

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

ARTICLE I – Vision

The Sanford “Sandy” Krasnoff New Orleans Criminal Justice Council (SKNOCJC) envisions system actors and stakeholders working collaboratively to create fair, just, and efficient criminal and juvenile justice systems.

ARTICLE II – Mission

The SKNOCJC will coordinate criminal and juvenile justice systems that promote equity and fairness and support victims by fostering collaboration between the systems’ leaders and stakeholders. The SKNOCJC will enhance system services by maximizing public investment in accountable data-driven system outcomes. The SKNOCJC will explore evidence-based best practices that increase community safety and provide recommendations to the Mayor and City Council to reduce overall recidivism.

ARTICLE III – Authority

Section 3.1: The New Orleans City Council established the New Orleans Criminal Justice Coordinating Council on December 31, 1970, and later changed its name to the Sanford “Sandy” Krasnoff New Orleans Criminal Justice Council on March 25, 2004.

Section 3.2: The SKNOCJC is an independent planning advisory group that makes recommendations to those elected and appointed officials who have the authority to implement such recommendations, as they deem appropriate.

ARTICLE IV – SKNOCJC Membership

Section 4.1: Membership of the SKNOCJC shall be defined as in Section 2 of Ordinance Number 32392 MCS.

Section 4.2: Term for Citizen Representative Membership. Citizen Representatives, per Section 2 of Ordinance Number 32392 MCS, shall serve one year terms, expiring each year on December 31. These members shall not be term limited and may serve successive terms.

Section 4.3: Member Duties and Responsibilities.

Section 4.3.1: SKNOCJC members and individuals who serve on subgroups of the SKNOCJC (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 SKNOCJC and its subgroups, as established by the SKNOCJC.

Section 4.3.2: Membership is not intended to be used to promote individual political, religious, or social ideologies.

Section 4.3.3: Attendance. SKNOCJC members shall regularly attend and actively participate at Regular Meetings (see Section 8.3.1 for definition). In the event of two consecutive absences without notification of the Chair or Vice Chairs, 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 SKNOCJC is the reviewing and advisory body. The agency and their SKNOCJC representative will be notified in writing of their ineligibility by the Chair or Vice Chairs within twenty business days.

Section 4.4: Member Designees. SKNOCJC 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 SKNOCJC member is not in attendance.

Section 4.4.1: Designees must be high-level members of the SKNOCJC member's agency, department, or organization, and must be able to make decisions for said agency, department, or organization.

Section 4.4.2: SKNOCJC members who wish to appoint a designee must notify the Chair or Vice Chairs in writing, and may not select more than one designee per calendar year. If the designee resigns their 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 4.4.3: Hereafter, the term "SKNOCJC member" shall include designees.

ARTICLE V – Officers

Section 5.1: Officers. The officers of the SKNOCJC shall be the Chair and Vice Chairs.

Section 5.1.1 Chair. As defined in Section 2 of Ordinance Number 32392 MCS, the Mayor shall serve as the Chair of the SKNOCJC.

Section 5.1.2. Appointed Co-Vice Chair. The Mayor shall designate a SKNOCJC Vice Chair who is a non-SKNOCJC member and serves at the pleasure of the Mayor. The Appointed Vice Chair is a non-voting member of the SKNOCJC. Appointment is subject to confirmation by City Council.

Section 5.1.3. Elected Co-Vice Chair. As necessary, or at the first meeting of the calendar year, the SKNOCJC shall elect one of its members as Vice Chair, subject to confirmation by the Mayor and City Council. Elections shall occur by majority vote of the SKNOCJC when a quorum is present.

Section 5.1.3a. The Elected Vice Chair’s term shall begin at the closing of the meeting at which they were elected and expire December 31 of the year in which they were elected. The Elected Vice Chair may serve no more than three consecutive full terms; serving part of a term will not count the same as a full term.

Section 5.1.3b. The Elected Vice Chair may be removed by a vote of not less than two-thirds of the SKNOCJC members present at a scheduled meeting of the SKNOCJC for which this topic was included in the posted agenda for said meeting. Three unexcused SKNOCJC meeting absences shall constitute a voluntary resignation of office.

Section 5.1.3c. A vacancy resulting from death, resignation, removal, disqualification, or any other reason shall be filled in the next meeting by a member of the SKNOCJC as selected by a majority vote.

Section 5.2: Authority and Duties. The Chair and Vice Chairs shall have full authority to carry out their duties as specified below:

Section 5.2.1: Chair.

