

Wisconsin State

Criminal Justice Coordinating Council Bylaws

I. Name

The state Criminal Justice Coordinating Council is the designated name. The acronym is CJCC. The bylaws shall hereinafter refer to the Criminal Justice Coordinating Council as “the Council” and “CJCC”. The state Criminal Justice Coordinating Council serves the State of Wisconsin.

II. Authority

The Statewide Criminal Justice Coordinating Council (CJCC) was established by Governor Scott Walker through Executive Order #65 in April 2012 (and subsequently sustained through successive executive orders). The CJCC was re-created by Governor Tony Evers in August 2019, through Executive Order #41 and most recently on December 21, 2023, with Executive Order #218 (EO218, #9).

III. Purpose

The CJCC, attached to the Department of Justice, was created for the purpose of advising the Governor on matters related to the administration of and reform of Wisconsin’s criminal justice system. (EO218)

More specifically, the Council shall facilitate interagency collaboration in assessing current criminal justice practices and in the development and implementation of criminal justice reforms across the system (EO218, #8.a.)

Vision: To make the criminal justice system a better investment toward improving the quality of life in Wisconsin.

Mission: To promote and facilitate the implementation of effective criminal justice policies and practices that maximize justice and the safety of the public.

IV. List of Members by Position (EO218, #2)

- The Attorney General
- The Secretary of the Department of Corrections
- The Secretary of the Department of Workforce Development or a designee
- The Secretary of the Department of Children and Families or a designee
- The Secretary of the Department of Health Services or a designee
- The Executive Director of the Wisconsin Housing and Economic Development Authority or a designee
- The State Public Defender
- The Director of State Courts

- The Chair of the Committee of Chief Judges
- A Tribal Representative
- Additional members of the Council are appointed by the Governor serve at the pleasure of the Governor. The Council is composed of a diverse group of individuals who interact with the criminal justice system (EO218, #3).

V. CJCC Officers and their Duties

The Council shall be co-chaired by the Secretary of the Department of Corrections and the Attorney General (EO218, #3).

Members of the CJCC are appointed by the Governor (EO218, #3), including designated state officials and other criminal justice stakeholders.

All executive branch agencies shall designate staff to aid the Council to the greatest extent possible, including providing information and data that is needed by the Council to perform its duties (EO218, #6).

The CJCC Executive Subcommittee consists of the Attorney General, the Secretary of Corrections (CJCC Co – Chairs) and the Chair(s) of any existing standing subcommittees. The Executive Subcommittee may act on behalf of the CJCC for purposes specifically authorized by the CJCC and/or in emergency situations. All Executive Subcommittee actions must be reported to the full CJCC at the subsequent CJCC meeting.

The Subcommittee Chairs are chosen by the CJCC Co – Chairs and serve at the pleasure of the CJCC Co – Chairs.

The Council shall collaborate with the judicial branch. At the request of the Council, the Director of State Courts Office shall provide, to the extent the Director determines practicable, information and data that is needed by the Council to perform its duties (EO218, #7).

The Council shall do all of the following (EO218, #8):

1. Facilitate interagency collaboration in assessing current criminal justice practices and in the development and implementation of criminal justice reforms across the system.
2. Identify gaps in data collection and analysis in the criminal justice system and recommend solutions to address these gaps.
3. Identify factors that are increasing jail populations, prison populations, and criminal justice costs, and identify strategies to reduce them.

4. Consider data, evidence-based practices, and the goal of reducing and ultimately eliminating racial disparities when offering policy recommendations.
5. Provide strategic planning and guidance for the management of federal block grant or federal formula grant funds.
6. Interact with county or multi-county criminal justice coordinating committees to ensure statewide communication and effectively receive information from local stakeholders.
7. Engage in other activities consistent with the responsibilities of the Council.

VI. Requirements for Meetings

The CJCC shall meet at dates and times determined by the Co – Chairs (EO218, #3).

The CJCC Subcommittees shall meet at dates and times determined by the Subcommittee Chair(s).

Scheduling: The CJCC and Subcommittee meetings are scheduled by the DOJ Bureau of Justice Programs Staff after consultation with Chairs(s). Meetings may be held virtually or in-person as long as they are in compliance with the requirements of the state. Meeting agendas will be posted at least 24 hours in advance of the meeting.

Quorum: Quorum for CJCC meetings is defined as a simple majority, constituting 51% or more of filled CJCC required members by the Executive Order.

