

**BY-LAWS OF THE
CRIMINAL JUSTICE ADVISORY COMMITTEE
OF THE HEART OF TEXAS COUNCIL OF GOVERNMENTS**

**Article I
Name of Committee**

Section 1:

The name of this Committee shall be the Criminal Justice Advisory Committee of the Heart of Texas Council of Governments.

**Article II
Objective**

Section 1:

The creation of this Committee is authorized by the Heart of Texas Council of Governments, under Section 391.005, Vernon's Texas Codes Annotated and Article II of the Articles of Association.

Section 2:

The purposes of the Committee shall include, but not be limited to, the following:

- A. To organize and develop, with the assistance of the Criminal Justice Coordinator, a regional planning program which brings together criminal justice professionals, community leaders, civic and professional organizations, and concerned citizens in a cooperative effort to provide effective criminal justice programs, services, and training.
- B. To assist in the development of annual criminal justice plans which address the needs of the region and assist in coordinating existing and planned criminal justice programs and training.

- C. To offer technical assistance to interested parties in developing and implementing criminal justice programs and training.
- D. To provide information on available criminal justice programs, training, pertinent legislation, and research, which is relevant to the region.
- E. To review and comment on criminal justice applications in the region seeking state or federal funding.

Section 3:

The responsibilities of the Committee shall include, but not be limited to, the following:

- A. To advise the Heart of Texas Council of Governments Board of Directors and Executive Committee on all appropriate matters relating to criminal justice planning.
- B. To review and comment on an annual regional criminal justice plan.
- C. To set priorities for criminal justice planning in the region.
- D. To evaluate existing criminal justice programs seeking continuation funding as to program achievements and compliance and need.
- E. To function as a technical assistance forum, available to regional criminal justice agencies on request.

Section 4:

This Committee shall have no legislative powers; all final authority is vested in the Executive Committee of the Heart of Texas Council of Governments.

Article III Membership

Section 1:

- A. **Appointment** – The voting Committee members from each county (as described in Section 1B) are nominated by the County Judge of that County and are appointed by the HOTCOG’s Executive Committee to represent the needs of the CJAC in the six counties of the Heart of Texas region served by HOTCOG. Members shall serve term as described in Section 2A, subject to the authority of the Executive Committee to remove a committee member at its discretion.
Members should be able to look beyond local interests to regional issues, be supportive of appropriate approaches to addressing criminal justice service needs and have enough time to attend meetings of the Council.
- B. Committee membership shall consist of between fifteen and twenty-one members representing the following multi-disciplinary areas: law enforcement, prosecution/courts, victim services, nonprofit organizations, education, substance abuse prevention, juvenile justice, mental health, and interested citizens.

Section 2:

- A. All members shall be appointed for a one-year term. Members may be reappointed.
- B. Any vacancy shall be filled for the unexpired term.
- C. Terms of service shall begin in January.
- D. Any member of the Advisory Committee missing two consecutive meetings without an excuse may be dropped from the Committee pending consultation with the member and recommendation by the Advisory Committee pending approval by the Executive Committee of the Heart of Texas Council of Governments.

Section 3:

There shall be no discrimination in any respect in selection of members or any activity of the Committee due to age, sex, race, religion, handicap, or political creed.

Article IV Officers

Section 1:

The officers of the Criminal Justice Advisory Committee shall be a chair and a vice chair. The officers of the Committee will be elected by a majority vote of the Committee.

Section 2:

The chair shall preside at all meetings of the Committee. The chair may represent the Committee in presentations to the Executive Committee. The vice chair shall preside in the absence of the chair. In the absence of both the chair and the vice chair, the Committee shall designate a member to preside in their absence during the meeting.

Section 3:

The secretary shall be the Criminal Justice Coordinator as assigned by the Executive Director of the Heart of Texas Council of Governments. The secretary shall keep the minutes of all Committee meetings and shall perform such other duties as may be required by the Executive Director or the Committee.

Article V Meetings

Section 1:

This Committee shall meet at least twice annually and at other times as the chair deems necessary or upon request of the chair.

Section 2:

Notices of the meeting shall meet the requirements of the Texas Open Meetings Act. Notices of any special called meetings or emergency meetings shall meet the requirements of the Texas Open Meetings Act.

Section 3:

A quorum at any Committee meeting shall be a simple majority (51%) of the Committee. An act of majority of the members, in a meeting at which a quorum is present, shall be the act of the Committee.

**Article VI
Parliamentary Authority**

Section 1:

Robert's Rules of Order will be used as a guide for conducting all meetings.

**Article VII
Amendments to By-Laws**

Section 1:

- A. The by-laws of this Committee may be altered, amended, or repealed and new by-laws be adopted by two-thirds vote of the Committee subject to approval of the Executive Committee of the Heart of Texas Council of Governments.

- B. The by-laws of this Committee may be altered, amended, or repealed and new by-laws be adopted by the action of the Executive Committee of the Heart of Texas Council of Governments.

The By-Laws of the Criminal Justice Advisory Committee of the Heart of Texas Council of Governments are hereby accepted and passed by the Committee on this __ day of ____ 2019.

-Original Signed-
Dave R. Keel, Chair

ATTEST:

-Original Signed-

Jill Hyde, Secretary

Grants/Research Coordinator, HOTCOG

The By-Laws of the Criminal Justice Advisory Committee of the Heart of Texas Council of Governments are hereby accepted and passed by the Executive Committee of the Heart of Texas Council of Governments on this 30th day of September 1999.

-Original Signed-

Kay Driscoll, President

Council Member, City of Groesbeck

ATTEST:

-Original Signed-

Harry Kenny, III, Secretary-Treasurer

Mayor, City of Marlin