

Vigo County Criminal Justice Coordinating Committee  
Vigo County, Indiana

## Bylaws

### **Article I: NAME**

The name of this entity is the Vigo County Criminal Justice Coordinating Committee, and it will be referred to as the Committee in the following bylaws.

### **Article II: AUTHORITY**

The Vigo County Commissioners established the Committee by motion on October 9, 2018, which included the approval of these initial bylaws.

### **Article III: MISSION**

The Committee is committed to maintaining a safe community by encouraging criminal justice services emphasizing safety, prevention, treatment, education, and humane treatment of all.

### **Article IV: PURPOSE AND GOALS**

The purpose of the Committee is to serve as an advisory committee of criminal justice partners to the Vigo County Commissioners and Vigo County Council regarding effective criminal justice services in Vigo County. The Committee will make recommendations toward improvements in the County's effective use of resources and its efficient delivery of services.

#### Goals:

- (1) Observe the implementation of the action plan proposed by the 2018 independent study.
- (2) Encourage the capture and use of criminal justice system data to enhance daily operations and support continuous improvement.
- (3) Observe all aspects of the Vigo County Criminal Justice System and encourage standard and accepted benchmarks and metrics to identify potential gaps or deficiencies in the criminal justice system.
- (4) Define, implement and maintain a program of communications about the criminal justice system in a way that encourages communication

between agencies, public understanding and support for the services provided by the system and the results it achieves.

## **Article V: MEMBERSHIP**

### **A. Membership Categories**

The Committee shall consist of representatives of the following designated officials, organizations or classifications.

The designations are:

- (1) One County Commissioner appointed by the Vigo County Commissioners;
- (2) One County Council Member appointed by the Vigo County Council;
- (3) Two County Judges, including the Circuit Court Judge and one other Judge appointed by the Chief Judge;
- (4) The Vigo County Juvenile Magistrate;
- (5) The Vigo County Sheriff;
- (6) The Vigo County Prosecuting Attorney or the Chief-Deputy;
- (7) The Vigo County Chief Public Defender;
- (8) The Director of the Vigo County Victim Assistance Program;
- (9) The Mayor of Terre Haute;
- (10) The Terre Haute City Court Judge;
- (11) The Terre Haute Chief of Police;
- (12) The City of Terre Haute Human Relations Director;
- (13) The Director/CEO of Hamilton Center;
- (14) The Director of the Court Appointed Special Advocate Program (CASA);
- (15) The Director of Vigo County Community Corrections;
- (16) The Chief Adult Probation Officer;
- (17) The Chief Juvenile Probation Officer;
- (18) One Representative from the Drug Court;
- (19) One Representative from the Adult Mental Health Court/PAIR program;
- (20) One Representative from the Veteran's Treatment Court;
- (21) The Director of Vigo County Department of Child Services (DCS);
- (22) Superintendent of the Vigo County School Corporation;
- (23) One Local Clergy Representative appointed by the Vigo County Commissioners; - Pastor Purnell
- (24) The Executive Director of the Vigo County Taxpayers Association;

- (25) The President of the Local Chapter of the National Association for the Advancement of Colored People;
- (26) One member of the Local Arts Community appointed by the Vigo County Commissioners; - Initial Appointment - Mary Kramer
- (27) The Director of Vigo County Youth Services (CASY);
- (28) Up to three (3) lay persons appointed by the Vigo County Commissioners. – Initial Appointments – Lisa Spence, Pat Ralston, Reverend Lang.

#### B. Membership Terms.

All appointments shall be for the term of two years for all members who are not County government officials, and for the term as specified by the County Commissioners for the other County government employees. There shall be no term limitations on appointees to this board.

### **Article VI: MEETINGS**

#### A. Regular Meetings

The Criminal Justice Advisory Committee shall establish regular meeting times but no less often than quarterly. All meetings of the Committee shall be subject to and comply with Open Meetings laws.

#### B. Quorum

A quorum is no less than 30% of the total membership. Attendance for purposes of a quorum may be by personal appearance or through audio/video capabilities such as video or teleconferencing. For decisions made by consensus, quorum must be present for a decision to be made. If a decision cannot be made through consensus, and a vote is taken, a quorum must be present at the time of the vote.

#### C. County Counselor

The County Attorney shall serve as the legal advisor to the Committee.

### **Article VII: CHAIR AND VICE CHAIR**

Initially, there shall be Co-Chairs of the Committee. The initial Co-Chairs are William “Bill” Watson, the Director of Vigo County Community Corrections and

Rob Roberts, the Chief-Deputy Prosecutor for Vigo County. Following this initial appointment the Chair and Vice Chair, or the Co-Chairs if the Committee deems it advisable, of the Committee shall be selected by the Committee. The vice chair shall serve in the absence or temporary disability of the chair, and perform those duties prescribed by the chair or as directed by the membership. The Chair of the Committee shall perform the following duties:

- (1) Convene all meetings of the Committee and preside over its proceedings, ensuring orderly procedures in conducting business and maintain decorum to ensure that business is not disturbed or disrupted;
- (2) When necessary or advisable, call a special meeting of the Committee in accordance with the applicable legal requirements;
- (3) In consultation with the membership, define an annual work plan for the Committee and provide leadership in communicating the plan and related priorities to the key stakeholders and the general public;
- (4) Sign documents, records and reports, when authorized, on behalf of the Committee;
- (5) Ensure that the work of the Committee and its results is adequately documented and actively communicated to or made available to the public; and
- (6) Perform such other and additional duties as are incidental to or customary for such office or which are prescribed or approved by the Committee.

### **Article VIII: VOTING**

Parliamentary procedures will not be required as normal practice of decision making. Respectful dialogue and the consensus style of decision making are the preferred norm for the conduct of Committee business. In the event a decision cannot be achieved through consensus, the Chair may bring the matter to a vote.

### **Article IX: COMMITTEES**

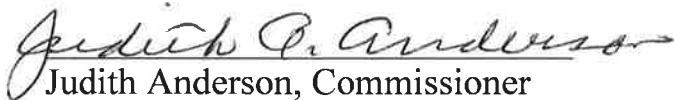
The Committee may establish and utilize committees or subcommittees of its members to assist in the performance of its goals and duties.

### **Article X: CHANGES TO BYLAWS**

The Committee must approve any changes to the Committee bylaws. Proposed changes must be submitted to the Chair in writing two weeks prior to a vote being


taken and distributed to the membership prior to the meeting for review. Changes to the bylaws must be approved by a favorable vote of two-thirds of all current Committee members and approved by the Vigo County Commissioners during a scheduled public meeting.

Approved this 9<sup>th</sup> day of October, 2018

  
Judith Anderson, Commissioner

  
Brad Anderson, Commissioner

  
Jon Marvel, Commissioner

  
Attest, Vigo County Auditor  
James Bramble