Quorum for CJCC Subcommittee meetings is defined as a simple majority, constituting 51% or more of the subcommittee members.

Voting on Motions: Each member of the CJCC is entitled to one vote on any issue before the CJCC. Voting on motions may only occur if quorum is established. Motions pass if 51% of present members vote for approval.

Each member of the subcommittee is entitled to one vote on any issue before the subcommittee. Voting on motions may only occur if quorum is established. Motions pass if 51% of present members vote for approval.

Agenda: The Co – Chairs and the DOJ Staff shall be responsible for setting the agenda for all CJCC meetings. Preparation and distribution of the agenda for all CJCC meetings should be released through DOJ staff. Members may contact the Co – Chairs or DOJ Staff with requests for items to be placed on the agenda.

Subcommittee Chairs(s) and DOJ Staff shall be responsible for setting the agenda for all CJCC Subcommittee meetings. Preparation and distribution of the agenda for all CJCC Subcommittee meetings should be released through DOJ Staff. Subcommittee Chair(s) and Subcommittee members may contact the DOJ Staff with requests for items to be placed on the agenda.

Conduct and Rules of Order: All matters of procedure not covered by these bylaws shall strive to follow Robert's Rules of Order Newly Revised.

VII. Requirements for Subcommittees

The CJCC Co – Chairs may create subcommittees as they deem necessary and engage other stakeholders and public members to participate in subcommittee activities (EO218, #4).

The Treatment Alternatives and Diversion (TAD) Subcommittee shall exist as a standing committee. The TAD Subcommittee shall serve as Wisconsin's advisory body to guide the administration of the State Crisis Intervention Program grant initiative under the Bipartisan Safer Communities Act (EO218, #5).

Standing Subcommittees should have at least five members and no more than seventeen members, including the Chair(s). These are general guidelines that Subcommittee Chair(s) and DOJ Staff should strive to meet, though the maximum numbers may be exceeded due to particular circumstances.

All Subcommittee members shall serve at the pleasure of the Subcommittee Chair(s) and may be removed in consultation with DOJ Staff and the CJCC Co – Chairs.

All Subcommittee members are expected to regularly attend scheduled meetings. Subcommittee members must notify the DOJ Staff if they are unable to attend a meeting at least 24 hours before the meeting.

At least annually, each standing Subcommittee's Chair(s), in collaboration with DOJ Staff, will circulate an annual membership commitment to current Subcommittee members. Any Subcommittee member that is unable to attend meetings, participate in Subcommittee activities, does not respond, or declines to participate may be removed from the Subcommittee roster.

If subcommittee members are absent for more than half of regularly scheduled meetings each year without notifying DOJ Staff, the Subcommittee chair(s) or DOJ Staff will:

- Contact the Subcommittee member to determine whether the member is willing and able to continue participating in the Subcommittee and remind them of scheduled meetings.
- If the member is not able to regularly attend meetings or actively participate in Subcommittee work, the Subcommittee Chair(s) may remove the member from the Subcommittee, in consultation with DOJ Staff and the CJCC Co – Chairs.

XIII. Requirements for Disclosing Conflict of Interest

Members of the CJCC and the Subcommittees shall not participate in the review, comment, or scoring of any concept paper, application, grant, contract, or any other matter in which they have a financial or other beneficial interest. Members of the CJCC and the Subcommittees shall avoid any action which might adversely affect the confidence of the public in the integrity of the CJCC or the CJCC's initiatives. All members participating in grant application reviews are required to sign a conflict of interest form indicating awareness and knowledge of this requirement.

IX. Staff Responsibilities

The Department of Justice shall provide support staff and cover the expenses of the Council members (EO218, #1). The key responsibilities of the support staff include:

- Administrative Support: Organize and manage logistics for CJCC meetings, including scheduling, venue arrangements, and setting up necessary technology for meetings.
- Manage membership: Track, maintain appointment files, and analyze and work with CJCC Co-Chairs to fill vacancies.
- Meeting Documentation: Prepare and distribute meeting agendas and minutes and maintain a comprehensive archive of all council documents.
- Communication Facilitation: Serve as the primary liaison for CJCC members, and facilitate communication between members, Subcommittees, and external stakeholders.

X. Requirements for Amending the Bylaws

Amendments to these bylaws require the motion to be noticed on meeting agenda and approval by a two-thirds majority vote of members present at a scheduled CJCC meeting.