

**SOLANO COUNTY  
JUVENILE JUSTICE COMMISSION BY-LAWS**

**ARTICLE I  
AUTHORITY**

The Solano County Juvenile Justice Commission was established by the Solano County Board of Supervisors under authority of California Welfare and Institutions Code Section 225.

**ARTICLE II  
DUTIES AND FUNCTION**

1. The duties and functions of the Commission are stated in Sections 229 and 230 of the California Welfare and Institutions Code.
2. The general statutory purpose of the Commission is to inquire into the administration of Juvenile law in Solano County. This purpose is primarily fulfilled by the Commission in the following ways:
  - a. Annually inspect any facility within the county that was used for confinement of a minor for more than 24 hours in the preceding calendar year; and
  - b. Consider inquiry into the operations of any group home in Solano County serving wards or dependent children of the Juvenile Court; and
  - c. Consider how juvenile justice is implemented and administered in Solano County, including, but not limited to, inquiries into the operations of the Juvenile Court, Probation Department, social service agencies and other agencies involved with juveniles; and
  - d. Publicize reports, findings, and recommendations as decided by the Commission.

**ARTICLE III  
COMMISSIONERS**

1. The Commission shall have seven to fifteen members, two of whom shall be youth representatives as provided by Welfare and Institutions Code Section 225.
2. Youth representatives shall be between fourteen and twenty-one years of age. One alternate may be appointed to the Commission for each youth representative to act in place of an absent youth representative. When acting for the youth representative the alternate shall be entitled to any benefits to which the absent youth representative would have received.
3. The Presiding Juvenile Judge of the Solano Superior Court shall appoint Commission members upon a vacancy or upon the expiration of the term of office of any member. Commissioners shall serve at the pleasure of the Presiding Juvenile Judge.
4. Commissioners shall be appointed for four years except for youth representatives who shall be appointed for two years.

5. The Commission may, by majority vote, recommend to the Presiding Juvenile Judge the appointment of any candidate or candidates for membership on the Commission or the reappointment of any commissioner whose term has expired.

6. When a Commissioner's term expires, they may continue to serve as an ex-officio member at the pleasure of the Chairperson until a new member is appointed or until they are reappointed if they choose to serve another term. During this time, the ex-officio member shall continue to have all the rights accorded a member of the Commission.

7. When a vacancy on the Commission occurs for any reason other than the expiration of a term of office, the appointee to fill such vacancy shall hold office for the remaining term of their predecessor.

8. Commissioners are expected to attend all regular meetings. Attendance of all members shall be taken and recorded in the minutes of each meeting. If a commissioner must miss a meeting, they shall notify the Secretary and the Secretary shall include that notification in the minutes. Extended leave of absence may be granted for extenuating circumstance upon receipt of proper notification and/or request.

9. If upon a majority vote, the Commission determines that a member has had excessive absences or has otherwise acted publicly in a manner that brings discredit to the Commission, the result of that vote shall be transmitted to the Presiding Juvenile Justice Judge with a recommendation for removal from the Commission.

a. Consideration of any recommendation to remove any Commissioner shall be placed on the regular agenda for consideration. If the recommendation to remove is based upon an allegation that the member has acted publicly in a manner that brings discredit to the Commission, the recommendation shall be considered in closed session unless the member requests a public hearing.

b. A written notice of recommendation to remove shall be sent to the member who is being recommended for removal two weeks prior to the meeting at which the recommendation will be considered. The notice shall clearly state the factual basis for the recommendation to remove. If the recommendation to remove is based upon an allegation that the member has acted publicly in a manner that brings discredit to the Commission and the member wishes the matter addressed in a public hearing, the member must make a written request for a public hearing at least two business days before the scheduled hearing.

c. At the meeting at which the recommendation to remove is considered, the member shall be provided the opportunity to address the factual basis for the recommendation.

d. The Commission may limit the time allowed for the presentation of the recommendation and the member's response.

e. At the conclusion of the presentations, the Commissioners other than the member who is the subject of the hearing shall discuss and vote on the recommendation to remove the member.

