

## District of Columbia

### Juvenile Justice Advisory Group

#### By-laws

##### A. NAME

The NAME of this group is the “Juvenile Justice Advisory Group” hereinafter referred to as the JJAG. The operation of the JJAG is determined by Section 422(2) of the DC Home Rule Act, as amended, 87 Stat. 790 Pub. L. No. 93-198, DC Code 1-242(2) (1999 Repl.) pursuant to Mayor’s Order 2000-128. The JJAG is intended to be in compliance with the Juvenile Justice and Delinquency Prevention Act of 1974 as amended, (Public. Law 93-415, 42 U.S.C. 5601 et seq.) (herein referred to as JJDPDA).

##### B. PURPOSE AND FUNCTION

- a. The purpose of the JJAG, as set forth in Mayor’s Order 95-60, is to provide advice and consultation to the Mayor through the Office of the Deputy Mayor for Public Safety and Justice on problems and/or policy related issues pertaining to, but not limited to:
  - i. Identification and analysis of special service needs for youth in the District of Columbia;
  - ii. Identification of corrective measures within operating agencies and grant funded programs to address those needs; and
  - iii. Submission of bi-annual recommendations on the District’s compliance with the JJDPDA to the Mayor and Council.
- b. The purpose of the JJAG also includes:
  - i. Engage youth and families currently and previously involved in the District’s Juvenile Justice System;
  - ii. Develop and implement the District’s Comprehensive Juvenile Justice State Plan as required by the Juvenile Justice and Delinquency Prevention Act (JJDPDA);
  - iii. Review juvenile justice and delinquency prevention programs and recommend to District officials how to improve such programming;
  - iv. Review delinquency prevention grant applications, in compliance with applicable conflict of interest rules, and recommend awards to OVSJG;
  - v. Review the grant-making process of OVSJG and outcomes by grantees and, from time-to-time, recommend improvements to the grant making process;
  - vi. Coordinate with liaisons from other agencies and boards on legislation, regulation, and policy initiatives relating to youth, especially juvenile justice-involved youth or youth who are at risk of entering the juvenile justice system;
  - vii. Contribute to the development of, review, and approve the Three Year Plan, Annual Racial and Ethnic Disparities Report and other federally-required reports and documents;

- viii. Undertake other projects that relate to improving the District's juvenile justice system; and
- ix. Comply with other duties as assigned by the Mayor, or his or her designee.

#### C. MEMBERSHIP

- a. In accordance with the JJDP, the JJAG shall consist of not fewer than 15 and not more than 33 persons who have training, experience, or special knowledge concerning the prevention and treatment of juvenile delinquency or the administration of justice. Each member is appointed by the Mayor and serves pursuant to the terms of the appointment order or at the Mayor's pleasure.
- b. The JJAG's membership shall follow federal requirements and, at a minimum, represent local elected officials, law enforcement and juvenile justice agencies, child welfare, behavioral health services, regular and special education services, park and recreation, disability services, family run organizations, victim and/or advocacy groups with expertise in child sexual exploitation, sexual abuse and trauma.
- c. At least one-fifth of all members must be youth up to age of twenty-eight (28).
- d. At least three members must be previously or currently involved in the juvenile justice system.
- e. Members must comply with all requirements established by the Office of Boards and Commissions. Any member who is out of compliance with these requirements will not be able to participate as a member of the JJAG during the period of noncompliance and shall be treated at any meeting as a non-member for all purposes.
- f. The position occupied by any member who fails to attend three consecutive regularly scheduled JJAG meetings or committee meetings over a six-month period without designating an alternate or being excused by the Chair shall be considered vacant. The Chair of the JJAG shall advise the member of their impending inactive status then notify the Mayor of the vacancy and request that the Mayor appoint a new member to the JJAG.

