

1/9/08
SKAGIT COUNTY LAW AND JUSTICE COUNCIL

AMENDED BY-LAWS

1 **PURPOSE:** The purpose of the Law and Justice Council is to provide a permanent
2 ongoing forum and structure to coordinate and enhance civil, criminal and juvenile
3 justice services in Skagit County, and to fulfill the requirements of RCW 72.09.300 as
4 amended, and Skagit County Resolution, R20070458. The Law and Justice Council
5 may advise the County Commissioners and County Administration and make
6 recommendations, as it deems appropriate, on matters relating to law and justice in
7 Skagit County.

ARTICLE I - COUNCIL MEMBERS

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9 **1.0 MEMBERS**

10 The Skagit County Law and Justice Council is composed of government representatives
11 and community members as stated in Skagit County Resolution R20070458. A copy
12 of the Resolution is attached.

13 **1.1 TERMS**

14 Government representative members shall serve for their term of office or for the time of
15 their position, as defined in Resolution R20070458. Community members shall be
16 appointed for a two year term and may be reappointed.

ARTICLE II - MEETINGS

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18 **2.0 REGULAR MEETINGS**

19 Regular meetings shall occur at least once every quarter according to a schedule and
20 place established by the Council.

21 **2.1 QUORUM**

22 All meetings of the Council shall define quorum as one-third of the filled voting
23 membership positions.

24 **2.2 OPEN MEETINGS**

25 The Council shall hold regular meetings open to the public in accordance with RCW
26 42.30, the Open Public Meetings Act.

27 **2.3 DECISION MAKING**

28 All business shall be conducted by consensus, or by a simple majority vote of the
29 quorum. In any issue in which these By-laws are silent, Robert's Rules of Order Newly
30 Revised shall be the governing rules of procedure.

32 **2.4 MINUTES**

33 Minutes shall be taken at all meetings of the Council and its committees, and shall
34 include an accurate summary of all decisions and recommendations. Permanent
35 records of the minutes will be maintained by Council staff and will be made accessible
36 to the public upon request.

37 **ARTICLE III - OFFICERS**

38 **3.0 OFFICERS**

39 The chair, vice chair and a Law and Justice Council member selected by the Law and
40 Justice Council shall be elected annually in January by a simple majority vote of a
41 quorum of the voting members.

42 **ARTICLE IV - COMMITTEES**

43 **4.0 STANDING COMMITTEES**

44 The Council may designate one or more standing committees to carry out the functions
45 and purposes of the Council. Voting membership to standing committees shall be
46 Council members.

47 **4.1 AD HOC COMMITTEES**

48 The Council may appoint ad-hoc committees and determine membership as the need
49 may arise. Members of the committee whether Council or non-Council, shall be voting
50 members. Ad-hoc committees shall report to the Law and Justice Council.

51 **4.2 EXECUTIVE COMMITTEE**

52 The Executive Committee shall consist of the Chair, Vice Chair, and a Law and Justice
53 Council member selected by the Law and Justice Council. The Executive Committee
54 will carry out the work of the Council between meetings and when directed by the
55 Council will make recommendations for decisions as directed by the Council. The
56 members of the Executive Committee shall set meeting agendas in conjunction with
57 staff and committee work.

58 **ARTICLE V - AMENDING BY-LAWS**

59 **5.0 AMENDMENTS**

60 Amendments to these by-laws may be made by a simple majority affirmative vote of the
61 filled voting members at a meeting of the membership, provided that the following
62 requirements have been met: Copies of the amendment or amendments are made
63 available to the voting members at least thirty (30) days in advance of the meeting and

64 that the notice of the meeting states that amendments to this document will be
65 considered and voted upon.

66 **ARTICLE VI-MISCELLANEOUS ITEMS**

67 **6.1 MISUSE OF AUTHORITY**

68 No member of the Council shall take any public action on behalf of the Council or claim
69 to represent the Council unless authorized to do so by the Council.

70 **6.2 CONFLICT OF INTEREST**

71 All Council members shall make a full disclosure of any conflicts of interests. New
72 Council members shall be advised of this policy upon appointment to the Council.

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