

**Countywide Juvenile Justice Consortium (CJJC)  
Shelby County, Tennessee**

**BYLAWS**

**ARTICLE I – NAME**

The name of this organization shall be the Countywide Juvenile Justice Consortium of Shelby County, Tennessee, and may be referred to by the acronym “CJJC.” The CJJC may, from time to time, be informally referred to as the “Juvenile Justice Consortium.”

**ARTICLE II – AUTHORITY**

The CJJC is a local citizen organization established pursuant to Part IV of the Memorandum of Agreement (“MOA”) between the U.S. Department of Justice Civil Rights Division (“D.O.J.”), the Memphis-Shelby Juvenile Court (“Juvenile Court”) and Shelby County, Tennessee (“County”) entered into on December 17, 2012, a copy of which was posted on the internet multiple times at various portals, and is currently available *inter alia* at: <http://graphics8.nytimes.com/us/DOJ-ShelbyAgreement.pdf>. The MOA provides in Part IV that within six months of its effective date Juvenile Court shall develop and implement a community outreach program to keep the community informed about the progress of its reforms, which shall include a process for updating and receiving input from the CJJC. The authority of the CJJC is limited as set forth in Article III, Article IX (5) and other provisions of these Bylaws.

**ARTICLE III – MISSION**

The CJJC may engage in any and all activities supporting the purpose, mission, goals and objectives of the CJJC, however, the CJJC may not enter into any contract or engage in any act or activity requiring the expenditure of public funds or which binds Juvenile Court, Shelby County, or any agency, office or instrumentality of either, fiscally or contractually. The principal purpose and mission of the CJJC is to receive, digest and disseminate fundamental information about the progress of Juvenile Court in implementing reforms required by the MOA, and to provide input and feedback to Juvenile Court, through its community outreach point of contact (P.O.C.) as to such matters. Performance of this mission necessitates that substantive documents, reports and other information regularly be provided to the CJJC to timely apprise it of the progress of Juvenile Court in implementing reforms required in fulfillment of the MOA. It is incumbent upon the CJJC, if or when necessary, to request Juvenile Court, through its community outreach P.O.C., to provide access to pertinent substantive documents, reports, policies and other information reasonably needed for the CJJC to discharge its mission.

It also is the mission of the CJJC, as a local citizen organization, to participate in regular open meetings to hear the community's viewpoints and questions concerning reform measures undertaken by Juvenile Court, and to communicate those viewpoints and questions to Juvenile Court through its community outreach P.O.C. To accomplish this the CJJC shall, at a minimum, participate in no less than one widely publicized (at least one week in advance through print, radio and internet media to stimulate widespread participation) open meeting every six months for the first three years, and at least one open meeting annually thereafter. Such open meetings shall be held in conjunction with outreach efforts of Juvenile Court at a convenient time and location with easy access to public transportation within the greater Memphis and Shelby County community. The goals of these open meetings shall be to inform the public about the requirements of the MOA, inform the public of any policy changes or other significant actions taken as a result of the MOA, discuss the progress of Juvenile Court in implementing reforms in each substantive area required by the MOA, provide access to summaries of reports completed pursuant to the MOA for the period immediately prior to the meeting, and to hear and address community concerns related to the fair administration of juvenile justice.

#### **ARTICLE IV – GOALS**

The goals of the CJJC include, but are not limited to, the following:

1. To educate, publicize, and inform the public of reforms implemented by Juvenile Court in fulfillment of the MOA through outreach efforts to make these reform measures more transparent to the public.
2. To provide and serve as a liaison by regularly participating in open meetings to hear the community's viewpoints and questions concerning reform measures undertaken by Juvenile Court in fulfillment of the M.O.A., and to communicate those viewpoints and questions to Juvenile Court through its community outreach P.O.C.



## **ARTICLE V – CJJC MEMBERSHIP & ATTENDANCE**

### **A.**

The CJJC Membership is delineated in Part IV of the MOA and is comprised of (at least 9) representatives of the Memphis/Shelby Juvenile Justice Board, recommended by its Chair to serve as members for a term of two (2) years, and may be appointed for subsequent term (s), and includes six to nine other stakeholders, selected by the Shelby County Mayor and approved by the Shelby County Commission, who are citizens of Shelby County and are reflective of the cultural and ethnic diversity of the County, to include no less than two parents of children who have had delinquency matters before JCMSC, a person under the age of twenty-one (21) who has had direct contact with the juvenile justice system, and community advocates. Citizens nominated by the County Mayor for appointment and approved by the Commission shall serve as members of the CJJC for a term of two (2) years, and may be appointed for subsequent term(s).

