



# By-Laws

## 2018

**ARTICLE I.**  
**NAME AND OBJECTIVE**

**Section 1. Name**

The name of this Council shall be the Criminal Justice Coordinating Council of Anderson County (CJCC) and it will be referred to as the CJCC in the following By-Laws.

**Section 2. Objective**

The object of the CJCC is to effectively lead the coordination of all components and all levels of the County's criminal justice system.

**ARTICLE II.**  
**AUTHORITY**

**Section 1. Authority**

The CJCC has no legal authority to order changes to the County's criminal justice system, but it may bring about changes through consensus by the participating Agencies and Branches. The CJCC reviews policies, programs, data, and budgets within the criminal justice system and makes final recommendations to justice system and human service partners.

**ARTICLE III.**  
**PURPOSE**

**Section 1. Mission**

The CJCC exists to assist in making sustainable, data-driven improvements to Anderson County's criminal justice system and thereby improve public safety and community well-being.

**Section 2. Guiding Principles**

The CJCC works to advance safety and justice for the citizens of Anderson County, the effective and just treatment of defendants and offenders, the protection and healing of victims, and toward the prevention of crime and reduction of recidivism. Therefore, the CJCC is guided by the following principles:

- a. Every interaction with the criminal justice system offers an opportunity to contribute to the reduction of harm.
- b. Improved outcomes are achieved through collaboration at individual, agency, and system levels.
- c. Professional judgement of criminal justice decision makers is enhanced when informed by evidence-based knowledge.
- d. The criminal justice system will continually learn and improve effectiveness and efficiency when professionals make decisions based upon the collection, analysis, and use of data and information.
- e. The advancement of the administration of justice requires ongoing research and evaluation, technical and adaptive leadership, and innovative uses of criminal justice system resources.

### **Section 3. Responsibilities**

The CJCC is responsible for assisting to improve the administration of justice and promotion of public safety through planning, research, education, and system-wide coordination of criminal justice initiatives. This includes:

- a. Increase the confidence of the public that the system is fair, just, and equitably applied.
- b. Collaborative efforts to study the functioning of the criminal justice system, identify areas for improvement, create and execute evidence-based, accountable and effective transformation strategies.
- c. Advance innovations guided by research, evaluation, and monitoring of policy decisions and program implementations.
- d. Provide communications and related planning, financial, operational, and/or performance reporting for consideration by the agencies represented on the CJCC and system stakeholders.

## **ARTICLE IV. MEMBERSHIP**

### **Section 1. Membership**

#### **A. Voting Body**

Members of the CJCC Voting Body shall include the elected and appointed leaders of the county's criminal justice system. The Voting Body will be no less than thirteen (13) and no more than twenty-six (26) members, including but not limited to the following:

Chair, AC Public Safety Committee\*  
Sheriff\*  
Municipal Police Chief (R)  
Municipal Government Official (R)  
Solicitor\*  
Public Defender\*  
Clerk of Court\*  
Chief Magistrate-Summary Court\*  
Judge, Circuit Court\*  
Judge, Probate Court\*  
Victim Advocate (R)  
Director, Mental Health\*  
Director, Behavioral Health\*  
Information Technology\*

Agent-in-Charge, SC Probation, Parole, and Pardon Services\*  
Veterans Affairs (R)  
Coroner\*  
Youth Organization (R)  
Anderson Bar Association (R)  
Academia (R)  
Non-Profit (R)  
Faith-Based Leadership (R)  
Judge, Family Court\*  
*Jail Administrator*  
Community Leadership (R)  
Community Member (R)  
Diversity and Inclusion (R)

## **B. Positional Leadership**

There are fourteen (14) members\* of the CJCC who are members due to the position they hold. These individuals serve on the CJCC for as long as they occupy the position entitling them to membership. In the event of a vacancy, the outgoing member, or his or her organization, may designate a representative from his or her organization to act until such time as the position is filled.

## **C. Representative Leadership**

There are twelve (12) Representative Leaders of the CJCC, who are representative of a critical component of the criminal justice system and/or larger Anderson County community.

Representative Leadership will be selected through an application process and voted upon by the Positional Leadership group. Representative Leadership is respectfully requested to provide representation at CJCC meetings for a period of two years in staggered terms, with no more than two (2) consecutive terms. No other Representative Leadership substitutes will be seated without simple majority vote permission from the Voting Body.

