

County Criminal Justice Advisory Boards Sample Bylaws

The following sample bylaws include minimum operating standards for a hypothetical CJAB in XYZ County. [CJAB Minimum Operating Standards](#) are considered the minimum level of activity required of all CJABs in the Commonwealth and do not prevent county CJABs from supplementing these prerequisites with additional standards of their own.

XYZ COUNTY
CRIMINAL JUSTICE ADVISORY BOARD
(CJAB) BYLAWS
ADOPTED ON JANUARY 1, 2010
AMENDED ON JANUARY 1, 2025

I. Name

The name of this Board is the *XYZ County Criminal Justice Advisory Board*, and it will be referred to as the *CJAB* in the bylaws.

II. Authority

The XYZ County Board of Commissioners established the CJAB on Month DD, YYYY

III. Mission

The mission of the XYZ County CJAB is to examine and address community criminal justice issues from a systemic and policy perspective, and to recommend strategies whereby public safety agencies and private organizations can deliver criminal justice programs within the communities covered by XYZ County in an efficient, effective, and collaborative manner.

IV. Role

The CJAB is empowered to:

- a. Make recommendations related to improvements within the county criminal justice system.
- b. Pursue opportunities for Evidence-Based Practices to improve county criminal justice programming.
- c. Seek funding opportunities to enhance county criminal justice programming.
- d. Provide Letters of Support for grant applications.
- e. Add other definitions of the role of the CJAB, as appropriate

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V. Membership

- a. CJAB membership will be reserved for individuals with authority and expertise to affect the delivery of community and justice system initiatives and programs in XYZ County.
- b. CJAB Membership will embody a diverse and comprehensive representation of the broader community.
- c. **Representatives from the following core group of community justice system stakeholders or their appointed designee will be invited to become a member of the CJAB:**

Members required by PCCD:

1. County governing body
2. Judiciary
3. Court Administration
4. District Attorney
5. Public Defender
6. Victims Service Provider(s)
7. Law Enforcement
8. Sheriff
9. Pretrial Services
10. Adult Probation
11. Juvenile Probation
12. Adult Corrections
13. Juvenile Detention (where applicable)
14. Single County Authority
15. County Mental Health and ID Office
16. Reentry Representative(s)

This example includes members who have been invited by the CJAB but are not required members under PCCD's CJAB Minimum Operating standards.

Additional members invited by XYZ County CJAB (see [Promising Practices in CJAB Operations](#) for additional suggestions):

1. Human Services Director
2. Information Technology
3. Clerk of Courts
4. Magisterial District Judge
5. State Probation and Parole
6. Children and Youth Services
7. Stepping Up Coordinator
8. Crisis Intervention Team Coordinator
9. House Authority/Providers
10. Coroner
11. Member(s) of the State Legislature
12. School District, Intermediate Unity, Institutions of higher education
13. Other organizations or individuals with a vested impact on the Criminal Justice System, as invited by the CJAB Leadership or Executive Committee.

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VI. Chair and Leadership

Example 1: The CJAB will determine the appointment of the Chair and name an alternate or interim Chair to conduct the business of the CJAB in the Chair's absence.

Or

Example 2: Upon the establishment of the CJAB Bylaws, it was determined that the President Judge would serve as the Chairperson. The Board will review the Chairmanship biennially.

Or

Example 3: During XYZ County's strategic planning process in YEAR, the Board determined that the President Judge would serve as the CJAB Chair for a period of [timeframe].

The chair will preside over the CJAB meetings; however, if the Chair is unable to do so, the Vice-Chair will assume the chair's responsibilities in the Chair's absence.

VII. Meetings and Quorum

- a. Regular business meetings of the CJAB will be held a minimum of four times a year.
- b. Special meetings of the CJAB may be convened at the call of the Chair.
- c. CJAB members or their designees will be invited and given reasonable notice of both regular and special meetings.
- d. CJAB members are to designate a substitute to attend and vote in their stead in the event the member is unable to attend a regular or special meeting.
- e. A quorum for the purpose of conducting regular business or calling for a vote will be at least one-half of the membership in attendance plus one.

VIII. Agenda

- a. Meeting Agendas should include, at a minimum: juvenile and criminal justice data, approval of minutes or meeting summaries, committee reports, items requiring CJAB action, and any other items deemed appropriate to bring before the CJAB for discussion and consideration.
- b. Periodic reviews of the CJAB's strategic planning initiative(s) should be included on the agenda.

IX. Voting

- f. All CJAB members or their designee will be entitled to one vote.
- g. Any individual or organization that stands to gain financially from a vote will abstain from voting.

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X. Meeting Documentation

- a. All meetings of the CJAB, its committees, and subcommittees will be documented either in the form of meeting minutes or meeting summaries.

XI. Committees

- a. The CJAB will establish standing and ad hoc committees, as needed, in order to expedite and facilitate the business of the CJAB.
- b. Non-members of the CJAB may serve on committees and subcommittees after receiving approval from the CJAB membership.

XII. Grant Management

- a. The CJAB will pursue funding sources that align with the CJAB's strategic priorities.
- b. Justice-related grant concept papers and application proposals for which the applicant is seeking a CJAB letter of support will be presented to the CJAB.
- c. The CJAB will be informed of the award of any grants for which it provided a letter of support and will receive regular updates regarding the grants awarded.

XIII. Staff Support

The CJAB's leadership will identify staff to support the CJAB's work (e.g., the Chair's Administrative Assistant, Secretary, etc.). Support activities include (but are not limited to) securing meeting locations, scheduling meetings, distributing CJAB-related materials and other communications, taking and sharing meeting minutes, and other support as necessary.

XIV. Communication

The CJAB will determine which entities within the county and external stakeholders should receive updates on the CJAB's goals and work and establish a method for sharing this information (e.g., newsletter, website, email, etc.).

XV. Strategic Planning and Performance

The CJAB will develop and maintain a current strategic plan that defines its goals and objectives, as well as the means by which it plans to achieve them.

- a. The CJAB will conduct periodic system assessments, which include an annual review of the CJAB Strategic Plan, to identify issues and gaps and proactively address them through strategic planning and coordination.
- b. The CJAB will develop performance indicators to gauge progress in meeting the goals and objectives identified in the strategic plan.
- c. The CJAB will collaborate with community and faith-based service providers, as appropriate, to develop strategies for alternatives to incarceration and/or additional initiatives that address the needs of the county justice system.

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The CJAB will develop a reentry component to be included in the CJAB Strategic Plan.

- a. CJAB will assess their reentry strategies.
- b. CJAB will collaborate with their county jails and state and/or federal prisons, as appropriate, for the successful reintegration of offenders.
- c. CJAB will collaborate with county, state, and federal boards of probation and parole, as appropriate, for the successful reintegration of offenders; and
- d. CJAB will collaborate with community and faith-based service providers, as appropriate, for the successful reintegration of offenders.

XVI. Reviews and Amendment of Bylaws

- a. Bylaws will be reviewed biennially at a minimum.
- b. There must be an advance written notice of the intent to amend these Bylaws sent to each CJAB member at least two weeks prior to the meeting at which the motion to amend is to be presented.
- c. Bylaws may be amended by a two-thirds majority vote of the CJAB members attending the meeting at which the motion to amend is raised.

Contact Michael Leister at (717) 265-8528 or mileister@pa.gov if you have questions or would like additional information concerning the CJAB Minimum Operating Standards.