

Oneida County
Criminal Justice Coordinating Committee (CJCC) Bylaws

Article I: Name

The name of this committee is the Oneida County Criminal Justice Coordinating Committee and will be referred to as the CJCC or Committee throughout these by-laws.

Article II: Authority

The CJCC is created by resolution as adopted by the Oneida County Board of Supervisors. The CJCC has no legal authority to order changes to the Oneida County Criminal Justice System, but can bring about change thorough consensus of participating Departments, Agencies and Branches. The CJCC reviews policies and programs within the criminal justice system and makes recommendations to all justice system partners, the Public Safety Committee, the Social Services Committee, other county committees and the Oneida County Board of Supervisors regarding juvenile and adult criminal justice system issues.

Article III: Mission

The mission of the CJCC is to promote public safety and to provide opportunities for individuals within the criminal justice system to improve their quality of life through facilitated recovery and community integration.

Article IV: Structure

Section A: Membership:

The CJCC is composed of 12 voting members and non-voting members as indicated below:

Voting Members:

- Oneida County Branch 1 and Branch II Judges (2)
- District Attorney
- Oneida County Sheriff
- A representative of Chiefs of Police from Local Municipalities
- State Public Defender – Oneida County
- Department of Corrections Supervisor for Oneida County
- Corporation Counsel
- Human Services Department Director
- Health Department Director
- County Board Representatives (2)-Appointed by County Board Chair

Invited Community Liaisons, without voting privileges, and who will not be considered for purposes of determining a quorum:

- Clerk of Court
- Domestic Violence professional
- Private Defense Attorney
- School District representative
- Human Services, Juvenile Justice Manager
- Human Services, Child Support Manager
- Representative for higher education
- Ministry representative
- Medical Examiner
- Tribal representative
- VA - Veterans Outreach Coordinator
- Substance use disorder treatment providers

Designation for purposes of Representation: Committee members, excluding invited community liaisons, may designate another competent person to represent them and vote at Committee meetings. Any Committee member wishing to appoint a designee shall inform the Chair of the CJCC in writing. Designees can only be changed by notifying the Chair in writing.

In the event of a vacancy of a CJCC member, excluding invited community liaisons, the out-going CJCC member or his or her organization may designate a representative from his or her organization to fulfill the role until such time as the position is filled.

Section B: Officers

Officers

The Committee shall elect a Chair and Vice Chair.

Election, Time of Election

Elections of Officers shall occur by majority vote of the Committee. Election shall occur annually at the Committee's May meeting, or as soon thereafter as practical.

Powers and Duties

Chair. It shall be the Chair's responsibility to:

- Preside at each of the meetings of the Committee
- Keep Committee members informed of matters pertinent to their responsibility
- Set the agenda for all meetings

- Represent the Committee and be spokesperson for the Committee at governmental, community, or other meetings, or designate another Committee member in the Chair's absence
- Sign letters and other official documents on behalf of the Committee

Vice Chair. 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.

Removal of Officers

Any officer elected or appointed by the Committee may be removed by a Committee vote of two-thirds or more of the voting members present at a scheduled Committee meeting.

Section C: Committees

1. Subcommittees and Ad Hoc Committees

The CJCC may authorize the formation of Subcommittees and Ad Hoc Committees to deal with specific problems or issues. Subcommittees and Ad Hoc Committees shall report their information and recommendations to the CJCC.

The members of the sub-committee will elect a member, either voting or non-voting, to chair the subcommittee meetings.

Section D: Meetings

Regular Meetings

Meetings shall occur regularly at locations and times as scheduled. Minutes of the Committee meetings shall be recorded and distributed to all members of the Committee and posted per Oneida County requirements.

Special Meetings

Special meetings of the Committee may be called by the Chair or by a majority vote of Committee members.

Quorum

A majority of the voting members of the Committee constitute a quorum for the transaction of business.

Committee Decisions

Decisions shall be made by majority vote of Committee members or authorized designees present at the scheduled Committee meeting.

Meetings Open To the Public

All meetings of the Committee and any of its subcommittees are open to the public. Only members or authorized designees of the Committee may vote on business items.

Article V: Change in By-Laws

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 Oneida County Criminal Justice Committee on December 14, 2023 and as amended on February 13, 2025.