For the inception of the CJCC, terms will be initially staggered with half of the Representative Leadership holding one year terms and the remainder holding two year terms. Terms will start each July 1<sup>st</sup>.

### **I. Nomination of Representative Leadership**

In accordance with the *Representative Leadership Term Schedule* (Appendix B) and by March of the appropriate year, with the exception of the inception year, prospective Representative Leaders shall complete and submit an application of

interest to the CJCC Program Coordinator. The Program Coordinator shall submit the name to the Voting Body for consideration no later than the April monthly meeting. The Voting Body shall vote upon nomination no later than the May Monthly meeting.

If a nomination is not approved by simple majority vote of the Voting, the Chair must coordinate with the Program Coordinator to secure another nomination and vote to ensure transition of representation by July 1<sup>st</sup>. Regularly scheduled and special meeting may be utilized, as necessary.

#### **D. Designees**

CJCC Voting Body members shall designate one consistent alternate individual within their agency/organization/division/department to represent them temporarily at CJCC meetings, due a conflict of scheduling and/or unforeseen circumstances, to ensure appropriate representation. (Inception year designee selection may/shall be altered.) Such a designee will thereafter become a member of the CJCC and no other substitutes will be seated without simple majority vote permission from the Voting Body. Designees shall have full authority to make decisions on behalf of the agency/organization/division/department and represent the official policy positions of the official who designated them.

Designees must be registered with the CJCC Program Coordinator. It is the responsibility of each Voting Body Leadership member to update designee information as needed.

#### **E. Executive Committee**

The Executive Committee of the CJCC shall be: Chair and two Co-Vice Chairs (one Positional Leader and one Representative Leader). These Executive Committee positions shall be filled from the Voting Body membership.

Executive Committee members are respectfully requested to provide leadership and direction at CJCC meetings for a period of two years in staggered terms, with no more than two (2) consecutive terms. Following the two-year term, the out-going Representative Executive Committee member may/shall continue to serve on the Voting Body for a period of six months to aid in the transition, if deemed appropriate and necessary by the Voting Body.

A pre-requisite for Executive Committee member appointment shall be having served on the Voting Body at least one (1) full year just prior to nominations, with the exception of the inception year. The retiring Executive Committee members shall serve

until the new members have been installed.

The Voting Body may establish, either permanently or temporarily, additional members, as deemed necessary and appropriate. Establishment of an additional member will be subject to a majority two-thirds (2/3) vote of the Voting Body.

### **I. Nomination of Executive Committee Members**

In accordance with the *Executive Committee Member Term Schedule* (Appendix A) and by April of the appropriate year, with the exception of the inception year, members of the Voting Body shall/may cast a nomination/nominations from Voting Body membership to serve as Chair and Co-Vice Chair(s). Multiple nominations shall/may be considered. However, consent to serve an Executive Committee member term must be established by the potential Executive Committee member prior to nomination. The Voting Body shall vote upon the nomination at the May monthly meeting, with the exception of the inception year.

If a nomination is not approved by simple majority vote of the Voting Body in May, the Voting Body must secure another nomination during the May monthly meeting. The Voting Body shall vote on the May nomination during the June monthly meeting to ensure Executive Committee member transition by July 1<sup>st</sup>. Regularly scheduled and special meeting may be utilized, as necessary.

In the event of a vacancy, the remaining Voting Body members may nominate a replacement to be approved by a simple majority vote of the Voting Body to carry out the remainder of the term.

## **Section 2. DUTIES OF EXECUTIVE COMMITTEE AND OFFICERS**

### **A. Executive Committee**

With the support of the CJCC Program Coordinator, the Executive Committee shall be responsible for the following:

- (i) Develop CJCC meeting agendas and ensure that matters are prepared for meetings.
- (ii) Ensure that meeting minutes are properly recorded and assignments completed.
- (iii) Propose the formation of Standing Committees, Subcommittees, and Ad Hoc committees.
- (iv) Nominate/Recommend individuals to serve as Chair and Vice-Chair, in addition to committee membership for the above listed committees.

