

**BYLAWS OF THE
IDAHO CRIMINAL JUSTICE COMMISSION**

ARTICLE I

NAME & PURPOSE

- 1.1 Name.** The name of this Commission shall be the Idaho Criminal Justice Commission (Commission) for the state of Idaho.
- 1.2 Purpose.** The primary purpose of the Idaho Criminal Justice Commission shall be to provide policy-level direction and to promote efficient and effective use of resources, based on best practices or evidenced-based practices, for matters related to the state’s criminal justice system. To that end it shall:
- A. Identify critical challenges facing the criminal justice system and recommend strategies to resolve them by:
 - 1. Develop and adopt a three-year strategic plan to be reviewed annually;
 - 2. Analyze the long-range needs of the criminal justice system;
 - 3. Assess the cost-effectiveness, return on investment, and performance measures of the use of state and local funds in the criminal justice system.
 - B. Develop recommendations, when appropriate, on public policy and strategies to improve the state’s criminal justice system.
 - C. Review and evaluate criminal justice policies and proposed legislation to determine the impact on the state’s adult and juvenile justice systems.
 - D. Promote communication among criminal justice professionals and the respective branches of state government to improve professionalism, create partnerships, and improve cooperation and coordination at all levels of the criminal justice system.
 - E. Research and evaluate best practices, and evidenced-based practices, and use findings to influence decisions on policy;
 - F. Implement a competitive mechanism for awarding certain federal grant funds.
- 1.3 Authority.** The Idaho Criminal Justice Commission is created pursuant to Executive Order 2018-03 dated 30 January, 2018 which is incorporated herein by reference.

ARTICLE II

MEMBERS

- 2.1 Number, Appointment and Qualification.**
- A. The Governor appoints the Idaho Criminal Justice Commission members. The representatives of the judiciary will serve in a non-voting, advisory capacity and the Governor may increase the number of non-voting members at any time. The Governor

appoints the Chair of the Commission and the members of the Commission select a Vice-Chair. The term of office for the Chair and Vice-Chair is one year.

B. The Idaho Criminal Justice Commission shall consist of the members as defined by Executive Order 2018-03.

- 2.2 Tenure.** The Commission members shall serve a term according to their appointment.
- 2.3 Power and Rights.** In addition to such powers and rights as are vested by law, or these bylaws, the members shall have such other powers and rights as the membership may determine in accordance with the Idaho Code and Constitution.
- 2.4 Suspension and Removal.** Unless stated otherwise, Commission members shall be appointed by the Governor. All Commission members appointed by the Governor serve at the pleasure of the Governor.
- 2.5 Resignation.** A member must deliver a written resignation to the Governor, and a copy to the Chair.
- 2.6 Meetings.** Meetings will normally be held in Boise, Idaho at a date and time determined by the Chair. No less than four (4) meetings will be held in a calendar year.
- 2.7 Quorum.** At any meeting, fifty (50) percent plus one (1) of the voting members shall constitute a quorum. Any meeting may be adjourned to such date or dates not more than sixty (60) days after the first session of the meeting by a majority of the votes cast upon the question, whether or not a quorum is present, and the meeting may be held as adjourned without further notice.
- 2.8 Action by Vote.** Each member, representing a particular agency shall have one (1) vote. When a quorum is present; a majority of the votes properly cast by members present shall decide any question, unless otherwise provided by law or these bylaws.
- 2.9 Proxies.** Members cannot vote by absentee ballot or by written proxy. Any member can send a representative to attend a meeting, and the representative shall be authorized to vote at the meeting.
- 2.10 Travel.** Idaho Criminal Justice Commission will not compensate or reimburse for expenses.
- 2.11 Conflict of Interest.** Idaho Criminal Justice Commission members should make every effort to assure the public that no conflicts of interest exist in the management of Idaho Criminal Justice Commission business. When conflicts do occur, they shall be disclosed to the Idaho Criminal Justice Commission Chair and appropriate actions taken to avoid further conflicts and abstain from voting in conflict of interest situations. The general standard of conduct is to avoid any action that might result in or create the appearance of the use of public office for private gain; or giving preferential treatment; or impeding governmental efficiency or economy; or the loss of independence and impartiality in the decision-making process; or making decisions outside of the official decision-making

process; or any action that would create a lack of public confidence in the integrity of the Commission.