- Call and preside at each of the meetings of the SKNOCJC;
- Represent the SKNOCJC at governmental, community, or other meetings;
- Keep SKNOCJC members informed of matters pertinent to their responsibility on the SKNOCJC;
- Set the final agenda for all meetings of the SKNOCJC and Steering Committee and ensure distribution to members;
- Establish SKNOCJC and Steering Committee meeting schedules;
- Announce the business before the SKNOCJC in the order in which it is to be acted upon;
- Enforce on all occasions the observance of order and decorum among members; and
- Authenticate by their signature, where necessary, all the acts, orders and proceedings of the SKNOCJC.

Section 5.2.1: Vice Chairs.

- In the absence of the Chair, jointly fulfill any and all of the above duties.

ARTICLE VI – Steering Committee

Section 6.1: The Steering Committee shall provide oversight of the SKNOCJC and execute the duties below:

- Advance the mission and goals of the SKNOCJC;
- Advocate for recommendations made on behalf of the SKNOCJC before policy makers, funders, local and national networks, and other stakeholders as needed;
- Prioritize initiatives and strategies of the SKNOCJC;
- Set the agenda for SKNOCJC meetings;

- Guide the development of the Strategic Planning Process (see Article XI);
- Monitor progress of the SKNOCJC in implementing the strategic plan;
- Propose to the SKNOCJC the formation of subgroups (e.g. Subcommittees, Working Groups, Task Forces);
- Oversee the activities and direction of the subgroups; and
- Organize the election of officers and steering committee members.

Section 6.2: Members. The Steering Committee shall consist of the Chair, Vice Chairs, Standing Subgroup (e.g. Subcommittees, Working Groups, Task Forces) Chairs, and two elected representatives of the SKNOCJC. Elections shall occur by majority vote of the SKNOCJC when a quorum is present. The intent is for the composition of the Steering Committee to be representative of the criminal and juvenile justice systems and the community at large.

Section 6.2.1. The elected Steering Committee members may be removed by a vote of not less than two-thirds of the SKNOCJC members present at a scheduled meeting of the SKNOCJC for which this topic was included in the posted agenda for said meeting. Three unexcused Steering Committee meeting absences shall constitute a voluntary resignation of office. If an elected member of the Steering Committee is elected Vice Chair, they are considered to have voluntarily resigned from their seat as elected representative.

Section 6.2.2. A vacancy resulting from death, resignation, removal, disqualification, or any other reason shall be filled in the next SKNOCJC meeting by a member of the SKNOCJC as selected by a majority vote.

Section 6.3: Designees. The Vice Chairs may not appoint a designee to the Steering Committee. Elected representatives may designate an individual from within their agency, department, or organization to represent the member at Steering Committee meetings (see Section 4.4). Standing Subgroup Chairs may designate an individual from the membership of the standing subgroup to represent the Standing Subgroup Chair at the Steering Committee Meetings. (Standing Subgroup Chair Designees remain subject to Section 4.4.2 although they are not subject to Section 4.4.1.)

Section 6.4: Meetings. Steering Committee meetings shall occur bi-monthly on the designated off months of the SKNOCJC meetings at locations and times as scheduled by the Chair or Vice Chairs. The Chair, Vice Chairs, or a majority of the Steering Committee members may call special meetings. Any member of the SKNOCJC or public may attend a Steering Committee Meeting.

ARTICLE VII – SKNOCJC Subgroups

Section 7.1: The Chair, Vice Chairs, or the SKNOCJC by majority vote, may appoint standing or ad hoc subgroups (e.g. Subcommittees, Working Groups, Task Forces) to address issues or facilitate the SKNOCJC’s activities.

Section 7.2: Subgroup Membership. Staff members at agencies, departments, and organizations that are represented on the SKNOCJC are encouraged to attend and participate in subgroup meetings. Any subgroup must include at least two SKNOCJC members. A subgroup may also include others from the local criminal and juvenile justice systems and their related service providers.

ARTICLE VIII – Meetings and Conduct of SKNOCJC Business

Section 8.1: Governance. Robert’s Rules of Order Newly Revised Edition shall govern the meetings of the SKNOCJC 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 SKNOCJC may adopt. Any provision of these bylaws that conflicts with federal, state, or local law is void.

Section 8.2: Open Meetings. The SKNOCJC and its subgroups 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 8.3: Meeting Schedule.

Section 8.3.1: Regular Meetings. There will be six Regular Meetings of the SKNOCJC per year (bi-monthly). Regular meetings may be rescheduled by the Chair or Vice Chairs as necessary with at least twenty-four hours’ notice to SKNOCJC and the public.

