**BYLAWS OF THE CRIMINAL JUSTICE ADVISORY COMMITTEE**

**East Texas Council of Governments**

As Adopted and Effective on August 5, 1976. As Amended on April 7, 1977; March 13, 2003; June 3, 2004; June 7, 2007; December 6, 2007; April 6, 2011; January 7, 2015; April 13, 2016; August 29, 2018; December 6, 2018; **September 4, 2025.**

# **ARTICLE I – NAME**

The name of the Committee shall be the East Texas Council of Governments (ETCOG) Criminal Justice Advisory Committee (CJAC).

# **ARTICLE II – AUTHORITY**

The CJAC is created by the ETCOG in accordance with the Texas Administrative Code (TAC) [Title 1, Part 1, Chapter 3 – “1 TAC 3”], and an interagency agreement with the Office of the Governor’s, Public Safety Office (OOG/PSO) to advise the Executive Committee in all matters related to Criminal Justice and to recommend to the Executive Committee plans and programs to reduce crime and improve the Criminal Justice system throughout the region.

# **ARTICLE III – ACTIVITIES**

The CJAC shall assist ETCOG in carrying on a continuous planning program to identify Criminal Justice problems; in determining the needs of the region; in analyzing the existing Criminal Justice system and available resources; and in establishing goals and priorities.

# **ARTICLE IV – MEMBERSHIP**

The membership of the Committee shall be composed of a total of no more than sixteen (16) representatives who broadly represent all segments of the criminal justice system, as determined by the OOG/PSO, in the interagency agreement by and between OOG/PSO and ETCOG which states that: “The CJAC’s membership must include individuals from the following groups/disciplines: education, juvenile justice, law enforcement, mental health, prosecution and courts, and victim services (with at least one victim services member from a non-governmental agency. Each individual member may either represent one of the required disciplines or be classified as an “other” discipline. Recommendations shall come from nominations made by CJAC members, Executive Committee members, Board Members, and/or ETCOG staff. Appointments will be approved by the ETCOG Executive Committee. Appointees serve at the pleasure of the ETCOG Board of Directors and may be replaced at any time. No single group or discipline may constitute more than one-third (1/3rd) of the CJAC.

# **ARTICLE V – MEMBERSHIP TERM**

Due to both the complexity of the process and a limited number of qualified prospective members in more rural counties, that also fit within the OOG/PSO’s designated “Fields of Expertise” (see Article IV above), the CJAC has deemed this Article to be amended to the effect: The term of membership of the Committee shall be unlimited. Officers may serve unlimited consecutive terms. Members are expected to attend all meetings of the Committee. If a member is absent for two consecutive meetings without notification to ETCOG’s Public Safety Director or Public Safety Planner, that member shall be considered to have resigned from this committee.

# **ARTICLE VI – OFFICERS**

The officers of the Committee shall be Chair and Vice Chair. The officers shall be elected from and by the Committee. The term of office, for all officers, shall not be limited but determined at the discretion of the CJAC. The Chairperson shall preside at all meetings of the Committee and shall be the representative of the Committee in all matters. In case of the Chair’s absence, the Vice Chair shall perform the duties, responsibilities, powers, and privileges of the Chair.

# **ARTICLE VII – MEETINGS**

The Committee shall determine the time and place of its regularly scheduled meetings. Special meetings may be called by the Chairperson or ETCOG staff. Notice of all meetings shall be emailed to the members at least 5 days in advance of when a meeting is to be held. Meetings may be held either in person or by teleconferencing, either by phone, webinar or video conferencing. A quorum shall consist of one-third (1/3rd) of the CJAC members, appointed for that year, and no proxy voting shall be allowed.

# **ARTICLE VIII – RECOMMENDATIONS FOR FUNDING**

Per OOG/PSO, there is no longer a maximum request amount, per project, for VOCA, VAWA, JJDP and JAG applications. Applicants are requested to ask for what they need but at the same time be frugal with their requests in order to be considerate of other applicants and the allocation amount for the region. This is subject to amendment or addition as per CJAC recommendations.

**ARTICLE IX – MANDATORY GRANT WORKSHOPS**

It shall be mandatory that at least one representative of each applicant agency, organization or jurisdiction attend at least one session of the annual Criminal Justice Grant Application Workshops for the coming grant year, prior to submitting any grant application to the OOG/PSO. Any application submitted where an applicant agency has not attended the current year’s grant application workshop will not be able to move forward in the funding process, per OOG/PSO guidelines. An applicant agency or entity may choose to attend any annual grant application workshop presented by ETCOG. Attending a grant application workshop conducted by a COG outside of the ETCOG region does not substitute for the required attendance at the grant application workshop conducted by ETCOG.

# **ARTICLE X – TIEBREAKER**

Should any two or more applicants, for any Criminal Justice grant program, receive the identical number of total points/scores during the CJAC prioritization process the tie shall be resolved as follows: The highest score and the lowest score of each applicant shall be removed, and the applicant with the highest remaining score shall be ranked ahead of the other(s). This process shall continue until all ties have been resolved. Should any two or more applicants have identical scores, resulting in a tie which cannot be resolved in the manner stated above, that tie shall be resolved by majority vote of all eligible scoring members of the Committee who originally participated in the scoring of that group of applications.

# **ARTICLE XI – RECUSALS**

If a CJAC member recuses themselves from scoring a grant application, that application will have one fewer score than the others. To ensure fairness across all projects within the same funding stream, the lowest score will be dropped from the scoring of each application that did not have a recusal.

# **ARTICLE XII – AMENDMENT**

These Bylaws may be amended at any meeting of the Committee by a majority vote of all members of the CJAC, provided that at least 5 days’ notice is given, in writing, to the Committee membership, setting forth the proposed amendments which shall become effective upon ratification by the Executive Committee.