- (v) Coordinate and approve individuals to serve as Chair and Vice-Chair, in addition to committee membership for the above listed committees.
- (vi) Advocate for recommendations made on behalf of the CJCC before Policy makers, funders, local and national networks, and other Stakeholders as needed.

### **B. Duties of the Chair**

The duties of the Chair shall be to call all meetings, preside over the same, appoint such committees as are necessary to the operation of the CJCC, have general supervision over all matters concerning the CJCC, except such matters as are delegated to special committees, provide direction to the CJCC Program Coordinator, cast the deciding vote in case of a tie, and cast a vote if there are not enough Voting Body members to make a quorum. The Chair shall also act as representative of the CJCC in all matters concerning outside interests and sign all official CJCC documents.

### **C. Duties of the Vice-Chair(s)**

The Vice-Chair shall preside in the absence of the Chair, and shall assume all the duties of the Chair in his/her absence or when called upon to do so by the Chair. The Vice-Chair shall vote on the same issues that the Voting Body does, unless he/she is acting in the place of the Chair, in which case the Vice-Chair shall cast the tie-breaking vote, and only if there are not enough members to form a quorum.

## **Section 3. REMOVAL FROM THE VOTING BODY**

### **A. Grounds**

Any member of the Voting Body shall be subject to removal for any of the following reasons:

- (i) Misconduct
- (ii) Misrepresentation
- (iii) Misappropriation of funds
- (iv) Neglect or non-performance of duties
- (v) Attendance (Greater than three unexcused absences may be cause for removal.)

### **B. Procedure**

A petition shall be presented at a regularly schedule monthly meeting of the CJCC, signed by any member of the CJCC, stating the grounds upon which the removal is based.

Upon receipt of the petition, the Executive Committee shall review the petition and

appoint an Investigative Committee, not to include the Voting Body member under investigation (Meeting A). The Investigative Committee will report the result of their findings at the next regularly scheduled monthly meeting of the CJCC (Meeting B). The Voting Body shall render a decision concerning CJCC membership by a simple majority vote, not to include the individual under investigation, at the next regularly scheduled monthly meeting (Meeting C).

The above described procedural process may be conducted during Executive Session.

Upon removal from the Voting Body, the assigned/registered designee would transition to the Voting Body and would, in turn, assign/register a designee with the CJCC Program Coordinator.

## **ARTICLE V** **MEETINGS**

### **Section 1. REGULAR MEETINGS**

The CJCC shall meet no less than six (6) times per operational year (July 1<sup>st</sup>-June 30<sup>th</sup>) and no more than twelve (12) times per operational year. Regularly scheduled meetings will occur on the first Monday of each month, with consideration of holidays.

### **Section 2. QUORUM**

A quorum is a simple majority (i.e., of fifty percent (50%) plus one (1)) of the Voting Body membership.

### **Section 3. VOTING**

A quorum must participate in voting for a decision to be made. A simple majority vote (50% plus one) is required. Each individual organization represented within the Voting Body of the CJCC is entitled to no more than one vote per issue. For example, while the Voting Body membership from the Sheriff's Office includes multiple positions (Sheriff and Jail Administrator), the Sheriff's Office is entitled to only one vote; a single vote must be cast for an organization that has multiple representation on the Voting Body.

Voting may be completed through electronic means, as appropriate, if the issue in question is of a time-sensitive nature, as determined by the Executive Committee.



**Section 4. HUNG DECISION**

On the occasion that the Voting Body is unable to make a consensus, simple majority vote decision, based on a tied number of votes, the Chair will have the vote to break the tie.

If the Chair is absent, the Vice-Chair will have the vote to break the tie.

**Section 5. INFORMAL ACTION BY THE VOTING BODY**

Any action required or permitted by the Voting Body at a meeting may be taken without a meeting if consent in writing, setting forth an action so taken, shall be agreed by the consensus of a quorum. For the purposes of this section, email correspondence, with an email address on record with the CJCC Program Coordinator, constitutes valid writing. The intent of this provision is to allow the Voting Body to use email correspondence to address and approve actions and petitions, in need of immediate consideration, outside of a regularly scheduled meeting time, as long as a quorum of the Voting Body gives consent.

