



BYLAWS OF THE VALENCIA COUNTY JUVENILE JUSTICE ADVISORY BOARD

Article I: Name of the Organization

This Board shall be the “Valencia County Juvenile Justice Advisory Board”

Article II: Duties and Purpose

The Valencia County Juvenile Justice Advisory Board (“Board”) shall:

- A. Provide input into the type of services needed and the value of existing services and provide input to the grant application process; with the purpose of improving the Juvenile Justice System to decrease the incidences of juvenile delinquency in the community while increasing the emphasis on prevention and early intervention in juvenile justice services.
- B. Advise, plan, and coordinate juvenile justice efforts among the various agencies and service providers working with youth in Valencia County.
- C. Collaborate with the appropriate agencies designated by the Valencia County Commission to address juvenile justice issues that span and affect youth in Valencia County.
- D. Advise and assist in planning of the expansion and evaluation outcomes of programs, services, and activities that increase the protective factors for children and youth.
- E. Advise the Continuum and provide input in the development of Strategic Comprehensive Plan (utilizing a community needs assessment) that encompasses all available prevention, intervention, and treatment strategies to reduce risk factors and to increase protective factors.
- F. Advise the Continuum and Contracted Service Providers to provide input in the development of a plan that encourages the involvement and interaction of youth, parents, schools, and the community regarding strategies designed to reduce risk factors and to increase protective factors.
- G. Collaborate with the municipalities and County to ensure improvements in the operational collaboration of local resources and service providers.

Article III Membership, Appointment, Term of Office & Compensation

- A. The Board membership shall reflect the composition of the Valencia County community, including, but not limited to, individuals from: the community; Children, Youth and Families Department; government/tribal organizations; school districts; youth services community; education; mental health; medicine; juvenile justice; child welfare; employment services; entities whose purpose is to assist children and families; as well as individuals with youth-oriented organizations; recreation activities; faith communities; and the business community.
- B. Members will be appointed by the Board of County Commissioners of Valencia County based on the recommendation of the Juvenile Justice Continuum Coordinator.
- C. The Board shall consist of no fewer than seven (7) and no more than (15) members. The Board should include representation from local or tribal governments, Valencia County Commission, the Children's Court, the District Attorney, the Public Defender, the 13th Judicial District, local law enforcement agencies, the public schools and community-based non-profit organizations serving youth and families, the business community and religious organizations and may include two (2) ex-officio student representatives. Board members who are employees of Valencia County and CYFD shall abstain from voting on any funding initiatives.
- D. Valencia County staff and employees of the New Mexico Children, Youth and Families Department shall serve as Ex-Officio members.
- E. The term of office for a Board member shall be a maximum of five (5) years.
- F. The Youth subcommittee members are eligible to participate at the age of 10 and shall resign their membership once the age of 22 is reached. The youth subcommittee members are eligible to receive \$25.00 per meeting and \$40.00 per event attended so long that there are funds available in the grant agreement. Youth Subcommittee members that breach the Youth Subcommittee Code of Conduct are subject to removal.
- G. Any member who is also a contractor of the program cannot participate in any vote affecting their contract.
- H. Members may be removed from the Board by a vote of the Valencia County Commission.
- I. Members of the Board may resign from the Board upon written notice to the Continuum Coordinator. Whenever possible, the resignation should allow for a 30-day notice in order to find a replacement.
- J. Members who fail to attend three (3) consecutive meetings without good cause shall be deemed to have resigned their membership on the Board.
- K. There shall be no compensation, per diem or expenses paid for any Board Member

- L. Members shall complete a conflict of interest statement at the beginning of their term of office

Article IV. Officers

A Chairperson, Vice Chairperson, shall be elected by vote of the membership annually in December. Executive leaders shall be elected for a term of one year and may serve for no more than (5) consecutive terms.

ARTICLE V Officer Duties

A. The Chair:

1. Shall preside at all meetings of the board using Robert's Rules of Order.
2. Shall appoint committees and committee chairpersons Board.
3. Shall enforce compliance with the rules, regulations, and policies of the Valencia County Juvenile Justice Advisory Board.

B. The Vice-Chair:

1. Shall have such powers and perform such duties as delegated by the Chair.
2. In the absence or disability of the Chair, Co-Chair shall perform the duties and exercise the powers of the Chair.

Article VI: Duties of the County

The County will provide the day-to-day management and operational oversight of the Juvenile Services Program including fiscal management, contracting, human resources, grants management, grant writing, and supervision of staff.

The Valencia County Continuum Coordinator shall keep all minutes of the board meetings and publish through electronic media within thirty days of the meeting. The Valencia County Continuum Coordinator shall carry out all contractual obligations as set forth in the agreement between the Children Youth and Families Department and Valencia County Government.

Article V: Meeting of Members

A. Agendas.

1. Any board member may place an item on the agenda by oral or written request to the Continuum Coordinator at least seven (7) days prior to the meeting.
2. The Continuum Coordinator shall prepare and distribute the agenda to the Board members not less than 72 hours before the meeting.
3. The agenda shall be posted in compliance with the requirements of the Open Meetings Act

B. Meeting Notice.

The Meetings of the Board are not subject to the requirements of the Open Meetings Act because it is an advisory board only; it does not create policy; and its recommendations are not binding or final. *See*, NM Attorney General OMA Guide Version 2015 at pages 8-9. However, the following open meeting rules shall be followed to allow for transparency and public participation:

1. All meetings of the Board shall be open to the public, the Board may not exclude any persons from the meetings or hold closed sessions.
 2. Notice of Board meetings shall be posted on the Valencia County web site at least 72 hours prior to the meeting, the notice will consist of a copy of the draft agenda.
- C. Minutes. Minutes of the VCJJAB shall be prepared within ten (10) days of the meeting and provide a copy of the minutes to CYFD within 45 days.
- D. Conduct of Meetings
1. Meetings of the Board shall be presided over by the Chair, or in the absence of the Chair, the Vice-Chair
 2. Meetings shall be held bi-monthly during the following months: February, April, June, August, October and December or as needed.
 3. Meetings will be held on the 2nd Tuesday at 12:00PM.
- E. Attendance at Meetings
1. Due to the importance of the work to be completed by the Board, and in order to accomplish the Board's objectives in a timely manner, all members are strongly encouraged to attend each meeting of the Board.
 2. If a member must be absent, the member may send a representative to attend in his/her place, as long as the representative shares the same area of expertise as the absent member. A representative attending in place of a member shall be authorized to vote for the member.
- F. Quorum
1. A quorum shall consist of a majority of the voting members of the Board.
 2. No official business shall be considered by the Board at any meeting at which a quorum of the voting members is not present.

Article VI: Bylaws

- A. Bylaws shall be approved by the Board of County Commissioners.
- B. The Board may review the by-laws as needed to determine whether any changes or additions are necessary and shall recommend the changes to the Coordinator for consideration by the County Commission.

APPROVED AND ADOPTED BY THE BOARD OF COUNTY COMMISSIONERS
THROUGH THEIR DULY APPOINTED MANAGER AS DIRECTED BY AT A REGULAR
MEETING HELD ON FEBRUARY 2, 2022 - Date

Daniel P. Monette

Date