

BYLAWS OF THE MARYLAND COMMISSION ON JUVENILE JUSTICE REFORM AND EMERGING AND BEST PRACTICES

PREAMBLE

Pursuant to the authority established in House Bill 814 (Chapter 735 of 2024), the following Bylaws are adopted to govern the Maryland Commission on Juvenile Justice Reform and Emerging and Best Practices.

ARTICLE I. NAME, PURPOSE, AND POWERS

Section 1. Name

The name of this body shall be the Maryland Commission on Juvenile Justice Reform and Emerging and Best Practices (hereafter “the Commission”).

Section 2. Purpose

The purpose of the Commission is to:

1. Review and report on:
 - a. All juvenile services, facilities, and programs in Maryland;
 - b. The educational programs and services of the Department of Juvenile Services;
 - c. Programs designed to divert children from the juvenile justice system;
 - d. The treatment and programming needs of females in the juvenile justice system;
 - e. The use of Child in Need of Supervision petitions;
 - f. The number of Children in Need of Supervision petitions authorized or denied by jurisdiction; and
 - g. The wait times for placement of children in facilities.
2. Research culturally competent, evidence-based, research-based, and other promising programs and practices relating to:
 - a. child welfare;
 - b. juvenile rehabilitation;
 - c. mental health services for children; and
 - d. prevention and intervention services for juveniles.
3. Evaluate the cost-effectiveness of existing and promising programs and practices researched by the Commission.
4. Identify means of evaluating the effectiveness of programs and practices researched by the Commission.

5. Giving special attention to organizations located in or serving historically underserved communities, identify strategies to enable community-based organizations that provide services for juveniles to evaluate and validate services and programming provided by those organizations.
6. Review data relating to arrests, completion of programming, and recidivism from the Maryland Longitudinal Data System Center.
7. Identify pathways for greater coordination among the Department of Juvenile Services, the State's Attorney's offices, law enforcement agencies, and local organizations that provide services to juveniles.
8. Recommend policies and programs to improve juvenile services in Maryland.
9. Participate in interpreting for the public the objectives of the juvenile services in the state.
10. Participate in planning the development and use of available resources to meet the needs of juveniles.
11. Coordinate with the Maryland Department of Labor to identify potential job and apprenticeship opportunities for juveniles under the supervision of the Department of Juvenile Services.
12. Examine and review fatalities involving children under the supervision of the Department of Juvenile Services, and provide recommendations on policies and programs to prevent such deaths, including:
 - a. A death caused by a child under the supervision of the Department of Juvenile Services, if the child is convicted or adjudicated delinquent for the death; and
 - b. The death of a child under the supervision of the Department of Juvenile Services.

Section 3. Powers

1. The Commission shall perform the duties and exercise the powers granted under State Government Article § 9-3502, and other pertinent provisions of law.
2. The Commission may hold meetings, request data, establish workgroups, and adopt rules necessary to fulfill its statutory mandate.

ARTICLE II. MEMBERSHIP

Section 1. Appointment

The Commission shall consist of 28 members, including:

1. Two (2) ex officio members, the Secretary of the Department of Human Services and the Secretary of the Department of Juvenile Services;
2. Two (2) members of the Senate of Maryland appointed by the President of the Senate;

3. Two (2) members of the House of Delegates appointed by the Speaker of the House; and
4. 22 members appointed by the Governor.

Section 2. Term of Service

1. Appointed members shall serve a three (3) year term from the date of appointment, except that the members initially appointed to the Commission, on or after June 1, 2024, shall serve terms as follows:
 - A. Seven initially appointed members' terms shall expire in 2025.
 - B. Seven initially appointed members' terms shall expire in 2026.
 - C. Seven initially appointed members' terms shall expire in 2027.
2. At the expiration of a member's term, a member shall continue to serve until a replacement is appointed.
3. A member who is appointed after a term has begun serves only for the rest of the term and until a successor is appointed and qualifies.
4. An appointed member who serves two consecutive full 3-year terms may not be reappointed for three (3) years after completion of those terms.
5. A member's service on the Commission is not compensated.

Section 3. Duties

1. Members shall attend meetings, serve on workgroups, contribute to deliberations, and comply with ethics requirements.
2. Attendance requirements outlined in State Government Article § 8-501 of the Annotated Code of Maryland require members appointed by the Governor to attend at least 50% of the meetings during any consecutive 12-month period.
3. Commission members may send a designee in their place in case of the regular member's unavailability.
4. No member has the authority to act individually and independently in the name of the Commission.

Section 4. Resignation

1. An appointed member's voluntary resignation must be submitted in writing to the Chair and to the appropriate appointing body that appointed the member.
2. Unless waived by the Governor, the failure of a member appointed by the Governor to attend at least 50% of the Commission's meetings within a 12-month period shall constitute that member's resignation from the Commission.
3. Not later than January 15 of the year following the end of a 12-month period during which a member appointed by the Governor failed to attend at least 50% of the Commission's meetings, the Chair shall forward to the Governor: (1) the name of the

individual considered to have resigned; and (2) a statement describing that individual's history of attendance during the period.

