

## **By-laws of the Carteret County Juvenile Crime Prevention Council**

### **Article I. Name and Purpose**

- Section 1. The name of the entity shall be the Carteret County Juvenile Crime Prevention Council.
- Section 2. The purpose of the JCPC shall be to:
- 2.1 Assess the needs of delinquent and at-risk juveniles in the county and report those findings to the Carteret County Board of Commissioners for their approval.
  - 2.2 Evaluate funded programs for effectiveness and continued need.
- 2.3. Carry out the duties outlines in the North Carolina General Statutes § 143B-846-851.

### **Article II. Membership**

- Section 1. Members of the Carteret County Juvenile Crime Prevention Council shall be appointed and approved by the Carteret County Board of County Commissioners. The term of appointment shall be two year terms. Members may be reappointed. All terms of appointment shall begin on July 1. In order to provide for staggered terms, persons appointed for the positions designated in Article II, Section 2, subdivisions (9), (10), (12), (15), (17), (18) shall be appointed for terms ending in even years, and two-year terms thereafter.
- Section 2. Said members shall be selected from the following as required by statute:
- 1) The local school superintendent(s), or that person's designee;
  - 2) A chief of police in the county;
  - 3) The local sheriff, or that person's designee;
  - 4) The district attorney, or that person's designee;
  - 5) The chief court counselor, or that person's designee;
  - 6) The director of mental health, developmental disabilities, and substance abuse authority, or that person's designee;
  - 7) The director of DSS, or consolidated human services agency, or that person's designee;
  - 8) The county manager, or that person's designee;
  - 9) A substance abuse professional;
  - 10) A member of the faith community;
  - 11) A county commissioner;
  - 12) A person under the age of twenty-one;
  - 13) A juvenile defense attorney;
  - 14) The chief district court judge, or a district court judge designated by the chief district court judge;
  - 15) A member of the business community;
  - 16) The local health director, or that person's designee;
  - 17) A representative of United Way or other non-profit agency;
  - 18) A representative of local parks and recreation; and
  - 19) Up to seven (7) members of the public.

- Section 3. Appointments to fill vacancies because of death, resignation, removal, or otherwise, will be for the remainder of the former member's term;
- Section 4. The Area Consultant will serve as ex-officio member of the Council.
- Section 5. Resignation: A member may resign at any time by delivering written notice to the Council or to the Chair. A resignation is effective when the notice is delivered unless the notice specifies a later effective date.

### Article III. **Officers**

- Section 1. Number. The officers of the Council shall be a Chair, one or more Vice-Chairs (the number thereof to be determined by the Council), a Secretary and a Treasurer. Such other officers and assistant officers as may be deemed necessary may be elected by the Council. Any two or more offices may be held by the same person, except the offices of Chair and Secretary.
- Section 2. Election and Term of Office. The officers shall be elected annually by the Council members at the June meeting of each year. If the election of officers shall not be held at such meeting, such election shall be held as soon thereafter as conveniently may be. Each officer shall hold office until his/her successor shall have been duly elected or until his/her death or until he/she shall resign or shall have been removed in the manner hereinafter provided. New officers will assume office on the first day of July following the election or as soon thereafter as they may be elected and shall be eligible for re-election to succeeding terms.
- Section 3. Removal. Any officer may be removed by the majority vote of the Council whenever in its judgement the best interest of the Council will be served thereby.
- Section 4. Vacancies. A vacancy in any office because of death, resignation, removal or otherwise, may be filled by the Council for the unexpired portion of the term.
- Section 5. The Chair. The chair shall call and preside over all meetings of the Council. The chair shall appoint all special committees and designate the persons to serve as committee members unless otherwise specified by the by-laws.
- Section 6. The Vice-Chair(s). The vice-chair(s) shall exercise the duties of the chair in his/her absence and such other duties as the chair shall assign.
- Section 7. The Secretary. The secretary will keep minutes of all proceedings and shall make a copy available to each member of the Council and the Carteret County Board of County Commissioners. In the event that the chair and the vice-chair(s) are absent and unable to perform their duties, the secretary will assume the position of chair.
- Section 8. The Treasurer. The treasurer will work through the County Finance Office for disbursement of Council funds, keep records of disbursements, maintain a running balance, and establish a budget for the Council.

## Article IV. Meetings

### Section 1. Regular Meetings

- 1.1 The Council shall meet on a monthly basis.
- 1.2 All meetings shall be open to the public.
- 1.3 All members shall be notified of all meetings in writing at least five (5) days prior to the meeting.
- 1.4 A member may waive any notice required by these by-laws before or after the date and time of the meeting stated in the notice. A member's attendance at or participation in a meeting waives any requirement notice to her/him of the meeting.
- 1.5 The Chair may permit any or all members to participate in a regular or special meeting by, or conduct the meeting through the use of, any means of communication by which all members participating may simultaneously hear each other during the meeting. A member participating in a meeting by this means is deemed to be present in person at the meeting.
- 1.6 All members are expected to attend each meeting.

### Section 2. Special Meetings

- 2.1 The chair may call such special meetings as deemed necessary to carry out the duties of the Council.
- 2.2 Notice of special meetings shall be given to all members of the Council in writing at least three (3) days in advance.

## Article V. Action without Meeting

Section 1. Unless the by-laws provide otherwise, action required or permitted by these by-laws to be taken at a meeting may be taken without a meeting if the action is taken by three-fourths of the members of the Council. The action must be evidenced by one or more written consents describing the action taken, signed by the members assenting thereto, and included in the minutes.

Section 2. Action taken under this section is effective when the last assenting member signs the consent, unless the consent specifies a different effective date.

Section 3. A consent signed under this section has the effect of a meeting vote and may be described as such in any document.

## Article VI. Quorum and Voting

Section 1. A majority of members shall constitute a quorum.

Section 2. If a quorum is present when a vote is taken, the affirmative vote of a majority of the members present is the act of the Council.

Section 3. A member may vote her/his vote in person or by proxy.

Section 4. A member may appoint a proxy to vote or otherwise act for her/him by phoning a member of the Executive Committee and communicating this to the Executive Committee member or by signing documentation to that effect. All proxy votes must be made a part of the minutes of the meeting. An appointment of a proxy is effective when received by an Executive Committee member. An appointment is valid for one meeting unless a longer period is expressly provided in the appointment. Appointments for more than one meeting must be in writing and signed by the member appointing a proxy vote. An appointment of a proxy is revocable by the member appointing the proxy at any time.

#### Article VII. **Committees**

Section 1. Executive Committee

- 1.1 The Executive Committee shall consist of: the Council chair, vice-chair(s), secretary, and treasurer.
- 1.2 The Executive Committee shall meet monthly except as agreed by the members of the committee.
- 1.3 The Executive Committee shall address occurring problems and/or questions not requiring the entire Council.
- 1.4 The Executive Committee may act for the Council as a whole in situations requiring immediate action and when the full Council cannot be assembled or when immediate action is necessary and there is not a quorum at the regularly scheduled meeting. The Executive Committee must present in writing any action taken in any emergency meeting at the next regular meeting of the Council.

Section 2. Other committees may be established as required by the Division of Juvenile Justice or as deemed necessary and appropriate by the Chair. Each committee may have two or more members.

#### Article VIII. **Amendments**

Section 1. These by-laws may be amended or repealed and new by-laws adopted by the affirmative vote of the majority of the membership present at any regular meeting of the Council.