and Rehabilitation;

City of Minneapolis:

- (f) two Minneapolis City Council Members, to be appointed by the Minneapolis City Council;
- (g) the Mayor of Minneapolis;
- (h) the Minneapolis City Attorney;
- (i) the Minneapolis Police Chief;

Hennepin County Suburbs and Specialty Law Enforcement:

- (j) two Hennepin County suburban mayors, to be appointed by the Hennepin County Board;
- (k) two Hennepin County suburban police chiefs & one specialty law enforcement agency police chief, to be appointed by the Hennepin County Chiefs of Police Association;
- (l) one Hennepin County suburban city prosecutor, to be appointed by the Suburban Prosecutors Association;

Fourth Judicial District Court and Public Defense:

- (m) the Chief Public Defender of the Fourth Judicial District;
- (n) the Chief Judge of the Fourth Judicial District;
- (o) the Presiding Judge of the Fourth Judicial District’s Criminal Court;
- (p) the Presiding Judge of the Fourth Judicial District’s Juvenile Court;
- (q) the Court Administrator of the Fourth Judicial District;

Other Partners:

- (r) the Hennepin County Director of Behavioral Health; and
- (s) the Hennepin County Director of Safe Communities.

Section 2. Term and Vacancy. Members serve on the CJCC for a term of two (2) years or in fulfillment of the duly authorized term of their elected and/or appointed position.

A vacancy in the CJCC shall immediately occur in the office of any Member upon their resignation, retirement, or death, or upon otherwise ceasing to be a qualified Member, as listed in Article IV, Section 1. Vacancies shall be filled within sixty (60) days of their occurrence to the extent possible, by appointment by the appropriate appointing governing body.

Section 3. Additional Members. Except as provided in Article VIII, Section 3, Additional Members may be added to the CJCC by resolution of their governing bodies; and, only with the unanimous agreement of the existing CJCC Members.

Section 4. Roles and Responsibilities. Members are expected to attend all meetings of the CJCC in person, unless remote participation has been requested in advance. If a Member is unable to attend a CJCC meeting, the Member may select a Designee to attend in their place. The Member must notify the CJCC Director in writing that the Member will not attend and provide the name of the Designee selected to attend in their place.

Section 5. Officers. The offices of Chairperson and Vice Chairperson will rotate between (1) the Members from Hennepin County (*see* Article IV, Section 1(a)-(e)) and (2) the Members from the City of Minneapolis (*see* Article IV, Section 1(f)-(i)), suburban cities and specialty law enforcement agencies (*see* Article IV, Section 1(j)-(l)), meaning that if the Chairperson is a Member from Hennepin County, then the

Vice Chairperson will be a Member from the City of Minneapolis, a suburban city or specialty law enforcement agency and vice versa. By the first meeting of each calendar year at which a quorum is in attendance, the Members from Hennepin County will decide which County Member holds the office of Chairperson or Vice Chairperson, and the Members from the City of Minneapolis, a suburban city and/or specialty law enforcement agency will decide which City/Specialty Member holds the office of Chairperson or Vice Chairperson. The Chairperson and Vice Chairperson shall hold office for a term of two (2) years or until they leave the elected and/or appointed position that qualifies them for membership in the CJCC. If a vacancy occurs in the office of Chairperson or Vice Chairperson, a replacement will be selected from the Members from Hennepin County, or from the Members from the City of Minneapolis, a suburban city and/or specialty law enforcement agency as appropriate.

The Chairperson shall preside at all meetings of the CJCC and shall also serve as the CJCC's principal spokesperson. The Vice Chairperson shall preside at any meeting of the CJCC in the absence of the Chairperson at any meeting that the Chairperson cannot attend.

Section 6. Staff. The CJCC shall be supported by the following staff:

- (a) CJCC Director, as appointed by the Assistant County Administrator for Law, Safety and Justice;
- (b) Any other supporting staff requested by the Assistant County Administrator for Law, Safety and Justice.

ARTICLE V

MEMBER VOTING

Section 1. Quorum. A quorum shall consist of two-thirds or more of the Members or their Designee.

Section 2. Voting Right. Each Member shall have one vote. A Designee appearing on behalf of a Member has the same voting right as the Member they are representing.

Section 3. Voting Method. Voting shall take place during CJCC meetings. Voting on certain matters may be conducted over email with the approval of the Members.

Section 4. Approval of Matters. Approval of all matters requires a unanimous vote of all Members and Designees who submit a vote in person at a meeting, or in the case of a vote taken by email, a unanimous vote of all Members who submit a vote by email. If a vote is being taken by email and a Member fails to respond it will be treated as if they abstain from voting.

Section 5. Resolution. A resolution may be proposed by any Member for consideration by the CJCC. Each Member shall be entitled to cast one (1) vote for each Member resolution.

ARTICLE VI

MEETINGS

Section 1. Frequency of Meetings. The CJCC shall meet regularly on the fourth Thursday of each month, with a minimum of one meeting being held per calendar year. Meeting dates may be adjusted as needed by the Chairperson.

Section 2. Notice of Meetings. All Members shall receive notices of the meetings. The Chairperson or CJCC Director is responsible for providing such notices. If a Member is sending a Designee to the meeting, the Member is responsible for forwarding on the meeting notice or contacting the CJCC Director to request notice be sent to their Designee.