Section 5. Removal

1. The Commission may make recommendations to the appropriate appointing body that an appointed member be removed for good cause.
2. The Commission's recommendation for removal of an appointed member must be approved by two thirds vote of members, at any regularly scheduled or special meeting of the Commission, whenever it is in the best interests of the Commission.
3. A member may be removed or suspended for good cause by the individual or entity that appointed the member.

ARTICLE III. OFFICERS AND STAFF

Section 1. Officers and Term of Service

1. The officers of the Commission are the Chair, Vice Chair, and Secretary.
2. The Chair serves at the pleasure of the Governor, President of the Senate, and Speaker of the House.
3. Only members of the Commission are eligible to serve as officers.

Section 2. Duties

Chairperson

The Chair shall be appointed from among the members of the Commission by the Governor, President of the Senate, and Speaker of the House. The Chair is responsible for the following tasks:

1. Presides over all Commission meetings.
2. Reports the outcome of matters brought before the Workgroup Chairs to the full Commission at Commission meetings.
3. Coordinates with workgroup Chairs to oversee long-range Commission planning and implementation activities and strategies.
4. Works cooperatively with GOCPP staff on matters involving full Commission activities, roles and responsibilities.
5. Assigns appropriate members with tasks necessary to facilitate the full Commission's decision-making and long-term strategic planning.
6. Serves as the spokesperson for the Commission.

Vice-Chair

Shall be appointed by the Chair from among the members of the Commission.

1. Presides over all meetings of the Commission in the absence of the Chair.

2. Assumes all other responsibilities of the Chair in the Chair's absence, where appropriate.
3. Serves at the pleasure of the Chair.

Secretary

Shall be appointed by the Chair from among the members of the Commission.

1. Works with GOCPP staff to keep full and accurate minutes of each Commission meeting.
2. Serves at the pleasure of the Chair.

Governor's Office of Crime Prevention and Policy Staff

1. Works collaboratively with Commission and workgroup members to assist members in fulfilling their required roles and responsibilities.
2. Maintains and creates meeting documents such as meeting notices, agendas, minutes, and recordings.
3. Ensures compliance with the Open Meetings Act.
4. Coordinates between state and federal agencies, local governments, and organizations.
5. Serves as point-of-contact for logistical matters.
6. Attends all Commission and workgroup meetings.

ARTICLE IV. MEETINGS

Section 1. Regular Meetings

1. The Commission shall meet at least six (6) times per year, and may meet in person or virtually.
2. The Chair shall annually present a schedule of the time and place for regular meetings for the ensuing year for approval by the Commission.
3. The Chair, in consultation with GOCPP staff, shall determine the location of each regular or special Commission meeting.
4. Notice of time and place for each Commission meeting shall be given in writing to each member no less than two (2) days in advance of such meeting.
5. The notice shall include a meeting agenda. The agenda shall be prepared by GOCPP staff in consultation with the Chair. Discussions and actions by the Commission shall not be limited to the items in the agenda but may include any business consistent with these Bylaws and the statutory duties and powers of the Commission.
6. Workgroups meet virtually once per month.

Section 2. Special Meetings

1. May be called by the Chair or majority of members.
2. The convening of a special meeting shall be contingent upon satisfaction of the notice requirements in Article IV of these Bylaws, unless those requirements are waived by a majority of the members then serving on the Commission. The waiver may be approved by telephone or other electronic modes of communication.

Section 3. Quorum

1. A majority of serving members constitutes a quorum.
2. No formal action may be taken by the Commission without the approval of a majority of the members present and voting.

Section 4. Voting

1. All Commission meetings shall be conducted in accordance with the Maryland Open Meetings Act (Title 3 of the General Provisions Article, Annotated Code of Maryland).
2. Voting on all matters before the Commission shall be by voice vote unless otherwise directed by the Chair.
3. In all cases where a vote is taken, the yeas, nays and abstentions shall be separately recorded, with the exception of a unanimous vote, which may be recorded as such.
4. Commission actions require a majority vote.
5. Proxy voting is not permitted.
6. Designees may not vote for the regular member.
7. Asynchronous voting is not permitted.
8. Unless otherwise inconsistent with these Bylaws, the conduct of all Commission meetings, including meetings of standing workgroups and ad hoc committees, shall be governed by the rules contained in the latest revised version of Robert's Rules of Order.

Section 5. Remote Participation

1. A member's virtual participation in Commission meetings is permitted when they are unable to attend in person.
2. Members should inform GOCPP staff at least 24-hours in advance of scheduled in-person meetings in order to receive a virtual link to attend.
3. On camera participation is required for virtual attendees, unless valid circumstances prevent being on screen.

Section 6. Closed Sessions

1. Meetings may be closed only for specific, approved reasons (e.g., personnel, legal, or security issues), and the reason for closing must be announced.

Section 7. Records and Minutes

1. Meeting materials and minutes of each Commission meeting shall be distributed to each Commission member before the next regular Commission meeting.
2. Minutes may be amended by vote of the Commission at the next regular Commission meeting.
3. To the extent practicable, records and minutes that are not confidential shall be maintained on the Commission's website to be accessible to the public.

