By-Laws
of the
Thomas Jefferson Area
Community Criminal Justice Board

for
Albemarle, Charlottesville, Fluvanna, Goochland,
Greene, Louisa, Madison, Nelson and Orange

Virginia

Article I - Authority

The authorities for this organization are as follows:

(A) Sections 53.1-180 et seq, the Comprehensive Community Corrections Act (CCCA) for Local Responsible Offenders and Section 19.2-152.2 et seq, the Pretrial Services Act (PSA) of the Code of Virginia.

(B) Resolutions adopted by the governing bodies of each respective jurisdiction.

Article II - Name

The name of this Board shall be the Thomas Jefferson Area Community Criminal Justice Board, hereafter referred to as the CCJB.

Article III - Purpose

Section 1. The purpose of the CCJB shall be to enable the participating localities to work together and plan for the development of pretrial court services and community-based corrections programs consistent with the Comprehensive Community Corrections Act (CCCA) and Pretrial Services Act (PSA) pursuant to sections 53.1-180 et seq and 19.2-152.2 et seq of the Code of Virginia.

Section 2. The law shall be interpreted and construed so as to effect the following purposes:

1. To allow individual cities, counties and combinations thereof greater flexibility and involvement in responding to the problem of crime in their communities;

2. To provide more effective protection of society and to promote efficiency and economy in the delivery of correctional services;
3. To provide increased opportunities for offenders to make restitution to victims of crimes through financial reimbursement or community service;

4. To permit cities, counties, and combinations thereof to operate and utilize programs and services specifically designed to meet the rehabilitative needs of local responsible offenders; and

5. To provide appropriate post-sentencing alternatives in localities for local responsible offenders with the goal of reducing the incidence of repeat offenders.

Article IV - Duties and Responsibilities

Section 1. The duty of the CCJB shall be to act as a policy and advisory Board to the member jurisdictions and the criminal justice system.

Section 2. On behalf of the member localities, the responsibilities of the CCJB shall be to:

1. Provide for the purchase, development and operation of community programs, services, and facilities for use by the Courts in diverting offenders from local correctional facility placements;

2. Assist community agencies and organizations in establishing and modifying programs and services for offenders on the basis of an objective assessment of the community's and the offenders' needs and resources;

3. Evaluate and monitor community programs, services and facilities to determine their impact on offenders;

4. Develop and amend the community corrections plan in accordance with guidelines and standards set forth by the Department of Criminal Justice Services for approval by participating local governing bodies; and

5. Do all things necessary or convenient to carry out the responsibilities expressly given in this Article.

Article V - Community Criminal Justice Board

Section 1. There is hereby established a Community Criminal Justice Board, consisting of persons appointed by the governing bodies of the participating localities pursuant to Sections 53.1-180 et seq and 19.2-152 et seq of the Code of Virginia as amended. The size of the Board shall be limited by the Code of Virginia.

Section 2. Membership of the Community Criminal Justice Board shall consist of:

1. General District Court Judge recommended by their peers;
2. Circuit Court Judge recommended by their peers;
3. Juvenile and Domestic Relations Court Judge recommended by their peers;
4. Chief Magistrate recommended by their peers;
5. Chief of Police (or Sheriff in a jurisdiction not served by a police department) to represent law enforcement recommended by their peers;
6. Attorney for the Commonwealth recommended by their peers;
7. Public Defender or Criminal Defense Attorney, to be designated by the Chief Circuit Court Judge;
8./ 9. Sheriff(s)/Regional Jail Administrator(s) of represented jails recommended by their peers;
10. Local Education Representative, to be designated by the school superintendents;
11. Community Services Board Representatives, to be designated by the Community Services Boards serving the area;
12. One citizen appointed by the governing body of Albemarle County;
13. One citizen appointed by the governing body of the City of Charlottesville;
14. One citizen appointed by the governing body of Fluvanna County;
15. One citizen appointed by the governing body of Goochland County;
16. One citizen appointed by the governing body of Greene County;
17. One citizen appointed by the governing body of Louisa County;
18. One citizen appointed by the governing body of Madison County;
19. One citizen appointed by the governing body of Nelson County;
20. One citizen appointed by the governing body of Orange County;
21. One member from each governing body or a city or county manager, county administrator or executive, or assistant or deputy appointed by the governing body.

Section 3. Terms shall be for three (3) years unless otherwise provided for herein. No person shall serve more than 2 consecutive terms unless no other person meets the criteria for that position.

Section 4. The initial Board shall serve from July 1, 1995, until June 30, 1997. At the expiration of that period, the following shall rotate off: Circuit Court Judge; Chief Magistrate; Public Defender/Criminal Defense Attorney; Madison County citizen; Albemarle County citizen and Fluvanna County citizen. On June 30, 1998, the following shall rotate off: General District Judge, Chief of Police or Sheriff in a jurisdiction not served by a police department to represent law enforcement; Attorney for the Commonwealth; one Sheriff/Regional Jail Administrator of Central Virginia Regional Jail; Greene County citizen; Nelson County citizen and Orange County citizen. On June 30, 1999, the following shall rotate off: Juvenile and Domestic Relations Judge, one Sherriff/Regional Jail Administrator of Charlottesville/Albemarle Regional Jail; Local Education Representative; Community Services Board Representative; Louisa County citizen; City of Charlottesville citizen; Goochland County citizen. The positions vacated by rotation shall be filled in the same manner as originally chosen unless otherwise noted. Position shall not rotate if no other person meets criteria for position to be vacated.

