

**CUMBERLAND COUNTY
YOUTH SERVICES ADVISORY COUNCIL**

BY-LAWS

In December 1995, Governor Whitman signed a series of bills reforming the juvenile justice system in New Jersey, P.L.1995, c.280 through c.284. The reform initiative resulted from recommendations made in December, 1994 by the Governor's Advisory Council on Juvenile Justice. In its recommendations, the Governor's Advisory Council recognized the need to consolidate all aspects of the juvenile justice service system. Various parts of the system then existed under the jurisdiction of the Department of Corrections, the Department of Human Services and the Department of Law and Public Safety. The centralizing authority over juveniles was created to form the Juvenile Justice Commission. The Commission was created by N.J.S.A.52: 17B-169 et seq., in but not of, the Department of Law and Public Safety, as the single agency of State government for the planning, implementation and operation of a comprehensive program of sanctions and services for juveniles to protect the public, ensure accountability and promote rehabilitation for juvenile offenders, with broadly defined powers to accomplish these goals.

ARTICLE I - NAME

This organization shall be known as the Cumberland County Youth Services Advisory Council.

ARTICLE II – PURPOSE

The Youth Services Advisory Council (YSAC) shall serve as an advisory body to the Cumberland County Board of Commissioners. It will emphasize the planning of community services which address the needs of youth under the jurisdiction of the Family Court. It will recommend the provision of services which strengthen families, consistent with the physical safety and mental well-being of the juvenile and family. It will also recommend ways to avoid or reduce institutional placements through community-based alternatives and through prevention and early intervention programs.

The Council shall:

1. Prepare and submit to the County Board of Commissioners and Juvenile Justice Commission the comprehensive triennial plan, alternate year updates, and annual funding applications provided for at N.J.A.C. 13:90–3.11.
2. Make recommendation to the Board of Commissioners for the programmatic expenditures of available funds to serve the needs of youth adjudicated or charged delinquent and to prevent youth involvement in the Juvenile Justice System.
3. Identify gaps in service delivery systems for juveniles and their families.

4. Recommend a system of sanctions and services for youth adjudicated or charged as delinquent, that includes identifying geographical regions within the county where existing programs do not satisfy the needs of such youth, and developing proposals for closing gaps in the delivery of such sanctions and services.
5. Inform the public of the scope of juvenile offenses, the needs of youth in the county and the availability of sanctions and services, and advocate for the needs of youth by publishing the county's plan or plan update and application on its website, within 60 days of the Commission's approval of the plan or plan update and application.
6. Participate in planning and related activities with appropriate county bodies, such as the Human Services Advisory Council (HSAC), the Mental Health and Addictions Board, the local council on Alcohol and Drug Abuse, and the Children's Inter-agency Coordinating Council (CIACC).
7. Monitor the outlined minority concerns issues relating to youth within the county and explore the need for services for this population.

ARTICLE III – MEMBERSHIP

1. The Council shall consist of no fewer than twenty-three (23) voting members.
2. Members shall be representative of a wide range of public and private child and family organizations, including schools, mental health, family counseling and other organizations with interest or experience in issues concerning children and families. The Council shall to the maximum extent feasible, represent the various socioeconomic, racial and ethnic groups of the county.
 - a) Membership on the Council will reflect the required membership set forth by the Juvenile Justice Commission (N.J.A.C 13:90-2.4).
3. Members are appointed to YSAC by the Board of County Commissioners.
 - a) Members are appointed for a term of three (3) years with no term limits.
4. Members who fail to attend three consecutive meetings without being excused, or failure to attend at least one-half of all meetings in a calendar year, may be cause for removal of the member from the Council. Upon request, the member must produce a letter of intent to remain a member of the council. The decision will be made by the Chairperson to keep or remove the member.
5. All resignations from appointed members shall be in writing to the Chairperson.
6. A designee may serve on the Council in place of a voting member. There will only be one allowable vote per member/designee.
7. The Youth Services Administrator shall be an ex-officio member of the council and

of the Executive Committee. The Administrator shall not have a vote.

ARTICLE IV – OFFICERS AND DUTIES

1. The officers of YSAC are the Chairperson and Vice-Chairperson or two equal Co-Chairpersons in place of a Chair and Vice-Chair.
2. The duties of the officers shall be:
 - a) The Chairperson, selected by YSAC shall preside over all Council and Executive Committee meetings, serve as spokesperson for the YSAC, and appoint the Chairperson and Vice Chairperson for all committees, both standing and ad-hoc.
 - b) The Vice Chairperson, selected by the YSAC shall serve on the Executive Committee, substitute for the Chairperson during the Chairperson’s absence, and perform other duties assigned by the Chairperson.
3. Re-organization:
 - a) Elections for Chair and Vice Chair will be conducted at the May YSAC meeting. The Nominations Committee will be formed at the March meeting and collect nominations prior to the election.
 - b) The Chairpersons shall each serve a term of one-year and be eligible for re-election each year.
 - c) Re-organization shall occur yearly at the July YSAC meeting. Committee Chairs and Vice Chairs will be appointed at the yearly re-organization meeting.

ARTICLE V – COMMITTEES

1. YSAC shall have the following standing committees:
 - a) Executive Committee: The Executive Committee shall consist of the YSAC Chair, Vice-Chair, Administrator, and standing committee Chairs.
 - i. A majority of the members of the Executive Committee shall constitute a quorum. The Executive Committee shall have and may exercise the powers of the Council when the Council is not in session. Actions of the Executive Committee are subject to ratification at the next meeting of the membership of the full Council.
 - ii. In conjunction with the Administrator, the committee shall draft and set the agenda for the full council meetings, prepare meeting materials, and identify items that require voting action.

