

**POLK COUNTY CRIMINAL JUSTICE COORDINATING COUNCIL  
BYLAWS**

**ARTICLE ONE: NAME**

The name of this organization shall be the Polk County Criminal Justice Coordinating Council (“the Council”).

**ARTICLE TWO: MISSION STATEMENT**

The mission of the Polk County Criminal Justice Coordinating Council (CJCC) is to identify possible improvements in the criminal justice system; develop system-wide solutions; propose actions, execute strategies; and generally improve the criminal justice system.

In carrying out our mission, we are committed to:

- Public Safety
- Communication
- Cooperation

**ARTICLE THREE: MEMBERSHIP**

The Council is a voluntary association by and of its Members, which shall consist of the individuals holding the following positions:

- A. Chairperson of the Polk County Board of Supervisors.
- B. Member of the Polk County Board of Supervisors, as appointed by the Board.
- C. Polk County Attorney.
- D. Polk County Sheriff.
- E. Chief Judge, Fifth Judicial District of Iowa.
- F. Director, Fifth Judicial District Department of Correctional Services.
- G. Polk County Public Defender.
- H. Chief of Police for the City of Des Moines.
- I. One Representative of the Polk County Police Chiefs.
- J. Chief Juvenile Court Officer.

Members are expected to attend all meetings of the Council. On the rare occasion when a member is unable to attend a meeting of the Council, the member shall designate an Alternate to attend the meeting having the same authority to vote as the appointed member or otherwise serve in the member’s absence.

From time-to-time, the Council may call upon public and private agencies and persons for input, assistance or participation.

#### **ARTICLE FOUR: PURPOSE AND FUNCTION**

The purpose and function of the Council is to take action to implement systems and improvements consistent with the mission statement set forth in Article Two and shall include the following:

- A. To collect information and data regarding activities associated with the criminal justice system in Polk County.
- B. To provide an opportunity for regular communication among the participants in the Polk County criminal justice system.
- C. To support interaction and cooperation with other agencies and stakeholders in the Polk County criminal justice system.
- D. To identify grant and other funding opportunities to assist the Polk County criminal justice system.
- E. To support legislative action that will enhance and improve the Polk County criminal justice system.
- F. To otherwise act in a cooperative manner to further the interests of the criminal justice system in Polk County.
- G. To take action to implement system-wide improvements consistent with the mission statement set forth in Article Two.

#### **ARTICLE FIVE: ESTABLISHMENT OF SUBCOMMITTEES**

The Council may designate from among its members, standing committees, each of which shall have and may exercise the authority as directed by the Council. The Council may appoint non-members to serve on its committees.

#### **ARTICLE SIX: INDIVIDUAL FUNCTIONS OF MEMBERS**

Nothing in these Bylaws shall be construed as granting to the Council any power or authority to direct or control the administration of law enforcement and criminal justice in Polk County, Iowa. Furthermore, it is not intended that the operation of the Council shall in any way hinder, obstruct or otherwise interfere with the day-to-day performance and duties of the Members.

#### **ARTICLE SEVEN: MEETINGS**

The Council shall hold regular and special meetings at the call of its Chairperson or upon the call of any four Members.

Though advisory in nature and not subject to the provisions of Iowa Code Chapter 21 (The Open Meetings Law), the Council shall act in all ways consistent with the provisions of Iowa Code Chapter 21, including those regarding notice, accessibility and the recording of minutes. In these regards, the Office of the Polk County Auditor has generously agreed to provide secretarial assistance.

#### **ARTICLE EIGHT: QUORUM AND VOTING**

A quorum shall consist of ~~four~~ **six** Members. The goal of the Council shall be to establish a consensus among the Members. Votes may be taken, upon motion and second, to establish a Council position. A majority vote requires an affirmative vote by two-thirds of the Members present.

#### **ARTICLE NINE: OFFICERS**

Officers of the Council shall consist of a Chairperson and a Vice Chairperson. The Chairperson and the Vice Chairperson shall be elected by the Members at the first meeting of the Council and shall serve the balance of that calendar year. Thereafter, the Chairperson and Vice Chairperson shall be elected by the Members at the first meeting of the Council each calendar year, and shall serve a term ending at the election the following year. If for any reason, the Chairperson is absent or otherwise unable to serve, the Vice Chairperson shall perform the Chairperson's duties.

#### **ARTICLE TEN: ADOPTION**

These Bylaws become effective when signed by two-thirds of the Members.

#### **ARTICLE ELEVEN: AMENDMENT**

These Bylaws may be amended by a two-thirds vote of the Members. Notice of such proposed amendment shall be submitted at the meeting of the Council previous to any such vote regarding amendment.

Approved on **February 10, 2011** by the Criminal Justice Coordinating Council.

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John F. Mauro  
Chair