

**BY-LAWS OF THE
SAN JUAN CHILDREN'S JUSTICE CENTER ADVISORY BOARD**

ARTICLE 1 - NAME

The name of this organization is the San Juan Children's Justice Center Advisory Board.

ARTICLE II – PURPOSE AND AUTHORITY

Section 1. Purpose

The San Juan Children's Justice Center Advisory Board (the "Board") is established and organized for the purpose of advising and assisting the Children's Justice Center in the implementation of a comprehensive, multidisciplinary, non-profit, intergovernmental response to the abuse of children, including sexual abuse, physical abuse, and children who are witnesses to serious crime. The Board shall support the mission of the Children's Justice Center as set forth by the Utah Attorney General and statute.

ARTICLE III - MEMBERSHIP

Section 1. – Composition of the Board

The Board shall be composed of not less than thirteen (13) members from the county or area who are concerned about child abuse and are able to work in the interest of child abuse victims. It shall include, but not limited to, representatives of the following service providing agencies and organizations:

Per State Contract Requirement:

Maintain a local advisory board, with appointees and designees serving a term or terms as designated in the Boards by-laws; It is recommended that it be composed of the following people from the county or area:

1. Children's Justice Center Director.
2. San Juan County Attorney.
3. Representative or designee of the attorney general office.
4. San Juan County Sheriff or designee.
5. Blanding City Police Chief or designee.
6. San Juan County executive or designee.
7. Licensed nurse practitioner or physician.
8. Licensed mental health professional.
9. Criminal defense attorney.
10. At least four (4) members of the community at large, however, the state advisory board may authorize fewer members, although not less than two, if the local advisory board so requests.
 - a. The Chair of the Friend of San Juan County Children's Justice Center non-profit, or designee from the non-profit

- b. Local Health care professionals who can share insights about maltreatment observed in their medical practice.
 - c. School Resource Officer.
 - d. Parent Representative
11. Guardian ad litem or representative of the Office of Guardian Ad Litem, designated by the director.
12. Representative of the Division of Child and Family Services within the Department of Health and Human Services, designated by the employee of the division who has supervisory responsibility for the county served by the center.
13. Members of the Board may also include:
- a. Superintendent of the San Juan County School District or designee.
 - b. Therapist/Health Care of the Utah Navajo Health systems
 - c. Sexual Assault Response Team/Domestic Violence Coordinator or designee.
 - d. Community Member
 - e. City(ies) Manager(s) or assigned designee
 - f. Commissioner – Ex-officio

The Board members who serve due to public office who are listed in sections 1 through 6 above shall nominate the remaining members who are listed in Sections 10 and 13

The local advisory board does not supersede the authority of the contracting county

Section 2 – Appointment and Terms

The members on the Board who serve ex officio due to public office as provided in Article III Section 1(2) through (6), shall nominate the remaining members, and at the acceptance of the County Commission. Board members and/or designees shall serve a term, or terms as designated in the by-laws of the local advisory board.

The members on the Board shall select a chair and vice chair of the Board.

Elected or Appointed Terms: A term shall be two years with a reappointment of one additional term if agreed upon by the Board. Those serving in a slot representing government agencies may serve unlimited terms.

Section 3 – Resignation/Termination

If the services of a representative of a public or private agency/organization are terminated or a representative is unable to serve, the Nominating Committee (members 1-6) shall recommend a replacement as stated in Article III (2).

ARTICLE IV - OFFICERS

Section 1 – Composition

The Officers of the Board shall be the Chairperson and Vice-Chairperson.

Section 2 – Election and Duties

The Chairperson shall be elected at the bi-annual meeting of the Board and may serve in the position for not more than three consecutive two-year terms. A term shall be defined as more than one-half of the elected term. Duties of the Chairperson shall be: Call and preside at all meetings of the Board, provide leadership for the Board and work closely with the Director of the Children's Justice Center.

The Vice Chairperson shall be elected at the bi-annual Board meeting and may serve in this position for not more than three two -year terms. A term is defined as more than one-half of the elected term. The Vice-Chairperson shall act as Chairperson in the absence of the Chairperson and, when so acting, have all the powers and authority of the Chairperson.

