

BYLAWS
of the
HARRISONBURG-ROCKINGHAM
COMMUNITY CRIMINAL JUSTICE BOARD
2021

ARTICLE I - Name

The name of this Board is the Harrisonburg-Rockingham Community Criminal Justice Board for the City of Harrisonburg (the City) and Rockingham County (the County), also referred to as the CCJB.

ARTICLE II - Purpose of these Bylaws and of the CCJB

The Council for the City of Harrisonburg (the Council) and the Board of Supervisors for Rockingham County (the Board of Supervisors) established the CCJB pursuant to Section 9.1-178 of the Code of Virginia (1950), as amended (the Code). The CCJB has functioned without explicit bylaws, relying on the Code for guidance regarding those issues customarily addressed in bylaws. The Council and the Board of Supervisors now determine that it is prudent to formally adopt bylaws for the CCJB so that it can perform those duties and tasks assigned to it in the Code.

ARTICLE III – Responsibilities

The responsibilities of the CCJB primarily are set forth in Section 9.1-180 of the Code, as amended from time to time.

ARTICLE IV – Composition of the CCJB

In accordance with Section 9.1-178 of the Code, the Council and the Board of Supervisors have appointed the following as voting members of the CCJB:

- A representative of the Council, to be appointed by the Council when and how it sees fit;
- A representative of the Board of Supervisors, to be appointed by the Board of Supervisors when and how it sees fit;
- A judge of the general district court representing the 26th Judicial District as agreed upon by the judges of said district;
- A circuit court judge representing the 26th Judicial Circuit as agreed upon by the judges of said circuit.;
- A judge of the juvenile and domestic relations district court representing the 26th Judicial District as agreed upon by the judges of said district;
- The Chief Magistrate serving the City and the County;
- The Chief of Police of the Harrisonburg Police Department;
- The Sheriff of Harrisonburg and Rockingham County;
- An attorney from the Commonwealth’s Attorney’s Office for Harrisonburg and Rockingham County, as designated by the Commonwealth’s Attorney;
- An attorney experienced in the defense of criminal matters in the courts serving the City and the County, as appointed from time-to-time by the Council and the Board of Supervisors;

- Superintendent of the City of Harrisonburg Public School System;
- Superintendent of the Rockingham County School System;
- An administrator from the Harrisonburg-Rockingham County Community Services Board;
- An administrator from the Harrisonburg/Rockingham Department of Social Services;
- Chief of District 39 Probation and Parole;
- Director, Rockingham – Harrisonburg Court Services;
- Clerk of the Rockingham County Circuit Court;
- A representative from the Harrisonburg/Rockingham/Page Reentry Council;
- City Manager of the City;
- Administrator of the County.

The Council and the Board of Supervisors may, from time-to-time, as they see fit, add non-voting members to the CCJB in accordance with Section 9.1-178 of the Code. Non-voting members serve at the pleasure of the Council and Board of Supervisors.

CCJB members may not be employed by, operate, or sit on boards of directors of any private program or service organization compensated by the County or the City to provide direct offender services or supervision.

Any officer of the court may designate a member of his or her staff approved by the Council and the Board of Supervisors to represent him or her at meetings of the Board of the CCJB.

ARTICLE V – Officers and Meetings

Meetings of the CCJB shall be presided over by the Chair or, in the Chair’s absence, the Vice-Chair. The representatives of the Council and the Board of Supervisors shall alternate holding the offices of Chair and Vice-Chair for two calendar years each. There shall be no other offices of the CCJB. Staff support for the CCJB shall be provided by the Office of Court Services and the staffs of the City and the County.

There shall be an annual meeting of the CCJB on the second Monday in January. During the annual meeting, the CCJB shall acknowledge the Chair and Vice-Chair, shall determine its regular meeting schedule for the new calendar year, and shall conduct whatever other business is on the agenda.

Special meetings of the CCJB may be called by the Chair, Vice-chair, or upon written request to the Chair from three (3) voting members.

A quorum shall consist of one-half plus one of all voting members of the CCJB. A quorum must be present to conduct business. Any action taken or decision made by the CCJB must be taken or made by a simple majority of members present and voting at a meeting constituted by a proper quorum.

The CCJB is a public body as defined by Section 2.2-3701 of the Code. Notification of upcoming CCJB meetings shall be posted on the City and County websites no less than three (3) days prior to the meeting.

Meetings may be accessible to the public via electronic methods, but members must attend in person, subject to emergency provisions in the Code.

ARTICLE VI - Order of Business

The order of business followed in regular or special meetings shall be as determined by the Chair and set forth in the agenda.

Guests may be invited to speak to the CCJB at the discretion of the Chair or as determined by a majority vote of the voting members of the CCJB present. Such majority may reverse a decision of the Chair.

The CCJB may adopt standing rules regarding the time allotted to guest speakers and members of the public. Members of the public wishing to speak during the public comment time on the agenda shall state their name and place of residence if recognized to speak.

ARTICLE VII – Committees of the CCJB

Ad hoc committees may be established and dissolved from time-to-time by the CCJB to address specific issues related to the mission of the CCJB. The purpose of any ad hoc committee shall be specified in the CCJB minutes.

The Chair shall appoint a committee chair, who shall be a voting member of the CCJB, to chair the activities of the committee. The committee chair shall appoint committee members who shall be (i) members of the CCJB, (ii) representatives of public bodies, agencies and organizations having experience in the administration of the courts and court services, as they relate to criminal justice, and from private and faith-based organizations that have hands-on experience working with and ministering to victims and perpetrators of crimes, people with substance abuse problems, and people with mental and emotional health issues, or (iii) individuals determined by the committee chair to have expertise, knowledge, or experience relevant to the purpose of the committee, provided that any such individual must complete the County's standard application for boards and commissions and submit the same to the committee chair, who shall present any such application to the CCJB for approval.

ARTICLE IX - Rules of Procedure

Roberts Rules of Order, as amended from time to time or as modified by the CCJB, shall govern the CCJB to the extent they are not inconsistent with these Bylaws or the Code.

ARTICLE XII – Amendments

These Bylaws may be amended from time-to-time as deemed appropriate by the Council and the Board of Supervisors. The Board of the CCJB may make requests and recommendations for amendments to the Council and Board of Supervisors.

Adopted by the Council of the City of Harrisonburg, Virginia, on _____, 2021.

Adoption attested to by the City Clerk _____.

Adopted by the Board of Supervisors of Rockingham County, Virginia, on _____,
2021.

Adoption attested to by the County Clerk _____.