Email correspondence shall be saved by either:

- (a) Printed in hard copy and kept in the appropriate file; or
- (b) Downloaded to a computer file and kept electronically.

**Section 6. OPEN MEETINGS**

The CJCC is a public body and meetings are open to the public in accordance with state law. The annual schedule of meetings will be set prior to the first of each operational year and released for public consumption.

**Section 7. NOTICE OF AGENDA**

In order to expedite meetings and promote reasoned decision-making, a written agenda shall be provided to each member of the CJCC at least 24 (twenty-four) hours in advance of any regularly scheduled meeting, outlining with sufficient particularity any action item that will be proposed for decision-making at the meeting. Members and their representatives are expected to review the agenda, accompanying documentation, and proposed action items in advance of the meeting, and prepare to give a report at the meeting regarding changes in their department that might impact other departments.

**Section 8. SPECIAL MEETING**

The Executive Committee/Voting Body may convene a special meeting. Written notice must be provided at least 24 hours in advance. Only items included in the written notice may be discussed or considered.

**Section 9. COMPENSATION FOR COUNCIL SERVICE**

Council members shall receive no compensation for carrying out their duties as members. The CJCC may adopt policies for reasonable reimbursement for expenses incurred in conjunction with carrying out CJCC member and staff responsibilities.

**ARTICLE VI  
COMMITTEES**

**Section 1. COMMITTEES**

The Voting Body may designate committees, each consisting of three (3) or more Voting Body members, to serve at the pleasure of the Voting Body. Any committee, to the extent provided by the Voting Body, shall have all the authority of the Voting Body, except that no committee may:

- (a) Take any financial action on matters which also requires Voting Body members' approval;
- (b) Fill vacancies on the Voting Body of any committee which has the authority of the Voting Body;
- (c) Amend or repeal By-Laws or adopted By-Laws;
- (d) Amend or repeal any resolution of the Voting Body which by its express terms is not so amendable or repealable;
- (e) Appoint any other committees of the CJCC;
- (f) Expend funds to support a nominee for a Voting Body position; or
- (g) Approve any transaction
  - i. To which the CJCC is a party and one or more of the CJCC members have a material financial interest; or
  - ii. Between the CJCC and one or more of the CJCC members or between the CJCC and any person in which one or more of the CJCC members have a material financial interest.

**Section 2. MEETINGS AND ACTIONS OF COMMITTEES**

Meetings and actions of the committees shall be governed by and held and taken in accordance with the provisions these By-Laws. Minutes shall be kept of each meeting of any committee and shall be filed with the CJCC Program Coordinator for Council records.

## **ARTICLE VII** **AMENDMENTS**

### **Section 1. AMENDMENTS**

These articles may be amended by the action of the Voting Body, when in their judgement such amendments would benefit the CJCC. Amendments, to be effective shall require a two-thirds (2/3) vote by the Voting Body.

## **ARTICLE VIII** **DOCUMENT RETENTION POLICY**

### **Section 1. GENERAL GUIDELINES**

From time to time, the CJCC may establish retention or destruction policies or schedules for specific categories of records in order to ensure legal compliance, and also to accomplish other objectives, such as preserving intellectual property and cost management. Several categories of documents that warrant special consideration are identified below. While minimum retention periods are established, the retention of the documents identified below and of documents not included in the identified categories should be determined primarily by the application of the general guidelines affecting document retention, as well as the exception for litigation relevant documents and any other pertinent factors.

### **Section 2. LITIGATION RELEVANT DOCUMENTS**

The CJCC expects that all members and employees comply fully with any published records retention or destruction policies and procedures, provided that all members and employees should note the following general exception to any stated destruction schedule: If you believe, or the CJCC informs you, the retention of the documents identified below and of the documents not included in the identified categories should be determined primarily by the application of the general guidelines affecting document retention, as well as the exception for litigation relevant documents and any other pertinent factors.

### **Section 3. SPECIFIC CATEGORIES**

- (a) Corporate Documents: Corporate records include the Foundation's Articles and By-Laws. Corporate records shall be retained permanently.
- (b) Tax Records: Tax records include, but may not be limited to, documents concerning payroll, expenses, proof of contributions made by donors, accounting procedures, and other documents concerning the CJCC's revenue. Tax records should be retained for a least seven (7) years from the date of filing the application return.
- (c) Employment Records/Personnel Records: State and Federal statutes require the

Anderson County government to keep certain recruitment, employment and personnel information. The CJCC shall also keep records and files that reflect the performance and action of the CJCC, including any complaints brought against the CJCC by individual employees under applicable State and Federal statutes.

