

**BYLAWS  
OF THE  
SANFORD ‘SANDY’ KRASNOFF CRIMINAL JUSTICE CRIMINAL JUSTICE  
COUNCIL**

**ARTICLE I – Criminal Justice Council Membership**

**Section 1.1:** Membership of the Criminal Justice Criminal Justice Council shall be defined as in Section 2 of Ordinance Number 21456 MCS.

**Section 1.2: Term for Citizen Representative Membership.** Citizen Representatives, per Section 2 of Ordinance Number 21456 MCS, shall serve one year terms, beginning at the time of appointment. These members shall not be term limited and may serve successive terms.

**Section 1.3: Criminal Justice Council Vice Chair.** The Mayor shall designate a Criminal Justice Council Vice Chair (“Vice Chair”) who is a non-Criminal Justice Council member, who serves at the pleasure of the Mayor, and who may convene and preside over the Criminal Justice Council in the Mayor’s absence. The Vice Chair is a non-voting member of the Criminal Justice Council.

**Section 1.3.1: Mayor or Vice Chair Duties.** It shall be the Mayor or Vice Chair’s responsibility to a) call and preside at each of the meetings of the Criminal Justice Council; b) keep Criminal Justice Council members informed of matters pertinent to their responsibility on the Criminal Justice Council; c) set the agenda for full Criminal Justice Council meetings; d) announce the business before the Criminal Justice Council in the order in which it is to be acted upon; e) enforce on all occasions the observance of order and decorum among members; and f) to authenticate by his or her signature, where necessary, all the acts, orders and proceedings of the Criminal Justice Council.

**Section 1.4: Member Duties and Responsibilities.**

**Section 1.4.1:** Criminal Justice Council members and individuals who serve on subgroups of the Criminal Justice Council (e.g. Subcommittees, Working Groups, Task Forces) shall perform their duties in a well-informed and considerate manner that supports the mission, goals, and objectives of the Criminal Justice Council and its subgroups, as established by the Criminal Justice Council.

**Section 1.4.2:** Membership is not intended to be used to promote individual political, religious, or social ideologies.

**Section 1.4.3:** Criminal Justice Council members shall regularly attend and actively participate at Regular Meetings (see Section 3.3.1 for definition). In the event of two consecutive absences without notification of the Mayor or Vice Chair, or in the event of failure to attend 50% of the scheduled meetings in a calendar year, agencies and organizations represented by those members shall not be eligible to apply in the

following calendar year for grant funds for which the Criminal Justice Council is the reviewing and advisory body. The agency and their Council representative will be notified in writing of their ineligibility by the Mayor or Vice Chair within twenty business days.

**Section 1.5: Member Designees.** Criminal Justice Council members appointed based on their position are able to appoint designees, who by distinction of their designation are eligible to vote on business matters and be counted toward a quorum when their appointing Criminal Justice Council member is not in attendance.

**Section 1.5.1:** Designees must be high-level members of the Criminal Justice Council member's agency, department, or organization, and must be able to make decisions for said agency, department, or organization.

**Section 1.5.2:** Criminal Justice Council members who wish to appoint a designee must notify the Mayor or Vice Chair in writing, and may not select more than one designee per calendar year. If the designee resigns his/her position, an exception shall be made and a new designee may be assigned for the remainder of the calendar year. A designee is not term limited, and may serve successive calendar years.

**Section 1.5.3:** Hereafter, the term "Criminal Justice Council member" shall include designees.

## **ARTICLE II – Criminal Justice Council Subcommittees**

**Section 2.1:** Subcommittees may be created as needed or appropriate by the Mayor or Vice Chair in order to conduct the business of the Criminal Justice Council. Criminal Justice Council members may submit a request for a new subcommittee to the Mayor or Vice Chair for consideration at the following Criminal Justice Council meeting.

**Section 2.2: Subcommittee Membership.** Staff members at agencies, departments, and organizations that are represented on the Criminal Justice Council are encouraged to attend and participate in Subcommittee meetings.

## **ARTICLE III – Meetings and Conduct of Criminal Justice Council Business**

**Section 3.1: Governance.** Robert's Rules of Order Newly Revised Edition shall govern the meetings of the Criminal Justice Council in all cases to which they are applicable, and when they are not inconsistent with these bylaws and any special rules of order that the Criminal Justice Council may adopt. Any provision of these bylaws that conflicts with federal, state, or local law is void.

**Section 3.2: Open Meetings.** The Criminal Justice Council and its subcommittees are public bodies within the meaning of the Louisiana Open Meetings Law, La. Rev. Stat § 42:11 et seq and shall govern themselves accordingly.

