

**BYLAWS  
OF THE  
WINONA COUNTY CRIMINAL JUSTICE COORDINATING COUNCIL**

June 2007; rev. October/November 2009; rev. July 2010; rev. November 3, 2010, rev. November 2, 2011; rev. July 2012; rev. Oct. 2014, rev. Nov. 2015, rev. July 2021

**Article I: Name**

The name of this organization is the Winona County Criminal Justice Coordinating Council, hereinafter referred to as the CJCC or Council.

**Article II: Authority**

The Winona County Board of Commissioners established the CJCC on June 5, 2007. The CJCC shall be under the direct supervisory authority of the Winona County Administrator.

**Article III: Purpose, Vision, Mission and Power**

**Section A: Vision**

The Criminal Justice Coordinating Council brings together the participating agencies in the criminal justice system with representatives of local governments and the public. The Council seeks to assure for Winona County a criminal justice system that is fair and just, that provides for the public's safety, offers real opportunities for individuals to change the direction of their lives through rehabilitation and makes the best use of the public's funds.

**Section B: Mission**

To accomplish its vision, the Council will work systematically and cooperatively to review the elements of the criminal justice system and take an innovative approach to developing and evaluating proposals for change.

**Section C: Power of the CJCC:**

The CJCC has no power to make or to order changes in the criminal justice system. It brings decision makers together in an environment of collaboration where all can see the benefits of change.

**Article IV: Members**

**Section A: Council Members**

There are twenty-four total members of the CJCC, which include members who serve based upon the office they hold (ex-officio) plus six public members, as follows:

**State of Minnesota (four members)**

- 1-District Court Judge, selected by the local District Court Judges
- 1-District Court Administrator
- 1-Minnesota Department of Corrections –District Supervisor
- 1-District Public Defender’s Office – Public Defender, selected by Chief Public Defender

**County of Winona (six members)**

- 1-County Commissioner, chosen by the County Board
- 1-County Administrator
- 1-Sheriff
- 1-Jail Administrator
- 1-Director, Winona County Department of Health and Human Services
- 1-Winona County Attorney

**City of Winona (three members)**

- 1-Winona City Attorney
- 1-Chief, Winona Police Department
- 1-Mayor or member of Winona City Council

**Private Defense Bar & Private Bar Generally (one member)**

- 1-Winona County Bar Association President

**Other City/Municipality Representation (three members)**

- 1-City of Goodview Representative: law enforcement officer or mayor or city councilmember
- 1-City of St. Charles Representative: law enforcement officer or mayor or city councilmember
- 1-City of Lewiston Representative: law enforcement officer or mayor or city councilmember

**School Districts (1 member)**

- 1-superintendent designated by the Winona County school superintendent’s group

**Public Members (6 members):** To be appointed pursuant to Article IV, Section C and representing the following areas/interests:

- 2-Lived experience in the criminal justice system (either self or family)
- 1-Faith-based
- 1-Health care (physical, mental and/or chemical health)
- 1-Housing
- 1-Non-profit/business

## **Section B: Guests**

CJCC meetings are open to members of the public. Members of the public wishing to bring concerns or ideas to the attention of the CJCC may do so by contacting any CJCC member (public or otherwise) and having that member relay those concerns or ideas to the CJCC. At the discretion of the Chairperson, members of the public may speak at a CJCC meeting.

## **Section C: Eligibility for and Appointment of Public Members**

Public members must live, work or attend school in Winona County and must identify as representing one or more of the designated areas/interests listed in Article IV, Section A Public Members. The term of service for public members will be two years, with three public members being appointed each January to a two-year term. There are no term limits on public members and they will not be paid for their service. Applications for membership shall be available on the CJCC website and must be submitted by November 15<sup>th</sup> of each year, to be considered for appointment at the January CJCC meeting. The Executive Committee will seek applications for public members, screen and interview applicants and make recommendations to the full CJCC which will appoint public members by consensus.

## **Section D: Removal/Resignation of Members**

1. **Removal:** As hereinafter noted, CJCC members may designate proxies to represent them at Council meetings. When the director of a department is an ex-officio member, the director may name a “permanent” proxy. Ex-officio members cannot be removed except through amendments to the Bylaws or by a change in office. The Executive Director will notify an ex-officio member if a designated proxy is routinely unable to attend Council or committee meetings and request the appointment of a new proxy. Public members who no longer meet the qualifications for membership or who cannot attend Council and/or committee meetings may be removed by the Executive Committee. The Executive Committee will fill vacancies among the public members through the process described in Article IV, Section C.
2. **Resignation:** Public members may resign by means of a letter to the Chair of the CJCC. The CJCC shall direct the Executive Committee to fill the vacancy according to Article IV, Section C.

## **Article V: Meetings**

### **Section A: Regular Meetings**

The CJCC meets on the first Wednesday of the month at 12:00 P.M. The membership may, by consensus, change the meeting date for a single month or permanently. A quorum shall consist of a majority of Council members, including proxies.

### **Section B: Proxies**

CJCC members may designate a person to represent them at CJCC meetings.

### **Section C: Conduct of Meetings**

Council meetings will be run informally by the Chair pursuant to an established agenda. A member may place an item on the agenda by notifying the Executive Director at least 5 days prior to the next scheduled meeting. Additional agenda items not submitted by the deadline may be added to the agenda at the time of the meeting subject to consensus of the full Council.

