

BYLAWS OF THE PALM BEACH COUNTY CRIMINAL JUSTICE COMMISSION
(Amended, April 28th, 2025)

ARTICLE I

CRIMINAL JUSTICE COMMISSION

Section 1. Purpose:

The Criminal Justice Commission is established to study all aspects of the criminal justice and crime prevention systems within the federal, state, county, municipal and private agencies within the County. This purpose shall include the study of the health and human services and educational systems, among others, as they pertain to criminal justice or crime prevention. The Criminal Justice Commission shall make recommendations to the Board of County Commissioners on policies and programs designed to accomplish the following objectives:

- A) Ensure the coordination of law enforcement and crime prevention efforts in the County;
- B) Ensure an efficient, just, and cost effective criminal justice system in the County; and
- C) Effect the reduction of crime in the County on a permanent basis.

Section 2. Authority:

The Criminal Justice Commission shall have the following authority and powers:

- A) To review, research and evaluate existing systems and programs within the scope of the Criminal Justice Commission;
- B) To establish task forces or subcommittees to study in detail key aspects of programs and systems within the scope of the Criminal Justice Commission;
- C) To adopt from time to time rules and bylaws providing for the governance of the Criminal Justice Commission, which rules and bylaws will be adopted by a majority vote of the members of the Criminal Justice Commission;
- D) To establish an executive committee by the majority vote of the members of the Criminal Justice Commission, which executive committee will have such powers and authority as delegated by the Criminal Justice Commission;
- E) To review and comment on all grant requests for programs and systems within the scope of the Criminal Justice Commission;
- F) To make recommendations on modifying, creating or abolishing public and private systems and programs within the scope of the Criminal Justice Commission;
- G) To make recommendations on modifying, creating or abolishing legislation, ordinances or regional or county-wide comprehensive plans dealing with systems and programs within the scope of the Criminal Justice Commission;
- H) To assist the consolidation of systems and programs within the scope of the Criminal Justice Commission when approved by the Board of County Commissioners;
- I) To request members of all agencies within the auspices of the Board of County

Commissioners to provide the Criminal Justice Commission in a timely manner with all data and information requested by the Criminal Justice Commission, to appear at any meeting requested by the Criminal Justice Commission, and to otherwise work in cooperation and good faith with the Criminal Justice Commission in pursuing the Criminal Justice Commission's objectives;

- J) To take all acts reasonably required by the Criminal Justice Commission in the exercise of the authority set forth above and the pursuit of the Criminal Justice Commission's objectives.

Section 3. Meetings:

- A) Regular Meetings:

Regular meetings of the full Commission may be held on the fourth Monday of each month excluding the summer months of June through August and holidays. The Executive Committee, Task Forces, Councils and Boards may set meeting dates to accommodate special circumstances. All regular meetings shall be held in Palm Beach County.

- B) Special Meetings:

- 1) Special meetings of the Commission may be called by the Commission Chair, the Executive Committee or by written request of three individual Commission members made to the executive director.
- 2) The notice of a special meeting shall contain an agenda of the business to be conducted. No business other than that on the agenda may be conducted at a special meeting.

- C) Annual Meeting:

The Criminal Justice Commission holds an Annual Planning Meeting each year.

- D) Public Notice:

Public notice is required for all meetings. Notice shall be made to both the Criminal Justice Commission membership and posted publicly on the Palm Beach County website at least seven (7) days prior to the meeting date. This includes all regular meetings, special meetings, annual meetings, and meetings of any task force, committee, board and/or council. Notice may be in written, telephonic, facsimile or electronic form and comply with F.S.286.011.

- E) Voting:

Every Commission member is entitled to one vote on each proposal presented at a meeting. Proxy votes shall not be permitted.

- F) Protocol:

To the extent not contrary to these bylaws, Roberts Rules of Order shall govern all meetings of the Criminal Justice Commission, its committees and subcommittees.

