

**District of Columbia
Juvenile Justice Advisory Group
By-laws**

a. NAME

The NAME of this group is the “Juvenile Justice Advisory Group” hereinafter referred to as the JJAG. The operation of the JJAG is determined by Section 422(2) of the DC Home Rule Act, as amended, 87 Stat. 790 Pub. L. No. 93-198, DC Code 1-242(2) (1999 Repl.) pursuant to Mayor’s Order 2000-128. The JJAG is intended to be in compliance with the Juvenile Justice and Delinquency Prevention Act of 1974 as amended, (Public. Law 93-415, 42 U.S.C. 5601 et seq.) (herein referred to as JJDPA).

b. PURPOSE AND FUNCTION

a. The purpose of the JJAG, as set forth in Mayor’s Order 95-60, is to:

Provide advice and consultation to the Mayor through the *Office of the Deputy Mayor for Public Safety and Justice* on problems and/or policy related issues pertaining to, but not limited to:

1. Identification and analysis of special service needs for youth in the District of Columbia;
2. Identification of corrective measures within operating agencies and grant funded programs to address those needs; and
3. Submission of annual recommendations on the District’s compliance with the JJDPA to the Mayor and Council.

b. The purpose of the JJAG also includes:

1. Contacting and seeking regular input from juveniles currently and previously involved in the District’s Juvenile Justice System;
2. Developing and implementing the District’s Comprehensive Juvenile Justice State Plan as required by the JJDPA;
3. Reviewing and making recommendations for operating standards for all juvenile detention facilities, commitment facilities, and community based programs;
4. Assisting with monitoring all juvenile detention and commitment facilities and community based programs to ensure compliance with the JJDPA and local requirements;
5. Reviewing public and private sector juvenile justice and delinquency prevention programs that are federally or locally funded and making recommendations to District officials on how to improve such programming;
6. Reviewing and commenting on Juvenile Justice and Delinquency Prevention grant applications that are funded by the JJDPA;
7. Undertaking other projects that relate to improving the District’s Juvenile Justice system;
8. Complying with other duties as assigned by the Mayor, or his or her designee.

c. MEMBERSHIP

- a. In accordance with the JJDP A, the JJAG shall consist of not fewer than 15 and not more than 33 persons who have the training, experience, or special knowledge concerning the prevention and treatment of juvenile delinquency or the administration of justice. Each member is appointed by the Mayor and serves pursuant to the terms of the appointment order or at the Mayor's pleasure.
- b. Members must comply with all requirements established by the Office of Boards and Commissions. Any member who is out of compliance with these requirements will not be able to participate as a member of the JJAG during the period of noncompliance and shall be treated at any meeting as a non-member for all purposes.
- c. Any member who fails to attend three consecutive regularly scheduled JJAG meetings or committee meetings over a six-month period without designating an alternate, pursuant to paragraph V g. or being excused by the Chair shall be considered an inactive member of the JJAG. In all such cases the Chair of the JJAG shall notify the Mayor that the JJAG considers this position vacant and request that the Mayor replace the inactive member immediately.

d. OFFICERS DUTIES AND RESPONSIBILITIES

- a. Designation of officers
 - i. The officers of the Juvenile Justice Advisory Group shall be a Chair, Vice Chair, Secretary, Parliamentarian, and the Chairs of all Committees.
 - ii. The Chair is appointed by the Mayor. If the appointment of the Chair lapses for any reason, the JJAG shall nominate and elect an Interim Chair. No one employed by a governmental agency may serve as Interim Chair or Vice Chair.
 - iii. The Vice Chair, Secretary and Parliamentarian shall be nominated and elected by the JJAG members. No one employed by a governmental agency may serve as Vice Chair.
 - iv. The Secretary shall record all business conducted during official JJAG meetings, and disseminate all minutes to JJAG members. The minutes shall be accepted by a majority vote of a quorum of JJAG members attending a meeting.
 - v. The Parliamentarian shall support the Chair and Vice Chair in conducting all business pertaining to official JJAG meetings, by ensuring that Roberts Rules of Order are being followed.
 - vi. The Chairs of all committees shall be designated by the Chair.
- b. The duties and responsibilities of the Chair shall be:
 - i. To ensure that the activities of the JJAG are fulfilled in an expeditious and business like manner, consistent with these By-laws and the dictates of the JJDP A guidelines;
 - ii. To open the meeting at the appointed time by calling the meeting to order and having ascertained that a quorum is present;
 - iii. To announce in proper sequence the business that comes before the JJAG or is in order in accordance with the prescribed order of business, agenda, or program and with existing orders of the day;

