

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

(Revised and Approved June 13, 2018)

Article I. Name

The name of this body shall be the Salt Lake County Criminal Justice Advisory Council (CJAC).

Article II. Leadership

1. The CJAC shall be chaired by the Salt Lake County Mayor. The Chair shall preside at and conduct all CJAC meetings.
2. In the absence of the Chair, the Vice-chair shall serve as the substitute Chair.
3. The Vice-chair shall be a non-county agency member and shall be elected by the membership of the CJAC. 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. The Vice-chair shall be elected every two years.
4. The CJAC Coordinator shall act as assistant to the Chair and Vice-chair and perform such duties as may be assigned by the Chair.
5. The Chair shall have power to make emergency decisions on behalf of the CJAC. Such decisions shall be reported immediately to the Executive Committee and be subject to review at the next CJAC meeting.
6. The CJAC shall be staffed by the CJAC Coordinator and other staff from County Departments as needed.

Article III. Executive Committee

1. The Executive Committee shall be comprised of thirteen members: the CJAC Chair, the two members representing the County Council, and ten members from the CJAC membership. Five members of the Executive Committee will be elected from the CJAC membership. Five members will be appointed by the CJAC Chair.
2. If a vacancy occurs, the Executive Committee shall have the power to fill the vacancy.
3. The Executive Committee shall meet at least once every two months, or upon the call of the chairperson.
4. The Executive Committee shall have authority to act on behalf of the CJAC in the event immediate action is required. Decisions of the

Executive Committee shall be subject to review at the next regular CJAC meeting.

Article IV. Membership

1. Agencies and organizations involved in the criminal justice system, primarily representing Salt Lake County, are invited to be members of the CJAC. Such membership shall be as follows:

Designated Membership: Individuals serving in the following positions will 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

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

Municipal Law Enforcement Representative
Municipal Mayor Representative
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
Juvenile Justice Representative
Peer Recovery Support Specialist/Individual with Experience in System

2. 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 request the Executive Committee appoint a replacement to fill the unexpired term.
3. 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 V. Meetings

1. The CJAC shall meet at least quarterly, or upon such other occasions as the Chair may deem necessary, or upon the request of a quorum of the Executive Committee. 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 VI. Committees

1. Special ad hoc committees may be created within the CJAC to serve for a specified period of time.
2. Advisory committees related to any aspect of the criminal justice system may be established within the CJAC.
3. Each committee shall submit its recommendations to the CJAC for approval and shall report on its activities to the membership during a regularly scheduled meeting of the CJAC. All committees shall communicate, coordinate activities, and cooperate with each other and with the Executive Committee in carrying out the purpose of the CJAC.
4. Unless otherwise noted, members and chairpersons of any committee of the CJAC shall be appointed by the CJAC Chair with the approval of the Executive Committee, and shall serve a term of one (1) year.
5. Membership of the committees may consist of members of the CJAC or other community organizations or agencies which have an interest in the criminal justice system.

Article VII. 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 fourteen (14) days in advance of the meeting. Amendments become effective immediately upon ratification.

Article VIII. 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.