



**BYLAWS of the
COLONIAL COMMUNITY CRIMINAL JUSTICE BOARD
(CCCJB)**

**Serving the counties of Charles City, James City, New Kent, and York and the
cities of Poquoson and Williamsburg in Virginia**

Article I – Authority

Section 1. The authorities for this organization are as follows:

- (A) Sections §9.1-173 et seq., the Comprehensive Community Corrections Act (CCCA) for Local Responsible Offenders and Section §19.2-152.2 et seq., the Pretrial Services Act (PSA) of the Code of Virginia.
- (B) Resolutions adopted by the governing bodies of each respective jurisdiction.
- (C) The Joint Exercise of Powers Agreement.

Article II – Name

Section 1. The name of this Board shall be the Colonial Community Criminal Justice Board, hereafter referred to as the CCCJB.

Article III – Responsibilities

Section 1. The duty of the CCCJB shall be to act as an advisory board to the member jurisdictions and the criminal justice system.

Section 2. The responsibilities of the CCCJB shall be to:

1. Advise on the development and operation of local pretrial services and community-based probation programs and services pursuant to §19.2-152.2 and § 19.1-176 for use by the courts in diverting offenders from local correctional facility placements;
2. Assist community agencies and organizations in establishing and modifying programs and services for offenders on the basis of an objective assessment of the community's needs and resources;
3. Evaluate and monitor community programs, services, and facilities to determine their impact on offenders;
4. Develop and amend the Criminal Justice Plan in accordance with guidelines and standards set forth by the Department of Criminal Justice Services and oversee the development and amendment of the community-based corrections plan as required by §9.1-176.1 for approval by participating local governing bodies;
5. Review submission of all criminal justice grants regardless of the source of funding;
6. Facilitate local involvement and flexibility in responding to the problem of crime in their communities; and
7. Do all things necessary or convenient to carry out the responsibilities expressly given in this article.

Article IV – Membership

Section 1. Appointments to the CCCJB can be made by the local governing bodies of the localities represented. A majority (of those present at the meeting) of votes in favor of appointment must be achieved. Appointments are made only when a vacancy in an existing mandated position is present or when a newly created, mandated position is implemented. Each participating city or county shall have an equal number of appointments. The CCCJB shall consist of up to twenty-four (24) members, of which four (4) will be appointed by each local governing body provided that the total appointees must include those appointees required by §9.1-178 of the Code of Virginia. It is anticipated that some appointees by local governing bodies will be residents of other jurisdictions, so that the required membership will be met and, further, that members whose expertise is important to the CCCJB may be appointed to the Board. All such appointments will be made by resolution.

Section 2. In accordance with Section §9.1-178 of the Code of Virginia, the following mandated positions must be filled and represented on the CCCJB:

1. a member from each governing body or a city or county manager, county administrator or executive, or assistant or deputy appointed by the governing body;
2. a general district court judge;
3. a circuit court judge;
4. a juvenile and domestic relations court judge;
5. a chief magistrate;
6. one chief of police or the sheriff in a jurisdiction not served by a police department;
7. an attorney for the Commonwealth;
8. a public defender and/or a private, defense attorney
9. a sheriff or the regional jail administrator responsible for jails;
10. a local educator; and
11. a community services board administrator.

Section 3. In accordance with the “Joint Exercise of Powers Agreement For The Colonial Community Criminal Justice Board,” withdrawal of any participating jurisdiction from the CCCJB may occur provided it notifies the other participating jurisdictions and the Director of the Department of Criminal Justice Services of its intention to withdraw from the CCCJB at the beginning of any calendar quarter, by adoption of an ordinance or resolution by its governing body. Such withdrawal shall be effective the last day of the quarter in which such notice is given, in accordance with §9.1-179 of the Code of Virginia.

Section 4. There shall be no limitation upon the number of terms for which a member of the CCCJB may be appointed. Members shall serve three-year terms unless a city or county has chosen to appoint for a differing length. Members appointed to fill vacancies shall serve the remainder of the term they are filling.

Article V - Meetings

Section 1. The CCCJB shall meet quarterly on the first Monday of the month. The time, location, and dates for CCCJB meetings may be changed by the CCCJB Chair, Criminal Justice Planner, or CCC Agency Director as needed with the agreement of a majority of the board members present.

Section 2. Special meetings of the CCCJB may be called by the CCCJB Chair, the Criminal Justice Planner, or upon written notice from at least two CCCJB members.

Section 3. The quorum for all CCCJB meetings shall consist of one-half of the total number of members of the CCCJB to include any member's designee. The quorum for all CCCJB committee meetings shall not be less than one-half of the total number of members of the committee.

Section 4. Meetings shall be conducted in conformance with the Virginia Freedom of Information Act. CCCJB and committee meetings will normally be open to the public. However, in special circumstances, when allowed by the Code of Virginia, the CCCJB and its committees may meet in executive session behind closed doors with others present only by invitation.

