

# Clark County Law and Justice Council By-Laws

## March 30, 2023

1 **Purpose:** The purpose of the Clark County Law and Justice Council (Law and Justice Council) is to provide  
2 a permanent ongoing forum and  
3 structure to coordinate and enhance civil, criminal, and juvenile justice services in Clark County, and to  
4 fulfill the requirements of RCW 72.09.300 as amended, and Clark County Resolution, 2023-04-13. The  
5 Law and Justice Council may advise the Clark County Councilors and other administrators that provide law  
6 and justice oversight, which may include but not limited to the county manager, sheriff, prosecuting  
7 attorney and courts to provide recommendations, as it deems appropriate, on matters relating to law and  
8 justice in Clark County.

### ARTICLE I – COUNCIL MEMBERS

#### 9 **1.0 MEMBERS**

10 The Clark County Law and Justice Council is composed of government representatives and community  
11 residents as voting members as stated in Clark County Resolution 2023-04-13. A COPY OF THE RESOLUTION IS ATTACHED.

#### 12 **1.1 TERMS**

13 Government representative members shall serve for their term of office or for the time of their position,  
14 as defined in Resolution 2023-04-13. Community residents shall be appointed for a two (2) year term and  
15 may be reappointed upon a vacancy appointment process that is open to the public for a minimum of  
16 thirty (30) days, a recommendation from the Law & Justice Council to the Clark County Council to be  
17 placed on a Clark County Council Hearing consent agenda for final determination.

### ARTICLE II – MEETINGS

#### 18 **2.0 REGULAR MEETINGS**

19 Regular meetings shall occur at least once a month, according to a schedule, place established by the  
20 council or as otherwise determined by the Law and Justice Council.

#### 21 **2.1 QUORUM**

22 All meetings of the Law and Justice Council shall define a quorum as one-half of the filled voting  
23 membership positions.

#### 24 **2.2 DECISION MAKING**

25 All business shall be conducted by consensus, or by a simple majority vote of the quorum. In any issue in  
26 which these By-Laws are silent, Roberts Rules of Order Newly Revised shall be the governing  
27 rules of procedure.

#### 28 **2.3 MINUTES**

29 Minutes shall be taken at all meetings of the Law and Justice Council and its committees, and shall include  
30 an accurate  
summary of all decisions and recommendations. Permanent records of the minutes will be maintained  
by Law and Justice Council staff in accordance with the retention schedule and will be made accessible  
upon request.

31 **ARTICLE III – OFFICERS**

32 **3.0 OFFICERS**

33 The chair, vice chair and a Law and Justice Council member selected by the Law and Justice Council shall  
34 be elected annually in January by a simple majority vote of a quorum of the Law & Justice Council.

35 **ARTICLE IV – COMMITTEES**

36 **4.0 AD HOC COMMITTEES**

37 The Law and Justice Council may appoint ad-hoc committees and determine memberships as the need  
may rise.

38 Members of the committee whether Law and Justice Council or non-council, shall be voting members. Ad-  
hoc committees shall report to the Law and Justice Council.

39 **4.1 EXECUTIVE COMMITTEE**

40 The Executive Committee shall consist of the chair, vice chair, and a Law and Justice Council member  
41 selected by the Law and Justice Council. The Executive Committee will carry out the work of the Law and  
42 Justice Council

between meetings and when directed by the Law and Justice Council will make recommendations for  
43 decisions as

directed by the Law and Justice Council. The member of the Executive Committee shall set meeting  
44 agendas in

conjunction with staff and committee work.

45 **ARTICLE V – AMENDING BY-LAWS**

46 **5.0 AMENDMENTS**

47 Amendments to these by-laws may be made by a simple majority affirmative vote of the filled voting  
48 Members at a meeting of the membership, provided that the following requirements have been met:

49 Copies of the amendments or amendments are made available to the voting members at least thirty  
50 (30) days in advance of the meeting and that the notice of the meeting states that amendments to  
51 this document will be considered and voted upon.  
52

53 **ARTICLE VI – MISCELLANEOUS ITEMS**

54 **6.0 MISUSE OF AUTHORITY**

55 No member of the Law and Justice Council shall take any public action on behalf of the Law and Justice  
Council or claim to represent

56 the Law and Justice Council unless authorized to do so by a quorum vote of the Law and Justice Council.

57 **6.1 CONFLICT OF INTEREST**

58 All Law and Justice Council members shall make a full disclosure of any conflicts of interests. New Law and  
Justice Council members shall

59 be advised of this policy upon appointment to the council.