

**BY-LAWS OF THE  
KANE COUNTY JUVENILE JUSTICE COUNCIL**

The purpose of these By-Laws is to establish the Kane County Juvenile Justice Council (hereinafter referred to as “the Council”), its governing board, and the rules under which the Council and its governing board shall operate.

**Article I- Authority**

The Council is established pursuant to the Juvenile Court Act of 1987, 705 ILCS 405/6-12 (hereinafter referred to as “the Act”). Membership in the Council and its governing board is determined by State Statute and these By-Laws.

**Article II- Purpose**

The purpose of the Kane County Juvenile Justice Council shall be as follows:

- A. To provide a forum for the development of a community-based interagency assessment of the local juvenile justice system.
- B. To encourage the initiation of, or support of ongoing, interagency cooperation and programs to address juvenile delinquency and juvenile crime.
- C. To develop a county juvenile justice plan for the prevention of juvenile delinquency. The county juvenile justice plan shall include relevant portions of local crime prevention and public safety plans, school improvement and school safety plans, and the plans or initiatives of other public and private entities within the county that are concerned with dropout prevention, school safety, the prevention of juvenile crime and criminal activity by youth gangs
- D. To make recommendations to the County Board for more effectively utilizing existing community resources in dealing with juveniles who are found to be involved in crime, or who are truant, or have been suspended or expelled from school, and for improvements to the juvenile justice system of a Kane County.

**Article III – Duties and Responsibilities**

The duties and responsibilities of the Council include but are not limited to:

- A. To develop a county juvenile justice plan based upon utilization of the resources of law enforcement, school systems, park programs, sports entities, and others in a cooperative and collaborative manner to prevent or discourage juvenile crime.
- B. To enter into written county interagency agreements specifying the nature and extent of contributions each signatory agency will make in achieving the goals of the county juvenile justice plan and their commitment to the sharing of

information useful in carrying out the goals of the interagency agreement to the extent authorized by law.

- C. To apply for and receive public or private grants, to be administered by one of the community partners that support one or more components of the county juvenile justice plan.
- D. (Blank).
- E. To assist and direct the efforts of local community support organizations and volunteer groups in providing enrichment programs and other support services for clients of local juvenile detention centers.
- F. To develop and/or make available a county-wide or multi-county resource guide for minors in need of prevention, intervention, psycho-social, educational support, and other services needed to prevent juvenile delinquency.
- G. Facilitating community based collaboration and perspective on oversight, research, and evaluation of activities, programs, and policies directed towards and impacting the lives of juveniles.
- H. Planning for and supporting applications for Redeploy Illinois, and development of funding for screening, assessment, and risk-appropriate, evidence-informed services to reduce commitments to the Department of Juvenile Justice.
- I. Planning for and supporting the development of funding for screening, assessment, and risk-appropriate, evidence-informed services to youth reentering the community from detention in a county detention center or commitment from the Department of Juvenile Justice.
- J. To support education and training programs for law enforcement, school systems, park programs, sports entities, and others in a collaborative manner to prevent or discourage juvenile crime.

#### **Article IV – Membership**

- A. Membership in the Council shall be as mandated by the Act. Each of the following county officers shall designate a representative to serve on the council: the Sheriff, the State's Attorney, the Chief Probation Officer, and the County Board. In addition, the Chief Judge may designate a representative to serve on the council.
- B. Additionally, membership in the Council shall include the Judge presiding in Delinquency Court, and the chief officers or their designees of the following offices and organizations, *ex officio*: the Kane County Public Defender, the

Regional Office of Education, the Kane County Chiefs of Police, the Fox Valley Juvenile Officers Association, and the Kane County Bar Association.

- C. The Council members identified in this Article paragraphs A and B shall serve by virtue of their office and shall constitute the voting Board of Directors.
- D. Additionally, membership on the Council shall include the office of Treasurer of the Council, which shall be a non-voting position on the Board of Directors held by an employee representative of the Office of Kane County States Attorney's Office who shall be designated from time to time by the States Attorney. This non-voting officer member is in addition to the States Attorney member representative designated in this Article paragraph A.
- E. The Board of Directors shall elect the following officers from their voting members: a Chairperson, a Vice-Chairperson, and such other officers as are deemed necessary. There can be co-Chairpersons of the Council.
- F. The terms of all elected officers shall be for two years from the date of their election as officers, at which time a new election will be held. No individual person shall serve more than three (3) consecutive terms holding the same elected office. An annual meeting shall be held each July. Election of officers shall take place either in June or August depending on attendance.
- G. If a representative member of the Board of Directors leaves his or her office, the successor to that person shall assume membership in the Board of Directors. If the departing member is an officer of the Council, an interim election shall be held to fill the position vacated by that member.
- H. The Chairperson may appoint additional non-voting members of the Council as is deemed necessary to accomplish the purposes of the Council. The additional members may include, but are not limited to, representatives of local law enforcement, juvenile justice agencies, schools, businesses, and community organizations.
- I. Any member, other than the Board of Directors, may be removed by the Chairperson or a majority of the Board of Directors without cause.
- J. The Chairperson shall preside at all Board of Director's meetings and the general meetings of the Council.
- K. The Vice-Chairperson shall serve as an assistant to the Chairperson and in the absence, or the inability, of the Chairperson, shall perform the duties of that office.
- L. A quorum shall be necessary to conduct a vote which shall be held at the time and place of planned and organized meetings; votes may be cast in person or via video