Further reference Idaho Statutes: Title 74, Chapter 4, Ethics in Government; Title 18, Chapter 13, Bribery and Corrupt Influences Act; Idaho Attorney General's Office Ethics in Government Manual.

ARTICLE III

OFFICERS AND AGENTS

- 3.1 **Number and Qualification.** The officers of the Idaho Criminal Justice Commission shall be a Chair and Vice-Chair. The Governor appoints the Chair of the Commission. The members of the Commission select a Vice-Chair.
- 3.2 **Appointment.** The Governor appoints the Chair annually. The Commission selects the Vice-Chair annually.
- 3.3 **Tenure.** The officers shall each hold office for one (1) year.
- 3.4 **Chair and Vice Chair.** The Chair shall be the chief executive officer of the Idaho Criminal Justice Commission and shall have general charge and supervision of the affairs of the Idaho Criminal Justice Commission with the consent of the members. The Chair shall preside at all meetings of the Idaho Criminal Justice Commission. The Vice-Chair shall have duties and powers, as the members shall determine. The Vice-Chair shall have and may exercise all the powers and duties of the Chair during the absence of the Chair or in the event of his or her inability to act.
- 3.5 **Appointment of Subcommittees.** It shall be the duty of the Chair, with approval of the Commission, to establish subcommittees responsible to act as directed by the members. It shall be the duty of the Chair, with approval of the members, to appoint chairs of all subcommittees. Subcommittees shall have no legal authority to act, but shall report their findings and recommendations to the members.
- 3.6 **Resignation.** The Chair may submit a resignation letter to the Governor. The Vice-Chair may resign by delivering a letter to the Chair. Such resignation shall be effective upon receipt (unless specified to be effective at some other time), and acceptance thereof shall not be necessary to make the resignation effective.
- 3.7 **Vacancies.** If the office of Vice-Chair becomes vacant, the members may elect a successor. Each successor shall hold office for the remainder of the term, or until he or she sooner dies, resigns, is removed or becomes disqualified.

ARTICLE IV
AMENDMENTS

These bylaws may be amended by a two-thirds vote of the voting members. Members will receive proposed amendments thirty (30) days prior to approving.

ARTICLE V
DISSOLUTION

The Idaho Criminal Justice Commission may be dissolved by the vote of two-thirds plus one of the voting members in good standing at a special meeting called for such purpose. The Office of the Governor for the state of Idaho will be consulted before such action is taken. The Idaho Criminal Justice Commission may also be dissolved by expiration of Executive Order 2018-03, or by subsequent Executive Order.

ARTICLE VI
RULES OF PROCEDURES

- 6.1 Rule of Order.** The conduct of Idaho Criminal Justice Commission meetings including without limitation, debate and voting, shall be governed by Robert’s Rules of Order, Newly Revised, current edition.
- 6.2 Standing Rules.** Meeting minutes will be approved at the earliest opportunity, at which time they will become public record.
- 6.3 Media Inquiries.** All media inquiries would be redirected to the Chair, who would work with the Office of the Governor.
- 6.4 Open Meetings Law and Public Records Act.** The Idaho Criminal Justice Commission will comply with the Open Meetings Law pursuant to Idaho Statutes: Title 74 Chapter 2 and the Public Records Act pursuant to Idaho Statutes: Title 74 Chapter 1.
- 6.5 Disclaimer Notice.** The Idaho Criminal Justice Commission is a non-partisan body made up of state and local officials and private citizens, which is dedicated to addressing important issues affecting the criminal justice system in Idaho. In carrying out its mission, the Commission may make recommendations or proposals based on information gathered from a variety of sources and persons. Thus, an invitation to speak to the Commission, or a request by the Commission for information, should not be construed as an endorsement by the Commission of any particular position or point of view, including those of any speaker or party from whom information is requested.
- 6.6 Rules of Conduct.** The Commission is committed to collaboration to address important criminal justice issues and wants the public to understand its work. The Commission

welcomes visitors. The following “Rules of Conduct” have been developed to assist everyone in the conduct that is expected of the Commission’s members, guests and visitors.

