

**BYLAWS OF THE  
JUVENILE JUSTICE AND DELINQUENCY PREVENTION COMMISSION  
OF SAN BENITO COUNTY, CALIFORNIA**

**ARTICLE I  
Establishment**

The Juvenile Justice Commission was established pursuant to Section 225 of the California Welfare and Institution Code. On December 6, 1965, the San Benito County ("COUNTY") Board of Supervisors adopted Ordinance No. 251 designating the Juvenile Justice Commission as the Delinquency Prevention Commission for the COUNTY pursuant to Section 233 of the Welfare and Institutions Code. This joint commission is known as the Juvenile Justice and Delinquency Prevention Commission of the San Benito County ("COMMISSION").

**ARTICLE II  
Powers and Duties**

The responsibilities of the COMMISSION are broadly defined in Sections 229 and 233 of the Welfare and Institution Code. The general purposes of the COMMISSION are to "inquire into the administration of the juvenile court law in the county" and coordinate on a countywide basis the work of those community agencies engaged in activities designed to prevent delinquency. Within its statutory duties the COMMISSION has the following functions:

- > To annually inspect any jail or lockup within the COUNTY used for confinement of any minor for more than 24 hours and to report the results of such inspection in writing to the juvenile court and to the California Youth Authority.
- > To conduct public or closed hearings on matters relevant to the implementation and administration of the juvenile court law in the COUNTY.

To assure that needed services are identified, developed and provided for the children and youth of the COUNTY, particularly services which relate to the diversion of youth from the juvenile justice system.

**ARTICLE III**  
**Members**

Section 1. The COMMISSION shall consist of not less than seven (7) and not more than fifteen (15) citizens. Two or more of the members shall be between the ages of fourteen (14) and twenty-one (21) years, provided there are available such persons who are able to perform the duties of a COMMISSION member in satisfactory manner.

Section 2. Members of the COMMISSION shall be appointed by the presiding judge of the superior court. Recommendations to the presiding judge for membership on the COMMISSION shall be made by the Commission's Membership Committee.

Section 3. Appointment shall be for a term of four (4) years except that appointment of youth representatives between the ages of fourteen (14) and twenty-one (21) shall be for a term of two (2) years. When a vacancy occurs for any reason other than the expiration of a term of office, the succeeding appointee shall hold office for the un-expired term of his or her predecessor.

Section 4. Each person appointed shall appear before the appointing judge or his or her designee and qualifies by taking an oath faithfully to perform the duties of a member of the COMMISSION. The qualifications of each member shall be entered in the juvenile court record.

Section 5. Any member desiring to resign from the COMMISSION shall submit his or her resignation in writing to the chairperson of the COMMISSION with a copy to the presiding judge of the superior court.

Section 6. Attendance of members shall be taken and recorded in the minutes of all COMMISSION meetings. Any Commissioner who accumulates three (3) unexcused absences during the calendar year shall be considered as resigned from the COMMISSION. Such resignation shall be communicated by the chairperson to the presiding judge of the superior court.

Section 7. Members shall be reimbursed for their actual and necessary expenses incurred in the performance of their duties.

**ARTICLE IV**  
**Officers**

Section 1. The COMMISSION shall elect a chairperson, vice chairperson, and a secretary-treasurer to service for a term of one (1) year, commencing January 1

and ending December 31 of each year. Nominations for chairperson, vice chairperson and secretary-treasurer shall be made at the regular November meeting, and the officers shall be elected by a majority vote of all COMMISSION members present at the regular December meeting.

Section 2. No person shall hold more than one office at a time.

Section 3. If an office becomes vacant, the chairperson, or the vice chairperson acting in the absence of the chairperson, shall ask the COMMISSION for recommendations to fill the un-expired term of office.

Section 4. In the event the chairperson is absent or his or her office is vacant, the vice chairperson shall conduct COMMISSION meetings.

#### ARTICLE V Committees/Staff

Section 1. Membership Committee: The Membership Committee shall consist of the chairperson, the vice chairperson, and the secretary-treasurer.

Section 2. Committees-General: Committees selected for specific projects or problems shall be appointed as the need arises by a two-thirds (2/3) vote of all COMMISSION members present.

Section 3. Staff: The COMMISSION shall be staffed by the San Benito County Chief Probation Officer or his or her designee, a paid secretary, and others as needed.

#### ARTICLE VI Meetings

Section 1. All meetings of the COMMISSION shall be conducted pursuant to the provisions of the Ralph M. Brown Act (Government Code, § 54950 et. seq.).

Section 2. The business of each regular meeting shall be transacted in accordance with an agenda prepared by the Chief Probation Officer and transmitted to each member of the COMMISSION. Any and all agenda items for

any regular meeting shall be filed with the Chief Probation Officer not later than five (5) working days prior to the meeting at which such item is to be considered. Items may be added to the agenda at any regular meeting by a majority vote of all COMMISSION members present.

Section 3. The rules contained in the current edition of Robert's Rules of Order shall apply to the conduct of all COMMISSION meetings, except to the extent that said rules are inconsistent with these bylaws or with any special rules of order adopted by the COMMISSION.

Section 4. The record of the proceedings of each COMMISSION meeting shall be reported in writing.

Section 5. The regular meeting of the COMMISSION shall be held on the last Wednesday of each month commencing at 7:00 o'clock p.m.

Section 6. Unless otherwise ordered by the COMMISSION, all meetings shall be held at the Hazel Hawkins Hospital, 961 Sunset Drive, Hollister, CA in the designated room.

Section 7. Special meetings may be called by the chairperson, or by any two members of the COMMISSION, by serving written notice of the time, place and purpose of such special meeting on each member of the COMMISSION at least seventy-two (72) hours prior to the time set for the meeting.

#### ARTICLE VII Release of Information

Press or media releases of information on behalf of the COMMISSION shall only be issued by the chairperson or his or her designee. Nothing in this section shall be construed to prevent COMMISSION members from expressing themselves as individuals, but such action would, where appropriate, include a disclaimer that such expression is made in an individual capacity and not as an official statement of the COMMISSION.

#### ARTICLE VIII Amendment of Bylaws

These Bylaws may be amended at any regular meeting of the COMMISSION by a two-

thirds (2/3) vote of all COMMISSION members present, provided that the amendment has been submitted in writing at the previous regular meeting of the COMMISSION.