

## UBJJ BYLAWS

*Originally adopted- January 26, 2001 // Most recently updated- May 9, 2024*

### ARTICLE I: NAME OF ENTITY

The name of the entity shall be the Utah Board of Juvenile Justice, hereafter referred to as the “Board” or “UBJJ.”

### ARTICLE II: MISSION

To promote the advancement of equitable, effective, and coordinated systems serving youth, families, and communities in the State of Utah.

### ARTICLE III: FEDERAL STATUTE FUNCTION & STATE LEVEL OVERSIGHT

The Board serves as the State Advisory Group (SAG) for Utah pursuant to:

- The guidelines of 34 U.S.C. § 11101 - the Juvenile Justice and Delinquency Prevention Act (JJDPA), and
- The guidance received from the Department of Justice (DOJ) through the Office of Juvenile Justice and Delinquency Prevention (OJJDP).

The Board is overseen by the Utah Commission on Criminal and Juvenile Justice (CCJJ), which is part of the Governor’s Office. CCJJ serves as the Designated State Agency (DSA) under JJDPA guidelines. The Board itself is not outlined in State statute.

### ARTICLE IV: DUTIES & RESPONSIBILITIES

UBJJ duties included, but are not limited to:

- Develop annual plans to implement goals and objectives pursuant to the JJDPA;
- Manage Federal funding received through OJJDP’s Title II Formula Grants Program in a manner consistent with the annual plans;
- Coordinate efforts with other government entities, including the Racial and Ethnic Disparities (R/ED) Collaborative and the Juvenile Justice Oversight Committee (JJOC), as well as community stakeholders, youth, and families.

## **ARTICLE V: MEMBERSHIP**

### Section 1: Composition

The Board shall be composed in a manner consistent with the requirements of the JJDP. *See Appendix 1 for further details.*

### Section 2: Selection, Appointment, and Terms

The Board shall approve new members by a vote during any regular meeting or special meeting.

Recommendations shall be forwarded to the CCJJ Executive Director who serves as the Governor's designated authority to appoint Board members.

Board membership is not bound by term length, but optimal practice is that individuals serve at least 2 years.

### Section 3: Removal

Any Board member who accrues three consecutive, unexcused absences from regular meetings of the Board may be removed by a vote during any regular meeting or special meeting.

### Section 4: Resignation

Should a member of the Board resign, such person shall notify Board staff at least 30 days in advance of their final day as a member.

Any member of the Board serving by virtue of their office or position shall, upon termination of such office or position, cease to be a member of the Board.

### Section 5: Compensation

Members of the Board shall serve without compensation, except as noted in this section.

Members may be reimbursed for expenses incurred for activities related to the official business of the Board according to State policy.

Members of the Board who are designated as "youth members" by JJDP definition may be compensated for meetings, as indicated by State policy.

## **ARTICLE VI: OFFICERS**

### Section 1: Officers and Responsibilities

The Board shall include the following officer positions with the respective responsibilities:

- Board Chair
  - Conduct UBJJ meetings;
  - Represent UBJJ to the Governor, the Legislature, CCJJ, OJJDP, and the public;
  - Perform other duties as assigned by the Board or CCJJ.
- Board Vice Chair
  - Carry out the responsibilities of the Board Chair in their absence;
  - Assume the Board Chair position at the completion of the Board Chair's term;
  - Perform other duties as assigned by the Board or CCJJ.
- *Note: neither position can be held by a full-time governmental employee.*

### Section 2: Election and Terms

The Board shall elect/reelect officers by a vote during any regular meeting or special meeting.

Terms of office shall be for two (2) years and shall begin on October 1<sup>st</sup>. The Board Chair and Board Vice Chair may serve only one (1) full term, unless an additional half or full term is voted upon during any regular meeting or special meeting.

If an officer vacates their position prior to the end of their term, a replacement officer shall be elected for the unexpired term. That officer is then eligible for reelection to a full term.

## **ARTICLE VII: WORKING GROUPS**

### Section 1: Working Groups

The Board may establish working groups to assist the Board in the performance of its duties and responsibilities. Working groups may be composed of Board members and non-Board members. The Board shall designate a working group leader to collaborate with staff on completion of tasks. Working groups shall meet at such times and in such places as the working group leader and/or Board staff designate.

### Section 2: Racial & Ethnic Disparities Collaborative

The Racial and Ethnic Disparities (R/ED) Collaborative operates as a standing working group of the Board. *See Appendix 2 for further details.*

## **ARTICLE VIII: BOARD MEETINGS & VOTING**

### Section 1: Open and Public Meetings Act

Per guidance received from the Utah Attorney General's Office in October 2023, the Board does not meet the definition of a "public body" and therefore is not subject to Utah's Open and Public Meetings Act (Utah Code 52-4). However, Board meetings are open to the public.

### Section 2: Regular Meetings

Regular meetings of the Board may be held on such days and at such times as designated by the Board. An annual meeting schedule will be reviewed each year.

### Section 3: Special Meetings

Special meetings of the Board may be called by the Board Chair at any time. Special meetings may also be called through a written request signed by five (5) or more members of the Board. Written notice calling a special meeting shall be sent to Board staff at least one (1) calendar week prior to the special meeting. Board staff shall notify all Board members of a special meeting at least forty-eight (48) hours (excluding holidays and weekends) in advance of the special meeting.