- A. The Commission will conduct its business as set by the Chairperson and members. Guests may be invited to provide information to the Commission and members may ask questions of those guests. Visitors who are not Commission members or invited guests will be allowed to participate in discussions only when requested to do so by the Chairperson.
- B. The number of members, guests, and visitors at each meeting will comply with building and safety codes applicable to the meeting room.
- C. Requests for interviews and/or discussions with the Commission members by non-invited visitors must be approved by the Chairperson, unless the individual member initiates discussion.
- D. The Commission expects members, guests, and visitors to conduct themselves professionally and respectfully. All visitors attending any meeting will conduct themselves in a manner, which does not disrupt the proceedings.
- E. The Chairperson reserves the right to remove disruptive visitors.

ARTICLE VII

GRANT REVIEW COUNCIL

7.1 Purpose. The Grant Review Council (Council) shall be established under the Commission and is charged with the responsibility to disburse grant funding with the overall mission of enhancing the efficiency and effectiveness of the criminal justice system in Idaho.

7.2 Authority. Omnibus Crime Control and Safe Streets Act of 1968, as amended, of the Violence Against Women Act of 1994, and other such federal grant programs as may come within the purview of Planning, Grants, and Research of the Idaho State Police.

7.1 Number and Appointment.

A. The Council shall consist of thirteen (13) members of the Idaho Criminal Justice Commission for the purpose of assisting the Idaho State Police in its distribution of grant funds. The Council membership shall be as follows:

- 1. The Attorney General or his or her designee;
- 2. The Administrative Director of the Courts;
- 3. The Director of the Idaho Department of Correction;
- 4. The Director of the Idaho State Police;
- 5. The Director of the Idaho Department of Juvenile Corrections;
- 6. The Administrator of the Office of Drug Policy;

7. One (1) representative from the Office of the Idaho State Appellate Public Defender;
 8. One (1) representative from the Idaho Prosecuting Attorneys Association;
 9. The Executive Director of the Idaho Association of Counties;
 10. Two (2) citizens at large;
 11. One (1) representative from the Idaho Sheriffs' Association;
 12. One (1) representative from the Idaho Chiefs of Police Association.
- B. In addition, the Council shall consist of the following seven (7) members appointed by the Chair of the Commission upon recommendation by the Commission:
1. One (1) representative from the Idaho Council on Domestic Violence;
 2. One (1) representative from a statewide advocacy agency;
 3. One (1) prosecuting attorney;
 4. One (1) representative from the juvenile justice system;
 5. One (1) representative from the misdemeanor probation system;
 6. One (1) Chief of Police;
 7. One (1) Sheriff.
- C. The Chair of the Council shall be a representative of a local agency and appointed by vote of the members of the Council and shall serve a term of four (4) years. The Chair will report to the Commission not less than annually on the activities, actions, and decisions of the Council regarding the distribution of grant funds.

7.2 Rules of Procedure.

- A. The Chair of the Council will report to the Commission not less than annually on the activities, actions, and decisions of the Council regarding the distribution of grant funds.
- B. Meetings of the Council shall be convened as determined necessary by the Chair of the Council and Chair of the Commission.
- C. The Council will establish bylaws in accordance with guidance provided by the Bureau of Justice Assistance and the Idaho State Police, Planning, Grants and Research, and consistent with the Commission's long-term strategies.
- D. The Council shall develop a strategic funding plan consistent with the statewide strategic planning efforts of the Commission.
- E. Participation by Council members (or their designees) in the scoring and evaluation of the individual grant applications is required. Members not participating in the scoring and evaluation process of all applications will not be entitled to vote on the awarding of any application.