

BYLAWS

RICE COUNTY COMMUNITY AND JUSTICE COUNCIL

Article I: Name

The name of this council shall be the Rice County Community and Justice Council, hereinafter referred to as the RCCJC, which serves all of Rice County.

Article II: Authority

2.1 The Rice County Board of Commissioners established the Community and Justice Council by resolution on September 25, 2018.

2.2 The RCCJC has no power to implement or to order changes in the criminal justice system. The RCCJC is an independent planning advisory group that makes recommendations to those elected and appointed officials who have the authority to implement such recommendations, as they deem appropriate.

Article III: Mission

The mission of the RCCJC is to provide an ongoing forum for leaders from justice agencies, and those governments, agencies, and service providers involved with the justice system in Rice County, to discuss, study, evaluate, and prioritize public safety and justice issues and coordinate resources to address them in the most evidence-based, cost-effective, and equitable way possible.

Article IV: Purpose

RCCJC members commit themselves to identifying issues and their solutions, proposing actions, and facilitating cooperation that will improve public safety, align resources, and coordinate justice services. The RCCJC is an independent planning advisory body that addresses system-wide goals. The RCCJC leverages the resources and expertise from participating agencies to address systemic issues that no one agency can do alone.

Article V: Membership

5.1 Members. The RCCJC shall be comprised of the following members or designated representatives:

Rice County

- Rice County Sheriff
- Rice County Attorney
- Rice County Administrator
- Member of Rice County Board of Commissioners
- Director, Rice County Community Corrections
- Director, Rice County Social Services

Third Judicial District

- District Court Judge, 3rd Judicial District, Rice County
- Court Administrator, 3rd Judicial District, Rice County
- Chief Public Defender, 3rd Judicial District, Minnesota

City of Faribault

- Faribault Chief of Police
- Representative from Faribault City Attorney
- Faribault Mayor or Representative

City of Northfield

- Northfield Chief of Police
- Representative from Northfield City Attorney
- Northfield Mayor or Representative

Private Defense Bar/Private Bar

- Designee, Rice County Bar Association

Education

- A Superintendent from the Faribault or Northfield School District
 - The Superintendents shall rotate each year, with Faribault serving as a member in even years and Northfield serving in odd years.

Other representation

- Warden, Faribault Prison, or representative
- Health Provider from the HCI Chemical and Mental Health Provider Team

5.2 Designee/Removal. Any Member within Section 5.1 may appoint a designee to represent that Member's interest at RCCJC meetings. The designee shall have the same right, powers, and duties as the Member who appointed the Designee as if the designee were a Member within Section 5.1. Members cannot be removed except through amendments of these Bylaws. Upon removal, any designee appointed by the Member is also removed by virtue of the Member's removal.

ARTICLE VI: OFFICERS

6.1 Officers. The officers of the RCCJC shall be the Chair and Vice Chair.

6.2 Election. As necessary, at the first meeting of the calendar year, the RCCJC shall elect one of its members as Chair and one of its members as Vice Chair. Notwithstanding Section 7.4, for purposes of election for under this Article, elections for officers shall occur by majority vote of the RCCJC. For this election, members must be present to vote. In the event no candidate receives a majority of the votes cast, the two candidates receiving the most votes shall participate in a run-off election. In the event of a tie vote at any point in the process, a toss of the coin shall determine the winner or candidate(s) to advance to the run-off election, as needed.

6.3 Term of Office. The officers' term of office shall begin at the close of the meeting at which officers are elected and are two years in length; however, serving only a part of a term will not count the same as a full term.

6.4 Authority and Duties. The Chair and Vice Chair shall have full authority to carry out their duties as specified herein.

6.4.1 Chair.

- Preside at meetings of the RCCJC.
- Keep RCCJC members informed of matters pertinent to their responsibility.
- Set the agenda for all meetings of the RCCJC and ensure distribution to members.
- Establish RCCJC meeting schedules.
- Ensure the preparation of meeting minutes and distribution to members.
- Sign communications on behalf of the RCCJC.
- Represent the RCCJC at governmental, community, or other meetings.

6.4.2 Vice Chair.

- In the absence of the Chair, to fulfill any and all of the above duties.