Article VI – Order of Business

Section 1. The order in which business shall be conducted at any regular or special meeting of the CCCJB shall be:

1. CCCJB Chair calls the meeting to order;
2. Roll call and announcement of a quorum (which may be done silently by the Chair);
3. Chair recognizes guests and visitors;
4. Reading (only if minutes have not been previously distributed to all CCCJB members), correction (if applicable), and approval of the previous board meeting's minutes;
5. Report of the Chair;
6. Appointments and Elections (when applicable; see Articles IV and VII);
7. Report of any committee;
8. Report of the Agency Director;
9. Unfinished business;
10. New business;
11. Final Remarks; and
12. Adjournment.

Section 2. Staff members to the CCCJB may be invited to participate at any time during the proceedings of the CCCJB or its committee meetings when such participation might assist the CCCJB or committees.

Section 3. Invited guests or non-board members of the committees may be invited to speak to the CCCJB or one of its committees at any point in the order of business, when the remarks of the guests might assist the CCCJB or one of its committees in its undertakings.

Section 4. The CCCJB and its committees may adopt standing rules relating to the allotment of time for speakers, discussed in Section 3 of this Article, to address the CCCJB or its committees and/or to the number of speakers who may be heard on any issue; pro or con.

Section 5. Committees of the CCCJB are not bound by the provisions of Section 1 of this Article.

Section 6. In accordance with §9.1-180, the established Finance Committee will expand members to include government representation from each locality so this membership includes those who have knowledge of their jurisdictions budget and finances to assist with advising on the operation of CCC to include but not limited to policy and procedure, agency grant applications and funding requests, and fee schedules.

Article VII – Officers

Section 1. The officers of the CCCJB shall consist of a Chair and Vice Chair. The officers shall be elected and removed by a majority vote of the CCCJB members.

Section 2. The duties of the Chair shall be:

1. To preside at all meetings of the CCCJB;
2. To designate, subject to the confirmation of the CCCJB, standing and ad hoc committees to address criminal justice issue areas and appoint the chairperson of such committees;
3. To appoint CCCJB members to standing and ad hoc committees as deemed necessary for the operation of the CCCJB;
4. To do all things necessary and appropriate to carry out the CCCJB's business;
5. To insure that accurate records are kept of all meetings of the CCCJB;
6. To notify members of the CCCJB of special meetings; and
7. To perform any other duties determined by the CCCJB.

Section 3. The Vice Chair shall, in the absence of the Chair, perform the duties of the Chair and any other duties assigned by the CCCJB.

Section 4. The Chair and Vice Chair positions are filled for one-year terms. However, there is no limitation to the number of terms any CCCJB member may hold.

Article VIII – Voting

Section 1. A majority of CCCJB members and/or member's designees present and voting at a CCCJB meeting or a committee meeting is necessary for the passage of any action not otherwise provided for in these bylaws. A member's designee will have full voting privileges of the member. A majority is defined as any number greater than one-half.

Section 2. Voting of the CCCJB and its committees shall normally be by voice, show of hands, or ballot at the discretion of the Chair. The vote of any member will be recorded in the minutes at the request of such member.

Article IX – Rules of Procedure

Section 1. The rules of procedure contained in Roberts Rules of Order, the latest revised edition, shall govern the CCCJB and its committees in all cases where applicable and in which they are not inconsistent with these by-laws or the Code of Virginia.

Article X – Standing Rules and Policies

Section 1. Standing rules for the operation of the CCCJB or its committees may be established if the CCCJB or committee members desire it. Standing rules shall be published and a copy furnished to each member of the CCCJB at the regular meeting following adoption. A majority vote of the CCCJB members present or of the initiating committee membership present shall be required to adopt, rescind, or change a standing rule.

Section 2. Statements of policy or position may be adopted from time to time by a majority vote of the CCCJB members present. A copy of such policy or position statement shall be furnished to each member of the CCCJB at the next regular meeting following adoption.

Section 3. The Chair shall ensure that new members of the CCCJB will receive a complete set of the current CCCJB bylaws and copies of the Comprehensive Community Corrections Act and Pretrial Services Act and the Criminal Justice Plan.

Article XI – Suspension of Rules

Section 1. Standing rules may be suspended pro tempore by the majority vote of the members present and voting at a meeting of the CCCJB or a committee.

Section 2. Established policies and/or positions may be suspended pro tempore by the vote of a majority of the members present and voting at a meeting of the entire CCCJB.

Section 3. The provisions of Article XI may be suspended pro tempore by the unanimous vote of members present at the meeting of the CCCJB or a committee. No other provisions of these bylaws may be suspended.

Section 4. The suspension of any rule, policy, position, or portion of these bylaws may not extend beyond the call to order at the next meeting of the CCCJB or committee. Any action taken during such suspension shall remain in effect until changed or rescinded by subsequent action of the CCCJB or initiating committee.

Article XII– Amendments

Section 1. These bylaws may be amended at any regular meeting of the entire CCCJB by a vote of not less than three fourths (3/4) of the members present. A copy of the proposed amendment(s) shall be submitted to each member in writing not less than two full weeks (14 calendar days) prior to the meeting and be introduced and seconded at the meeting as an order of new business.