Section 4. Quorum/Majority:

The quorum requirement for all CJC meetings, including Standing Committees and Task Forces, shall comply with the quorum requirements of Palm Beach County Ordinance No. 2021-009, as amended or replaced. The act of the majority of the members present at a meeting at which a quorum is present is the act of the full Commission. Members who use telephonic or video conferencing will not be considered present and may not vote. Votes by proxy shall not be acceptable.

Section 5. Attendance:

All members shall attend the meetings of the Commission. The attendance requirement of private sector members at full Commission meetings shall comply with R2013-0193, which provides: "Members of boards shall be automatically removed for lack of attendance. Lack of attendance is defined as a failure to attend three (3) consecutive meetings or a failure to attend more than one-half of the meetings scheduled during a calendar year. Participation for less than three-fourths of a meeting shall be the same as a failure to attend a meeting. Members removed pursuant to this paragraph shall not continue to serve on the board and such removal shall create a vacancy, unless otherwise provided by statute or other binding rule."

Section 6. Vacancies:

Any vacancy occurring in the Commission may be filled upon recommendation of the designated agency and/or organization and the approval by the Board of County Commissioners. Vacancies occurring during a term shall be filled for the unexpired term, and shall not count toward the member's term limits.

Section 7. Compensation:

Members shall not receive or be paid any compensation for serving as members of the Commission. However, members may be eligible to receive reimbursement for their travel expenses that are incurred for travel outside Palm Beach County which is necessary to fulfill Criminal Justice Commission member responsibilities, provided sufficient funds have been budgeted and are available as set forth in Countywide Policy and Procedures Memoranda (PPM) CW-O-038, subject to prior approval of the County Administration.

Section 8. Membership:

- A) Members: The Criminal Justice Commission shall consist of two categories of members as set forth below in Section 9 and 10.
- B) Numbers: The Commission shall have 35 members.
- C) All private sector members of the Criminal Justice Commission shall be residents of Palm Beach County, Florida; public sector members shall serve by reason of their position.
- D) All members must complete ethics training prior to serving on committees, task forces and councils and every three years thereafter as well as comply with the provisions of the Palm Beach County Code of Ethics as codified in Sections 2-441 through 2-448 of the Palm Beach County Code.

Section 9. Private Sector Membership:

- A) Ten (10) persons nominated by the Palm Beach County Economic Council, of which consideration should be given to one (1) representative from CareerSource and one (1) from the Heath Care District of Palm Beach County. Nominees do not have to be members of the Economic Council. These persons shall be representative of all segments of Palm Beach County, Florida.
- B) One (1) person will be nominated to represent the Black Chamber of Commerce and one (1) person will be nominated to represent the Hispanic Chamber of Commerce. Each chamber will nominate its representative.
- C) Five (5) at-large members of the local community, including: one (1) local clergy; one (1) returning citizen; one (1) crime survivor; one (1) student between seventeen (17) and twenty-two (22) years of age; and one (1) member of the community at large shall be nominated by the Criminal Justice Commission.

- D) Private sector members shall be appointed for a three-year term, with said term commencing on January 1 for the first year of appointment and expiring on December 31 of the third year. No private sector member shall be appointed or reappointed to the Criminal Justice Commission for more than three (3) consecutive three-year terms. Existing members' terms shall end on December 31st of the year in which their term expires.
- E) All private sector nominations must be approved by the Board of County Commissioners.

Section 10. Public Sector Membership:

- A) The following shall be automatically qualified and requested to serve as members on the Commission for the term of office held:
 - 1) Mayor or Commission member of the Palm Beach County Board of County Commissioners
 - 2) Palm Beach County Sheriff
 - 3) State Attorney, 15th Judicial Circuit
 - 4) Public Defender, 15th Judicial Circuit
 - 5) Clerk of the Palm Beach County Circuit Court
 - 6) Chief Judge, 15th Judicial Circuit
 - 7) Administrative Judge, Juvenile Division, 15th Judicial Circuit
 - 8) Member, Palm Beach County School Board
 - 9) Member, Palm Beach County Legislative Delegation
 - 10) Member, Palm Beach County League of Cities
 - 11) District IX Juvenile Justice Manager, Florida Department of Juvenile Justice
 - 12) Representative of Police Chiefs Association
 - 13) Chief, West Palm Beach Police Department
 - 14) Circuit Administrator, Florida Department of Corrections, 15th Judicial Circuit
 - 15) Supervisory Special Agent, Florida Department of Law Enforcement
 - 16) President, Crime Prevention Officers' Association
 - 17) United States Attorney, Southern District of Florida or Assistant U.S. Attorney, West Palm Beach
 - 18) Member, Palm Beach Association of Criminal Defense Lawyers
- B) The term of membership for the Public Sector members will be for the duration of their position entitling them to sit as a member of the Criminal Justice Commission.

Section 11. Boards, Councils, Standing Committees and Task Forces:

The Commission may designate standing committees and task forces, each of which shall have and may exercise the authority as directed by the Executive Committee. The standing committees and task forces shall make recommendations to the Criminal Justice Commission on policies and programs assigned by the

Commission. A member shall perform duties, including that individual's duties as a member of any committee of the Commission upon which that person serves, in good faith, in a manner he or she reasonably believes to be in the best interest of the Commission and with such care as an ordinarily prudent person similar position would use under similar circumstances.

- A) Standing Committees: Committee Chair appointments shall be made by the CJC Chair at the December meeting and said appointments shall serve at the pleasure of the Chair, except for 1-3 below. Standing committees shall include:
- 1) Membership and Bylaws Committee to be chaired by the Vice-Chair and to be limited to five members;
 - 2) Finance/Fundraising Committee, to be chaired by the Treasurer with no limitation on membership;
 - 3) Nominating Committee shall consist of 6 members; current CJC Chair, Vice - Chair, two (2) most recent past Chairs and two (2) members of the public sector, to be appointed by the CJC Chair, with a one (1) year term and consecutive terms at CJC Chair's discretion. The Nominating Committee Chair shall be elected from amongst the members of the committee.
- B) Boards, Councils and Task Forces: Task Force missions and/or goals shall be the responsibility of the Chair with ratification by the Executive Committee. Each Task Force shall include at least one Commission member. Other Task Force participants, including the Chair of the Task Force, need not be members of the Commission and may be representative of the agency, entity and/or organization. Task Forces may include, but not be limited to: behavioral health, court system, crime prevention, criminal justice administration (information system), drug/alcohol prevention and abuse, human services, juvenile justice, education, law enforcement. Recommended representation:
- 1) Behavioral Health Task Force:
 - a) Palm Beach County Sheriff's Office
 - b) State Attorney's Office, 15th Judicial Circuit
 - c) Health Care District of Palm Beach County
 - d) United States Attorney's Office Transnational, Trafficking, and Cyber Crime Section
 - e) Palm Beach County School District Police Department
 - f) John F. Kennedy Medical Center, North Campus
 - g) School District of Palm Beach County
 - h) Palm Beach County Justice and Victim Services Division
 - i) Palm Beach County Division of Emergency Management
 - j) Palm Beach State College, Center for Student Well-Being
 - k) Southeast Region Office of Child & Family Well-Being Florida Department of Children and Families (Palm Beach)
 - l) Palm Beach County Youth Services Department
 - m) Florida Atlantic University School of Criminology & Criminal Justice

- n) Public Defender's Office, 15th Judicial Circuit
- o) Behavioral Services Division, Palm Beach County Sheriff's Office
- p) ChildNet Palm Beach County
- q) 211 Palm Beach and Treasure Coast
- r) Florida Atlantic University Police Department
- s) Non-profit Behavioral Health Service Organizations
- t) Palm Beach County Behavioral Health Service Providers

2) Community Engagement Task Force:

- a) Violence Reduction Program Coordinator, United States Attorney's Office
- b) Department of Educational Alternatives, School District of Palm Beach County
- c) School District of Palm Beach County
- d) Circuit Court Judge, Criminal Division, 15th Judicial Circuit
- e) State Attorney's Office, 15th Judicial Circuit
- f) Palm Beach County Sheriff's Office
- g) Florida Department of Corrections, 15th Judicial Circuit Administration
- h) Public Defender's Office, 15th Judicial Circuit
- i) At-Large Community Members and Community Organizations

3) Court Systems Task Force:

- a) Chief Judge's Office, 15th Judicial Circuit
- b) Circuit Court Judge, 15th Judicial Circuit
- c) County Court Judge, 15th Judicial Circuit
- d) Public Defender's Office, 15th Judicial Circuit
- e) State Attorney's Office, 15th Judicial Circuit
- f) Palm Beach County Clerk & Comptroller's Office
- g) Trial Court Administrator's Office, 15th Judicial Circuit
- h) Palm Beach County Sheriff's Office
- i) Local Law Enforcement, Palm Beach County (2 members)
- j) Florida Department of Juvenile Justice, 15th Judicial Circuit Administration
- k) Florida Department of Corrections, 15th Judicial Circuit Administration
- m) Palm Beach County Public Safety Department

4) Law Enforcement Planning Council:

1) Local Agencies:

- a. The Chiefs of each of the municipalities in Palm Beach County
- b. The Palm Beach County Sheriff
- c. The Chief of Florida Atlantic University Police Department
- d. The Chief of the School District Police Department

2) State Agencies:

- a. The commanding officer of the Palm Beach County unit of the Florida Highway Patrol
- b. The agent in charge of the Palm Beach County Office of Florida Department of Law Enforcement
- c. Chief Investigator of the 15th Judicial Circuit Office of the State Attorney
- d. The commanding officer of the Palm Beach County unit of the Florida Fish and Wildlife Commission
- e. The Commanding officer of the Palm Beach County Office of the State Fire Marshall
- f. The Commanding officer of the Palm Beach County Office of the Division of Alcoholic Beverage and Tobacco

3) Federal Agencies:

- a. Federal Bureau of Investigation
- b. Drug Enforcement Administration
- c. Immigration and Customs Enforcement
- d. Bureau of Alcohol, Tobacco, Firearms and Explosives
- e. United States Marshals Service
- f. United States Secret Service
- g. Internal Revenue Service Criminal Investigation Division
- h. Transportation Security Administration
- i. United States Custom and Border Protection
- j. United States Department of Labor
- k. Chief of the United States Department of Veterans Affairs Police Service

5) Probation Advisory Board:

1) Private Member(s):

- a. Private Criminal Defense Lawyer

- 2) Public Members: Public members will be appointed by their corresponding agency heads.
 - a. Administrative Judge, County Criminal Court, 15th Judicial Circuit
 - b. State Attorney's Office, 15th Judicial Circuit
 - c. Public Defender's Office, 15th Judicial Circuit
 - d. Palm Beach County Clerk & Comptroller's Office
 - e. Palm Beach County Public Safety - Justice Services
 - f. Palm Beach County Reentry Services
 - g. Florida Department of Corrections, 15th Judicial Circuit Administration
 - h. United States Probation Office, West Palm Beach
 - i. Palm Beach County Association of Chiefs of Police

