

## **BYLAWS OF THE CRIMINAL JUSTICE ADVISORY COMMITTEE**

### **East Texas Council of Governments**

As Adopted and Effective on August 5, 1976. As Amended on April 7, 1977; March 13, 2003; June 3, 2004; June 7, 2007; December 6, 2007 and April 6, 2011. As Approved by the Executive Committee on May 5, 2011.

#### **ARTICLE I – NAME**

The name of the Committee shall be the East Texas Council of Governments Criminal Justice Advisory Committee (CJAC).

#### **ARTICLE II – AUTHORITY**

The Criminal Justice Advisory Committee is created by the East Texas Council of Governments in accordance with the Texas Administrative Code (TAC) [Title 1, Part 1, Chapter 3 – “1 TAC 3”], and an interagency agreement with the Governor’s Office, Criminal Justice Division (CJD) to advise the Executive Committee in all matters related to Criminal Justice and to recommend to the Executive Committee plans and programs to reduce crime and improve the Criminal Justice system throughout the region.

#### **ARTICLE III – ACTIVITIES**

The Committee shall assist ETCOG in carrying on a continuous planning program to identify Criminal Justice problems; in determining the needs of the region; in analyzing the existing Criminal Justice system and available resources; and in establishing goals and priorities.

#### **ARTICLE IV – MEMBERSHIP**

The membership of the Committee shall be composed of a total of twenty representative of Criminal Justice interest, as determined by CJD, in the interagency agreement by and between CJD and ETCOG which states that: “The CJAC’s membership must include individuals from the following groups/disciplines: citizens or parents, drug abuse prevention, education, juvenile justice, law enforcement, mental health, non-profit organizations, prosecutions/courts, and victim services.”Members will be appointed by the ETCOG Chairman. The Committee may make recommendations to the Chairman to fill vacant membership seats.

#### **ARTICLE V – MEMBERSHIP TERM**

The term of membership of the Committee shall be two years. Members may be reappointed to serve more than one term. Members are expected to attend all meetings of the Committee. If a member is absent for two consecutive meetings without a valid excuse as determined by the Committee Chairman, he shall be considered to have submitted his resignation.

## **ARTICLE VI – OFFICERS**

The officers of the Committee shall be Chairman and Vice – Chairman. The officers shall be elected from and by the Committee. Officers shall serve for a two-year period following election. The Chairman shall preside at all meetings of the Committee and shall be the representative of the Committee in all matters. The Vice – Chairman shall perform the duties of the Chairman in his absence.

## **ARTICLE VII – MEETINGS**

The Committee shall determine the time and place of its regular meetings. Special meetings may be called by the Chairman or the staff. Notice of all meetings shall be emailed, faxed or mailed to the members at least one week in advance. A quorum shall consist of seven members, and no proxy voting shall be allowed.

## **ARTICLE VIII – RECOMMENDATIONS FOR FUNDING**

The Criminal Justice Advisory Committee shall not recommend funding any grant application for more than the amount requested by the applicant. No single project shall be recommended for funding by the Victims of Crime Act (VOCA) or STOP Violence Against Women Act (VAWA) at a rate of more than \$80,000.00. Any agency which was awarded two VOCA or VAWA grants in the same year on or before FY 2007, and had those projects combined into one grant by CJD, may continue to apply for future funding in one combined application, for an amount not to exceed \$80,000.00 per project. All other VOCA or VAWA applications are limited to \$80,000.00 or less.

## **ARTICLE IX – MANDATORY GRANT WORKSHOPS**

Beginning in 2007, for FY 2008 grant applications, and continuing annually thereafter, it shall be mandatory that at least one representative of each applicant agency attend at least one session of the annual CJD grant writing workshops for the coming grant year, prior to submitting any grant application to CJD. Any application submitted by any agency which has not attended the current year's workshop will not be able to move forward in the funding process, per CJD guidelines. An applicant agency may choose to attend any annual grant application workshop presented by ETCOG. Attending a grant application workshop conducted by a COG outside of the ETCOG region does not substitute for the required ETCOG attendance of Criminal Justice and Public Safety, prior to the Advisory Committee meeting at which its grant application is scheduled to be ranked.

## **ARTICLE X – TIEBREAKER**

Should any two or more applicants for any Criminal Justice grant program receive the identical number of total points, the tie shall be resolved as follows: The highest score and the lowest score of each applicant shall be removed, and the applicant with the highest remaining score shall be ranked ahead of the other(s). This process shall continue until all ties have been resolved. Should any two or more applicants have identical

scores, resulting in a tie which cannot be resolved in the manner stated above, that tie shall be resolved by majority vote of all eligible scoring members of the Committee who originally participated in the scoring of that group of applications.

**ARTICLE XI – AMENDMENT**

These bylaws may be amended at any meeting of the Committee by a majority vote of all members of the Committee, provided that at least seven days notice in writing is given to the Committee membership setting forth the proposed amendments, which shall become effective upon ratification by the Executive Committee.

[Here ends the Bylaws of the Criminal Justice Advisory Committee, as of April 6, 2011.]