Clark County Criminal Justice Coordinating Council Bylaws

Effective October 22, 2026

Article I: Name

The name of this committee shall be the Clark County Criminal Justice Coordinating Council (CJCC).

Article II: Mission

The mission of the Clark County Criminal Justice Coordinating Council is to develop local criminal justice policies designed to strengthen public safety, reduce recidivism, and improve offender and system accountability by strengthening the criminal justice system through the promotion of evidence-based practices, risk reduction programming, and implementation of effective strategies and services for crime prevention, diversion, rehabilitation, and community-based alternatives to confinement.

Article III: Authority

The CJCC was created by Clark County Ordinance 235-3-21, as adopted by the Clark County Board of Supervisors on March 16th, 2021.

The CJCC has no legal authority to order changes to Clark County's criminal justice system, however it may bring about changes through consensus by the membership. The CJCC may review policies, programs and budgets within the criminal justice system and may make recommendations to all justice system partners, the Law Enforcement Committee, the Human Services Board, and the County Board of Supervisors.

The CJCC shall report to the Executive Committee.

Article IV: Membership

Section 1. Members

The Committee shall consist of one Board member from the Human Services Board; one Board member from the Executive Committee; Clark County Circuit Court Branch I Judge; Clark County Circuit Court Branch II Judge; Sheriff or designee; District Attorney or designee; Corporation Counsel; representative from the State of Wisconsin Public Defender's Office; representative from the State of Wisconsin Department of Corrections; and Director of Clark County Human Services.

Board members from respective boards and committees shall be appointed/reappointed to serve on the CJCC by the Clark County Committee on Committees every two (2) years at the meeting of the Clark County Committee on Committees following the election of the Clark County Board of Supervisors.

The Clark County Circuit Court Recovery Court Judge shall act as CJCC chairperson.

Section 2. Member Duties

A CJCC member shall perform his or her duties, including the duties as a member of any subcommittee (if applicable) upon which the member may serve, with care and in good faith, supporting the mission of the CJCC. Duties of a CJCC member shall include at a minimum:

- Regular attendance and active participation at meetings (not missing more than 25% of the meetings per calendar year unless represented by a designee)
- Participation in subcommittees
- Being informed and voting on matters coming before the CJCC, including the election of officers

A designee member is a person designated by the primary member pursuant to these bylaws, to be the regularly attending member of the Council, to perform and carry out the duties described herein, and does not allow for temporary attendance for the purpose of proxy voting. An individual member's right to vote may not be transferred to another, and such proxy voting is prohibited.

Designee members shall be appointed by primary members in writing and communicated to the CJCC chairperson. Designee members shall not be considered a voting member until the next meeting of the CJCC following written designation, and any change in designee shall be communicated by the primary member in writing to the CJCC chair.

Section 3. **Conflicts of Interest**

Any CJCC member who is present at a meeting at which any matter is discussed in which he or she has a private pecuniary or property interest, directly or indirectly, shall declare that he or she has a potential conflict of interest. He or she shall refrain from attempting to influence the decisions of the other members of the governing body in voting on the matter, and shall not vote in respect to such matter.

Article V: Officers

Section 1. Officers, Term of Office

The Chair of the CJCC shall be the Clark County Circuit Court Recovery Court Judge. The Chair of the CJCC may appoint a vice-chair, or may defer to the CJCC committee for an election and vote of a vice chair as described in Article V, Section 2 of these bylaws.

Section 2. Election of Officers, Time of Election

- At the discretion of the Chair, the Council shall elect a Vice-Chair at the first meeting of the CJCC that is scheduled following each election of the Clark County Board of Supervisors.

- An appointed or elected Vice-Chair shall serve two-year terms.

Section 3. Powers and Duties - Chair.

It shall be the Chair's responsibility to:

- Preside at each of the meetings of the Council
- Keep Council members informed of matters pertinent to their responsibility
- Set the agenda for all meetings
- Represent the CJCC and be spokesperson for the CJCC at governmental, community, or other meetings, or designate another CJCC member as spokesperson in the Chair's absence
- Sign letters and other official documents on behalf of the CJCC

It shall be the Vice Chair's responsibility to:

- Carry out all duties of the Chair in the Chair's absence, or as designated by the Chair.

Section 4. Removal of Officers
Any officer elected or appointed by the CJCC may be removed by a CJCC vote of two-thirds or more of the members present at a scheduled CJCC meeting.

Section 5. Vacancies
A vacancy in any office because of death, resignation, removal, disqualification, or other reason shall be filled by appointment by the Clark County Committee on Committees, in accordance with Article IV of the Clark County CJCC Bylaws.

ARTICLE VI: Meetings

Section 1. Regular Meetings
Meetings shall occur regularly at locations and times as scheduled. Minutes of the CJCC meetings shall be recorded and distributed to all members of the CJCC and the County Clerk.

Section 2. Special Meetings
Special meetings of the CJCC may be called by the Chair or by a majority vote of CJCC members.

Section 3. Quorum
A majority of the voting members of the CJCC constitute a quorum for the transaction of business.

Section 4. Council Decisions
Decisions shall be made by majority vote of CJCC members present at the scheduled CJCC meeting.

Section 5. Meetings Open To the Public
All meetings of the CJCC and any of its subcommittees are open to the public. Only members of the CJCC may vote on business items.

ARTICLE VII: Committees

Section 1. Subcommittees

The CJCC may authorize, by majority vote, the formulation of subcommittees to deal with specific challenges or issues. Subcommittees shall report their information and recommendations to the CJCC as necessary.

ARTICLE VIII: Staff

One or more persons may be appointed by the Chair of the CJCC to provide coordination and administrative support to the CJCC. Staff duties shall include but are not limited to:

- Work with the Chair to set agendas for CJCC meetings
- Attend Council, subcommittee, and other meetings requested by the Chairperson

ARTICLE IX: Amendment of Bylaws

These Bylaws may be amended at any regular meeting of the CJCC by two-thirds vote of the entire voting membership.

These Bylaws were approved and adopted by the Clark County Criminal Justice Coordinating Council on October 21, 2026.