

FRANKLIN COUNTY CRIMINAL JUSTICE PLANNING BOARD
BY-LAWS

Approved by FC BOC Resolution 8/18/15

The name of this Board shall be the Franklin County Criminal Justice Planning Board.

ARTICLE I - PURPOSE

Pursuant to Ohio Revised Code §5502.65 (formerly ORC §181.55(C)), the Franklin County Criminal Justice Planning Board, hereinafter referred to as the Board, shall:

- A. Exercise leadership in improving the quality of the criminal justice systems in Franklin County;
- B. Review, approve, and maintain general oversight of the Comprehensive Strategic Plan and the implementation of the Comprehensive Strategic Plan;
- C. Review and comment on the overall needs and accomplishments of the criminal and juvenile justice systems in Franklin County;
- D. Establish, as required to comply with Ohio Revised Code §5502 and 181, task forces, ad hoc committees, and other committees, whose members shall be appointed by the chairperson of the Board;
- E. Establish any rules that the Board considers necessary and that are consistent with these by-laws and federal and state law.

ARTICLE II – STATUTORY DUTY AND OTHER POWERS

Pursuant to Ohio Revised Code §5502.64 and §5502.65, the Board shall ensure that the Justice Planning Unit will:

- A. Accomplish criminal and juvenile justice systems planning within its services area;
- B. Collect, analyze, and correlate information and data concerning the criminal and juvenile justice systems within Franklin County;
- C. Cooperate with and provide training and technical assistance to all criminal and juvenile justice agencies and systems and other appropriate organizations and persons within Franklin County;
- D. Facilitate, encourage and assist agencies of the criminal and juvenile justice systems and other appropriate organizations and persons to collaborate and solve problems that relate to its duties;
- E. Administer within its services area any federal criminal justice acts or juvenile justice acts that the Office of Criminal Justice Services, the Ohio Department of Rehabilitation and Corrections, the Ohio Department of Mental Health and Addiction Services, and/or the Ohio Department of Youth Services administers within the state;
- F. Implement the comprehensive funding plans for its services area;

- G. Monitor and evaluate, within its services area, the performance of the criminal and juvenile justice systems projects and programs that are financed in whole or in part by funds granted through it;
- H. Apply for, allocate, and disburse grants that are made available pursuant to any federal or state criminal justice acts, or pursuant to any other federal, state, or private sources for the purpose of improving the criminal and juvenile justice systems;
- I. Contract with federal, state, and local agencies, foundations, corporations, and other businesses or persons to carry out the duties of the agency;
- J. Coordinate and deliver enhanced training related to emerging trends and conditions in the criminal and juvenile justice system;
- K. Facilitate the integration of justice technologies and interoperability of criminal justice system communications.

In addition to the powers and duties granted by Ohio Revised Code, §5502.64 and elsewhere in these bylaws, the Board shall:

- A. Not assume any power, duty, authority or responsibility granted to any political subdivision or other entity by law, rule, or regulation;
- B. Have no authority over any political subdivision or other entity unless such power is expressly provided for by law, rule, or regulation;
- C. Establish any rules it considers necessary and that are consistent with the law and these bylaws;
- D. Develop a comprehensive strategic justice plan for the service area and perform plan review and update as prudent and necessary.

ARTICLE III - MEMBERSHIP

The Board was created by the cooperative action of the City of Columbus and the County of Franklin.

Pursuant to Ohio Revised Code §5502.65, the Board shall be comprised of a majority of the local elected officials in the county and representatives from law enforcement agencies, courts, prosecuting authorities, public defender agencies, rehabilitation and correction agencies, community organizations, justice services agencies, professionals, and private citizens in the county.

The Board members shall be appointed by the Franklin County Board of Commissioners in January of each year. Additionally, the Franklin County Board of Commissioners shall establish the number of Board members who will serve during any given term.

ARTICLE IV – OFFICERS

The Board shall elect from its membership a chairperson, vice-chairperson, and secretary. These officers shall be elected at the annual meeting in February and shall serve a term of one year. There is no limit on the number of terms a member may hold any office.

ARTICLE V – DUTIES OF OFFICERS

Chairperson: The chairperson shall be the principal executive officer and shall exercise general supervision and control over the affairs of the Board. He/She shall preside at all Board meetings. In addition, the chairperson shall have such other powers and duties as the Board may from time to time assign. The term of office shall be from organizational meeting to organizational meeting, unless removed by a majority of all members.

Vice-Chairperson: The vice-chairperson shall exercise the powers and perform the functions that are from time to time assigned to him/her by the chairperson. The vice-chairperson shall have the powers and shall exercise the duties of the chairperson whenever the chairperson, by reason of illness or other disability, or absence, is unable to act and at other times when specifically directed by the chairperson. The term of office shall be from organizational meeting to organizational meeting, unless removed by a majority of all members.