### **Section D: Voting**

The CJCC acts by consensus, votes are not taken.

### **Section E: Convening Special Meetings**

The Executive Committee of the CJCC may convene a special meeting by sending written notice to all members at least 48 hours in advance. The notice must include an agenda which cannot then be amended to include additional items.

## **Article VI: Officers**

### **Section A: Officers**

The Officers of the Council shall consist of a Chair and Vice-Chair, who shall be chosen by the CJCC annually at the October meeting. The Chair and Vice-Chair must be CJCC members and may be renewed in office without limit.

### **Section B: Duties**

The Chair shall preside at all CJCC meetings and appoint chairpersons for all committees except the Executive Committee. The Vice-Chair shall preside in the absence of the chair.

## **Article VII: Executive Director**

An Executive Director shall be responsible for the Council's daily management and operation. The Executive Director provides the continuity of leadership necessary for the CJCC to accomplish its vision and goals.

## **Article VIII: Committees & Workgroups**

### **Section A: Purpose**

To expedite and facilitate the business of the CJCC and the orderly and efficient consideration of matters coming before it, the Council may create Committees as it deems necessary. Committees may, in turn, create Workgroups to perform the work of Committees.

## **Section B: Membership of Committees and Workgroups**

Membership of the Executive Committee shall be as designated in Section C. Membership of Standing and Ad-Hoc Committees and Workgroups shall be as determined by the committee chairperson and may include both CJCC and non-CJCC members.

## **Section C: Executive Committee**

1. **Duties:** The Executive Committee shall provide leadership in the planning and implementation of the Council goals. Specific duties include, but are not limited to the following:
  - a. Plan the agenda of CJCC meetings;
  - b. Review, revise and recommend to the Council an annual budget for the Council's operations
  - c. Review requests made for Council resources, develop alternatives when appropriate and make recommendations to the CJCC for responding to such requests;
  - d. Consider and approve requests for letters of support by the CJCC for grant applications;
  - e. Organize strategic planning sessions for the CJCC;
  - f. Review and make recommendations regarding other matters delegated to it by the CJCC.
  - g. Remove of public members pursuant to Article IV. Section D;
  - h. Recruit, screen, interview and recommend public members as described in Article IV, Section C;
  - i. Review and recommend updates to the bylaws.
2. **Membership:** CJCC Chairperson, CJCC Vice-Chairperson; County Administrator; CJCC Executive Director

## **Section D: Standing Committees**

1. Names & Committee Charges: The following standing committees are established with the following committee charges:
  - a. Community Outreach and Diversity: To educate the public about initiatives, programs, and services supported by the CJCC, build an atmosphere of respect and inclusion in the community toward the criminal justice system regardless of culture or background, identify community concerns that are related to the responsibilities of the CJCC, and to prepare a detailed, proactive public relations plan to address those concerns.
  - b. Courts Committee: To search for strategies and procedures that will enable the courts to function more effectively and at reasonable cost to the taxpayer while upholding due process and the rule of law.
  - c. Early Intervention and Prevention: To research, evaluate and recommend community-based programming and services designed to prevent individuals from entering the criminal justice system.
  - d. Jail and Jail Alternatives: To recommend alternatives to incarceration for the criminal justice system to consider. The Committee will research, evaluate and recommend programming designed

to facilitate change in the individual and thus prevent future involvement in the criminal justice process.

- e. Juvenile Justice: To encourage an effective juvenile justice system that promotes the well-being of youth while holding youth accountable for their actions and promoting public safety.
  - f. Data Analysis and Information Committee: To identify the general information needs of the Council and its committees, investigate the ways and means to create the infrastructure and data governance system which can provide that information on a regular basis and identify and create systems that can provide information on an ad hoc basis as requested by the Council. The Data Committee shall work with the Council and Council committees and working groups to support the coordination, collaboration, and collection of data, while maintaining the security of the data, from the respective data and data systems maintained by Council members and from other sources so as to expand access, improve quality, and support strategic planning, program development, and effective data-informed decisions by the Council and its committees.
2. Committee Leadership: The CJCC Chairperson shall appoint chairpersons for each standing committee.
3. Committee Reports: The Chair of each standing committee shall designate a reporter to take minutes at each Committee meeting and to promptly furnish completed minutes to CJCC staff for circulation to the Council. The Chair or designee shall also provide a summary of the work of the Committee and its workgroups at the monthly CJCC meeting.

**Section E: Ad Hoc Committees:**

The CJCC shall have the authority to establish ad hoc committees when a consensus believes that to do so will advance the mission and vision of the Council. Each ad hoc committee will be charged with specific goals and purposes and a prescribed time period for completion of the project.

**Article IX: Amendment of Bylaws**

The Bylaws may be amended by a consensus of the Council at any Council meeting. Proposed amendments to the Bylaws are to be included on the agenda of a regularly scheduled meeting of the CJCC.

I certify that the foregoing bylaws, consisting of 6 pages, were adopted as the bylaws of the Winona County Criminal Justice Coordinating Council on July 7, 2021.

Karin Sonneman  
Karin Sonneman, Chairperson

Witnessed by Kalene Engel, Executive Director on July 21, 2021

Kalene Engel  
Kalene Engel, Executive Director