Section 3. Conduct of Meetings. The Chairperson shall preside at all meetings of the CJCC and shall also serve as the CJCC's principal spokesperson. The Vice Chairperson shall preside at any meeting of the CJCC in the absence of the Chairperson.

Section 4. Remote Option. Any meeting among Members may be conducted wholly or in part by one or more means of remote communication (conference telephone, webcast or such alternate means as may be authorized by the CJCC from time to time, and where all attendees physically present at the meeting and those participating remotely may hear and communicate with each other during the meeting).

Section 5. Special Meetings. The Chairperson shall have the power to call special meetings of the full CJCC or of special subcommittees.

Section 6. Roberts Rules of Order. Roberts Rules of Order shall be followed in the conduct of each meeting unless suspended by the Members of the CJCC in attendance at the meeting.

Section 7. Record Keeping. The CJCC shall keep true and accurate accounts and records of all its activities. The CJCC Director shall be responsible for keeping a record of all the proceedings of the Board and for such other matters as shall be delegated to him or her by the Chairperson.

Section 8. Open Meeting Law. The CJCC operates pursuant to these bylaws and is not subject to the Open Meeting Law, Minn. Stat. Ch. 13D.

ARTICLE VII

SUB-COMMITTEES

Section 1. Designation. The CJCC may designate sub-committee representatives from among its Members, each of which shall have and may exercise the authority as directed by the CJCC.

Section 2. Non-Member Participants. The CJCC may also appoint Non-Member Participants to serve on sub-committees. Input of these Non-Members will be considered by the CJCC in its decision-making process. Representation on sub-committees is intended to be diverse, have participation from identified subject matter experts, and be reflective of the community served.

ARTICLE VIII

CORRECTIONS ADVISORY BOARD

Section 1. Duties. Upon adoption of these bylaws, selected CJCC members shall serve on a subcommittee to perform the duties of the Hennepin County Corrections Advisory Board (“CAB”), pursuant to Minn. Stat. Section 401.08.

Section 2. Appointment; Term. Members of the CAB must be appointed by the Hennepin County Board of Commissioners and serve for terms of two (2) years.

Section 3. Members. CAB members must represent different ethnicities. The CAB shall consist of the following members:

CJCC Members:

- (a) One Hennepin County Commissioner;
- (b) The Presiding Judge of the Fourth Judicial District’s Criminal Court;
- (c) The Presiding Judge of the Fourth Judicial District’s Juvenile Court;
- (d) The Chief Public Defender of the Fourth Judicial District;
- (e) One Hennepin County mayor;
- (f) One Member of Law Enforcement;
- (g) The Hennepin County Attorney;
- (h) The Hennepin County Director of Community Corrections and Rehabilitation;
- (i) The Hennepin County Director of Behavioral Health;
- (j) The Hennepin County Administrator for Law, Safety & Justice;

Others:

- (k) Director of Hennepin County Education Support Services;
- (l) One member of Hennepin County’s Racial Equity Advisory Council (REAC), as selected by the REAC chair;
- (m) One City Prosecutor.

Section 4. Purpose. The CAB shall actively participate in formulating the comprehensive plan for developing, implementing, and operating correctional programming and services provided by the Hennepin County Department of Community Corrections and Rehabilitation.

Section 5. Open Meeting Law. The CAB operates pursuant to these bylaws and is subject to the Open Meeting Law, Minn. Stat. Ch. 13D. All proceedings of the CAB and any committee or other subgroup of the CAB must be open to the public, and all votes taken of CAB members must be recorded and become matters of public record.

Section 6. Board Recommendation. The CAB shall make a formal recommendation at least annually concerning the comprehensive plan and its implementation during the ensuing year. The CAB will identify a spokesperson who will share its recommendation with the full CJCC membership at the first-available meeting. The formal recommendation of the CAB will be communicated to the Hennepin County Board of Commissioners at least annually on the comprehensive plan and its implementation during the ensuing year.

ARTICLE IX

WITHDRAWAL

Section 1 Notice of Withdrawal. Any Member may withdraw from the CJCC, by giving written notice to the Chairperson. If the Member was appointed by a governing body, then the notice must include a certified copy of a resolution of the appropriate governing body, indicating its intent to withdraw from the CJCC. Such notice must be given to the Chairperson by June 1 of the year of withdrawal to be effective. Upon receipt of the notice, the Chairperson shall forward a copy of the notice to each of the remaining Members.

ARTICLE X

TERMINATION

Section 1. Process. The CJCC shall terminate its activities upon the occurrence of any one of the following events:

- (a) when Members withdraw pursuant to Article X so that in the judgment of the remaining Members it becomes impractical to continue to operate;
- (b) when necessitated by operation of law or as a result of a decision by a court of competent jurisdiction; or
- (c) when a majority of the Members hereto agree, including by resolution of their governing bodies to the extent required.

ARTICLE XI

AMENDMENT OF BYLAWS

Section 1. Amendments. Amendments to these Bylaws may be proposed by any Member of the CICC.

Section 2. Timing. All proposed amendments shall be submitted in writing to each Member at least seven (7) days prior to the meeting at which the amendment is to be considered.

Section 3. Approval. These Bylaws may be amended by affirmative vote of a two-thirds majority of the full membership. The Chairperson shall forthwith notify the Members of any and all amendments adopted.

These Bylaws have been dated and are effective as of December 19, 2024.