#### D. OFFICERS DUTIES AND RESPONSIBILITIES

- a. Designation of Officers
  - i. The officers of the Juvenile Justice Advisory Group shall be a Chair, Vice Chair, Secretary, and the Chairs of all Committees. At the discretion of the JJAG, officers may also include a Youth Chair.
  - ii. The Chair is appointed by the Mayor. If the appointment of the Chair lapses for any reason, the JJAG shall nominate and elect an Interim Chair. No person employed by a governmental agency may serve as Interim Chair or Vice Chair.
  - iii. The Youth Chair, Vice Chair, and Secretary shall be nominated and elected by the JJAG members. No person employed by a governmental agency may serve as Vice Chair.
  - iv. The Chairs of all committees shall be determined by the Chair
- b. The Chair shall:
  - i. Ensure that the activities of the JJAG are fulfilled in an expeditious and effective manner, consistent with these By-laws and the requirements of the JJDP;

- ii. Call meetings to order at the appointed time after determining that a quorum is present;
  - iii. Determine the order of business;
  - iv. State and put to vote all questions that are properly submitted to the JJAG, and to announce the result of each vote;
  - v. Serve as the official representative of the JJAG and authenticate by his or her signature when necessary, all acts, orders, and proceedings of the JJAG;
  - vi. Declare the meeting adjourned when the assembly so votes, or where applicable, at the time prescribed in the program, or at any time in the event of a sudden emergency affecting the safety of those present;
  - vii. Serve as an ex-officio member of all committees of the JJAG;
  - viii. Create ad-hoc committees as necessary to perform designated JJAG activities and tasks;
  - ix. Appoint all Committee Chairs;
  - x. Appoint members of the JJAG and other interested persons to standing and ad-hoc committees;
  - xi. Perform any other relevant duties prescribed by the Mayor's Order, the JJDP, these By-laws, or the JJAG.
- c. The Youth Chair, if one is appointed, shall:
- i. Share in all duties of the Chair;
  - ii. Be a designated youth member of the JJAG, meeting the requirements for that designation under federal law.
- d. The Vice Chair shall:
- i. Fulfill the duties and responsibilities of the Chair in his or her absence;
  - ii. Perform any other relevant duties prescribed by these By-laws or as requested by the Chair or by a vote of the JJAG.
- e. The Secretary shall:
- i. Record all business conducted during official JJAG meetings;
  - ii. Disseminate all minutes to JJAG members at least one (1) week in advance of the next regular meeting of the JJAG.
  - iii. The minutes shall be accepted by a majority vote of a quorum of JJAG members attending a meeting. Copies of the minutes shall be archived by the Juvenile Justice Specialist, currently an employee of the Office of Victim Services and Justice Grants, and the Secretary of the JJAG.

## E. MEETINGS

- a. The regular meeting of the JJAG shall be held, at a minimum, every other month at a day and time set by the JJAG, absent emergency orders from the Mayor.
- b. All JJAG meetings are open to the general public unless the JJAG votes, in a manner consistent with applicable law, that the meeting shall be closed.
- c. Voting and proxy attendance
  - i. All members of the JJAG are expected to attend its meetings. If a member cannot attend a meeting, he or she shall notify the Chair. If the Chair cannot be notified, a member shall notify the OVSJG staff person assigned to the JJAG
  - ii. Any member who cannot participate in a meeting shall assign a proxy to attend and vote on their behalf. Members assign a proxy by notifying the

proxy, the Chair and the Juvenile Justice Specialist in writing, including by email, before the start of the meeting and stating the scope of the proxy's participation. Proxies may be an alternate representative of the member's agency or organization or another member of the JJAG.

- iii. One-half of active JJAG membership shall constitute a quorum.
- d. Each member, or properly designated proxy, shall be entitled to vote on every issue coming before the JJAG. Votes shall take place at meetings, unless the Chair approves a phone vote, email vote, or other method designed to obtain each member's vote.