- (d) Executive Committee, Voting Body, and Sub-Committee Materials: Meeting minutes should be retained in perpetuity in the CJCC's minute book/file. A copy of all other council materials should be kept for no less than five (5) years by the CJCC.
- (e) Press Releases and Public Filings: The CJCC should retain permanent copies of all press releases and publicly filed documents under the theory that the CJCC should have its own copy to test the accuracy of any document a member of the public can theoretically produce against and related to the CJCC.
- (f) Legal Files: Legal counsel should be consulted to determine the retention period of certain documents, but legal documents should generally be retained for no less than ten (10) years.
- (g) Marketing and Sales Documents: The CJCC shall keep final copies of marketing and sales documents for the same period of time it keeps other corporate files, generally five (5) years. An exception to the five (5) year policy may be sales, invoices, contracts, leases, licenses, and other legal documentation. These documents should be kept for at least three (3) years beyond the life of the agreement.
- (h) Banking and Accounting: Accounts payable ledgers and schedules should be kept for seven (7) years. Bank reconciliations, bank statements, deposit slips, and checks should be kept for three (3) years. Any inventories of products, materials, and supplies and invoices should be kept for seven (7) years.
- (i) Insurance: Expired insurance policies, insurance records, accident reports, claims, etc. should be kept permanently.
- (j) Audit Records: External audit records should be kept permanently. Internal audit records should be kept for five (5) years.

## **ARTICLE IX** **CODE OF ETHICS**

### **Section 1. PURPOSE**

The CJCC requires and encourages members and employee(s) to observe and practice high standards of professional and personal ethics in the conduct of their duties and responsibilities. The employee(s) and representatives of the CJCC must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations. It is the intent of the CJCC to adhere to all laws and regulations

that apply to the CJCC and the underlying purpose of this policy is to support the CJCC's goal of legal compliance. The support of all CJCC staff and membership is necessary to achieving compliance with various laws and regulations.

## **Section 2. REPORTING SUSPECTED VIOLATIONS**

If any member or employee reasonably believes that some policy, practice, or activity of the CJCC is in violation of law, a written complaint must be filed by that person with both the Chair of the CJCC and the CJCC Program Coordinator. If the complaint addresses a violation of or by the Chair, the written complaint shall be exclusively filed with the CJCC Program Coordinator. If the complaint addresses a violation of or by the CJCC Program Coordinator, the written complaint can be exclusively filed with the Chair.

## **Section 3. ACTING IN GOOD FAITH**

Anyone filing a complaint concerning a violation or suspected violation of these Articles or any other law or regulation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false shall be viewed as a serious offense, to be addressed by the Voting Body.

## **Section 4. RETALIATION**

Said person is protected from retaliation only if he/she brings the alleged unlawful activity, policy, or practice to the attention of the Chair and the CJCC Program Coordinator, unless the alleged offense rests with either the Chair or the CJCC Program Coordinator, and provides both, or one, with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection below is only available to individuals that comply with this requirement.

The CJCC and its membership shall not retaliate against any member or employee, who in good faith, has a protest or complaint against some practice of the CJCC or of another individual or entity with whom the CJCC has a business relationship, on the basis of a reasonable belief that the practice is a violation of law.

## **Section 5. CONFIDENTIALITY**

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

## **Section 6. HANDLING OF REPORTED VIOLATIONS**

The Chair and/or the CJCC Program Coordinator shall notify the sender and acknowledge receipt of the reported violations or suspected violation within five (5)

business days. All reports shall be promptly investigated by the Executive Committee, and appropriate corrective actions shall be taken if warranted by the results of the investigation.

## **ARTICLE X**

### **THE FREEDOM OF INFORMATION ACT AND PUBLIC INFORMATION**

#### **Section 1. PURPOSE**

Anderson County believes that it is vital in a democratic society that public business be performed in an open manner so that citizens shall be advised of the performance and decisions of public officials and entities. As such, the works of the Criminal Justice Coordinating Council are open and accountable to the public in a form that will be convenient and practical for review and use.

