

**FOURTH JUDICIAL DISTRICT  
CRIMINAL JUSTICE COORDINATING COUNCIL  
BYLAWS**

**Article I: Name**

The name of this Council shall be the Fourth Judicial District Criminal Justice Coordinating Council and it will be referred to as the CJCC in the following bylaws.

**Article II: Authority**

The CJCC is authorized by the Crime Reduction Grant Act, NMSA 1978, Sections 31-28-1 through 31-28-6 (2019), and by Supreme Court Order No. 16-8500 issued on October 26, 2016.

**Article III: Purpose and Mission**

In accordance with NMSA 1978, Section 31-28-3(E), The CJCC shall:

- A. review the criminal justice system in the Fourth Judicial District, including judicial processes, law enforcement, community corrections alternatives and sufficiency of jail and detention facilities;
- B. identify criminal justice system problems in the Fourth Judicial District;
- C. develop data-driven policies and evidence-based best practices designed to improve public safety outcomes, cost-effective responses to crime and fair and efficient adjudication processes;
- D. apply as necessary to grant administration agencies for crime reduction grants pursuant to the Crime Reduction Grant Act;
- E. facilitate sharing of criminal justice information between agencies as permitted by law;
- F. in consultation with the New Mexico sentencing commission, develop data-sharing agreements and methods of data sharing to allow system-wide analysis of criminal justice operations within the judicial district and throughout the state; and
- G. to the extent possible, develop a strategic plan to meet the requirements of the Crime Reduction Grant Act.

Crime reduction grants may be made to develop, expand and improve evidence-based treatment and supervision alternatives to incarceration; to reduce barriers to participation by criminal offenders in pre-prosecution diversion or specialty court programs; to develop or improve pretrial service programs; and to purchase equipment or provide training to support these purposes. NMSA 1978, § 31-28-4(B).

#### **Article IV: Members**

##### **A. Positional Membership**

Pursuant to NMSA 1978, Section 31-28-3(A), a criminal justice coordinating council may include representation from: (1) each court in the district; (2) the district attorney; (3) the district public defender office; (4) law enforcement agencies; (5) jails; (6) correctional facilities; (7) behavioral health programs; or (8) other agencies and entities agreed upon by the council. The CJCC is a voluntary association by and of its Members, which shall consist of individuals holding the following positions:

1. Chief Judge, Fourth Judicial District Court
2. Fourth Judicial District Attorney
3. Contract counsel for New Mexico Public Defender
4. Judge of the San Miguel County Magistrate Court
5. Judge of the Guadalupe County Magistrate Court
6. Judge of the Mora County Magistrate Court
7. Warden of the San Miguel County Detention Center
8. Warden of the Guadalupe County Correctional Facility
9. San Miguel County Sheriff
10. Guadalupe County Sheriff
11. Mora County Sheriff
12. Chief of City of Las Vegas Police
13. Chief of City of Santa Rosa Police
14. Representative of the New Mexico State Police, District 2
15. Representative of Adult Probation and Parole, Las Vegas Office

16. Representative of Juvenile Probation and Parole, Las Vegas Office
17. CEO of the Fourth Judicial District Court
18. Executive Director of the New Mexico Behavioral Health Institute

**B. Designees/Proxies**

The executive officer or chief of each member organization shall make every effort to participate personally in the CJCC. If it becomes necessary for a member to designate an alternate to participate permanently in the CJCC or in a particular CJCC meeting, every effort shall be made by that member to give decision-making authority to that individual, provided that adequate notice of the issues to be discussed at that meeting has been afforded. Distribution of the meeting agenda in accordance with these by-laws shall be deemed adequate notice.

**C. New Members**

Adding a new member is at the discretion of the existing members with a majority resolution.

**D. Member Duties**

It shall be each Member's responsibility to:

1. Attend and actively participate in five (5) meetings per calendar year. In addition to the five (5) regular meetings of the CJCC, the Executive Committee will meet another five (5) times per year.
2. Bring forward issues or strategies for discussion and consideration;
3. Collaborate with other members on improvements to the system;
4. Serve on committees when appointed;
5. Be informed on matters coming before the CJCC, including elections;
6. Communicate changes in agency policies or procedures that may impact the system; and
7. Participate in the implementation and assessment of strategies or programs as approved by the CJCC.

## **Article V: Meetings**

### **A. Regular Meetings**

The CJCC will meet ten (10) times per year, consisting of five (5) regular meetings and five (5) meetings of the Executive Committee. The Chair shall schedule the date and time of the meetings. Meetings shall be held at the pertinent county courthouse, unless a different location is designated by the Chair. Members will be notified of the agenda and supplemental information five (5) working days prior to a regular meeting.

### **B. Quorum**

A simple majority of the members of the CJCC constitutes a quorum for the transaction of business and voting. No votes will be taken in the absence of a quorum. A quorum is not required for committee meetings.

### **C. Convening Special Meetings**

The Chair of the CJCC may convene a special meeting or a special meeting will be called upon the written request of ten (10) CJCC members. Written notice must be served at least three business days in advance. Only items included in the written notice may be discussed or considered at the meeting.

### **D. Minutes**

A record shall be kept of the official actions of the CJCC in the form of meeting minutes. Within 10 business days after any meeting, minutes will be distributed to all members and made available on the Fourth Judicial District's website. If no objection is made to the minutes at the next meeting, the minutes will be deemed approved.

### **E. Cancellation and Rescheduling of a General Meeting**

A majority of the Executive Committee may cancel or reschedule a general meeting. Members will be notified by the most expedient means available.

