

# BY-LAWS

## LANCASTER COUNTY-CITY OF LINCOLN JUSTICE COUNCIL

(Effective \_\_\_\_\_, 2017)

### ARTICLE I

#### NAME

The name of this organization shall be the Lancaster County-City of Lincoln Justice Council, hereinafter referred to as the Justice Council.

### ARTICLE II

#### PURPOSE

The purpose of the Justice Council shall be:

- A. Facilitate communication and cooperation among the governmental agencies and private organizations involved in the criminal justice system by providing a forum for the discussion of issues, problems and concerns;
- B. Act as an advisory committee to the Lancaster County Board, the Lincoln City Council, and the Mayor on how to improve the effectiveness and efficiency of the criminal justice system;
- C. Review and provide recommendations on specific projects or questions involving criminal justice referred to the Justice Council by County or City officials;
- D. Examine the availability and effectiveness of community-based services and programs which can help reduce the jail population, arrests, and recidivism; and
- E. Examine the potential fiscal impact of new and proposed legislation, and make recommendations to County and City officials on legislative proposals which might improve the criminal justice system.

**ARTICLE III**  
**MEMBERSHIP**

The membership of the Justice Council shall consist of elected and appointed County, City and State officials who play a key role in the criminal justice system. The Justice Council shall also include nonvoting ex officio members, including a judge from each of the Lancaster County District Court, the Lancaster County Court, and the Lancaster County Juvenile Court. Other ex officio members shall include representatives from community-based organizations which provide services to persons who are involved or may become involved in the criminal justice system.

**Permanent Voting Positions**

Permanent seats on the Justice Council shall be established for the person currently holding the following positions:

Lancaster County Officials

- County Attorney
- Public Defender
- Sheriff
- Two members of the Board of Commissioners
- Corrections Director
- Community Corrections Director
- Youth Services Director
- Human Services Director
- Community Mental Health Center Crisis Center Director

City of Lincoln Officials

- City Attorney
- Chief of Police
- One Member of the City Council

Nebraska State Officials

- Chief Probation Officer, District 6
- University of Nebraska-Lincoln (UNL) Chief of Police
- UNL Public Policy Center Director

**Ex Officio Positions**

Ex officio members of the Justice Council shall include:

- Judge from the Lancaster County District Court
- Judge from the Lancaster County Court
- Judge from the Lancaster County Juvenile Court
- Peoples City Mission Executive Director
- Bridge Behavioral Health Executive Director
- St. Monica's Behavioral Health Executive Director
- Lutheran Family Services Representative
- American Civil Liberties Union (ACLU) Director

**Term**

Each voting member shall serve for as long as they hold the elected or appointed position identified in these By-Laws. Ex officio members shall serve for as long as they hold the designated position with their organization.

**Facilitator**

Chief Administrative Officer for the Lancaster County Board of Commissioners

**ARTICLE IV  
MEETINGS**

- A. The Justice Council shall meet at least quarterly at a time and place agreed upon by the membership.
- B. Special meetings may be called by the Chairperson of the Justice Council, the County Board, the City Council, or the Mayor.
- C. Seven members shall constitute a quorum for the purpose of conducting business.
- D. The Lancaster County Clerk shall be responsible for keeping the minutes of Justice Council meetings.
- E. The Lancaster County Board shall be responsible for providing the necessary staff for the following duties with respect to Justice Council meetings and functions:
  - 1. Notification to Justice Council members, the County Board, the City Council, the Mayor, news media, and any person who has requested notice of all regular and special meetings of the Justice Council, not less than five days prior to the meeting. This time requirement may be waived by the Chairperson, however, under no circumstances is this notification to be received less than 24 hours prior to the meeting;
  - 2. Mailing of the minutes along with the upcoming agenda to the Justice Council members, the County Board, the City Council, and the Mayor not less than five days in advance of each meeting;
  - 3. Handling of all correspondence; and
  - 4. Compile, draft, and transmit, as directed by the Justice Council, correspondence, official reports, recommendations, studies, and advisory opinions.
- F. The rules contained in the current addition of Robert's Rules of Order Newly Revised shall be utilized as a general guide for conducting meetings, so long as they are not inconsistent with these By-Laws and any special rules of order the Committee may adopt.

- G. Justice Council meetings shall be conducted in accordance with the Nebraska Public Meetings Law, Neb.Rev.Stat. §§84-1408 et seq. Copies of agendas and minutes shall be made available to the press and public upon request, and shall be posted on the Lancaster County Clerk's website.

## **ARTICLE V OFFICERS**

- A. The officers of the Committee shall be elected by the members of the Committee. Officers shall consist of a Chair and Vice-Chair.
- B. The officers shall be elected at the first meeting of the fiscal year and serve for two-year terms. They may be re-elected for additional terms.
- C. The duties of the officers shall be as follows:

- CHAIR:
1. Preside over the meetings of the Justice Council;
  2. Serve as Chair for the Executive Committee;
  3. Appoint chairs and members of sub-committees;
  4. Serve as an ex-officio member of sub-committees;
  5. Prepare an agenda for each Justice Council meeting;
  6. Manage the receiving and handling of all correspondence, and pass on to the necessary person(s);
  7. Excuse absences from regular or special meetings upon request of the absent member; and
  8. Approve and send on to the County Board any expenses incurred by the Justice Council or Justice Council members in carrying out of their duties.

- VICE CHAIR:
1. Conduct meetings and perform other duties as required when the Chair is absent; and
  2. Service as an ex-officio member of sub-committees.

## **ARTICLE VI COMMITTEES**

- A. **Executive Committee**  
The Executive Committee shall consist of the officers of the Justice Council (others?) and shall have responsibility for the conduct of all Justice Council affairs in the interim

between meetings, and may execute with full power all matters which the Justice Council may assign or delegate to it in so far as such matters are not inconsistent with these By-Laws.

**B. Sub Committees**

Sub-committees of the Justice Council may be established for the purpose of addressing specific issues or problems. Sub-committees shall meet at times and places set forth by the Chairperson of the particular sub-committee.

**ARTICLE VII  
WAIVER OF PROVISIONS**

The Justice Council reserves the authority to waive any provision of these By-Laws upon a showing of good cause, so long as the waiver is not inconsistent with the Memorandum of Understanding establishing the Justice Council or Nebraska State law.

Approved this \_\_\_ day of \_\_\_\_\_, 2017, by the Lancaster County-City of Lincoln Justice Council.

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Justice Council Chair