#### **Section 2. FEE**

Anderson County will provide Criminal Justice Coordinating Council specific documents, upon request, while adhering to all applicable Federal, State and local laws, including but not limited to: The Freedom of Information Act, the Personal Identifying Information Privacy Protection Act, and the South Carolina's Public Filing Redaction List.

#### **Section 3. REQUEST**

All requests for information must be in writing and addressed through the Anderson County Attorney's Office or utilize the Anderson County "FOIA Electronic Form" ([www.andersoncountysc.org](http://www.andersoncountysc.org)).

Requests should be specific and avoid being overly broad, vague, and repetitive.

Requests submitted and obtained shall not be utilized for commercial solicitation directed to any person in this State.

#### **Section 4. TIME SCHEDULE**

Upon receipt of written request, Anderson County will respond within ten (10) business days (excepting Saturday, Sunday, and legal public holidays) to notify determination and reason. However, if the record is more than two (2) years old at the date of request, Anderson County will respond within twenty (20) business days, with the same above mentioned exceptions, to make notification.

Determination will constitute the final opinion of Anderson County as to the public availability of the requested public record.

If the request is granted, the record will be furnished or made available for inspection no later than thirty (30) calendar days from the date on which the request was granted,

unless the records are more than twenty-four (24) months old, in which case Anderson County has no later than thirty-five (35) days from the date on which the request was granted.

The above timing schedule is subject to extension by mutual agreement of the public body and the requesting party and such agreement shall not be unreasonably withheld.

**Section 5. EXEMPTIONS**

Anderson County will balance privacy interests against the interests of the public to consume this information.

Exemptions may include, but are not limited to:

- Information of a personal nature where public disclosure would constitute an unreasonable invasion of privacy;
- Personal Identifying information; and
- Certain Law Enforcement elements that would interfere with a prospective law enforcement proceeding, deprive an individual of a right to a fair trial, disclose the identity of a confidential source, disclose current strategies and techniques, endanger life or physical safety of an individual, and violate attorney-client relationships

If public record contains material which is not exempt, Anderson County will make reasonable attempts to separate the exempt and non-exempt material in accordance with Federal, State, and local law(s).

**ARTICLE XI  
LIABILITY**

**Section 1. LIABILITY**

The Criminal Justice Coordinating Council of Anderson County has no legal or regulatory authority over the participating entities/agencies. The CJCC is advisory in nature and assumes no liability for suggested strategies, policies, and procedures. Each entity/agency must execute its own “due diligence.”

**ARTICLE XII  
MISCELLANEOUS**

**Section 1. MEMBERSHIP**

Classification as a member of the Criminal Justice Coordinating Council occurs automatically and immediately upon meeting attendance.

Classification as a Positional Leader occurs automatically and immediately upon positional assignment/appointment/employment.

Classification as a Representative Leader occurs proceeding application appointment by the Voting Body.

Classification as an Executive Committee Member occurs proceeding appointment by the Voting Body.

**Section 2. BOOKS AND RECORDS**

The CJCC shall keep correct and complete books and records of account and shall keep minutes of the proceedings of all meetings, a record of actions taken by the and a record of all actions taken by committees. In addition, the CJCC shall keep a copy of the CJCC's By-Laws as amended to date.

**Section 3. FISCAL YEAR**

The CJCC shall consider a fiscal year from July 1st-June 30th.

**Section 4. NON-DISCRIMINATION POLICY**

The members, leaders, and employees of the CJCC shall be selected entirely on a non-discriminatory basis with respect to age, sex, race, religion, national origin, and sexual orientation. Following and adhering to Title VII, it is the policy of the CJCC not to discriminate on the basis of race, color, religion, sex, national origin, age, disability, and veteran's status.

**Section 5. STRATEGIC TRANSFORMATION PLANNING**

The CJCC shall convene on a regular basis to review the CJCC's current criminal justice system transformation plan, modify the plan when appropriate, and begin initiatives consistent with the modified plan. Criminal justice transformation plans shall be developed every three years beginning in January 2019. The results of the planning process shall include goals, priorities, and comprehensive plans to guide CJCC effort for the following three-year period.