Section 5. Vacancies shall be filled by nomination from the respective group and approved by all member local governing bodies.

All Board positions shall be approved by the local governing bodies in a manner consistent with state laws.

Section 6. The staff of the CCJB shall be selected and employed by or contracted with at the local level by the fiscal agent, with advice from the CCJB.

Section 7. Staff should have access to CCJB members; as well as their trust and cooperation. Staff responsibilities for the CCJB may include:

1. Developing long- and short-term work plans and determining how each CCJB meeting will assist in fulfilling them;

2. Providing follow-up to meetings;

3. Providing the CCJB with necessary information;

4. Developing proposals, including the Biennial Plan, for CCJB action; and

5. Producing implementation plans for chosen actions.

Section 8. The CCJB shall elect one Chair and one Vice-Chair from among its members as Officers of the Board. Such election shall be held at the first meeting of each fiscal year or at such other time as may be approved at a regular meeting of the entire CCJB by vote of not less than three-fourths (3/4) of the current total membership. The duties of the Chair shall be to facilitate the business conducted by the CCJB, preside over meetings and sign official correspondence of the Board. The duties of the Vice-Chair shall be to conduct business of the Board when the Chair is unable to do so. Terms shall be for one (1) year. The CCJB shall appoint committees made up of such members as are deemed appropriate.

Section 9. Where an appointee is representative of a group of peers, that appointee shall keep the peers informed of CCJB actions and plans, and shall seek their advice in fulfilling the appointee's role on the Board. Appointees by local governing bodies shall keep the local government informed regarding activities of the CCJB and seek the local governing body's advice as appropriate.

Section 10. Should a member miss two consecutive meetings, the staff will notify them by phone and letter. Should three consecutive meetings be missed, the Board shall notify the appointing body.

Article VI-Fiscal Agent

OAR-JACC is designated as Administrator and Fiscal Agent as provided for in Virginia Code Section 53.1-185.3

Article VII-Meetings

Section 1. Regular meetings shall be held at the time and frequency to be determined by the CCJB.

Section 2. Special meetings of the CCJB may be called by the Chair or by the Vice-Chair, as necessary.

Section 3. The quorum for all meetings shall be a minimum of eight of the current voting members present.

Section 4. Meetings will be open to the public. In special circumstances, the CCJB may meet in executive session behind closed doors for those purposes authorized by the Virginia Freedom of Information Act as defined by Section 2.1-344(a)(3) of the Code of Virginia.

Article VIII-Order of Business

The order in which business shall be conducted at any regular or special meeting of the Board shall be:

1. Chair or Vice-Chair calls the meeting to order;
2. Approval of minutes of the previous meeting;
3. Old business;
4. New business;
5. Adjournment.

Article IX-Voting

Section 1. A majority of CCJB members present and voting at a Board meting is necessary for the passage of any action not otherwise provided for in the By-Laws.

Section 2. Voting shall normally be by a show of hands, by voice, or ballot at the discretion of the Chair. Any member of the CCJB may request and have recorded in the minutes his or her own vote on any matter. Any member may require recorded votes on any matter. Votes involving financial or substantive issues shall be recorded in the minutes. Routine and procedural votes may be by voice or show of hands.

Section 3. Voting members are those authorized by law to vote.

Article X-Standing Rules and Procedures

Section 1. Standing rules for the operation of the CCJB may be established. They shall be published and a copy furnished to each member of the CCJB at the regular meeting following adoption. A majority vote shall be required to adopt, rescind, or change a standing rule. A copy of the proposed change shall be submitted to each member in writing not less than two (2) full weeks prior to the meeting.

Section 2. Statements of policy or position may be adopted from time to time by the vote of a simple majority of the entire CCJB membership. A copy of such policy or position statement shall be furnished to each member of the CCJB at the next regular meeting following adoption.

Section 3. The Chair shall ensure that new members of the CCJB will receive a complete set of current CCJB By Laws, and copies of the Comprehensive Community Correction Act and Pretrial Services Act.

Article XI-Rules of Procedure

Section 1. The rules contained in Robert's Rules of Order shall govern the CCJB

Section 2. Standing rules may be suspended pro tempore by a vote of not less than two-thirds of the members present.

Section 3. Established policies and/or positions may be suspended pro tempore by the vote of a simple majority of the members present and voting at a meeting of the entire CCJB.

Section 4. The provisions of Article VII may be modified or suspended pro tempore by a two-thirds vote of members.

Article XII-Amendments

Section 1. These By-Laws may be amended at the regular meeting of the entire CCJB by vote of not less than three-fourths (3/4) of the members of the current total membership. A copy of the proposed amendment(s) shall be submitted to each member in writing not less than two (2) full weeks prior to the meeting and introduced and seconded at the meeting as an order of new business.

Section 2. Amendment(s) to these By-Laws shall be moved and seconded. In such instances, final action may be postponed until the next regular meeting. A copy of the proposed amendment(s) must be furnished to each member by the proponent, following the procedures and time constraints prescribed in Section I of this Article. Failure to comply with these requirements will be considered as the withdrawal of the amendment(s) to the By-Laws.

(Amended: July, 2002)