### Section 4: Voting

Board business may be transacted by a majority vote of members present at a regular meeting or special meeting. Members shall be entitled to one vote each for the transaction of all Board business.

Board business includes, but is not limited to, issues regarding: membership, officers, grants, grantees, and working groups.

### Section 5: Conflict of Interest

- No Board member shall vote on a matter in which they or any member of their immediate family has an interest as defined in this section.
- An interest shall include an employment, ownership, or fiduciary relationship to an agency, organization or entity which may be directly or indirectly affected by an action, decision, or recommendation of the Board.
- Whenever a Board member knows they have an interest in a matter to be voted upon, they shall announce the interest and shall abstain from voting on the matter.
- Whenever a Board member believes that they have a possible interest in a matter to be voted upon, they shall announce such possible interest and the question of whether an actual interest exists shall be decided by a vote during any regular meeting or special meeting. The member announcing the possible interest and any other members who

have an interest or a possible interest in the matter (for whom the question of actual interest has not yet been voted upon) shall not vote on the question of whether an actual interest exists.

- Any person present at the Board meeting may raise the question of possible interest with respect to any Board member concerning any matter to be voted upon. The question of whether an actual interest exists shall be decided as provided in this section.
- Nothing in this section shall prohibit any Board member who has an interest from participating in the discussion or debate on a matter in which they have an interest.
- Members with an interest shall not be counted when determining a majority vote on a matter.

## **ARTICLE IX: AMENDMENT OF BY-LAWS**

These bylaws may be amended at any regular meeting or special meeting by a two-thirds vote of members present, provided that a draft of the proposed amendment is distributed to Board members at least one week prior to the meeting.

## Appendix 1: JJDP A Membership Requirements

Details from FY2023 Title II Grant Solicitation

### State Advisory Group composition:

- The SAG shall consist of not less than 15 and not more than 33 members;
- A majority of SAG members (including the chairperson) shall not be full-time employees of the federal, state, or local government;
- At least 1/5 of the members shall be under the age of 28 at the time of initial appointment; and
- At least 3 members shall have been or shall currently be under the jurisdiction of the juvenile justice system.

### Required representation:

A. Locally elected official representing general purpose local government;

B. Representative of law enforcement and juvenile justice agencies, including juvenile and family court judges, prosecutors, counsel for children and youth, and probation workers;

C. Representatives of public agencies concerned with delinquency prevention or treatment, such as welfare, social services, child and adolescent mental health, education, child and adolescent substance abuse, special education, services for youth with disabilities, recreation, and youth services;

D. Representatives of private nonprofit organizations, including persons concerned with family preservation and strengthening, parent groups and parent self-help groups, youth development, delinquency prevention and treatment, neglected or dependent children, quality of youth justice, education, and social services for children;

E. Volunteers who work with delinquent youth or youth at risk of delinquency;

F. Representatives of programs that are alternatives to confinement, including organized recreation activities;

G. Persons with special experience and competence in addressing problems related to school violence and vandalism and alternatives to suspension and expulsion;

H. Persons, licensed or certified by the applicable State, with expertise and competence in preventing and addressing mental health and substance abuse needs in delinquent youth and youth at risk of delinquency;

I. Representatives of victim or witness advocacy groups, including at least one individual with expertise in addressing the challenges of sexual abuse and exploitation and trauma, particularly the needs of youth who experience disproportionate levels of sexual abuse, exploitation, and trauma before entering the juvenile justice system; and

J. For a State in which one or more Indian Tribes are located, an Indian tribal representative (if such representative is available) or other individual with significant expertise in tribal law enforcement and juvenile justice in Indian tribal communities.

## Appendix 2: Racial & Ethnic Disparities Collaborative – Mission, Vision, Goals

### ABOUT

The Racial and Ethnic Disparities (R/ED) Collaborative is a branch of the Utah Board of Juvenile Justice (UBJJ) and was established to help address the component of the Juvenile Justice and Delinquency Prevention Act (JJCPA) which requires states to assess and address racial and ethnic disparities at key points in the youth justice system. The R/ED Collaborative is comprised of juvenile justice practitioners, educators, and community-based leaders and advocates. More information at <https://justice.utah.gov/juvenile-justice/red/>.



### MISSION

To make available quality data, research, and culturally responsive recommendations to address and prevent racial and ethnic disparities in Utah's youth justice system.

### VISION

A youth justice system that provides fair treatment for all youth at all points of contact in the system. Such a system requires the following:

- Stakeholders and communities working together to identify areas of disparities and creating opportunities for impacted areas to be well informed and provide input towards recommendations and implementation.
- Agencies and practitioners effectively providing evidence-based services that employ data-driven, best practices approaches at all levels of the youth justice system.

### GOALS

- Fostering strong communication and expanding partnerships between the youth justice system, law enforcement, schools, other resource providers, and geographical areas where disparities exist.
- Raising awareness among youth and their families about the youth justice system.
- Educating stakeholders on current and anticipated issues (based on data, research, and other project findings) impacting system-involved youth and their families.
- Providing opportunities for youth who have had contact with the youth justice system and their families to be involved with R/ED Collaborative efforts and to have their opinions and perspectives shared.