**Section 6. ANNUAL REPORT**

The CJCC shall complete an annual report which summarizes the yearly progress of the strategic transformation plan as set forth by Section 5 above. The report is due in September of each year and shall cover the period from July to June of the preceding fiscal year. In addition, a brief mid-year report will be due in March of each year and shall cover the period from July to January.

**Section 7. STAFF**

The CJCC shall have sufficient, dedicated staff with relevant experience to carry out its mission. The CJCC shall have no less than one full-time Program Coordinator. The role of this person is to support the CJCC and manage the efforts to assist in improving the effectiveness and efficiency of the county's criminal justice system.



In addition, pursuant to available funding, the CJCC may employ additional staff as needed. CJCC staff report to the Program Coordinator.

**ARTICLE XIII**  
**CERTIFICATION OF ADOPTION OF BILAWS**

**I do hereby certify that the above stated Bi-Laws of the Criminal Justice Coordinating Council of Anderson County were approved by the Voting Body.**

\_\_\_\_\_  
**George Ducworth**  
**Chair, Criminal Justice Coordinating**  
**Council of Anderson County**

\_\_\_\_\_  
**Date**

**I do hereby certify that the above stated Bi-Laws of the Criminal Justice Coordinating Council of Anderson County were approved by the Voting Body.**

\_\_\_\_\_  
**Casey Collins**  
**Program Coordinator, Criminal Justice**  
**Coordinating Council of Anderson County**

\_\_\_\_\_  
**Date**

**APPENDIX A**  
**EXECUTIVE COMMITTEE TERM SCHEDULE**

<b>CHAIR</b>	<b>CO-VICE CHAIR</b>	<b>CO-VICE CHAIR</b>
<b>Inaugural Term: January 1, 2018-June 30, 2019</b>	<b>Inaugural Term: July 1, 2018-June 30, 2020</b>	<b>Inaugural Term: July 1, 2018-June 30, 2019</b>
<b>Nomination/Vote 2019 Term: July 1, 2019-June 30, 2021</b>	<b>Nomination/Vote 2020 Term: July 1, 2020-June 30, 2022</b>	<b>Nomination/Vote 2019 Term: July 1, 2019-June 30, 2021</b>
<b>Nomination/Vote 2021 Term: July 1, 2021-June 30, 2023</b>	<b>Nomination/Vote 2022 Term: July 1, 2022-June 30, 2024</b>	<b>Nomination/Vote 2021 Term: July 1, 2021-June 30, 2023</b>
<b>Nomination/Vote 2023 Term: July 1, 2023-June 30, 2025</b>	<b>Nomination/Vote 2024 Term: July 1, 2024-June 30, 2026</b>	<b>Nomination/Vote 2023 Term: July 1, 2023-June 30, 2025</b>

- **Inaugural Term dates may/shall be adjusted to accommodate current circumstance.**

## APPENDIX B

### REPRESENTATIVE GROUPS AND TERM SCHEDULE

<b>ODD YEAR REPRESENTATIVE GROUPS</b>	<b>EVEN YEAR REPRESENTATIVE GROUPS</b>
Academia	Police Chiefs
Municipal Government	Youth Leadership
Victim Advocate	Non-Profit
Bar Association	Diversity and Inclusion
Faith-Based	Veteran's Affairs
Community Member	Community Leader

<b>TERMS</b>	<b>TERMS</b>
<b>Inaugural Term: July 1, 2018- June 30, 2019</b>	<b>Inaugural Term: July 1, 2018-June 30, 2020</b>
Nomination/Vote 2019 Term: July 1, 2019-June 30, 2021	Nomination/Vote 2020 Term: July 1, 2020-June 30, 2022
Nomination/Vote 2021 Term: July 1, 2021-June 30, 2023	Nomination/Vote 2022 Term: July 1, 2022-June 30, 2024
Nomination/Vote 2023 Term: July 1, 2023-June 30, 2025	Nomination/Vote 2024 Term: July 1, 2024-June 30, 2026

- Inaugural Term dates may/shall be adjusted to accommodate current circumstance.
- Term dates may/shall be adjusted to accommodate membership on the Executive Committee.