Section 3 – Staff to the Children's Justice Center Advisory Board

The County Attorney Office staff shall prepare or cause to be prepared a record of all meetings of the Board, shall maintain a roster of attendance by Board members, shall prepare notices of meeting and prepare correspondent when necessary.

The Director of the Children's Justice Center shall be responsible for:

- All records belonging to/or associated with the Board.
- Meeting with the Executive Committee when called.
- When necessary, perform fact-finding, analysis and reporting tasks as requested:
- Act as liaison with professional child abuse service providers: and
- Perform such other duties as usually pertain to this position.

Section 4 - Vacancies

Any vacancies in an elective office of the Board shall be filled through appointment by the Nominating Committee until the next regular election.

ARTICLE V – MEETINGS

Section 1 – Quorum

A quorum shall consist of those in attendance at regularly scheduled meetings providing there are at least eight voting members present.

Section 2 – Voting

All members of the Board, except ex-officio members, are entitled to vote.

Section 3 – Time and Place

Unless changed by resolution, the Board shall meet quarterly on the first Thursday of January, April, July and October.

Section 4 – Special Meetings

Any Board Officer, with the support of any three members of the Board may call for special meetings as may be necessary to carry out the purpose and functions of the Board.

Section 5 – Rules of Order

All meetings of the Board shall be conducted according to Robert's Rules of Order.

Section 6 – Attendance

After any member of the Board having three unexcused absences, or consecutive absences from a regularly scheduled Board meeting, the Board will have the privilege of reviewing the excused and unexcused absences, and after notification of the member, will have the power to drop the member from the Board.

ARTICLE VI - **COMMITTEES**

Section 1 – Executive Committee

There shall be an Executive Committee consisting of the Chairperson, Vice Chairperson and two additional members at large nominated and elected by the Board and shall serve for a period of two years, which can be renewed for two additional terms. The Director of the Children's Justice Center shall serve as staff to the Executive Committee. The duties of the Executive Committee shall be to provide leadership and to act for the Board between meetings when necessary. The secretary will record the minutes of the meeting.

Section 2 – Standing Committees

Nominating Committee

Members are those who serve in public office as provided in Article 3 Section 1, (2), (3), (4), (5), (6) of the Board By-Laws. Those members shall nominate the remaining members of the Board who shall be approved by the County Commission

Slate

When said slate is presented in a duly called meeting, additional nomination(s) for each office will be accepted from members in attendance.

The Chairperson, with approval of the Board, or the Board on its own motion, may appoint such other committees as may be necessary to carry out the purpose and functions of the Board.

Section 3 – Ad Hoc

Ad Hoc Committees

May be appointed as necessary by the Chairperson or the Executive Committee. The Chairperson of the Ad Hoc Committee shall be a member of the Children’s Justice Center Advisory Board. Membership. The Ad Hoc Committee is not restricted to Board members.

ARTICLE VII – CHANGE OF BY-LAWS

The By-Laws of the Advisory Board may be amended at any meeting of the Board by a quorum vote of the Board providing that an announcement is documented or contacted in the previous meeting’s minutes to the effect that the By-Laws are going to be considered, and a copy of the proposed change(s) is/are sent out with the agenda. Those changes shall then be presented to the commission for final approval.

We, the undersigned San Juan County Children's Justice Center Advisory Board Chair and Vice Chair hereby accept these by laws on behalf of the members of the Board following an affirmative vote by the Board at a regularly scheduled meeting of said Board. These by-laws shall govern the operations and actions of the Board until lawfully revised or revoked.

Dated this day, _____, 2024

Vote of Board to accept By-Laws

___ YAY ___ NAY

Signed: _____ Date: _____
Board Chair -

Signed: _____ Date: _____
Board Vice Chair –

Commission Approval

Vote of Commission to approve By-Laws

_____ YAY _____ NAY

Signed: _____ Date: _____
Commission Chair -

Signed: _____ Date: _____
Commissioner

Signed: _____ Date: _____
Commissioner