

# RUSK COUNTY CRIMINAL JUSTICE COLLABORATING COUNCIL

## BY-LAWS

### **Article 1: Name**

The name of the council shall be Rusk County Criminal Justice Collaborating Council. It will be referred to as the Council throughout these by-laws.

### **Article II: Creation**

The Council is created by Resolution as adopted by the Rusk County Board of Supervisors.

### **Article III: Mission and Vision**

The principal mission of the Council is to enhance public safety in Rusk County through community collaboration by ensuring offender accountability, providing rehabilitation programs and supporting the rights and needs of Victims. In addition, the Council is committed to providing the coordinated leadership necessary to establish and foster innovative corrections programs for adult and juvenile offenders. CJCC shall be data and research informed and driven.

The Council's vision is that the collaboration of stakeholders in Rusk County's criminal justice system will enhance the health and safety for everyone in Rusk County.

The Council will develop a strategic plan for Rusk County in accordance with its Mission and Vision.

### **Article IV: Structure**

#### **Section A: Membership: Wis. Stat. 165.95(5)(a)**

The voting members of the Council who serve as members ex officio;

- Circuit Court Judge for Rusk County
- County Board Chair
- Sheriff
- Chief of Police – Ladysmith
- District Attorney
- Victim Witness Coordinator
- State Public Defender
- Department of Corrections Supervisor for Rusk County
- Department of Human Services Director
- Three Citizen Members
- County Administrative Coordinator
- Jail Administrator

- Clerk of Circuit Court
- Substance Abuse Provider
- Mental Health Provider
- RRYF Coordinator

Additional members may be appointed as the Council deems appropriate. Council members may designate another competent person to represent them and vote at Council meetings. Any Council member wishing to appoint a designee is to identify the designee in writing addressed to the Chair of the Council. No more than three consecutive meetings shall be allowed for a member's designee to attend the Council meetings. Designees can only be changed by notifying the Chair in writing.

Any member of the Council may recommend removal of any agency member whom he or she believes is no longer appropriate for membership. Lack of attendance by a member may be cause for removal from the Council. Resignations of Council members shall be submitted to the Chair and brought to a vote of the Council.

Section B: Legal Authority of the Council:

The Council has no legal authority to order changes to Rusk County's criminal justice system, but it may bring about changes through consensus by the participating Agencies and Branches and was created by Resolution 14-03 of the Rusk County Board of Supervisors February 25, 2014 and reports to Rusk County's Justice, Youth & Extension Committee as the oversight committee for the County.

Section C: Committees:

**1. Executive Committee**

The Executive Committee is comprised of the chair, vice-chair, program review committee chair, and county board chair. Any member of the Council may attend and participate in the Executive Committee meetings. The Executive Committee shall be responsible for the following:

Develop Council meeting agendas and ensure matters are ready for Council meetings.

Ensure assignments are completed and prepared for Council meetings.

Propose to the Council the formation of Standing Committees, Subcommittees, and Ad Hoc Committees.

Recommend to the Council individuals to serve as chairs and members of the above-listed committees.

Coordinate and approve the membership of the Standing Committees, Subcommittees and Ad Hoc Committees.

## 2. Standing Committees

- a) **Grant/Funding Review Committee**  
Seek out and identify funding sources for current and future corrections, treatment and support programs for adult and juvenile offenders.
- b) **Criminal Court Review Committee**  
Initiate communication and education among the agencies and department involved in the Criminal Justice Program.  
  
Examine incarceration and alternatives thereto.  
  
Recommend innovative programs relative to incarceration and alternatives thereto.
- c) **Juvenile Court Review Committee**  
Initiate communication and education among the agencies and departments involved in the Juvenile Court Program.  
  
Examine current processes and program and providing recommendations to facilitate modification of current programs, creation of new and innovative programs.
- d) **Program Review Committee (Wis. Treatment Court Standards #3) 2018**
- Serves as an advisory committee to the Rusk County Recovery Court.  
Periodically reviews and updates procedural guidelines for Recovery Court operations including, but not limited to, Recovery Court policies, budgets, and forms.  
The committee is responsible for monitoring all aspects of Recovery Court operations and making recommendations to the county criminal justice collaborating council and ensured compliance with Wisconsin Treatment Court Standards and Wisconsin Department of Justice best practices. See appendix I.
  - A Program Review Committee Chair will be elected annually in January and serve on the Executive Committee.
  - Rusk County Circuit Court Judge
  - District Attorney
  - State Public Defender
  - Local law enforcement
  - County Board Representative

- Recovery Court Coordinator
- Health & Human Services (MH, CPS, WI Works)
- Department of Corrections Representative
- Recovery Court Graduate
- Community Member
- Treatment Provider

d) ~~Data Committee~~

- ~~• Shall ensure collection of local and system level data.~~

e) ~~Victim's Rights/Marsy's Law Review Committee~~

- ~~• Ensure compliance with Wis. Stat. 950.~~

**3. Subcommittees and Ad Hoc Committees**

The Council may authorize the formation of Subcommittees and Ad Hoc Committees, to deal with specific problems of issues. Standing committees, Subcommittees and Ad Hoc Committees shall report their information and recommendations to the Council.

