

## JUVENILE JUSTICE COMMISSION MEETING PROCEDURE

Meetings are always held on the second MONDAY night of every month at 6:00 PM at the CTC.

### PRE-MEETING

14 days before the next meeting, email the chairperson the last month's minutes as well as a tentative agenda for next month. The chairperson should then email you back any revisions as well as the items for the upcoming meetings agenda.

Set up the agenda. Share/JJC/JJC\*current year\*

You can make a copy of the last agenda and change dates and items and save it as JJC Agenda and Notice XX-XX-XX(date). Print the agenda and notice (2 pages). Make 10 copies of the first page which should just have the agenda on it. Place those in the JJC Binder to hand out at the meeting.

Take the original agenda and notice to room 206 and ask for the key to the bulletin board. The bulletin board is downstairs next to the court entrance. Remove the old JJC agenda and notice and post the ones for the upcoming meetings. Lock it and take the key back to room 206. This must be done a minimum of 10 days before the meeting.

Once old minutes are approved by Chief Probation Officer, print them out and make 10 copies for meeting. Place in the binder with the agendas.

Email all the commissioners, judges, and anyone else on the contact list. By the Thursday/Friday morning before the meeting you need to know who is coming to ensure a quota and email that information to the chairperson.

Print out a copy of page 1 and page 2 of the sign in lists. Change the dates to the current meeting.

### AT MEETING

Arrive 10-15 minutes early to be able to set up. Place an agenda and a copy of the last meetings minutes in front of each chair. Make sure all commissioners sign the sign in sheets. Take minutes. Place the sign in sheet in the binder.

### AFTER MEETING

Record the information from the sign in sheet onto the Attendance spreadsheet in the JJC folder. At the end of every quarter, print out one attendance sheet and place it in the Juvenile Hall secretary's box to be processed.

Review the minutes and make any corrections. Give to Chief Probation Officer to review. Once they are approved send out to Chairperson to review and get new agenda.

Make a copy of the minutes and place them in the correct tab in the JJC binder along with the agenda, sign in sheets, and any other paperwork handed out at the meeting. (This does not include the monthly reports given to the commissioners).