## **ARTICLE V – ATTENDANCE**

### **B.**

As the CJJC generally meets on the third Thursday of every month, attendance at every meeting is expected, which includes public forums and parent orientations. As emergencies may arise, and are unforeseeable and unavoidable, members are asked to notify the CJJC Chair or other CJJC Officer of their absence. To ensure the continuity of the CJJC's work, advanced notification of member absences is preferred. Shelby County appointees absent from three (3) consecutive meetings or absent from four (4) meetings within a one year period may be subject to removal by the "County Appointing Authority" for inadequate attendance. Given the same scenario, Juvenile Justice Board (JJB) members may be subject to removal for inadequate attendance, with the Chair of the JJB notified of the member's status.



## ARTICLE VI – OFFICERS

The Officers of the CJJC shall be the Chair, Vice-Chair, Secretary and Sergeant at Arms, who shall be individually elected by majority vote of the board members at an open meeting of the CJJC. Other Officer(s) may be elected by majority vote of the board members of the CJJC at an open meeting. Officers shall make such reports as are directed by the Chair. Any Officer may resign from office by giving written notice to the Chair. The resignation of the Chair shall be by written notice to each of the other Officers. An Officer's resignation shall be effective on the date written notice is given.

1. Term of Office: Elections for the Officers of the CJJC shall be held at the first open meeting of the calendar year. The Officers shall be elected by majority vote of the board members for one (1) year terms, and shall hold office until their respective successors are elected.
2. Vacancies in Office: A vacancy in the Office of the Chair shall be filled by the Vice-Chair, and any other vacancy shall be filled as determined by the Chair, with approval of a majority of the board members of the CJJC present and voting.
3. Duties of Officers:
  - a.) The Chair shall:
    - i.) Preside at all working meetings, open meetings and other sessions of the CJJC;
    - ii.) Appoint committees;
    - iii.) Serve as an ex-officio member of all CJJC committees;
    - iv.) Perform all other duties pertaining to the office in carrying out the mission and goals of the CJJC.
  - b.) The Vice-Chair shall:
    - i.) Preside at meetings in the absence of the Chair;
    - ii.) Assist in carrying out the mission and goals of the CJJC;
    - iii.) Perform such other duties as requested by the Chair in furtherance thereof.
  - c.) The Secretary shall:
    - i.) Preside at meetings in the absence of the Chair and Vice-Chair;
    - ii.) Be responsible for maintaining CJJC Notebooks and documents;
    - iii.) Keep minutes of the CJJC open meetings;
    - iv.) Keep minutes for CJJC working meetings and other sessions;
    - v.) Perform all duties incident to the Office of the Secretary and such other duties as requested by the Chair in furtherance of the mission and goals of the CJJC.



- d.) The Sergeant at Arms shall:
  - i.) Preside at meetings in the absence of any other officer of the CJJC;
  - ii.) Keep order and proper decorum at working meetings, open meetings and other sessions of the CJJC;
  - iii.) Ensure that working meetings, open meetings and other sessions of the CJJC are conducted expeditiously and on schedule;
  - iv.) Perform all duties incident to the Office of Sergeant at Arms and such other duties as requested by the Chair in furtherance of the mission and goals of the CJJC.

## **ARTICLE VII – COMPENSATION AND CONFLICTS OF INTEREST**

Members and Officers of the CJJC acting individually or on its behalf shall comply with all applicable conflict of interest laws and shall avoid even the appearance of any conflict of interest. No Officer or Member of the CJJC shall receive compensation for their services as Officers or Members of the Juvenile Justice Consortium. All Officers and Members acting on behalf of the CJJC shall honor a code of ethical behavior and practices that demonstrates the highest standards of integrity in all their undertakings in connection with the Juvenile Justice Consortium, including, respecting the confidential nature certain matters that come before Juvenile Court, to include, but not limited to, the identity of the parties, witnesses, victim(s) and/or their family members, the residential street of the parties and/or victim(s), the school, educational institution, place of business or work, and/or place of worship of the parties and/or victim(s) in any delinquency proceeding or hearing.

