

**SOLANO COUNTY  
JUVENILE JUSTICE COMMISSION BYLAWS**

**ARTICLE I  
AUTHORITY**

The Solano County Juvenile Justice Commission was established by the Solano County Board of Supervisors under the authority of California Welfare and Institutions Code Section 225.

**ARTICLE II  
DUTIES AND FUNCTIONS**

1. The duties and functions of the Commission are stated in Sections 229 and 230 of the California Welfare and Institutions Code.
2. The general statutory purpose of the Commission is to inquire into the administration of juvenile law in Solano County. This purpose is primarily fulfilled by the Commission in the following ways:
  - a. Annually inspect any facility within the county that was used for confinement of a minor for more than 24 hours in the preceding calendar year; and
  - b. Consider inquiry into the operations of any group home in Solano County serving wards or dependent children of the Juvenile Court; and
  - c. Consider how juvenile justice is implemented and administered in Solano County, including, but not limited to, inquiries into the operations of the Juvenile Court, Probation Department, social services agencies, and other agencies involved with juveniles as decided by the Commission.
  - d. Publish reports, findings, and recommendations as decided by the Commission.

**ARTICLE III**  
**COMMISSIONERS**

1. Commissioners are appointed in the manner set by the Presiding Judge of the Superior Court with the concurrence of the Judge of the Juvenile Court. That process is currently set on the Court's website.
2. The Presiding Judge of the Solano County Superior Court has the authority to appoint members to the Commission upon a vacancy or on the expiration of the term of office of any member. Commissioners shall serve at the pleasure of the presiding Juvenile Judge.
3. The full term of a commissioner is four years except for youth commissioners whose term is two years.
4. When a commissioner's term expires, they may continue to serve as an ex-officio member at the pleasure of the Chair until a new member is appointed. During this time, the ex-officio member shall continue to have all the rights accorded a member of the Commission.
5. Commissioners are expected to attend all regular meetings either in person or by electronic means. The attendance of all members shall be taken and recorded in the minutes of each meeting. If a commissioner must miss a meeting, they shall notify the Secretary and the Secretary shall include that notification in the minutes. Extended leave of absence may be granted for extenuating circumstances.

## **ARTICLE IV**

### **OFFICERS**

1. The officers of the Commission shall be the Chair, Vice-Chair, and Secretary.
2. The responsibilities of the officers are:
  - a. Chair
    - i. Preside over Commission meetings.
    - ii Acts as the official spokesperson for the Commission.
  - b. Vice–Chair
    - i. Serves as the Chair when the Chair is absent.
  - c. Secretary
    - i. Takes minutes during meetings and prepares them for approval by the Commission at the next regularly scheduled meeting.
    - ii Posts Commission minutes, reports, and recommendations to appropriate websites
    - iii. Prepares the agenda for Commission meetings after consulting with the Chair.
3. Nominations for an officer position may be made by any Commissioner. No nomination may be made without the prior approval of the nominee.
4. Annual election of officers shall be held at the Commission’s regular May meeting. Nominations may be made at any prior meeting.
5. Officers’ terms shall be for one year beginning at the conclusion of the regular June meeting. No member shall hold more than one office at a time and no officer shall serve more than two consecutive terms in the same office but may be re-elected to that office one year after the completion of his or her second consecutive term.
6. In cases of temporary absence or emergencies and/or where the current officer is unable to fulfill his/her term the succession shall be decided upon by convening an emergency commission meeting to vote on an interim officer for the remainder of the term or until the sitting officer can/will return, whichever comes first.
7. Any officer may be removed from office during his/her term by a two-thirds vote of the full Commission.

8. In any matter where ballot voting is utilized, no less than two members of the Commission shall participate in the process of counting vote ballots.

## **ARTICLE V MEETINGS**

1. Commission meetings are ordinarily open to the public however the Chair has the discretion to declare a meeting closed if deemed necessary.
2. The Commission shall meet at least six times a year on the second Wednesday of a month at a time set by the Chair unless that Wednesday falls on a holiday in which case the meeting will be on the following Wednesday.
3. The Chair determines the location of meetings after consulting the members of the Commission with the objective of holding meetings throughout the county.
4. Special meetings may be called by the Chair, or in the Chair's absence, the Vice-Chair.
5. Five members constitute a quorum for the transaction of business at a commission meeting.
6. No member shall vote on any matter in which (s)he has a conflict of interest.
7. Meetings shall be conducted under the rules contained in the most current edition of Roberts Rule of Order Newly Revised except where those rules are inconsistent with these by-laws or any special rules or order that the Commission may adopt.

**ARTICLE VI  
COMMITTEES**

1. The work of the Commission is largely accomplished through committees and by individual Commissioners working on projects and tasks assigned by the Chair. All commissioners are expected to participate in this work. The committees shall be proposed by the Chair and approved by a majority of the commission.

**ARTICLE VII  
PUBLIC RELATIONS**

1. Public statements, including media releases of information on behalf of the Commission, shall be issued only by the Chair or his/her designee. Nothing in this section shall be construed to prevent commissioners from expressing themselves as individuals on juvenile justice or delinquency prevention matters. Such individual expression should include a disclaimer that the Commissioner is speaking only for him/herself and not as a spokesperson for the Commission.

**ARTICLE VIII  
AMENDMENT OF BYLAWS**

1. These bylaws may be amended by a majority vote at any regular meeting of the Commission provided the amendment has been submitted in writing at an earlier meeting of the Commission.

Approved at a regular meeting of the Commission on 10 May 2023.

Ayes: Five (5); Nays: None (0)

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Paul Ligda, Chair

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Carmen Vance, Secretary