

IDAHO JUVENILE JUSTICE COMMISSION
IDAHO DISTRICT JUVENILE JUSTICE COUNCIL
BYLAWS
(Revised November 2023)

ARTICLE I – NAME

The name of the Council is the Idaho District Juvenile Justice Council. A Council may be established in each of Idaho's seven (7) Judicial Districts.

ARTICLE II – AUTHORITY

The Councils are established by the Idaho Juvenile Justice Commission as directed by the Governor of the State of Idaho. The Commission was originally established by Governor's Executive Order 81-4 dated March 5, 1981, and continues to date by virtue of subsequent executive orders.

ARTICLE III – PURPOSE

The Councils are formed to carry out the following functions:

- A. Promote the mission of the Idaho Juvenile Justice Commission.
- B. Be informed about juvenile justice programs throughout the state and advise the Commission regarding their operation.
- C. Advise the Commission on problems, policies and programs relating to juveniles who are now or may in the future come into conflict with the law.
- D. Make recommendations to the Commission and provide an advocacy function in matters pertaining to services and laws affecting juvenile justice.
- E. Act as a resource for prevention and intervention for at-risk youth.
- F. Encourage inter-agency cooperation and coordination on the local level to help build relationships, maximize resources, and eliminate duplication of services where appropriate.
- G. Provide guidance in the development and implementation of improved policies for juvenile justice in the district, e.g., judicial, health, education, rehabilitation, recreation, social services.
- H. Be familiar with the philosophy of the Juvenile Corrections Act & [Rules](#) and assist in implementation of that philosophy as appropriate.
- I. Oversee and evaluate District grant proposals and other such activities and events as may be deemed necessary and appropriate by the Commission.
- J. Present to the Commission every three (3) years a District Action Plan and any other reports requested by the Commission as needed.

ARTICLE IV – MEMBERSHIP

- A. **Appointing Authority:** The District Council will review, vote, and pass a motion to accept applicants as Council members. Once approved, the Council will submit a list of names and the applicant's

resumes/CVs to the commission for approval and appointment 15 days before the next scheduled commission meeting.

B. **Composition:** The composition of the Council should not exceed fifteen (15) members.

1. Membership should be drawn from but is not limited to:
 - a. Locally elected official representing general purpose local government;
 - b. Representatives of law enforcement and juvenile justice agencies, including juvenile and family court judges, prosecutors, counsel for children and youth, and probation officers;
 - c. Representatives of public agencies concerned with delinquency prevention or treatment, such as welfare, social services, child and adolescent mental health, education, child and adolescent substance abuse, special education, services for youth with disabilities, recreation, and youth services;
 - d. Representatives of private nonprofit organizations, including persons with a special focus on preserving and strengthening families, parent groups and parent self-help groups, youth development, delinquency prevention and treatment, neglected or dependent children, the quality of juvenile justice, education, and social services for children;
 - e. Volunteers who work with delinquent youth or youth at risk of delinquency;
 - f. Representatives of programs that are alternatives to incarceration, including programs providing organized recreation activities;
 - g. Persons with special experience and competence in addressing problems related to school violence and vandalism and alternatives to suspension and expulsion;
 - h. Persons licensed or certified by the state of Idaho, with expertise and competence in preventing and addressing mental health and substance abuse needs in delinquent youth and youth at risk of delinquency;
 - i. Representatives of victim or witness advocacy groups, including an individual with expertise in addressing the challenges of sexual abuse and exploitation and trauma, particularly the needs of youth who experience disproportionate levels of sexual abuse, exploitation, and trauma before entering the juvenile justice system;
 - j. Indian tribal representatives or other individuals with significant expertise in tribal law enforcement and juvenile justice in Indian tribal communities; and
 - k. Youth under the age of 28 at the time of initial appointment; and
 - l. Parents/guardians of someone who has been or is currently under the jurisdiction of the juvenile justice system.
2. Geographical distribution within each District should be attempted.
3. Members shall either reside in the District or have a significant professional presence in the District (by virtue of employment, volunteer activity or otherwise, as determined by the Commission). Individuals may be members of multiple districts so long as the residency/professional presence requirements are met; provided, however, that a member shall

designate a single district in which they will be eligible to vote, and such designation shall be made at the time of appointment and be irrevocable during the term of appointment.