**Section 3.3: Meeting Schedule.**

**Section 3.3.1: Regular Meetings.** There will be four Regular Meetings of the Criminal Justice Council per year (quarterly). The Regular Meeting schedule for each calendar year will be proposed by the Mayor or Vice Chair at the final meeting of the previous calendar year and voted on by the Criminal Justice Council members. Regular meetings may be rescheduled by the Mayor or Vice Chair as necessary with at least twenty-four hours' notice to Criminal Justice Council members and the public. Criminal Justice Council members shall hear an annual report from the Mayor or Vice Chair at the first Regular Meeting of the calendar year. Unless otherwise announced by the Criminal Justice Council, all meetings shall be held in the Homeland Security Conference Room, Suite 8E10, 1300 Perdido Street, New Orleans, Louisiana, at 11 a.m., or at such other time and place as it may be determined as necessary by the Mayor or Vice Chair, with at least twenty-four hours' notice to Criminal Justice Council members and the public.

**Section 3.3.2: Special Meetings.** Special meetings of the Criminal Justice Council shall be called by the Mayor or Vice Chair; or by request of at least four members of the Criminal Justice Council, submitted in writing to the Mayor or Vice Chair. The Mayor or Vice Chair shall designate the date and time of any special meetings that may arise as soon as possible after receiving the call for the special meeting. All Criminal Justice Council members and the public shall be notified at least twenty-four hours before the meeting; and such notice shall include the purpose and the agenda of the special meeting.

**Section 3.4: Quorum.** Pursuant to Section 9-107 of the Home Rule Charter, a simple majority of the existing membership of the Criminal Justice Council shall constitute a quorum for the transaction of business. A simple majority is defined as the next greatest whole number more than one-half.

**Section 3.5: Order of Business and Agenda.** In all Criminal Justice Council meetings, the order of business shall proceed as described on the Criminal Justice Council's Public Meeting Notice and agenda unless the Mayor or Vice Chair, with the consent of two-thirds of the members present, authorizes a change in such order of business.

**Section 3.6: Voting.** All actions taken by the Criminal Justice Council shall require voting procedures pursuant to Robert's Rules of Order.

**Section 3.6.1: Proxies.** Pursuant to Ordinance Number 21456 MCS, proxy voting is prohibited.

**Section 3.7: Conflict of Interest.** Matters of conflict of interest shall be determined by the Louisiana State Ethics Code.

**Section 3.8: Public Comment.** The Criminal Justice Council shall provide an opportunity for the public to address the Criminal Justice Council, or any of its subcommittees, on each agenda item.

#### **ARTICLE IV – Information Sharing**

**Section 4.1:** Following Sections 5 and 6 of Ordinance Number 21456 MCS, the Mayor or Vice Chair may request reports or information related to advising the Mayor and City Council on criminal and juvenile justice matters at any time. Additionally, the Criminal Justice Council may vote to request reports or information related to criminal and juvenile justice activities at any Regular Meeting when a quorum is present. Upon the request, the relevant parties shall furnish the requested report or information no later than twenty business days after the request.

**Section 4.1.1:** If a request for reports or information will cause undue burden on an agency/department, or the information/data is inaccessible, an agency will respond to the requestor in writing within ten business days of the request with an explanation.

**Section 4.2:** Agencies/organizations that fail to furnish requested reports and information within twenty business days of the request, or respond in writing within ten business days of the request, will be ineligible to apply in the following calendar year for grant funds for which the Criminal Justice Council is the reviewing and advisory body. The agency and their Council representative will be notified in writing of their ineligibility by the Mayor or Vice Chair within twenty business days of their failure to comply.

#### **ARTICLE V – Reviewing and Advising on Grants**

**Section 5.1:** The Criminal Justice Council is responsible for reviewing and advising on a number of grants, including but not limited to: Federal Direct Justice Assistance Grant, State Byrne Justice Assistance Grant, Coverdell Forensic Science Improvement Grant, Crime Victims' Assistance, and the STOP Violence Against Women Grant Program.

**Section 5.2:** The Criminal Justice Council shall review grant applications from eligible agencies that include the following: a) description of the expected objectives/goals, outputs, and outcomes; b) plan for funding sustainability beyond the grant period; c) explanation of the evidence base and implementation plan; d) budget detail and justification; and e) existing and planned grant and other funding sources (specifying each source and amount) for programs that are currently in operation. If a particular criterion is not applicable to a grant request, the application must provide justification for non-relevance. The Criminal Justice Council shall not review grant applications that do not meet the above criteria.

## **ARTICLE VI – Adoption and Amendment of Bylaws**

**Section 6.1:** The bylaws of the Criminal Justice Council shall be promulgated pursuant to procedures contained in Section 2-1000 of the City Code relative to regulations prescribing procedure and/or practices of municipal entities.

**Section 6.2:** A motion to amend the Criminal Justice Council Bylaws may occur only after written notice of proposed amendments is provided to all members of the Criminal Justice Council at least ten business days prior to consideration of any motion to amend the bylaws. Amendments to the bylaws shall be implemented pursuant to procedures contained in Section 2-1000 of the City Code relative to regulations prescribing procedure and/or practice of municipal entities.