**ARTICLE IV  
OFFICERS**

1. The officers of this Commission shall be the Chair, Vice-Chair, and Secretary.
2. The responsibilities of the officers are:
  - a. Chairperson
    - i. Preside over Commission meetings.
    - ii. Acts as the official spokesperson for the Commission.
  - b. Vice-Chairperson
    - i. Serves as the Chairperson when the Chair is absent.
    - ii. Prepares the agenda for Commission meeting in consultation with the Secretary.
  - c. Secretary
    - i. Takes minutes during meeting and prepares them for approval by the Commission at the next regularly scheduled meeting.
    - ii. To work with designated staff to publish to the Commission's website any reports, findings and recommendations made by the Commission.
3. Nominations for an officer position may be made by any Commissioner. No nomination for office may be made without the prior approval of the nominee.
4. Annual election of officers shall be held at the Commission's regular May meeting. Nominations may be made at the regular meeting immediately prior to the May meeting.
5. Officers' terms shall be for one year beginning at the conclusion of the regular May meeting. No member shall hold more than one office at any time and no officer shall serve more than two consecutive terms in the same office but may be re-elected to that office one year after the completion of his or her second consecutive term.
6. Any officer may be removed from office during his/her term by a two-thirds vote of the full Commission.
7. In any matters where ballot voting is utilized, no less than two members of the Commission shall participate in the process of counting vote ballots.

**ARTICLE V  
MEETINGS**

1. The Commission is an adjunct of the State judiciary and is therefore not subject to the open meeting requirements of the Ralph M. Brown Act (California Government Code Sections 54950 et seq.).

The Chairperson may close any regular or special meeting to the public as is deemed necessary and appropriate.

2. The Commission shall meet periodically, but no less than six times a year. Regular meetings of the Commission shall be held on the first Wednesday of the month at 3:00pm unless otherwise ordered by the Presiding Juvenile Judge. When the regular meeting date falls on a holiday, the meeting shall be held on the Wednesday following the holiday.

3. The location of the meetings shall be at the discretion of the Chair who shall make reasonable efforts to schedule them as appropriate throughout Solano County.

4. Special meetings may be called by the Chair, or in the Chair's absence, the Vice Chair.

5. At any Commission meeting a quorum for the transaction of business shall consist of no fewer than five members. Once a quorum is achieved, the number of votes needed to approve or adopt a motion is a simple majority of the members present. If no quorum is present, the official meeting shall be adjourned. If those present choose to remain, all discussions shall be considered informal and no motions shall be considered.

6. No member shall vote on any matter in which (s)he has a conflict of interest.

7. Meetings shall be conducted under the rules contained in the most current edition of Roberts Rule of Order Newly Revised except where those rules are not consistent with these by-laws or any special rules or order that the Commission may adopt.

## **ARTICLE VI COMMITTEES**

1. The work of the Commission is largely accomplished through committees and by individual Commissioners working on projects and tasks assigned by the Chair. All commissioners are expected to participate in this work. The committees shall be proposed by the Chair and approved by a majority of the Commission.

## **ARTICLE VII PUBLIC RELATIONS**

1. Public statements, including media releases of information on behalf of the Commission, shall be issued only by the chairperson and his/her designee. Nothing in this section shall be construed to prevent commissioners from expressing themselves as individuals on juvenile justice or delinquency prevention matters. Such individual expression should include a disclaimer that the Commissioner is speaking only for him/herself and not as a representative or spokesperson for the Commission.

**ARTICLE VIII  
AMENDMENT OF BY-LAWS**

1. These by-laws may be amended by a majority vote at any regular meeting of the Commission providing the amendment has been submitted in writing at an earlier meeting of the Commission.

Approved at a regular meeting of the Commission on

Ayes:

Nays:

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary