

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

(Last Revised and Approved February 8, 2023)

Article I. Name and Purpose

1. The name of this body shall be the Salt Lake County Criminal Justice Advisory Council (CJAC).
2. As set forth in the Salt Lake County Code of Ordinances, Chapter 2.96, and Utah Code § 17-55-201, the purpose of the CJAC is to analyze criminal justice policy issues and projects to coordinate and improve components of the criminal justice system.
3. After study and discussion, the CJAC shall issue reports and recommendations to the Salt Lake County Mayor and County Council for further action.

Article II. Leadership

4. The Chair of CJAC shall rotate on an annual basis among the Sheriff, District Attorney, Mayor, and County Council designee. The Chair shall preside at and conduct all CJAC meetings.
5. In the absence of the Chair, the Vice-Chair shall serve as the substitute Chair.
6. The Vice-Chair shall rotate on an annual basis among the Sheriff, District Attorney, Mayor, and County Council designee. 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.
7. The CJAC Director shall act as assistant to the Chair and Vice-Chair and perform such duties as may be assigned by the Chair.
8. The Chair shall have power to make emergency decisions on behalf of the CJAC. Such decisions shall be reported immediately to CJAC and be subject to review at the next CJAC meeting.
9. The CJAC shall be staffed by the CJAC Director, and other staff from County Departments as needed.

Article III. Membership

1. CJAC shall be comprised of agencies and organizations involved in the criminal justice system, primarily representing Salt Lake County.
2. **Designated Membership:** Individuals serving in the following positions *shall* 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

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

Police Chief from a City within Salt Lake County
Two Mayors from Cities in Salt Lake County
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
Utah Director of the Office of Homeless Services or designee
Presiding Judge of the Third District Juvenile Court or designee
Representative from the Juvenile Justice System
An individual in recovery, with lived-experience in Salt Lake County's criminal justice system
One individual who is a crime victim or victim advocate
Chair, SLCo Council on Diversity Affairs, Subcommittee on Criminal Justice and Law Enforcement
One City director of homeless policy

Additional members may be appointed by the Designated Membership, including an individual representing the local homeless council, higher education, local housing services, mental health or substance use disorder providers, peer support services, health care services, or other representatives with relevant expertise as determined by the Designated Membership.

4. **Participation:** 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 appoint a replacement to fill the unexpired term.
5. **Change in Position: Designated Members:** 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.

6. **Change in Position: Appointed Members:** In the event an *appointed member* of the CJAC changes employment in a manner that renders the individual unable to serve in the representative role for which the person was appointed, the designated members shall appoint a replacement to fill the unexpired term.

Article IV. Meetings and Voting Rights

1. The CJAC shall meet at least quarterly, or upon such other occasions as the Chair may deem necessary. 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.
3. A quorum of CJAC members shall exist if a majority of the total voting membership are present in person or electronically.
4. CJAC meetings may be held at a central location or electronically. Members who are not present in person may participate by video conference via the URL provided by CJAC to all members.
5. No action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection in an electronic meeting prevented participation in the meeting.

Article V. Work Groups and Committees

1. Work groups and committees may be created within the CJAC to serve for a specified period of time.
2. Each committee shall report on its activities to the membership during regularly scheduled meetings and shall submit recommendations to the CJAC for approval. All committees shall communicate, coordinate activities, and cooperate with each other in carrying out the purpose of the CJAC.
3. Membership of the committees may consist of members of the CJAC or other community organizations or agencies which have an interest in the topic being addressed.

Article VI. 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 seven (7) days in advance of the meeting. Amendments become effective immediately upon ratification.

Article VII. 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.