

**Salt Lake County  
Criminal Justice Advisory Council (CJAC)  
Bylaws**

(Revised and Approved October 14, 2020)

**Article I. Name and Purpose**

1. The name of this body shall be the Salt Lake County Criminal Justice Advisory Council (CJAC).
2. As set forth in the Salt Lake County Code of Ordinances, Chapter 2.96, the purpose of the CJAC is to analyze criminal justice policy issues and projects that impact the criminal justice system.
3. After study and discussion, the CJAC shall issue reports and recommendations to the Salt Lake County Mayor and County Council for further action.

**Article II. Leadership**

4. The Chair of CJAC shall rotate on an annual basis among the Sheriff, District Attorney, Mayor, and County Council designee. The Chair shall preside at and conduct all CJAC meetings.
5. In the absence of the Chair, the Vice-Chair shall serve as the substitute Chair.
6. The Vice-Chair shall rotate on an annual basis among the Sheriff, District Attorney, Mayor, and County Council designee. The Vice-Chair shall possess all the powers and perform all the duties of the Chair in the absence or disability of the Chair to act.
7. The CJAC Director shall act as assistant to the Chair and Vice-Chair and perform such duties as may be assigned by the Chair.
8. The Chair shall have power to make emergency decisions on behalf of the CJAC. Such decisions shall be reported immediately to CJAC and be subject to review at the next CJAC meeting.
9. The CJAC shall be staffed by the CJAC Director, and other staff from County Departments as needed.

**Article III. Membership**

1. CJAC shall be comprised of agencies and organizations involved in the criminal justice system, primarily representing Salt Lake County.
2. **Designated Membership:** Individuals serving in the following positions *shall* participate in the CJAC:

Salt Lake County Mayor  
Two members of the Salt Lake County Council (as appointed by the County Council)  
Salt Lake County Sheriff  
Salt Lake County District Attorney  
Salt Lake County Chief Deputy Sheriff for Correctional Services  
Salt Lake County Human Services Director  
Salt Lake Legal Defender Association Director  
Salt Lake County Criminal Justice Services Director  
Municipal Prosecutor  
LEADS Chair  
Third District Court Presiding Judge

3. **Appointed Membership:** The Designated Membership will appoint representatives from the following agencies to serve on the CJAC. Appointed membership positions will be reviewed every two (2) years.

Police Chief from a City within Salt Lake County  
Mayor from a City in Salt Lake County  
Two Justice Court Judges from within Salt Lake County  
Salt Lake County Behavioral Health Representative  
Third District Court Administrator's Office Representative  
State Justice Courts Administrator  
Utah State Legislature (one Representative and one Senator from the Salt Lake County area)  
Utah State Department of Corrections  
Representative from the Juvenile Justice System  
An individual in recovery, with lived-experience in Salt Lake County's criminal justice system  
Chair, SLCo Council on Diversity Affairs, Subcommittee on Criminal Justice and Law Enforcement

4. **Participation:** In the event an *appointed member* of the CJAC, whose office does not specifically require membership, misses three consecutive meetings, the CJAC shall report non-attendance and appoint a replacement to fill the unexpired term.
5. **Change in Position:** If a *designated member* of the CJAC changes employment, his or her membership will terminate immediately and the new designated member of the CJAC shall immediately fill the position.

#### **Article IV. Meetings and Voting Rights**

1. The CJAC shall meet at least quarterly, or upon such other occasions as the Chair may deem necessary. Reasonable notice of the agenda, date, time, and place of such meetings shall be given.
2. Each member present at any meeting of the CJAC shall be entitled to one vote. There shall be no voting by proxy at any of the meetings of the CJAC or any committees thereof. If a CJAC member must miss a meeting, a delegate may be sent. Delegates are not entitled to vote or make motions, but may participate in the discussion.

**Article V. Work Groups and Committees**

1. Work groups and committees may be created within the CJAC to serve for a specified period of time.
2. Each committee shall report on its activities to the membership during regularly scheduled meetings and shall submit recommendations to the CJAC for approval. All committees shall communicate, coordinate activities, and cooperate with each other in carrying out the purpose of the CJAC.
3. Membership of the committees may consist of members of the CJAC or other community organizations or agencies which have an interest in the topic being addressed.

**Article VI. Amendments**

Amendments to the bylaws must be approved by the CJAC at a regular meeting by a majority vote of the members present. Amendments to the bylaws may be considered only after the members of the CJAC have received notice of the intent to consider amendments not less than seven (7) days in advance of the meeting. Amendments become effective immediately upon ratification.

**Article VII. Parliamentary Authority**

Robert's Rules of Order shall govern the CJAC and its committees in all cases in which they are applicable and in which they are not in conflict with these bylaws.