- 6) Public Safety Coordinating Council was created by Florida Statute No. 951.26, expanding the membership of the Corrections Task Force becoming an advisory board to the Board of County Commissioners complying with the provisions of the Palm Beach County resolutions in R91-1485 4.A.1, R92-1803D, R2008-1787 and R2023-0334. The Public Safety Coordinating Council also acts as the Criminal Justice, Mental Health, and Substance Abuse Council, in accordance with s. 394.657 FS.
 - a) The state attorney, or an assistant state attorney designated by the state attorney.
 - b) A public defender, or an assistant public defender designated by the public defender.
 - c) A circuit judge designated by the chief judge of the circuit.
 - d) A county court judge designated by the chief judge of the circuit.
 - e) The chief correctional officer.
 - f) The sheriff, if the sheriff is the chief correctional officer, or a person designated by the sheriff.
 - g) The police chief, or a person designated by the local police chiefs association.
 - h) The state probation circuit administrator, or a person designated by the state probation circuit administrator.
 - i) The local court administrator, or a person designated by the local court administrator.
 - j) The chairperson of the board of county commissioners, or another county commissioner designated by the chairperson, or, if the planning council is a consortium of counties, a county commissioner or designee from each member county.
 - k) The director of any county probation or pretrial intervention program, if the county has such a program.
 - l) The director of a local substance abuse treatment program, or a person designated by the director.
 - m) The director of a community mental health agency, or a person designated by the director.

- n) A representative of the substance abuse program office and the mental health program office of the Department of Children and Families, selected by the substance abuse and mental health program supervisor of the district in which the county is located.
- o) A primary consumer of mental health services, selected by the substance abuse and mental health program supervisor of the district in which the primary consumer resides. If multiple counties apply together, a primary consumer may be selected to represent each county.
- p) A primary consumer of substance abuse services, selected by the substance abuse and mental health program supervisor of the district in which the primary consumer resides. If the planning council is a consortium of counties, a primary consumer may be selected to represent each county.
- q) A family member of a primary consumer of community-based treatment services, selected by the abuse and mental health program supervisor of the district in which the family member resides.
- r) A representative from an area homeless program or a supportive housing program.
- s) The director of the detention facility of the Department of Juvenile Justice, or a person designated by the director.
- t) The chief probation officer of the Department of Juvenile Justice, or an employee designated by the chief probation officer.
- u) The chairperson of the board of county commissioners or another county commissioner, if designated, shall serve as the chairperson of the planning council or committee until a chairperson is elected from the membership.

7) Racial Equity Task Force:

- a) Palm Beach County Sheriff's Office
- b) Corrections Operations Bureau, Palm Beach County Sheriff's Office
- c) Circuit Judge, Criminal Division, 15th Judicial Circuit
- d) Public Defender's Office, 15th Judicial Circuit
- e) State Attorney's Office, 15th Judicial Circuit
- f) Florida Department of Corrections, 15th Judicial Circuit Administration
- g) Administrative Judge, 15th Judicial Circuit
- h) Department of Educational Alternatives, School District of Palm Beach County
- i) Palm Beach County Association of Chiefs of Police
- j) At-Large Community Members and Community Organizations

ARTICLE II

EXECUTIVE COMMITTEE

Section 1. Function:

The business of this Commission shall be managed and its powers exercised by the Executive Committee.

Section 2. Members:

The Executive Committee shall consist of thirteen members, with a minimum of 50% representing the private sector.

- A) The Chair of the Commission and its officers shall serve on the Executive Committee.
- B) The Mayor or Commission member appointed by the Palm Beach County Board of County Commissioners shall serve on the Executive Committee.
- C) The Nominating Committee shall make a recommendation as to the other seats on the committee.
- D) The immediate past chair and the Superintendent of Schools shall serve as ex-officio members.

Section 4. Administration:

The Board of County Commissioners shall employ an Executive Director who shall hire such other administrative, professional and clerical assistance as necessary to carry out its duties authorized by this article, and as provided for in the Criminal Justice Commission's budget, reviewed and approved by the Board of County Commissioners. The County Administrator shall have oversight of the Executive Director who will be selected by the Criminal Justice Commission and County Administrator and approved by the Board of County Commissioners. The goals and performance evaluations of the Executive Director shall be accomplished jointly by the County Administrator and the Criminal Justice Commission.