6.4.3 Coordinator.

- Develops and coordinates the planning and implementation of the RCCJC initiatives and activities.
- Works collaboratively with the RCCJC and partners to coordinate development of a strategic work plan, policies and procedures that are updated periodically, consistent with the RCCJC mission and goals
- Implements goals, priorities, work plans, programs, and organizational structures of the RCCJC by working collaboratively with the RCCJC and multiple County departments at varying levels of management

6.5 Vacancies. A vacancy in any office resulting from death, resignation, removal, disqualification, or other reason shall be filled by an interim appointment by the Chair, or Vice Chair if the Chair is vacant, until the next date for election of officers as specified in these Bylaws.

ARTICLE VII: MEETINGS

7.1 Regular Meetings. The RCCJC will meet quarterly in the months of February, May, August, and November, on the second Wednesday of the specific month at 4:00 p.m. The membership may, by consensus, change the meeting date for a single month or permanently. A quorum shall consist of a majority of Council members, including any designee of a council member.

7.2 Designee. Consistent with Section 5.2, an RCCJC member may designate a person from that member's agency to represent the member at an RCCJC meeting.

7.3 Conduct of Meetings. Council meetings will be run informally by the Chair pursuant to an established agenda. A member may place an item on the agenda by notifying the Coordinator at least 10 days prior to the next scheduled meeting. Additional agenda items not submitted by the deadline may be added to the agenda at the time of the meeting subject to consensus of the full Council.

7.4 Voting. The RCCJC shall act by consensus.

7.5 Open Meeting Law. The RCCJC is subject to Minnesota Statutes Chapter 13D, Open Meeting Law. The RCCJC shall rely on state law in determining what kind of notice must be provided for the particular type of meeting being called. Meeting schedules or notices shall be published and open to the public.

ARTICLE VIII: SUBCOMMITTEES

8.1 Creation. To expedite and facilitate the business of the RCCJC and the orderly and efficient consideration of matter coming before it, the RCCJC may create such subcommittees as it deems necessary to review and examine specific issues or topics of concern. The Chair, or by a majority vote of the RCCJC, may appoint standing or ad hoc subcommittees to address issues or facilitate the Council's activities.

8.2 Member Selection. Any subcommittee must include at least one RCCJC member or designee of that RCCJC member. A subcommittee should also include others from the local criminal justice system, its related service providers, and subject matter experts.

8.3 Officers. Each subcommittee shall designate a chairperson for the subcommittee. However, if no chairperson has been designated after the first meeting of the subcommittee, the RCCJC Chair shall appoint the chair person for that subcommittee.

8.4 Member Resignation. A subcommittee member may resign at any time from the subcommittee upon providing written notice.

8.5 Member Removal. Although generally the RCCJC operates by consensus, for the purpose of member removal any member of a subcommittee who is not a member of the RCCJC may be removed by a two-thirds majority vote of the members present at a scheduled RCCJC meeting. For this purpose, each member is provided only one vote.

8.6 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 subcommittee.

ARTICLE IX: EXECUTIVE COMMITTEE

9.1 Creation of Executive Committee. An Executive Committee consisting of the following members of the RCCJC is hereby created: RCCJC Chair, RCCJC Vice Chair, the RCCJC Coordinator and two members of the council.

9.2 Election. The election of the two members of the Executive Committee shall occur at the first meeting of the calendar year. Notwithstanding Section 7.4, for purposes of election for representation on the Executive Committee, election shall occur by majority vote of the RCCJC. For this election, members must be present to vote and each member or that member's designees is entitled to one vote only. The two candidates receiving the most votes shall serve on the Executive Committee for a two-year term.

9.3 Authority and Duties. The RCCJC Chair or Coordinator shall schedule the Executive Committee Meetings as needed to carry out its duties. The Executive Committee shall have full authority to carry out its duties as specified below.

- Assist in the development of the RCCJC's meeting agenda.
- Coordinate and prioritize subcommittee goals and tasks.
- Other duties as may be assigned by the RCCJC.

ARTICLE X: AMENDMENT OF BYLAWS

The Bylaws may be amended by a consensus of the Council at any Council meeting. Proposed amendments to the Bylaws are to be included on the agenda of a regularly scheduled meeting of the RCCJC.

Adopted: