

California State Advisory Committee on Juvenile Justice and Delinquency Prevention
(SACJJDP)
Bylaws

1. AUTHORITY

1. Federal Juvenile Justice and Delinquency Prevention Act (JJDP), as amended by the Juvenile Justice Reform Act of 2018 (34 USC § 111333 (a)(b)) governs the authority and role of the State Advisory Committee on Juvenile Justice and Delinquency Prevention (SACJJDP). Welfare & Institutions Code § 2202 named the Office of Youth and Community Restoration as the designated state agency pursuant to the JJDP and subsequent reauthorizations. Under the JJDP, the SACJJDP is authorized to serve as an advisory body responsible for supervising the development of a plan to carry out the purposes of the Title II Formula Grant every three (3) years. This involves the awarding of subgrants to applicants and fulfilling statutory obligations, including:
 - i. Make, at the minimum, biennial reports to the Governor and legislature regarding the State's compliance with the mandates of the JJDP.
 - ii. Advise the designated State agency for juvenile justice services consistent with the JJDP.
 - iii. Contact and seek regular input from juveniles currently under the jurisdiction of the juvenile justice system.
 - iv. Contact and seek regular input from families, guardians, and/or caregivers involved with the juvenile justice system.
 - v. Advise on State supervisory board and local criminal justice advisory board composition.
 - vi. Review progress and accomplishments of projects funded under the State plan.

(34 USC §11133(a)(3)(D) & (E))

2. ORGANIZATION

1. The authorized membership of the SACJJDP shall consist of not less than 15 and not more than 33 members appointed by the chief executive officer of the State-
 - i. Which members have training, experience, or special knowledge concerning adolescent development, the prevention and treatment of juvenile delinquency, the administration of juvenile justice, or the reduction of juvenile delinquency including:
 - ii. At least 1 locally elected official representing general purpose local government;

- iii. Representatives of law enforcement and juvenile justice agencies, including juvenile and family court judges, prosecutors, counsel for children and youth, and probation workers;
- iv. 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;
- v. 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;
- vi. Volunteers who work with delinquent youth or youth at risk of delinquency;
- vii. Representatives of programs that are alternatives to incarceration, including programs providing organized recreation activities;
- viii. Persons with special experience and competence in addressing problems related to school violence and vandalism and alternatives to suspension and expulsion;
- ix. Persons, licensed or certified by the applicable State, with expertise and competence in preventing and addressing mental health and substance abuse needs in delinquent youth and youth at risk of delinquency;
- x. Representatives of victim or witness advocacy groups, including at least one 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; and
- xi. For a State in which one or more Indian Tribes are located, an Indian tribal representative (if such representative is available) or other individual with significant expertise in tribal law enforcement and juvenile justice in Indian tribal communities.

(34 USC §11133(a)(3)(a) (i) & (ii))

- 2. Additionally, a majority of the appointed SACJJD members (including the chairperson, and vice-chairperson) shall not be full-time employees of the Federal, State, or local government; at least one-fifth of the members shall be under the age of 28 at the time of initial appointment; and at least 3 members shall have been or are currently under the jurisdiction of the juvenile justice system or, if not feasible and in appropriate circumstances, be the parent or guardian of someone who has been or

is currently under the jurisdiction of the juvenile justice system. (34 USC §11133(a)(3)(a) (iii) (iv) & (v))

3. The SACJJD shall elect a Chair and Vice-Chair and determine their term at the time of the selection. The minimum term should not be less than one (1) year and the maximum term should not be more than three (3) years.
4. The members shall be appointed by the Governor, and unless specified in their appointment by the Governor, there is no term for their service on the SACJJD.

3. ATTENDANCE

1. Members are expected to attend each meeting. If a member is unable to attend, they must contact the SACJJD Chairperson and Vice-Chairperson and request to be excused from the meeting preferably at least ten (10) days prior to the meeting date, but at least 24 hours prior to the meeting via telephone call or email.
2. Rollcall at each public meeting will be recorded via voice vote and any attendance remotely through teleconference or internet meeting portal shall also be recorded by a voice vote.

4. SUB-COMMITTEES

1. Sub-committee members may be appointed by the Chair and Vice-Chair and voted by all members at a public meeting. Subcommittees must have a Chair who is an appointed SACJJD member, may have a vice chair, may include other appointed SACJJD members, experts in specialized fields, justice impacted youth, program stakeholders, state and county youth justice system staff including probation leaders, law enforcement, district attorneys or their staff, public defenders or their staff, youth justice advocacy organizations, members of the judiciary, county and state healthcare staff working with incarcerated youth in facilities across the state, ombudspersons from counties, state and county school officials working with juvenile court schools, remedial schools, community colleges or universities with programs accepting justice involved youth, or any combination thereof.
2. Sub-committees may advise the SACJJD on their focus areas, may assemble information, and may make recommendations to the SACJJD, but shall not exercise any of the powers vested in the SACJJD.

5. MEETINGS

1. Notice of each meeting and the time and place thereof shall be given in accordance with the Bagley-Keene Open Meeting Act. (Gov. Code § 11120 et seq.)
2. The SACJJD shall meet at least quarterly, at the call of the co-chairs, at times and locations convenient to the public as it deems appropriate.

3. Notice of SACJJD meetings, special meetings and sub-Committee meetings shall be posted online on the Office of Youth and Community Restoration website and sent to all members of the SACJJD and all other interested persons who have requested that notice be sent to them, at least ten (10) days prior to each meeting pursuant to Government Code § 11125.
4. The location and participation information for the meetings, including Sub-committee meetings, shall comply with the requirements of the Bagley-Keene Open Meeting Act (Gov. Code § 11120 et seq.), including remote and teleconference participation as required in Gov. Code § 11123.2 and Gov. Code § 11123.5.
5. Specifically, for SACJJD, as an advisory body, members are allowed to attend meetings remotely, and there is no requirement to disclose the location of a member's remote attendance. (Gov. Code, § 11123.5.) (Gov. Code, § 11123.5, subd. (e)) Additionally, 24 hours in advance of the meeting, the publicly posted agenda must identify the members attending remotely, notice for public to participate in the meeting remotely, and the minutes must identify the members who attend remotely.
6. Notice shall include the name, address and telephone number of any person who can provide further information prior to the meeting. For the purposes of the SACJJD meetings, the notice will include the following information:
Staff: Krystal Lewis-Britton
Email: sacjldap@chhs.ca.gov
Phone no.: 916-508-8097
7. The notice shall include a specific agenda for the meeting, with a brief description of the items discussed in either open or closed session. The applicable teleconference telephone number, internet website or other online platform, and physical address of each teleconference location, as well as any other information indicating how the public can access the meeting remotely and in person, shall be specified in the notice.

6. QUORUM

A majority of the members of the SACJJD shall constitute a quorum. (Government Code §11122.5)

7. OPEN MEETINGS

Meetings of the SACJJD shall be open to the public. Closed meetings will be held only in accordance with provisions of Government Code § 11126. (Government Code § 11123)

8. WRITTEN MATERIALS

Any writings distributed to any member of the SACJJD for discussion or consideration at a public meeting, are public records under Government Code § 6250 et seq., the California Public Records Act, and shall be made available to members of the public upon request. A reasonable fee for reproduction and mailing of materials may be charged to any person requesting a copy of a public document. The SACJJD shall not be required to make public information which is proprietary, privileged or otherwise protected. (Government Code § 6254 and §11125.1)

9. MISCELLANEOUS

1. Members of the SACJJD shall serve without compensation but shall receive mileage payments at the State employee rate within the limits of funds available to the SACJJD. (34 USC §11132 (d))
2. Youth and parent members of the SACJJD shall receive a stipend for participation in regular and subcommittee meetings. The stipend shall be \$25 per meeting within the limits of funds available to the SACJJD.
3. Conflict of Interest: Members of the SACJJD shall not participate in the review, comment, or scoring of any concept paper, application, grant, contract, or any other matter in which they have a financial or other beneficial interest. Members shall avoid any action which might adversely affect the confidence of the public in the integrity of SACJJD or its initiatives. SACJJD members are public officials required to annually report their investments, interests in real property, and income to the Fair Political Practices Commission using the Form 700, Statement of Economic Interests, which is a publicly disclosable record. Each member must submit their Form 700 using the online submission process. Information on the Form 700 and other conflicts of interest topics can be found at www.fppc.ca.gov Members can also seek email Advice: advice@fppc.ca.gov or call Toll-free advice line: 1 (866) ASK-FPPC | 1 (866) 275-3772.
4. OYCR, as the Designated State Agency pursuant to Welf. & Inst. Code § 2202 shall support the SACJJD with administrative and operational matters including but not limited to assistance with finalizing and publishing the agenda, administrative tasks including member reimbursements and travel, if any, and recording meeting minutes. OYCR staff will work closely with the Chair, Vice Chair and Subcommittee chairs to ensure timely preparation and notice of meetings, reserving space for meetings as needed, and conducting the public meeting and related tasks.

10. AMENDMENTS

All amendments to these Bylaws, except where specified by statute, may be adopted at any regular business meeting by a majority affirmative vote of the total authorized membership of the SACJJD.