## **ARTICLE VIII – OPEN MEETINGS**

The CJJC shall, at a minimum, participate in no less than one open meeting every six months for the first three years, which shall be widely publicized at least one week in advance through print, radio and internet media to stimulate widespread participation. Thereafter, the CJJC shall participate in at least one widely publicized open meeting annually thereafter. Such open meetings shall be held in conjunction with outreach efforts of Juvenile Court at a convenient time and location with easy access to public transportation within the greater Memphis and Shelby County community.

The goals of these open meetings, as set forth in Articles III and IV, above, shall be to inform the public about the requirements of the MOA, inform the public of any policy changes or other significant actions taken as a result of the MOA, discuss the progress of Juvenile Court in implementing reforms in each substantive area required by the MOA, provide access to summaries of reports completed pursuant to the MOA for the period immediately prior to the meeting, and to hear and address community concerns related to the fair administration of juvenile justice.



Quorum: The presence of an officer and any three (3) members at any meeting, working meeting, open meeting and other sessions of the CJJC shall constitute a quorum. In the event of exigent circumstances i.e. resignation of members, excessive absenteeism, or removal of members for cause, etc., the quorum may be decreased in order to conduct business.

## **ARTICLE IX – ELECTIONS AND VOTING**

1. Elections of Officers: Each Board Member of the CJJC shall have one (1) vote for each office to be filled at the first open meeting or board meeting of the CJJC for the calendar year. A majority vote of the board members is needed to elect any Officer of the CJJC. The board members are determined by the official CJJC roster and does not include vacant positions.
2. Other Action: Any other action consistent with these Bylaws maybe taken by majority vote of those CJJC board members present.
3. Voting: Board members must be present at an open meeting or board meeting of the CJJC to vote on Officers or any other matter under consideration at an open meeting.
4. Other voting rights of Members: Board members shall have no voting rights other than those set forth in Article IX of these bylaws.
5. Limitation of Authority: Any recommendations adopted or voted upon by the CJJC shall be limited to providing feedback and input to Juvenile Court, through its community outreach point of contact (P.O.C.), as to its reforms implemented or planned, and/or other measures undertaken in fulfillment of the MOA.

## **ARTICLE X – ROBERT’S RULES OF ORDER**

Where these bylaws are silent as to procedure, Robert’s Rules of Order shall govern.

## **ARTICLE XI – AMENDMENT TO BYLAWS**

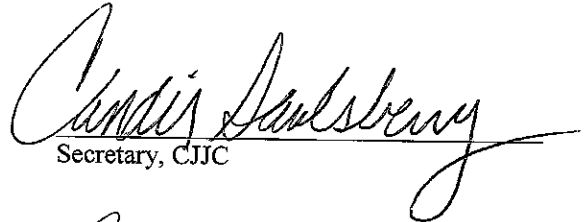
These bylaws may be amended by a majority vote of the board members during a CJJC board meeting or open meeting. However, the proposed amendment must be in writing accompanying the Notice of Meeting sent to each member of the CJJC at least one week in advance of the meeting.

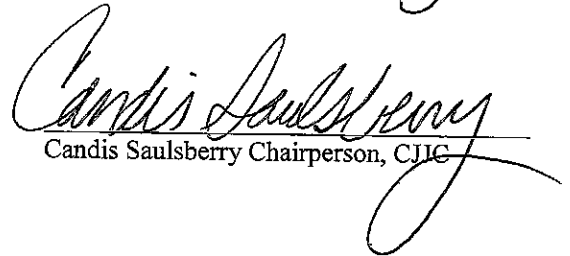


## ARTICLE XII – DISSOLUTION

The CJJC shall remain active and fully carry out the provisions of Article III hereof and other dictates of these Bylaws during the term of the MOA. In the event of the dissolution of the MOA, the CJJC shall remain active and fully carry out the provisions as adopted within the MOA.

Adopted: June 8, 2013  
Amended: December 20, 2018

  
Secretary, CJJC

  
Candis Saulsberry Chairperson, CJJC