- iv. To state and to put to vote all questions that legitimately come before the JJAG as motions or that otherwise arise in the course of proceedings and to announce the result of each vote;
 - v. To authenticate by his or her signature when necessary, all acts, orders, and proceedings of the JJAG;
 - vi. To declare the meeting adjourned when the assembly so votes, or where applicable, at the time prescribed in the program, or at any time in the event of a sudden emergency affecting the safety of those present;
 - vii. To serve as an ex-officio member of all committees of the JJAG;
 - viii. To create ad-hoc committees as necessary to perform designated JJAG activities and tasks;
 - ix. To appoint all Committee Chairs;
 - x. To appoint members of the JJAG and other interested persons to standing and ad-hoc committees; and
 - xi. To serve as the official representative of the JJAG and to perform any other relevant duties prescribed by the Mayor's Order, the JJDPA, these By-laws, and as otherwise required by a vote of the JJAG.
- c. The duties and responsibilities of the Vice Chair shall be:
- i. To fulfill the duties and responsibilities of the Chair in his/her absence;
 - ii. To perform any other relevant duties prescribed by these By-laws or as requested by the Chair or by a vote of the JJAG.
- d. If the Vice Chair, Secretary, or Parliamentarian positions should become vacant, a special election shall be held, consistent with these By-laws to fill the vacancy.
- e. MEETINGS
- a. The regular meeting of the JJAG shall be held, at a minimum, every other month at a day and time set by the JJAG.
 - b. All regular meetings of the JJAG will be conducted consistent with these By-laws, the parliamentary authority, and any other administrative or legislative mandates which govern this body.
 - c. All meetings are open to the general public unless a majority of those members present for the meeting vote, consistent with law, that the meeting shall be closed.
 - d. All members of the JJAG are expected to attend its meetings. If a member cannot attend a meeting, he or she shall notify the Chair. If the Chair cannot be notified, a member shall notify the JGA staff person assigned to the JJAG.
 - e. Nonmembers of the JJAG who wish to address the JJAG should make their request known to the Chair at least one week in advance of the JJAG meeting at which they wish to speak. Such notice may be waived by the Chair. The Chair may grant the request to be heard for a time period to be set by the Chair.
 - f. Official minutes of meetings shall be recorded and distributed to each member of the JJAG at least one (1) week in advance of the next regular meeting of the JJAG. Copies of the minutes shall be archived by JJAG staff, currently an employee of the Justice Grants Administration, and the Secretary of the JJAG.
 - g. Voting and proxy attendance
 - i. For the purpose of conducting JJAG, a quorum consisting of one half active JJAG membership is required.

- ii. Ex-officio government representatives and government agency executives may designate an alternate from their agency to carry their proxy and attend those meetings which they are unable to attend. Alternates shall be designated in writing by the ex-officio or government agency representative to the JJAG Chair.
 - iii. Any member may give his or her proxy to any other member. The proxy shall be in writing and shall state its scope.
 - iv. A designation and proxy is effective upon transmission of the written designation to the Chair or acting Chair.
 - h. Each member, or properly designated alternate, shall be entitled to vote on every issue coming before the JJAG. Votes shall take place at meetings, unless the Chair approves a phone vote, email vote, or other method designed to obtain each member's vote.
 - i. When motions are made for approval of the funding of the applications, a JJAG member shall abstain from discussing or voting if the motion includes an application submitted by an agency or organization the member officially represents or for which he or she serves in a policy making capacity. Further, JJAG members shall abstain from voting on motions to approve the funding of applications submitted by an agency or organization which is in direct competition with the agency or organization which the member officially represents or for which he or she serves in a policy making capacity.
- f. COMMITTEES
- a. The JJAG shall have five standing committees, whose mandates are established in paragraphs g, h, i, j, and k, below. The standing committees are the:
 - i. Executive Committee
 - ii. Grants Committee
 - iii. Monitoring Committee
 - iv. Policy and Legislative Committee
 - v. Youth Committee
 - b. The Chair may establish other committees as is necessary to accomplish the JJAG's business.
 - c. Committee members shall be appointed by the Chair of the JJAG, consistent with the composition of the JJAG ensuring equitable representation, where possible, from government members, citizen members and members under twenty-four (24) years of age.
 - d. Non-JJAG members may serve on committees and subcommittees.
 - e. The Committee Chairs shall:
 - i. Serve at the pleasure of the Chair.
 - ii. Call meetings of the committee as needed to accomplish the committee's goals, as established by the JJAG or by the members of the committee. Such meetings shall be called at least quarterly.
 - iii. Ensure that minutes of the committee meetings are taken and distributed to the committee members and the Chair, and report major actions to full JJAG committee, including actions that require a vote of the JJAG.
 - f. The committees shall adopt any special rules or procedures necessary and consistent with these By-laws and any other administrative or legislative mandates that may govern this body.
 - g. Committee meetings shall be called by their respective chair.

