

CRIMINAL JUSTICE COORDINATING COUNCIL OF THE PIKES PEAK REGION

BY-LAWS

ARTICLE I - NAME

Section 1 Name

This Council shall be known as the Criminal Justice Coordinating Council of the Pikes Peak Region (CJCC or Council).

Section 2 Authorization

The CJCC of the Pikes Peak Region (Council) is created by authorization of the El Paso Board of County Commissioners (BoCC) pursuant to Resolution No. 83-372, Gen. 81, adopted December 12, 1983. The Council shall have all of the rights, duties, obligations and protections afforded by operation under the authority of El Paso County. The Council shall follow the directives and policies of El Paso County.

ARTICLE II - PURPOSE AND OBJECTIVES

Section 1 Purpose

The purpose of the Council shall be to review criminal justice matters in the Pikes Peak region and to make recommendations to the El Paso County Board of Commissioners and criminal justice agencies concerning criminal justice system issues.

Section 2 Objectives

- A. Provide a forum for interagency coordination on criminal justice matters.
- B. Research, analyze, evaluate, and develop innovative planning recommendations regarding criminal justice matters.
- C. Oversee the collection of criminal justice data for use by the Council, agencies, and departments.
- D. Analyze past and current El Paso County Criminal Justice Center (CJC) populations and develop recommendations to address capacity issues at the CJC.
- E. Identify gaps and deficiencies in the criminal justice system and make recommendations to address service gaps.
- F. Make recommendations that will help control the costs of managing offenders.
- G. Evaluate and recommend crime prevention and early intervention programs that will help reduce recidivism.
- H. Increase community understanding and support for the criminal justice system.
- I. Seek grants that will support the enhancement of the criminal justice system.
- J. Support a holistic community approach to criminal justice by involving law enforcement, judicial services, behavior health, housing, employment, and other social services to address criminal justice needs.
- L. Make recommendations on proposed legislation that will impact the criminal justice system in our region.

* Judicial Officers will withdraw from participation on individual issues/projects as appropriate under the Colorado Code of Judicial Conduct.

ARTICLE III – COUNCIL MEMBERSHIP

Section 1 Members

The CJCC will consist of the following council members or their designees:

Board of County Commissioners / Liaison Commissioner
Teller County Board of Commissioners Representative
Chief Judge, 4th Judicial District
District Attorney, 4th Judicial District
Deputy State Public Defender, 4th Judicial District
Chief Probation Officer, 4th Judicial District
County Administrator, El Paso County
Sheriff, El Paso County
Executive Director, El Paso County Department of Human Services
Executive Director, El Paso County Justice Services Department
Executive Director, El Paso County Public Health Department
Chair, El Paso County Community Corrections Board
Chair, El Paso County Pretrial Services Committee
Mayor, City of Colorado Springs
Chief Municipal Judge, City of Colorado Springs
Parole Manager, Colorado Springs
Chief of Police, Colorado Springs Police Department
Chief of Police, City/Town Representative
Chief Executive Officer, Community Health Partnership
President and Chief Executive Officer, Diversus Health
President and Chief Executive Officer, Goodwill of Colorado
Executive Director, Pikes Peak Workforce Center
President and Chief Executive Officer, Springs Rescue Mission
Dean, College of Public Service, University of Colorado at Colorado Springs
Citizen At Large

All positions shall be considered *ex officio* by virtue of the participating member's organization and/or agency affiliation, except for the Citizen At Large position.

Section 2 Appointment and Selection of Council Members

Except to replace a participating member's *ex officio* seat as provided for under Section 4 below, Council members shall be appointed by the El Paso Board of County Commissioners for a three-year term and are eligible for reappointment. No citizen member shall serve more than two successive full terms on the CJCC.

Section 3 Council Member Attendance Expectations

Council members are encouraged to attend all regularly scheduled CJCC meetings each year, and shall attend at least two of the four quarterly meetings held annually, and will provide a representative from their organization or agency to attend all meetings they are unable to attend themselves.

3.1 Council members shall notify, in writing, the CJCC Chairperson and the Justice Services supporting staff, when they are unable to attend any regularly scheduled CJCC meetings, and will request to be excused prior to the meeting, providing the name and email of the representative that will attend in their absence.

3.2 A Council member's failure to notify as provided for above shall constitute an unexcused absence. Three consecutive unexcused absences shall be considered "inactive" member status.

3.3 The CJCC Chairperson has the discretion and authority to request that the El Paso County Board of Commissioners remove an inactive member and appoint a new member, if warranted due to excessive unexcused absences or lack of effective participation.

Section 4 Vacancies

If a participating member's *ex officio* seat on the Council becomes vacant for any reason, the vacancy may be filled by the individual replacing the former member's community role/position. Alternatively, Council members can vote to endorse the approval of a new community member, or to fill a vacancy of a non-participating member, both of which then must be approved by the El Paso County Board of Commissioners as outlined under Article III Section 2.