conference during the meeting. A quorum is the simple majority of the voting members of the Board of Directors.

- M. All matters put to a vote at a Board of Directors meeting shall be decided by a majority vote unless otherwise stated in these By-Laws.
- N. A vote may be taken upon a specific matter using electronic mail, in which event a three fourths affirmative vote of all members is required for approval. At the next scheduled Board of Directors meeting, the vote and the outcomes shall be reported and attached to the minutes.
- O. If an office represented on the Board of Directors is applying for funding through the Council and/or involved in other activities that would suggest a conflict of interest in voting, that representative shall withhold their vote.

#### **Article V- Committees**

The Chairperson(s) may appoint committees to accomplish the purpose and goals of the Council.

#### **Article VI- Financial**

- A. The fiscal year of the council shall be the fiscal year of the State of Illinois (July 1 to June 30).
- B. All financial business of the Council, including budgets, expenses, revenue, and grant application and administration, shall be conducted pursuant to the then-current Kane County Financial Policies applicable to Kane County States Attorney's Office, and in compliance with all applicable law.
- C. The Council will apply for public or private grants in order to fund the work of the Council, including distribution to community partners.
- D. The Board of Directors will adopt a Council budget, including changes as necessary, with the approval of a majority of the Board members, and, if funds are available, may approve compensation as needed for professional services required by the Council to fulfill its statutory duties.
- E. All disbursement of funds must be reviewed and approved by the Council Chairperson and Treasurer, and reported to the Board of Directors. Disbursements in excess of \$500 must first be approved by the Board of Directors. If funds are distributed from a Kane County held account, then periodic review with a Kane County Finance Department representative may be needed.
- F. The Treasurer is responsible for providing an annual reporting of the Council's finances at the close of the fiscal year.

- G. The Council may offer grants to public or private not-for-profit entities based on available funds. These grants will be subject to an application process.
- H. The Board of Directors will appoint a Grant Committee review the applications of potential grantees and to make recommendations to the Board of Directors regarding the disbursement of grant money. The Board of Directors will vote to on any award and disbursement of grant money.
- I. The Grant Committee will make recommendations to the Board of Directors regarding the disbursement of grant money to potential grantees. The Board of Directors will vote to approve the award of grant monies.

#### **Article VII- Meetings**

Meetings shall be held no less than once per quarter during the fiscal year for the entire Council. The Board of Directors shall meet separately once per month. On months where the entire Council meets, the Board of Directors will not meet separately. The date, time, and place of the meetings shall be determined by the Chairperson(s).

#### **Article IX – Rules of Order**

Robert Rules of Order shall govern the meetings herein in all cases to which they are applicable and not inconsistent with the By-Laws or the Act.

#### **Article X – Amendments**

Amendments to the By-Laws shall be made by consent of at least three quarters of the members of the voting Board of Directors. The membership, purpose, responsibilities and duties of the Council, as set forth in these By-Laws, are intended to conform to the Act and shall be amended to incorporate any future amendments to the Act.

#### **Article XI – Duties of the Juvenile Justice Council Coordinator**

- A. Coordinate all Council meetings by sending out invites, creating an agenda, recording and distributing minutes, and assisting the chair of the Council in reviewing agenda items. The coordinator shall also keep an updated list of Council members.
- B. Provide a quarterly report of Council collaboration and efforts at the general Council meeting.
- C. Collaborate with community initiatives in an effort to prevent duplication of efforts, improve utilization of existing community resources, and enhance interagency partnerships to further prevent juvenile delinquency. The coordinator

shall serve as the Council representative at such initiatives and is responsible for providing education about the Council's purpose and efforts.

- D. Apply for annual grant applications through the Juvenile Justice Commission after reviewing financial aspects with the Board of Directors. Maintain communication with block grantees in order to collect necessary data components for grant reporting.
- E. Maintain and update the juvenile justice plan according to the current efforts of the Council.