Secretary: The secretary shall be a staff member of the Office of Homeland Security & Justice Programs and shall record by brief or see to the brief recording of all meetings and minutes of the Board. The secretary will also be responsible for maintaining records of designated alternates as defined in these by-laws. In addition, the secretary shall have other powers and duties as may be prescribed by the chairperson or the Board.

ARTICLE VI – TERM OF APPOINTMENT

Members shall serve at the pleasure of the Franklin County Board of Commissioners. The term of service is generally one year. There is no limit on the number of terms a member may serve.

ARTICLE VII – VOTING, QUORUM, CONFLICT OF INTEREST

Voting: Each member of the Board shall have one vote. All motions and resolutions of the Board shall be passed upon a simple majority of all those persons voting upon any proposition and/or resolution.

Quorum: A quorum for the conduct of business of the Board shall consist of a majority of the total voting membership. Once a quorum is established, business can continue to

be conducted even though a member or members leave prior to the conclusion of the meeting.

Conflict of Interest: All members of the Board shall submit a signed "Conflict of Interest" form which shall be maintained on file with the Secretary of the Board. Any member of the Board shall disclose to the chairperson any interest that he or she has in any agency or organization, either private or governmental which agency or organization is seeking grant funding. Such member shall abstain from discussing, voting, or participating in any manner whatsoever upon the application for funds from such agency or organization.

ARTICLE VIII - VACANCIES

Vacancies on the Board shall be filled by the appointing authority within 60 days of notification.

ARTICLE IX – ALTERNATES

A Board member may designate an alternate representative to attend regular Board meetings in the member's absence. Alternates will have full voting rights as proxies provided that they are recorded as registered alternates with the Board secretary. No one person shall be designated as an alternate or proxy for more than one Board member.

ARTICLE X – COMPENSATION

No officer or member of the Board shall receive compensation or payment for his/her service.

ARTICLE XI – COMMITTEES

The Board may create or disband, by majority vote, any number of standing, temporary, or ad hoc committees as it deems necessary to carry out its business and duties. Membership on a committee may be expanded to include resource persons, who will have voting power within committees but not on the Board. Members of the committees shall each have one vote on committee matters. Alternates may vote for members provided that is designated in writing prior to any vote. Committees should meet on a regular basis, as agreed to by the committee. Committee meetings may be scheduled at various locations throughout Franklin County. The number of members on each committee will be determined by the chairperson of the Board.

ARTICLE XII – REMOVAL

Failure to attend three consecutive meetings of the Board may be grounds for removal from the Board. If a member has failed to attend three consecutive meetings, the

chairperson shall contact such member, in writing, notifying him/her of this rule and asking if he/she desires to resign or remain on the Board.

ARTICLE XIII – ANNUAL MEETING

The annual meeting of the Board shall be in February every year. At the annual meeting, a date for regular monthly meetings shall be set by the Board. All meetings and proceedings of the Board, and any of its committees or other subgroups, shall be open to the public. All votes taken by the members of the Board shall be recorded and shall become a matter public record, and in every respect, the Board shall abide by the Open Meeting Laws of the State of Ohio.

ARTICLE XIV - GOVERNANCE

Any and all interpretations required in connection with these bylaws shall be made by the Franklin County Board of Commissioners. Procedures at all Board meetings not covered by these by-laws shall conform to *Robert's Rules of Order, Revised Edition*. These bylaws may only be amended by a resolution of the Franklin County Board of Commissioners. The Franklin County Criminal Justice Planning Board may recommend amendments to these bylaws by a majority vote of all Members.

ARTICLE XV – PUBLIC PARTICIPATION

The Franklin County Criminal Justice Planning Board regards the opportunity for expression of public views on issues before the Franklin County Criminal Justice Planning Board as an important part of its planning.

Three (3) speaker slots are available at regular business meetings. Speakers will be accepted on a first-come, first-served basis in the order in which their requests are received, and may speak for no more than three (3) minutes. Requests to speak must be made via a “Public Comment Request Form” submitted to the Secretary of the Board no later than 10 minutes prior to the start of any Board meeting.

Speakers are reminded to deliver their comments with the decorum and respect appropriate to the conduct of the public's business, and to remain germane to the issue(s) before the Board at that meeting. Speakers may be denied or terminated at the discretion of the chairperson if remarks are disrespectful or antagonistic.

Revised and recommended for adoption by FC CJPB on 5 August 2015.

Approved by the FC BOC on 18 August 2015.