

**ARK-TEX COUNCIL OF GOVERNMENTS
REGIONAL CRIMINAL JUSTICE
ADVISORY COMMITTEE**

BY-LAWS

ARTICLE I
NAME

The name of this body shall be the Regional Criminal Justice Advisory Committee (RCJAC) of the Ark-Tex Council of Governments (ATCOG).

ARTICLE II
AUTHORITY AND PURPOSE

The Committee shall assist and advise the staff and Executive Board of ATCOG on all appropriate matters relating to criminal justice issues in the region. Specifically, it shall:

- ❖ Review and consider recommendations concerning funding of local, State and/or Federal programs.
- ❖ Review and prioritize programs submitted for funding provided through the Office of the Governor, Criminal Justice Division (CJD), in accordance with RCJAC and CJD rules and regulations as adopted.

ARTICLE III
COUNTY MEMBERSHIP

The RCJAC shall have 27 county members. The membership per county shall be based on population with the following distribution: counties with 50,000 and above shall be allocated five members; counties with 25,000 and above shall be allocated four members; counties with 10,000 and above shall be allocated two members, and counties below 10,000 shall be allocated one member.

Members shall be recommended by the County Judge of the County where a vacancy exists, subject to approval by the ATCOG Board.

The membership shall be composed of representatives from law enforcement, juvenile justice, drug abuse prevention, nonprofit organizations, victim services, mental health, prosecution/courts, education and concerned citizens.

REGIONAL MEMBERSHIP

The RCJAC shall have additional members from the region, recommended by ATCOG Criminal Justice staff subject to approval by the ATCOG Board, in order to ensure representation from each membership category.

OTHER MEMBERSHIP

A member of the ATCOG Board may be appointed by the ATCOG Executive Committee to serve as a liaison between the Board and the RCJAC.

ATCOG Criminal Justice staff shall perform the necessary staff functions to support the Committee's activities.

ARTICLE IV **MEMBERSHIP TERMS**

Terms of membership shall be two years. Members may be reappointed to serve additional terms. Terms of membership shall begin January 1 of every evenly numbered year.

Members who are absent from three consecutive meetings without a valid excuse shall be considered to have submitted his/her resignation. A member may resign at any time by submitting a written notice to ATCOG.

ARTICLE VI **OFFICERS**

The officers of the RCJAC shall be Chairman, 1st Vice-Chairman, and 2nd Vice-Chairman. Officers shall serve two-year terms. Officers shall be selected from and by the RCJAC membership during the first quarter of every evenly numbered year. Officers may be elected to serve more than one term.

The Chairman shall preside at all meetings of the RCJAC. The 1st Vice-Chairman shall perform the duties of the Chairman in his/her absence. The 2nd Vice-Chairman shall perform the duties of the 1st Vice-Chairman in his/her absence. If both the Chairman and 1st Vice-Chairman are absent, the 2nd Vice-Chairman shall perform the duties of the Chairman.

ARTICLE VII **MEETINGS**

All meetings of the RCJAC shall be open to the public. The meetings are not subject to the Texas Government Code, Chapter 551 (Texas Open Meetings Act). The RCJAC Chairman or presiding Chairman has the option of closing the meetings when deemed necessary for confidentiality purposes. Minutes of the RCJAC meetings, documents distributed and other records are the property of ATCOG. These materials are available for public view, at the ATCOG offices, upon receipt of a written request by the interested party. Except where these bylaws require otherwise, Robert's Rules of Order shall govern the conduct of RCJAC meetings. All meetings of the ATCOG governing body, including those meetings which may address criminal justice related issues such as CJD grant prioritization, shall be held in compliance with the requirements described in Texas Government Code, Chapter 551 (Texas Open Meetings Act).

The RCJAC shall meet as often as necessary to accomplish RCJAC business. A meeting shall be conducted at a location, or at a specific date and time established for teleconference. Notification of the meeting shall be delivered to RCJAC members no less than seven days prior to the date of the meetings.

Twenty-five percent (25%) of the total membership will constitute a quorum at any meeting, whether at a location or by teleconference. If by teleconference, an official roll call will be taken to ensure a quorum is present.

The Chairman may call special meetings provided that members are notified at least twenty-four (24) hours prior to the time for convening the meeting.

Action taken by the committee shall be by a simple majority vote of the members present at the meeting location, or teleconference. If necessary, a simple majority vote(s) may be taken electronically with a reasonable time frame (as specified by ATCOG staff, RCJAC Chairman or presiding Chairman) offered to all RCJAC members submitting the vote(s).

ARTICLE VIII **SUBCOMMITTEES**

The RCJAC Chairman shall appoint temporary subcommittees as the need arises to perform specific tasks related to the business and activities of the RCJAC.

ARTICLE IX **BY-LAWS AMENDMENTS**

These by-laws may be amended at any meeting of the RCJAC by a simple majority vote, provided each member of the RCJAC has been notified of the proposed amendment at least five days in advance.

Approved by the RCJAC 10-30-12
Reviewed by the RCJAC 01-14-16 (no revisions necessary)