ARTICLE III OFFICERS

Section 1. Officers:

The officers of the Commission shall be members and consist of a Chair, a Vice - Chair, a Secretary, and a Treasurer. The Chair and Vice-Chair shall be elected from the private sector and the Vice-Chair may be re-elected for one (1) additional term. The term of the Chair shall be for two (2) calendar years beginning January 1 following the year of his/her election by the Commission. If for any reason, including death, illness, or personal cause, the Chair is unable to serve his/her full two-year term; the Vice-Chair shall assume the duties of Criminal Justice Commission Chair for the remainder of the original Chair's term. Each officer shall hold office until that individual's successor is elected and has qualified. The failure to elect a Chair, Vice-Chair, Secretary or Treasurer shall not affect the existence of the Commission. The officers of task forces and councils shall consist of a Chair and Vice-Chair, and will have the same terms as Officers of the Commission. Meeting minutes for task forces and councils will be produced by the Criminal Justice Commission staff.

Section 2. Chair:

The Chair, subject to the directions of the Executive Committee, is responsible for the general and active management of the business and affairs of the Commission. The Chair has the power to sign correspondence

and membership certificates for the Commission, and shall preside at all meetings of the members.

Section 3. Vice-Chair:

The Vice-Chair shall have the power and shall perform the duties that the Chair or the Executive Committee prescribes. If the Chair is absent or unable to fulfill his or her duties, the Vice-Chair shall perform all the duties and may exercise all the powers of the Chair. The Executive Committee may authorize the Vice-Chair to sign correspondence for the Commission.

Section 4. Secretary:

The Secretary shall ensure that staff members keep the minutes of the proceedings of the members and Criminal Justice Commission and Executive Committee see that all notices are duly given according to the relevant provisions of these Bylaws or as required by law and in general perform all duties incident to the Office of Secretary and such other duties as the Chair of the Executive Committee from time to time prescribes. In the event the Chair and Vice-Chair are absent, the Secretary will perform their duties and exercise all the powers of the Chair.

Section 5. Treasurer:

The Treasurer shall serve as the Chair of the finance/fundraising committee as needed and in general perform all the duties incident to the Office of Treasurer and such other duties as the Chair or the Executive Committee from time to time assigned to him or her. In the event the Chair, Vice-Chair, and Secretary are absent, the Treasurer will perform their duties and exercise all the powers of the Chair.

Section 6. Elections

- A) The Nominating Committee shall meet in October of each year and make recommendations to the Commission as to suitable candidates for the commission.
- B) Elections shall be held at the Commission meeting in November.
- C) Officers shall be installed in office at the December meeting.

ARTICLE V BOOKS AND RECORDS

Section 1. Records Required:

This Commission shall keep correct and complete minutes of the proceedings of its Executive Committee, Commission, standing committees, task forces, and councils.

Section 2. Inspection:

The records of this Commission shall constitute public records and all inspections of same shall be governed by Florida Statutes, Chapter 119.

ARTICLE VI LEGISLATIVE ADVOCACY

Section 1 . Advocacy:

The Commission may participate in direct and grass roots lobbying with respect to Legislative matters at the local, state and federal levels, only after authorization by the Executive Committee or the full CJC. The Commission will not take any position whatsoever with respect to the candidacy of any person for public office.

Section 2. Legislative and Regulatory Positions:

No officer, member, Executive Director or staff member may advocate legislative action which in any way indicates that the advocacy is made on behalf of the Commission without prior approval by the Executive Committee or the full CJC.

Section 2. Elective Office Candidate Endorsement:

No officer, member, Executive Director or staff member may endorse any political candidate in such a manner as to indicate or imply that the advocacy is made as a representative of the Criminal Justice Commission.

**ARTICLE VII
AMENDMENT**

These Bylaws may be repealed or amended, and additional Bylaws may be adopted, by a majority vote of the full Commission.

I HEREBY CERTIFY that the foregoing is a true, correct, and complete copy of the Bylaws of the Palm Beach County Criminal Justice Commission, as in effect on this 28th day of April, 2025.

Chair, Rachel Docekal

Maria S. Antuña

Secretary, Maria S. Antuña