- h. The committees shall meet as necessary in the judgment of their respective Chairs but not less than once each calendar quarter.
- g. Executive Committee.
 - i. The Chair, Vice Chair, Secretary, Parliamentarian, and the Committee Chairs shall comprise the Executive Committee.
 - ii. The Executive Committee shall meet at least once prior to each JJAG meeting.
 - iii. The Executive Committee is charged with setting the direction of the JJAG, ensuring that there is accountability and continuity within the group, and making decisions that require immediate attention between JJAG meetings. The Executive Committee shall assist the Chair with setting the agenda for each JJAG meeting.
 - iv. This committee is responsible for assisting staff in the developing the three year Juvenile Justice State Plan as mandated by the JJDPA. Upon acceptance of the Plan by the full JJAG, the committee shall be responsible for developing, in conjunction with staff, solicitations for proposals for administering the programs in the Plan as permitted by the Administration. The committee shall also be responsible for planning the expenditures of the JJAG's budget on an annual basis.
- h. Grants Committee.
 - i. The Committee:
 - A. Shall review the procedures and qualitative and quantitative assessment tools used by the Justice Grants Administration (JGA) for all grant applications and, from time-to-time make recommendations to improve the grant making process.
 - B. With the assistance of the Juvenile Justice Specialist, obtain, at least on a quarterly basis, a list of all the grants which have failed to commence project operations under the grant within sixty-days of the acceptance of the award. Such reports shall include, where warranted, staff recommendations to terminate the project. Any project which has not commenced operations within 90 days of the date of the acceptance of the grant award shall be notified by staff that the JJAG may recommend that the project be terminated at the next regular meeting.
 - C. Shall monitor the progress grants and sub-grants and support staff activities where needed.
 - ii. The Committee members shall abstain from voting on any grants if the grant is submitted by the agency for which the member is employed or is in an advisory or policy making capacity. Further, committee members shall abstain from voting on motions to approve the funding or applications submitted by an agency or organization which the member officially represents or for which he or she serves in a policy-making capacity.
- i. Monitoring Committee.

The committee shall:

 - i. Assist staff in administering the requirements of compliance monitoring under the JJDPA.
 - ii. Develop and present to the full JJAG the priority problem issues to be addressed in the 3 Year Plan along with a budget for recommended funding.

- iii. At least one member of the committee should accompany staff on site visits related to compliance monitoring.
- iv. The committee shall be responsible for the monitoring of any reports or issues that affect the mandates and goals for the JJAG as needed.
- v. The committee shall assist staff in the coordination of all special evaluations related to juvenile justice grants and sub-grants and other juvenile justice related issues.
- vi. The committee shall consult with the Executive Committee.

i. Policy and Legislative Committee.

The committee shall:

- i. Act as the key liaison between the JJAG and the local community on issues related to youth and juvenile justice.
- ii. Focus on areas such as legislation, regulations and other policy initiatives, both local and national, that may affect youth in the District.
- iii. Be responsible for commenting on and responding to legislative and regulatory proposals and policy initiatives that affect youth in the District. The committee shall seek approval of the full JJAG before submitting comments or responses to legislative proposals and policy initiatives.
- iv. Shall, with the assistance of staff, be responsible for the preparation of responses to legislative proposals that affect youth on behalf of the JJAG.
- v. Coordinate with liaisons from other agencies and boards on legislation, regulations and policy initiatives relating to youth, especially juvenile justice involved youth who are at risk of entering the juvenile justice system.
- vi. Set policy focus areas for each fiscal year.
- vii. Submit the goals for the upcoming fiscal year to the JJAG at the last meeting of the each fiscal year.
- viii. Review the Annual Report to ensure that relevant legislative and policy issues are incorporated into the Report.
- ix. Review the Three Year Plan to ensure that relevant legislative and policy issues are incorporated into the Plan.
- x. Invite persons under twenty-four (24) years of age to attend committee meetings and, to the extent feasible, encourage the youth to participate in the committee's work.
- xi. Provide updates to the JJAG throughout the fiscal year, and at least on a quarterly basis.
- xii. Provide a brief written summary regarding its activities as they relate to the annual policy focus areas.

j. Youth Issues Committee.

The committee:

- i. Shall be co-chaired by one of the youth-members of the JJAG and a non-youth member. appointed by the Chair. Membership of the committee shall be open to the full JJAG.
- ii. Is charged with ensuring that the youth perspective is considered in JJAG planning and decision-making, including development of the 3 Year Plan, organizing youth focus groups, and participating in site visits.

i. PARLIAMENTARY AUTHORITY

Questions of parliamentary procedure shall be referred to the Parliamentarian who shall consult with Robert's Rules of Order Newly Revised, as necessary, and follow the rules outlined there, subject to any By-law or special rules of order that JJAG has adopted.

j. BY-LAW AMENDMENTS

Proposed amendments to, or repeal of, the By-laws may be made by a recorded majority vote of the JJAG membership (not counting vacancies) at any regular meeting provided notice of such meeting contains a statement of proposed amendment or repeal, and provided further that notice of such amendment or repeal has been given to each JJAG member in writing at least two (2) weeks prior to said meeting.