Section D: Meetings:

1. Meetings of the Council shall be set by the Council, the chair, or upon petition by any four members of the Council. Notice of Council, Executive Committee, Standing Committee, Subcommittee and Ad Hoc Committee meeting times and locations shall be provided to all members and duly posted in compliance with open meetings statutes.
2. Minutes of the Council meetings shall be recorded and distributed to all members of the Council.
3. A quorum is a simple majority of the membership described in Section A, or a simple majority of any Executive, Standing, Sub or Ad Hoc committee.
4. Recommendations of the Council shall be made by consensus. If consensus cannot be reached, recommendations may be made by a 2/3 vote of Council members.

Article V: Officers

The first Chair of the Council shall be the Judge of Rusk County. Thereafter, by election, any member of the Council may serve. The chair and the vice-chair will be selected every January, or the first meeting after the new year, by the Council upon the recommendation of the Executive Committee. The term of the chair and vice-chair shall be one year.

#### **Article VI: Change in By-Laws**

Proposed amendments to the by-laws are to be included on the agenda of an executive committee meeting. The proposal will be forwarded to the Council for approval. Any action in response to the proposed change in the by-laws taken by the Council shall become effective immediately.

The by-laws shall be reviewed not less than every three years.

#### **Article VII: Annual Report**

The chair or his/her designee shall present an Annual Report to the Rusk County Board that includes progress in meeting goals set forth in the Council's Strategic Plan.

#### **Article VIII: Conflict of Interest**

Whenever a member has a financial or personal interest in any matter coming before the CJCC, the CJCC shall ensure that:

1. The interest of such member is fully disclosed to the CJCC.
2. No interested member may vote or lobby on the matter or be counted in determining the existence of a quorum at the meeting of the CJCC at which such matter is voted upon.
3. Any transaction in which a member has a financial or personal interest shall be duly approved by the CJCC not so interested or connected as being in the best interests of the organization.
4. The minutes of meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.

#### **Article IX: Rules for Speaking and Voting**

Robert's Rules of Order, revised, governs all Council meetings except in instances of conflict between the rules of order and the bylaws of the Council or provision of law.

#### **Article X: Authority and Duties:**

The Chair and Vice Chair shall have full authority to carry out their duties as specified below.

##### **Section A: Chair**

The Chair shall

- Preside at meetings of the CJCC
- Serve as ceremonial representative of the CJCC
- Appoint all standing and special committees of the CJCC which appointments are confirmed by the CJCC
- Appoint subcommittee chairs
- Keep CJCC members informed of matters pertinent to their responsibility
- Set the agenda for all meetings of the CJCC and ensure distribution to members.
- Establish CJCC meeting schedules.
- Ensure the preparation of meeting minutes and distribution to members.

- Sign communications on behalf of the CJCC
- Represent the CJCC at governmental, community or other meetings
- Provide functional supervision to the Criminal Justice Services (CJS) Manager; gather input from the council and administer performance reviews and share with administrative supervisor
- Work with the CJS Manager to develop and executive the approved annual CJCC budget.

### **Section B: Vice Chair**

In the absence of the Chair, to fulfill any and all of the above duties.

In instances when the Chair cannot attend a meeting, the Vice Chair of the Council or another member designated by the Chair will preside over the meeting.

Appendix I: Wisconsin Treatment Court Standards #3

<https://www.watcp.org/wp-content/uploads/2018/12/FINAL-WI-Treatment-Court-Standards-2018.pdf>

Appendix II: 165.95 (5)(a) Alternatives to Incarceration; Grant Program

[Wisconsin Legislature: 165.95\(5\)\(a\)](#)

Appendix III: National Standards for Criminal Justice Coordinating Councils

[https://nicic.gov/resources/nic-library/all-library-items/national-standards-criminal-justice-co%E2%80%A6#:~:text=The%20standards%20cover%20thirteen%20elements,12\)%20administration%2C%20and%2013](https://nicic.gov/resources/nic-library/all-library-items/national-standards-criminal-justice-co%E2%80%A6#:~:text=The%20standards%20cover%20thirteen%20elements,12)%20administration%2C%20and%2013)

Appendix IV: Wisconsin Treatment Court Standards <https://www.watcp.org/wp-content/uploads/2018/12/FINAL-WI-Treatment-Court-Standards-2018.pdf>