



**BY-LAWS OF THE JUVENILE JUSTICE
ADVISORY BOARD**

SECTION I. NAME

- A. The name of the Committee shall be The Los Alamos Juvenile Justice Advisory Board (JJAB), hereinafter referred to as the “Board.” This Board was established March 17, 2004.

SECTION II. GUIDING PRINCIPLES

- A. Strengthening the family in its primary responsibility to instill positive values and provide guidance and support to children;
- B. Supporting core institutions (schools, churches, and youth service organizations) in their roles to develop capable, mature, and responsible youth;
- C. Promoting delinquency prevention as the most cost-effective approach to reducing Juvenile Delinquency;
- D. Intervening immediately and effectively when delinquent behavior first occurs to Prevent delinquent offenders from becoming chronic offenders, and from progressively committing more serious and violent crimes;
- E. Establishing a system of graduated sanctions that holds each juvenile offender accountable, protects public safety, and provides programs and services that meet identified treatment needs;
- F. Identifying and controlling the small percent of serious, violent, and chronic juvenile offenders who commit the majority of juvenile felony-level offenses.
- G. Promoting a continuum of services in the community to help attain these principles.

SECTION III. PURPOSE

- A. The Board is organized in accordance with requirements of an organization holding 501 (c) (3) status under the U.S. Internal Revenue Service Tax Code, to promote:
 - 1. Public awareness of youth issues;
 - 2. Development of strategies to ensure a rapid response to youth in crisis;
 - 3. Data collection and analysis to determine needs and a risk profile;
 - 4. A resource assessment and identification of the service gaps in the community;
 - 5. A prioritization of services;
 - 6. Education for the community on the Continuum Model;
 - 7. Coordination of agency/department policies to enhance the service continuum;
 - 8. Promotion of the use of best practices and science based service delivery models and;
 - 9. To engage the community in solutions and to galvanize community resources for prevention and immediate intervention, thereby improving the lives of our youth, their chances for success, and building a healthier community.

SECTION IV. BOARD COMPOSITION

A. MEMBERSHIP

- 1. Membership in the Juvenile Justice Advisory Board shall represent a broad spectrum of interests, but not limited to the following:

Agency	Elected/Appointed
1) District Court	Appointed by Agency
2) District Attorney’s Office	Appointed by Agency
3) Los Alamos County Council	Elected/Appointed by Council
4) Children, Youth and Families	Appointed by Agency

5) Legislative House Representative serving Los Alamos	Elected
6) Municipal Court Judge	Elected
7) Magistrate Court Judge	Elected
8) Los Alamos School Board	Appointed by LAPS Board Chair
9) Los Alamos High School	Appointed by LAPS
10) LAPS Prevention Specialist	Appointed by LAPS
11) Los Alamos County Police Dept.	Chief of Police or Appointed by LAPD
12) Los Alamos County Recreation Dept.	Appointed by head of Rec. Dept.
13) LA Community Health Council	Appointed by Agency
14) Los Alamos National Laboratory	Appointed by LANL Public Affairs
15) Chamber of Commerce / Business	Appointed by Agency
16) UNM-LA	Appointed by Agency
17) Los Alamos Medical Center	Appointed by Agency
18) Parent	Appointed by JJAB
19) Parent	Appointed by District Parent Council
20) Youth	Appointed by JJAB
21) Youth	Appointed by JJAB
22) Youth	Appointed by JJAB
23) Senior	Appointed by Senior Center
24) Faith Community	Appointed by Ministerial Alliance
25) Media	Appointed by JJAB
26) Teen Court Administrator	Appointed by Agency
27) LAPS Athletic Activities Director	Appointed by LAPS
28) Adolescent Healthcare Provider	Appointed by JJAB
29) LA Middle School Representative	Appointed by LAPS
30) Teen Center	Appointed by Teen Center

B. VACANCIES

1. In the event of a member vacancy caused by resignation, dismissal, incapacity or death, or otherwise, the Chair shall request a new member from the member's organization or representing organization to serve the remainder of the term of such former incumbent.

C. TERMS

1. The term for Officers and Board members shall expire two (2) years from the effective date but, is subject to renewal.

D. RESPONSIBILITIES

1. Members shall be responsible for attending Board meetings in person or have a designated representative present. Exception for attendance by phone may be given by the Chair. Members will notify Chair or Coordinator(s) of any excused absence.

E. VOTING

1. As a representative of the Board, it is assumed that each member of the Board will have a personal interest in matters that may affect the interest they represent. Other than such personal interest, however, any member who has a personal or organizational interest in any matter to be considered by the Board shall not participate in any unsolicited discussion, vote, or other action of the Board with respect to that matter. Any member with actual or apparent conflict of interest shall immediately notify the Chair in advance of any discussion, voting, or other action undertaken by the Board on the particular issue or action that creates conflict.

2. Only one (1) Board position shall represent one (1) vote.

SECTION V. OFFICERS

A. The elected Officers of the Board shall be a Chair, Vice Chair, and Treasurer. The affairs of the Board shall be under the direction of its Officers. Officers shall not receive monetary compensation; reimbursement is allowed as defined in policy.

B. Only members in good standing within the Sponsoring Organization/Agency shall qualify to hold office on this Board.

C. Responsibilities of the Officers:

1. Chair: The Chair is responsible for conducting meetings of the Board, helping to prepare agendas, organize committees, and work with the Coordinator(s). The Chair will conduct the Executive Committee meetings.

2. Vice Chair: The Vice Chair shall, in the absence of the Chair, assume the duties of the position. The Vice Chair shall serve on the Executive Committee.

3. Treasurer: The Treasurer shall oversee and review all financial matters with the Coordinator(s). The Treasurer will work with the Accountant and Coordinator(s) on year end finances. The Treasurer shall serve on the Executive Committee.

SECTION VI. QUORUM

A. A quorum shall consist of 40% or more of filled positions.

SECTION VII. OPERATING PROCEDURES

A. The Board shall govern the Organization in all circumstances which are applicable and in which are consistent with these By-Laws or policies adopted by the Board.

SECTION VIII. MEETING PROCEDURES

A. An annual meeting of the members shall be held in the month of MARCH of each year. Regular meetings shall be held at least once per month. The JJAB Chair may call special meetings.

B. A regular meeting of the Board shall take place monthly at an appointed time, date, and place identified by the Chair or Coordinator(s). There shall be a minimum of nine (9) meetings a year.

C. All meetings will be in compliance with the Open Meetings Act. Compliance shall be overseen by the Coordinator(s).

D. Special meetings may be called by the Chair or at the request of the Coordinator(s) as needed.

E. Members may be notified by e-mail, mail, or phone as to the date, time and place of the meetings.

F. Board meetings are open to the public.

SECTION IX. BY-LAWS REVISION

A. By-Laws may be reviewed and updated upon approval by 40% of filled Board positions.

SECTION X. SUB-COMMITTEES

- A. Sub-Committees with open membership may be established and given a charter by the Board and each shall have a Standing Chair. The Chair of the Sub-Committee may be a member of the Board or Appointed by the JJAB Chair. A JJAB Board member will be on the Sub-Committee to act as Liaison to the JJAB.



Judge Alan S. Kirk, Chair

9/20/17
Date