- iii. If necessary, determine the need for and call any special meetings of the full Council.
- b) Planning and Budgeting, which shall:
- i. Prepare and present the County Youth Services Plan to the Council, the Cumberland County Board of Commissioners, and the Juvenile Justice Commission for review and approval, as required in N.J.A.C. 13:90–3.11.
 - ii. Annually review status of the Youth Services Plan recommendations and findings and report to the Council.
 - iii. Review and make recommendations on all funding proposals to the Council.
 - iv. Explore the need for affiliation agreements with service providers for Family Court.
 - v. Ensure the full Council is notified at the next available meeting of any budget modifications that reallocate funding which do not change the overall contract ceiling. These modifications may be approved solely by the Administrator, all other requests for budget or programmatic modification must vetted through the committee and then approved by the full Council.
- c) Multi-Disciplinary Team (MDT), which shall:
- i. Make recommendations to the Judge to limit use of detention (within the confines of public safety) to youth who must be detained in accordance with the law, and to move these cases to disposition as soon as possible.
 - ii. Advise the Judge on needs and service options for disposition.
 - iii. Assess sanctions and services to individual youth as a component of reentry following the commitment of a juvenile to the Juvenile Justice Commission by a judge of the Family Court.
- d) Monitoring, which shall:
- i. Monitor and evaluate agencies who hold a contract with the county through the YSAC on an annual basis.
 - ii. Use monitoring tools as directed and supplied from the Juvenile Justice Commission.

- iii. Complete check-ins of contracted agencies to monitor program effectiveness on an as-needed basis throughout the year.
2. All standing committees will seek to consider issues relating to education, training, community awareness and racial disparity in the juvenile justice system.
3. All committees shall report to the full Council unless otherwise directed by the Chairperson with consent of the full Council.
4. Committee membership shall consist solely of YSAC voting members.

ARTICLE VI – MEETINGS

1. The Council shall meet at least six times per calendar year, provided that no more than nine weeks shall elapse between meetings. Meetings of the full council shall be held in person with an attempt to offer a video conference option.
2. Special meetings can be called by the Executive Committee or by request to the Executive Committee by five or more members.
3. Members will be notified at least one week prior to the meeting. A schedule of meetings for the year shall be adopted annually.
4. A quorum is defined as fifty percent plus one (50% + 1) voting members, or at least 10 voting members. No official business can be conducted at any special or regularly scheduled Council meeting without a quorum.
5. No meeting shall be held unless presided over either by the Chair or the Vice Chair of YSAC.
6. Recommendations of the Council are established by a majority vote of those present with the exception of when a 2/3 majority is required when voting on whether to allow a county to allocate up to 1/3 of its program funding of the Partnership Grant allocation for county-provided sanctions and services pursuant to N.J.A.C. 13:90–3.11(c)7iii.
7. Electronic transmission, under emergency circumstances from at least fifty percent plus one (50% + 1) voting members, or at least 10 voting members of the total Council will be acceptable, with permission from the Chair.
8. Meetings shall follow the parliamentary procedures identified in these bylaws provided pursuant to N.J.A.C. 13:90–2.6, and are in compliance with the Senator Byron M. Baer Open Public Meetings Act, N.J.S.A. 10:4–6 et seq.
9. Accurate minutes shall be kept for all meetings of the full Council.

ARTICLE VII – SPECIAL PROVISIONS

1. Members of the YSAC shall abstain from voting on matters when that individual or agency they represent may be the grant recipient.
2. Any member can challenge a member's voting privilege in a matter which is identified as a conflict of interest. The Council shall have final authority to rule on these matters to the extent that the local finance board does not have jurisdiction pursuant to N.J.S.A 40A:9-22.4.
3. The rules contained in the most recent edition of "Robert's Rules of Order" shall be used to guide the Council in all cases in which they are applicable, unless they are in conflict with these By-Laws and the State Rules and Regulations.

ARTICLE VIII – CONFLICT OF INTEREST

1. Council members must refrain from discussion, voting and/or decision making relative to the funding or monitoring of programs with respect to which they are employed, serve as a board member, serve as a volunteer, or in which they have financial interest.
2. Council members shall review and consider the potential conflict of interest on an annual basis or as requested, and shall promptly provide any and all information concerning a potential or actual conflict of interest relating to themselves, their spouses, other immediate family members, and any other member of the immediate household.
3. Any member of the Planning and Budgeting Committee, or any committee or subcommittee which engages in proposal review, shall yield his/her seat to an alternate member of the committee in the review of a proposal involving a conflict of interest.
4. If an appeal related to a spending plan is presented, any member whose agency has been recommended for funding shall abstain from participating in the appeals process.
5. All Council members shall adhere to the Code of Ethics found in the Local Government Ethic Law at N.J.S.A 40A:9-22.5.

ARTICLE IX – ADOPTION AND AMENDMENT

1. Proposed amendments to these By-Laws must be given to all members in writing at least one week before the regular meeting at which action may be taken. Fifty percent plus one (50% + 1) voting members, or at least 10 voting members of the council is required to amend these By-Laws. The Council shall update the bylaws at least once every three years as well as when any changes to the provisions in the state regulations have been made.
2. These By-Laws shall take effect immediately upon approval of the Board of County Commissioners.