ARTICLE V. WORKGROUPS AND COMMITTEES

Section 1. Workgroups

1. The Chair or the Commission, by majority vote of the members then serving, may establish both standing workgroups and ad hoc committees.
2. Each workgroup Co-chair and member shall serve at the pleasure of the Chair of the Commission.

Section 2. Membership

1. The Chair shall be an ex officio member of all workgroups and ad hoc committees.
2. Upon appointment by the Governor or as soon thereafter as practicable, the Chair shall appoint members to each of the standing workgroups and shall designate the Co-chairs of each.
3. Each member of the Commission is required to serve on at least one standing workgroup; however, two workgroups is preferable to achieve sufficient group size and engagement.
4. Commission members will express interest in assignments to workgroups.
5. The Commission Chair will make final selections.
6. In making such appointments, the Chair of the Commission shall determine the number of members on each standing workgroup, with no workgroup consisting of fewer than five members.

Section 3. Workgroup Co-Chair Duties

1. Workgroup co-chairs shall be appointed from among the members of the Commission by the Commission Chair.
2. Preside over all workgroup meetings.
3. Identify workgroup goals.
4. Coordinate with GOCPP staff and workgroup members to schedule meetings as needed to perform workgroup duties.
5. Report to the Commission Chair on workgroup activities.
6. Assign workgroup members with tasks.

Section 4. Member Responsibilities

1. Workgroups study assigned issues and draft recommendations.
2. The standing workgroups of the Commission shall be the workgroups on Public Education and Narrative Change, Fatality Review, Prevention, Youth Rehabilitation Services, and Juvenile Justice Processes and System Coordination.
3. Public Education and Narrative Change - Educate the public about the challenges and the promise of Maryland's children and explain the relevant data in an informative and accessible way to inform policymaking.

4. Fatality Review - Review and offer recommendations to prevent fatalities involving children under DJS supervision.
5. Prevention - Review and offer recommendations to improve treatment and services for youth in the juvenile justice system, child and family welfare systems, and community.
6. Youth Rehabilitation Services - Review and offer recommendations to improve the outcomes for juvenile re-entry, including reviewing educational services provided by DJS and identifying employment opportunities between justice-impacted youth and state agencies.
7. Juvenile Justice Processes and System Coordination - Review and offer recommendations to improve the processes by which juveniles move throughout the juvenile justice system and facilitate inter-agency coordination.
8. Members shall engage with all preparatory material and information in advance of meetings, and complete post-meeting survey responses within 72 hours of meeting adjournment.

Section 6. Remote Participation

1. On-camera participation is required for Workgroup meetings, unless valid circumstances prevent being on screen.

Section 7. Advancing Recommendations and Reports

1. Reports must be approved by a majority of workgroup members with a quorum present.
2. Only members of the Commission shall be entitled to serve as members of standing workgroups and ad hoc committees.
3. Reports approved by workgroups must be submitted to the full Commission for an official Commission position.
4. All workgroups will prepare complete annual reports of activities and submit them to the Commission by the June meeting.

Section 8. Ad Hoc Committees

1. Ad hoc committees may be created by the Chair.
2. The members of an ad hoc committee shall be appointed by the Chair of the Commission, who shall also designate the chair of the ad hoc committee.
3. Ad hoc committees shall normally have a life not to exceed one year, unless renewed for a specific additional period by the Commission or the Chair of the Commission.

ARTICLE VI. PUBLIC ACCESS AND RECORDS

Section 1. Open Meetings Act

1. All meetings, with the exception of ad hoc committee meetings and closed sessions, shall comply with the Open Meetings Act.

Section 2. Public Information Act

1. Commission records are public unless confidential , as in case files for the Fatality Review workgroup.

Section 3. Record Retention

1. Minutes and recordings must be retained for at least five years.

ARTICLE VII. CONFLICTS OF INTEREST AND ETHICS

1. Members shall avoid conflicts, recuse themselves when necessary, and comply with ethics rules. All members are subject to and shall comply with the Maryland Public Ethics Law, including all reporting, disclosure, gift, and conflict of interest provisions applicable to members of boards and commissions, as administered by the Maryland State Ethics Commission.
2. Members shall file all required financial disclosure statements in accordance with applicable law, including initial, annual, and termination disclosures where required.
3. Any member with a potential conflict of interest shall disclose the conflict on the record and recuse themselves from participation in the matter, and such recusal shall be reflected in the minutes.
4. Failure to comply with applicable ethics requirements may result in sanctions as provided by law.

ARTICLE VIII. ANNUAL REPORT

1. The Commission shall prepare and approve an annual report each year by October 1.

ARTICLE IX. REPEAL OF PRIOR PROVISIONS

1. These Bylaws supersede and replace any bylaws or provision adopted prior to DATE, 2026, by the Commission or its predecessors and any regulations or policies of the Commission or its predecessors to the extent inconsistent with any provision contained these Bylaws.

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