Section 8.3.2: Special Meetings. Special meetings of the SKNOCJC shall be called by the Chair or Vice Chairs; or by request of at least four members of the SKNOCJC, submitted in writing to the Chair or Vice Chairs. The Chair or Vice Chairs 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 SKNOCJC 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 8.4: Quorum. Pursuant to Section 9-107 of the Home Rule Charter, a simple majority of the existing membership of the SKNOCJC 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 8.5: Order of Business and Agenda. In all SKNOCJC meetings, the order of business shall proceed as described on the SKNOCJC’s Public Meeting Notice and agenda unless the Chair or Vice Chairs, with the consent of two-thirds of the members present, authorizes a change in such order of business.

Section 8.6: Voting. All actions taken by the SKNOCJC shall require voting procedures pursuant to Robert’s Rules of Order.

Section 8.6.1: Proxies. Pursuant to Ordinance Number 32392 MCS, proxy voting is prohibited.

Section 8.7: Conflict of Interest. Matters of conflict of interest shall be determined by the Louisiana State Ethics Code. Any member participating in SKNOCJC that has a private pecuniary or property interest shall declare that they have a potential conflict of interest to the Chair or Vice Chairs. The member shall refrain from attempting to influence the decisions of the SKNOCJC or other SKNOCJC members where a conflict of interest exists and refrain from voting.

Section 8.8: Public Comment. The SKNOCJC shall provide an opportunity for the public to address the SKNOCJC, or any of its subgroups, on each agenda item.

ARTICLE IX – Information Sharing

Section 9.1: Following Sections 5 and 6 of Ordinance Number 32392 MCS, the Chair or Vice Chairs may request reports or information related to advising the Mayor and City Council on criminal and juvenile justice matters at any time. Additionally, the SKNOCJC 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 9.1.1: 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 9.2: 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 SKNOCJC is the reviewing and advisory body. The agency and their SKNOCJC representative will be notified in writing of their ineligibility by the Chair or Vice Chairs within twenty business days of their failure to comply.

ARTICLE X – Reviewing and Advising on Grants

Section 10.1: The SKNOCJC is responsible for reviewing and advising on a number of grants, including but not limited to: Federal Direct Byrne Justice Assistance Grant, State Byrne Justice Assistance Grant, Crime Victims' Assistance, and the STOP Violence Against Women Grant Program.

Section 10.2: The SKNOCJC shall review grant applications from eligible agencies that include the following:

- Description of the expected objectives/goals, outputs, and outcomes;
- Plan for funding sustainability beyond the grant period;
- Explanation of the evidence base and implementation plan;
- Budget detail and justification; and
- 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 SKNOCJC shall not review grant applications that do not meet the above criteria.

ARTICLE XI – Strategic Planning

The SKNOCJC shall convene on a regular basis to review the SKNOCJC’s current strategic plan, modify the plan when appropriate, and begin initiatives consistent with the modified plan. The SKNOCJC’s strategic plan shall be developed every three years. The result of the planning process shall include goals, priorities, and comprehensive plans to guide the SKNOCJC’s efforts for the following three year period.

ARTICLE XII – Staff

The Mayor’s Office supports the SKNOCJC by providing professional staff through the Mayor’s Office of Criminal Justice Coordination (OCJC). Additionally, each SKNOCJC member may expect to devote some time and resources of their organization, outside of preparing for and attending regular SKNOCJC meetings, to further the SKNOCJC’s mission and established goals, objectives, and initiatives.

OCJC staff, in addition to attending all meetings, taking roll, and keeping minutes, will receive assignments from the SKNOCJC and subgroups on an ongoing basis. OCJC staff shall maintain records on behalf of the SKNOCJC and subgroups.

Such assignments from the SKNOCJC and subgroups may include, but are not limited to:

- Providing system coordination facilitation and group facilitation;
- Structuring issues for the SKNOCJC’s consideration;
- Coordinating the development of short- and long-term goals and priorities;
- Conducting programmatic justice planning as well as legislative, research, and analysis activities;
- Performing process and outcome evaluations of programs and policies;
- Planning, coordinating, and achieving all components of the SKNOCJC’s initiatives from beginning to end of a project;
- Drafting reports, correspondence, presentations, and other materials as required for the SKNOCJC’s use;
- Developing agendas for regular, subgroup, and special meetings with the approval of the Chair or Vice Chairs; and
- Keeping minutes of each meeting and offering them for SKNOCJC or subgroup approval at the subsequent meeting.

ARTICLE XIII – Adoption and Amendment of Bylaws

Section 13.1: The bylaws of the SKNOCJC 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 13.2: A motion to amend the SKNOCJC Bylaws may occur only after written notice of proposed amendments is provided to all members of the SKNOCJC 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.