### **F. Electronic Meetings**

Videoconferences, teleconferences, online conferences or other such electronic methods may be utilized for the conduct of any meeting of the CJCC or a committee.

#### **G. Voting**

Once a quorum has been established, decisions shall be made by a simple majority vote of the voting members present for any meeting of the CJCC. Decisions and recommendations of committees must be brought to the CJCC for ratification. A member may designate a proxy from his or her organization. Any ties in voting will be resolved by a vote of the District Court Judge for that CJCC.

#### **H. Staff Support**

The Fourth Judicial District Court will provide support staff for the CJCC. Support staff shall assist by:

1. Working with the Chair to set agendas for meetings;
2. Keeping schedules and taking minutes of meetings;
3. Preparing and maintaining statements of CJCC goals and objectives;
4. Maintaining membership rosters of the CJCC and committees;
5. Creating and maintaining a new member orientation packet;
6. Maintaining files of any documents deemed important to the CJCC;
7. Developing and maintain CJCC Bylaws;
8. Attending CJCC meetings;
9. Participating in all committee meetings, facilitating as necessary;
10. Conducting and managing research and preparing reports or other information in response to the interests and established plan of the CJCC;
11. Implementing data collection and analysis efforts to inform CJCC decisions;
12. Researching best practices and other technical assistance to assist in developing local strategies;
13. Overseeing implementation of CJCC initiatives including scheduling and facilitating of individual or small group meetings, developing work plans, identifying potential resources, preparing implementation documents, and other tasks related to the CJCC initiatives;
14. Performing tasks as delegated by the Chair or committees; and

15. Providing other support as needed for the implementation of strategic plan priorities.

#### **Article VI: Officers**

The officers of the CJCC shall be a Chair and a Vice Chair and a Secretary. The Chair shall be the Chief Judge of the Fourth Judicial District Court. All other Officers shall be elected by members of the CJCC for a two-year term at their January meeting in every even numbered year. The initial election shall be held at the meeting in which these Bylaws are adopted, unless the CJCC agrees on a different date.

##### **A. Duties**

The Chair will:

1. Preside at and facilitate all meetings of the CJCC;
2. Establish and appoint committees, work groups or task forces as deemed necessary by the Chair or CJCC;
3. Serve in an ex officio capacity on all committees, work groups or task forces;
4. Sign all official actions and/or resolutions; and
5. Work with staff to set and distribute agendas of CJCC and Executive Committee meetings. The Chair shall include all agenda items requested by any member.

The Vice Chair will:

1. Perform all the duties of the office of Chair in the event of the Chair's absence or inability to serve; and
2. Perform such other duties as may be delegated by the Chair.

The Secretary will:

1. Perform all duties of the office of the Chair in the event of the Chair's or Vice Chair's absence or inability to serve;
2. Be responsible for creating and signing the official minutes of the CJCC meetings; and

3. Perform such other duties as may be delegated by the Chair.

**B. Removal of an Officer**

Removal of an officer, other than the Chair, shall require a two-thirds (2/3) vote of the members of the CJCC.

**Article VII: Committees**

**A. Executive Committee**

To expedite and facilitate the business of the CJCC and the orderly and efficient consideration of matters coming before it a standing Executive Committee shall be created.

The Executive Committee is to provide administrative support in the planning and implementation of the CJCC goals by:

1. Planning the agenda and logistics of the CJCC meetings;
2. Assisting the Chair in planning meetings, including the annual planning meeting; and
3. Reviewing and making recommendations regarding other matters delegated to it by the CJCC.

The Chair, Vice Chair, Secretary and other members of the CJCC appointed to the Committee by the Chair are the members of the Executive Committee. Executive Committee members will attend and actively participate in ten (10) meetings per calendar year. In addition to the five (5) regular meetings of the CJCC, the Executive Committee shall meet another five (5) times per year in different months of the year at such times and locations as the Chair decides are appropriate. Any issues that cannot be resolved by the Executive Committee shall be deferred to the Chief Judge of the Fourth Judicial District.

**B. Other Committees**

The CJCC may designate from among its members, standing committees, each of which shall have and may exercise the authority as directed by the CJCC. The CJCC may appoint nonmembers to serve on its committees.

**C. Committee Powers and Duties**

It shall be a committee's responsibility to:

1. Establish a meeting structure;
2. Hold meetings;
3. Set the agenda for meetings;
4. Address the goals and objectives of the committee;
5. Ask for participation from other members or groups as needed;
6. Report committee activities, progress, outcomes, and issues to the CJCC;  
and
7. Recommend resolutions or actions to the CJCC.

#### **Article VIII: Open Meetings**

CJCC meetings are subject to the Open Meetings Act (“OMA”) and shall comply with the provisions of that Act. CJCC committee meetings shall not be subject to OMA unless the committee acts in a manner that subjects it to OMA. The CJCC shall approve an OMA Resolution on an annual basis.

#### **Article IX: Amendment of Bylaws**

Proposed amendments to these Bylaws are to be included on the agenda of an Executive Committee meeting. If approved by a majority of the Executive Committee, the proposed amendment shall be submitted for consideration at a full CJCC meeting and may be adopted by majority resolution. Any action in response to the proposed change in the Bylaws taken by the CJCC shall become effective immediately.

Approved and adopted by resolution of the CJCC on November 9, 2020.

Signed:  03/04/2021  
Chair, Chief Judge Gerald E. Baca