#### F. COMMITTEES

- a. The JJAG shall have three standing committees, whose mandates are established in paragraphs g, h, and i, below. The standing committees are the:
  - i. Executive Committee
  - ii. Policy and Legislative Committee
  - iii. Youth Leaders in Action
- b. The JJAG shall have one periodic committee, the Compliance Committee, as described in paragraph k. below.
- c. The Chair may establish other committees as needed to accomplish the JJAG's business.
- d. Committee members shall be appointed by the Chair of the JJAG, consistent with the composition of the JJAG ensuring equitable representation, where possible, from government members, citizen members and members under twenty-eight (28) years of age.
- e. Non-JJAG members may serve on committees and subcommittees.
- f. The Committee Chairs shall:
  - i. Serve at the pleasure of the Chair.
  - ii. Call meetings of the committee as needed to accomplish the committee's goals, as established by the JJAG or by the members of the committee. Such meetings shall be called at least quarterly.
  - iii. Report the committee's activity to the committee members and the Chair, and report major actions to the full JJAG body, including actions that require a vote of the JJAG.
- g. The committees shall adopt any special rules or procedures necessary and consistent with these By-laws and any other administrative or legislative mandates that may govern this body.
- h. Executive Committee.
  - i. The Chair, Youth Chair, Vice Chair, Secretary, and all Committee Chairs comprise the Executive Committee.
  - ii. The Executive Committee shall meet at least quarterly.
  - iii. The Executive Committee is charged with setting the direction of the JJAG, ensuring that there is accountability and continuity within the group, and making decisions that require immediate attention between JJAG meetings. The Executive Committee shall assist the Chair with setting the agenda for each JJAG meeting.
  - iv. Develop and submit to the JJAG for approval annual goals and policy focus areas for the upcoming fiscal year at the last meeting of each fiscal year.

- v. Review and submit to the JJAG for approval the Annual Report as compiled by the Juvenile Justice Specialist and Compliance Monitor.
- vi. Participate in site visits by OJJDP.
- i. Policy and Legislative Committee.
  - i. The committee shall:
    1. Proactively engage the community in crafting, developing and implementing policy recommendations.
    2. Recommend the JJAG comment on or respond to legislative and regulatory proposals and policy initiatives that affect youth in the District. The committee shall seek approval of the full JJAG before submitting comments or responses to legislative proposals and policy initiatives.
    3. Routinely update the JJAG on actions and plans.
  - ii. The committee may create Ad Hoc Subcommittees, as needed, to focus on areas such as legislation, regulations and other policy initiatives, both local and national, that may affect youth in the District, as decided on by the JJAG.
    1. Ad Hoc Subcommittees shall have Chair(s) who fill the roles of Committee Chair(s) for the duration of their working group.
- j. Youth Leaders in Action.
  - i. The committee shall be co-chaired by two youth members of the JJAG as appointed by the Chair. Membership of the committee shall be open to the full JJAG.
  - ii. The committee is charged with ensuring that the youth perspective is considered in JJAG planning and decision-making, including development of the 3 Year Plan, organizing youth-led initiative and youth-led engagement opportunities, appointing at least one youth committee member to participating in the grant peer review process, and participating in site visits.
  - iii. The committee shall develop and maintain a set of operating standards that governs, at minimum, scheduling regular meetings, maintaining membership, and committee voting.
- k. Compliance Committee
  - i. Convene annually to align with compliance monitoring activities by staff.
  - ii. Review operating standards for all juvenile detention facilities, commitment facilities, community-based programs and other juvenile justice agencies and recommend best practices;
  - iii. Support staff in administering the requirements of compliance monitoring under the JJDP and local regulations, including by accompanying staff on site visits related to compliance monitoring.

#### G. PARLIAMENTARY PROCEDURE

Questions of parliamentary procedure shall be referred to the Chair who shall follow the rules outlined in the By-law or any special rules of order that JJAG has adopted.

#### H. BY-LAW AMENDMENTS

Proposed amendments to, or repeal of, the By-laws shall be accepted upon a recorded majority vote of the JJAG membership (not including vacancies) at any regular meeting, provided notice of such meeting has been given to each JJAG member in writing at least

two (2) weeks prior to said meeting. The notice shall contain a statement of the proposed amendment or repeal  
Adopted January 2021