ARTICLE IV - COMMITTEES

Section 1 Designation and Structure

Committees shall be established and dissolved by the Council as needed. Members of a committee do not need to be a member of the Council.

Section 2 Appointment and Selection of Committee Members

Committee members can be appointed by Council members or CJCC partners by providing a written request to the Committee Chairperson(s) outlining how the new Committee member will contribute to Committee objectives. Existing Committee members will then vote to approve the new member.

2.1 The Pretrial Community Services Advisory Board, which serves as the CJCC Pretrial Committee, is governed by C.R.S. § 16-4-106. The Pretrial Services Community Advisory Board is selected by the Chief District Judge and is not a committee with members appointed by the CJCC but does act on pretrial issues pertinent to the CJCC.

Section 3 Committee Member Attendance Expectations

Committee members are encouraged to attend all regularly scheduled Committee meetings each year and shall attend at least 50% of Committee meetings annually and will provide a representative from their organization or agency to attend all meetings they are unable to attend themselves.

3.1 Committee members shall notify, in writing, the Committee Chairperson and the Justice Services supporting staff, when they are unable to attend any regularly scheduled Committee meetings, request to be excused prior to the meeting, providing the name and email of the representative that will attend in their stead.

3.2 A Committee member's failure to notify as provided for above shall constitute an unexcused absence. Three consecutive unexcused absences shall be considered "inactive" member status.

3.3 The Committee Chairperson has the discretion and authority to petition the Committee for removal of the member and new appointment if warranted due to excessive unexcused absences or lack of effective participation.

Section 4 Committee Chairperson(s) Vacancies

If a Chairperson position for a Committee becomes vacant, Committee members may volunteer to fill the position with approval from a majority of the remaining Committee members and then through a vote by the Council to approve the new Committee Chairperson(s).

ARTICLE V - OFFICERS

Section 1 Election

The Officers shall consist of Chairperson, Vice-Chairperson and Second Vice-Chair Person. The Chairperson and Vice Chairpersons shall be elected by a vote of the Council members at the first meeting of each year of the Council.

Section 2 Duties

The Chairperson shall conduct the meetings in accordance with the normal duties of a Chairperson and shall exercise the normal functions of a Chairperson. The Vice Chairperson shall conduct meetings in the absence of the Chairperson and shall exercise the normal functions of the Chairperson. In the absence of the Chairperson and the Vice Chairperson, the second Vice-Chairperson shall perform the above function.

Section 3 Committee Officers

The Council shall vote to approve Chair and Co-Chairpersons for each of the CJCC Committees as outlined in Article IV Section 4. Chairpersons can serve throughout the Action Plan during which they are approved, with opportunities to be reapproved for additional terms during future Action Plans if they are invested in future Action Plan objectives for their respective committee.

ARTICLE VI - MEETINGS

Section 1 Council Meetings

Meetings of the Council shall be conducted quarterly (four times per year). The place, time, and agenda shall be set by the Chairperson. A quorum will be at least a simple majority of the active voting members at a respective meeting to allow for quorum to be met when membership is reduced due to vacant seats. Members may participate telephonically at meetings. All Council meetings are subject to, and shall comply with, the Colorado Open Meetings laws.

Section 2 Committee Meetings

Each Committee shall determine and schedule the number of meetings it will hold each year. Meetings of Committees will be called by their respective chairs or their appointed representative(s). Committees shall record meeting notes and committee proceedings and report to the Council during each quarterly meeting.

Section 3 Special Meetings

The Chairperson or a majority of the Council members may call a special meeting outside the Council's regular meeting schedule provided that five days' notice is provided to all Council members. All special meetings are subject to, and shall comply with, the Colorado Open Meeting laws.

Section 4 Agendas

The Chairperson will coordinate the development of meeting agenda and associated materials. The meeting packet will be distributed to members at least three (3) days prior to the respective meeting.

Section 5 Staff Support

Staff support shall be provided by the El Paso County Justice Services Department and will include preparing and distributing the agenda packets, preparing meeting minutes, and preparing requested reports for the Council. Council materials shall be kept by Justice Services Staff.

Section 6 Voting

Parliamentary procedures will not be required as a normal practice of decision making. Respectful dialogue and consensus decision-making are the preferred method for conducting Council business. In the event a decision cannot be achieved through consensus or when a recommendation is being made to the Board of County Commissioners, the Chairperson will bring the matter to a vote. If applicable, the appointed committee member or his/ her designee may vote for the respective agency.

ARTICLE VII - AMENDMENTS

Section 1 Amendments

The CJCC bylaws may be amended by a majority vote of the Board of County Commissioners after amendments are approved by a majority vote by the Council members.

1.1 CJCC members should review the bylaws for any necessary updates and amendments at a minimum of every three years.

Adopted: 1983

Amended: September 1987; May 1989; June 1993; December 1996; December 1997; February 1998; February 2000; July 2000; March 2006; June, 2017; January, 2019; August 2022