- C. **Terms of Membership:** The terms of membership shall be for three (3) years. Names of current members shall be submitted to the Commission for re-approval upon expiration of their term.
- D. **Vacancies:** Vacancies shall be filled in the same manner as Article IV (A). Membership will be for the balance of the unexpired term.
- E. **Compensation:** Members may be reimbursed for travel expenses incurred by them in carrying out their duties at the rate established by the state of Idaho. Youth members present for a youth committee meeting may request an honorarium of the sum of fifteen dollars (\$15) per day, no more than 12 billable meetings per calendar year.

ARTICLE V – ORGANIZATION

- A. **Officers:** The Council officers shall consist of a Chair and Vice Chair. The Chair shall be appointed by the Governor to serve for a term of three (3) years. The Vice Chair will be elected by the council to serve for a term of three (3) years.
- B. **Duties of Officers:**
 - 1. **District Chair:** The Chair shall convene all meetings of the Council and preside over such meetings. The Chair is prohibited from making or seconding any motion before the Council. The Chair shall coordinate the activities and affairs of the Council and its committees, may serve as Ex-Officio member of each committee, and shall appoint all committee members. The Chair shall report to the Commission as requested. The Chair shall maintain a member list and ensure a balance of member's terms.
 - 2. **District Vice-Chair:** In the absence of the District Chair, the Vice Chair shall perform all the duties of the Chair, except hold a seat on the Commission, unless otherwise appointed by the Governor.
- C. **Ad Hoc Committees:** The Council and/or Chair may establish ad hoc committees to serve a particular function for a particular time period. Such committees shall be chaired by a Council member but may include non-members. Members and the Chair of any Ad Hoc Committee shall be appointed by the Council Chair.

ARTICLE VI – MEETINGS

- A. Council meetings shall be called by the Chair and shall be open to the public. All meetings shall be conducted pursuant to the Idaho Open Meeting Law, Idaho Code §§74-201 through 74-208.
- B. Minutes of meetings shall be kept by the Council secretary (see **ARTICLE VII – STAFF**) and distributed to Council members in advance of the following meeting.
- C. At least four (4) meetings shall be held annually. Special meetings may be called by the Chair if there is determined a need by the Chair or at the request of a Council member, the Commission, or the Idaho Department of Juvenile Corrections.
- D. **Attendance:** Any member of the Council who misses three (3) consecutive meetings, or who attends less than 50% of the Council regular meetings in any calendar year, may have their name submitted to the Commission for recommended replacement, unless excused by the Chair for good cause.
- E. **Quorum:** For the purpose of conducting official Council business, a necessary quorum shall be

defined as a simple majority of the Council membership, less any youth members (defined as 28 years of age or less at the time of appointment).

- F. **Voting:** The privilege of introducing motions, debate and voting shall be limited to appointed members. **Proxy voting and absentee voting by mail or electronic mail will not be allowed.** Consensus may be used as a means of reaching decisions, as stated in Robert's Rules of Order, Newly Revised.
- G. In emergencies, as determined by the Chair, conference calls will be allowed to transact necessary business, however open meeting laws must still be followed.

ARTICLE VII – STAFF

District Council secretaries shall be hired by the Idaho Department of Juvenile Corrections.

ARTICLE VIII – CONFLICT OF INTEREST/ETHICS

All members shall adhere to Title 74 of the Idaho Code, “TRANSPARENT AND ETHICAL GOVERNMENT”, including all amendments and revisions; the Commission Code of Ethical Conduct; and all other applicable laws. Any violations of applicable ethical rules shall be a basis for recommendation by the Executive Committee to the Governor for removal. Commission members are also subject to §18-1301 et seq., Bribery and Corruption, Idaho Code.

ARTICLE IX – AMENDMENTS

Amendments to District Council Bylaws may be initiated by the Councils or the Commission. All proposed amendments originating with a Council must be submitted in writing to all Councils at least fifteen (15) days prior to the meeting at which they are considered. Proposed amendments approved by the Council shall first be referred to the Commission Bylaws Committee for review and circulation to all other Councils. The Commission Bylaws Committee will then make a recommendation to the Commission on proposed amendments to be voted on at the next scheduled Commission meeting, provided, however, that notice shall be given at least fifteen (15) days prior to such meeting. Amendments not originating with a Council should be proposed to the Commission Bylaws Committee who will again circulate and solicit input from the Councils prior to making a recommendation to the Commission.

The Idaho Juvenile Justice Commission considers and votes on recommended amendments. Commission approval is necessary before amendments take effect.