

BALTIMORE CITY CRIMINAL JUSTICE COORDINATING COUNCIL

BYLAWS

Article I: Name

Section 1: Name

The name of this body shall be the Baltimore City Criminal Justice Coordinating Council, and it will be referred to as the CJCC or Council, in the following bylaws.

Article II: Authority

Section 1: Authority

The CJCC is created under the *Memorandum of Understanding Creating a Baltimore City Criminal Justice Coordinating Council*, dated effective May 14, 2025. The CJCC is advisory in nature and has no legal authority to order changes to the City's criminal justice system, but it may bring about changes through consensus by the participating entities.

Article III: Purpose

Section 1: Vision Statement

The Baltimore City Criminal Justice Coordinating Council promotes a fair and efficient criminal justice system for all through effective collaboration, innovation, and engagement.

Section 2: Mission Statement

The Baltimore City Criminal Justice Coordinating Council is a coordinated effort of Baltimore City, the Judiciary, the State, and the Federal governments to meet collaboratively to identify, plan, and coordinate solutions for issues that exist and which may arise in the criminal justice system. Intergovernmental information-sharing, collaborative problem-solving, and strategic investments support the CJCC's work to quickly identify and address criminal justice issues systematically and effectively. Robust participation by executive-level officials, members of the judiciary, and other public safety partners is foundational to the CJCC and ensures the greatest impact.

Section 3: Guiding Principles

The CJCC is guided by the following principles:

- Maintain a criminal justice system that is fair, just, and equitable.
- Think systemically and strategically.

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- Communicate and share information.
- Collaborate and build consensus.
- Utilize data and research.
- Pursue innovation and evidence-based solutions.
- Maximize existing resources.
- Inform the community.
- Include diverse perspectives.
- Embrace transparency and accountability.

Section 4: Responsibilities

The function of the CJCC is to address issues affecting the administration of criminal justice in Baltimore City for the purpose of addressing systemic issues and improving the criminal justice system.

- Collaborative problem solving
- Intergovernmental information sharing
- Strategic investments in the criminal justice system

Article IV: Structure of the CJCC and Judicial Limitations

Section 1: Structure

The CJCC membership is comprised of positional decision-makers within Baltimore City's criminal justice system. Three Co-Chairs lead the CJCC. Committees and workgroups advance the initiatives of the CJCC. A CJCC Director supports and advances the work of the CJCC and any committees or workgroups.

Section 2: Judicial Limitations

The Judiciary's participation is confined to activities concerning the law, the legal system, and the administration of justice. The Judiciary should not participate in making recommendations relating to prosecution of offenses and should not participate in or support activities by advocacy groups. The CJCC is advisory in nature and the Judiciary should not be involved in recommending executive or legislative actions, and must refrain from activities that reflect adversely upon a judge's independence, integrity, and impartiality.

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Article V: Membership

Section 1: Membership

A. Members

Members of the CJCC include elected and appointed leaders of the City's criminal justice system and comprise the voting body of the Council.

Members include the following:

- Mayor, City of Baltimore
 - Circuit Administrative Judge, Circuit Court for Baltimore City
 - District Administrative Judge, District Court of Maryland, District 1
 - Governor of Maryland
 - Maryland Attorney General
 - State's Attorney for Baltimore City
 - Commissioner, Baltimore Police Department
 - District Public Defender, Baltimore City
 - Secretary, Department of Public Safety and Correctional Services
 - Deputy Director of Operations for the Division of Parole and Probation, Department of Public Safety and Correctional Services
 - Commissioner, Division of Pretrial Detention and Services, Department of Public Safety and Correctional Services
 - Council President, Baltimore City Council
 - Federal Public Defender for the District of Maryland
 - Sheriff, Baltimore City Sheriff's Office
 - Secretary, Department of Juvenile Services
 - Director, Mayor's Office of Neighborhood Safety and Engagement
 - Clerk of the Court, Circuit Court for Baltimore City
 - Administrative Clerk, District Court of Maryland, District 1
 - Administrative Commissioner, District Court of Maryland, District 1
 - President and CEO, Behavioral Health System Baltimore
 - Private Defense Bar Representative, Bar Association of Baltimore City
 - Baltimore City Delegation Senator
 - Baltimore City Delegation Delegate
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- A member who holds membership by virtue of an elected or appointed position holds membership on the CJCC only during that member's term of office. Baltimore City Delegation Senator and Delegate members shall be appointed by the Mayor of the City of Baltimore and shall serve a two-year term. The Private Defense Bar Representative for the Bar Association of Baltimore City shall also serve a two-year term.

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Additional members may be added to the CJCC through a vote of the Council and modification of the MOU and the bylaws to include the new position.

Additional criminal justice and government officials may attend CJCC meetings as a non-voting attendee.

B. Designees

CJCC members may designate up to two alternate individuals within their organization to represent them at CJCC meetings. Designees must be at the executive level of their organization. The designee will have the authority to vote in the member's absence.

The name of a member's designee must be submitted to the CJCC Officers and the Director. It is the responsibility of each CJCC member to notify the Officers and the Director of any changes to their designee.

In the event of a vacancy, the outgoing member, or affiliated agency, may designate a representative from the organization to serve as a member until the position is filled.

C. Removal

A member may be subject to removal for misconduct, neglect, non-performance of duties, or unexcused absences (more than 50% of the CJCC meetings in a calendar year) upon providing a written notice to the representative member before formal action is taken by the CJCC. The Council shall render a decision by a simple majority vote of the members present and may be conducted during an executive session.

Article VI: Officers

Section 1: CJCC Officers

The CJCC shall have three Co-Chairs (the "Officers"). The Officers shall be the Mayor of the City of Baltimore, the Circuit Administrative Judge of the Circuit Court for Baltimore City, and the District Administrative Judge for the District Court of Maryland, District 1.

Officers may not appoint a designee to preside over a meeting in their absence. Should the Chair who is scheduled to preside over a meeting be unavailable, the next Chair scheduled to preside according to the meeting schedule shall preside.

Section 2: Duties of Officers

The primary duty of the Officers is to advance the vision and mission of the CJCC. Other responsibilities include, but are not limited to:

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- Presiding over CJCC meetings per a rotation established by the meetings schedule.
- Encouraging members to attend and participate.
- Finalizing the CJCC meeting agendas.
- Representing the CJCC at meetings and events, when necessary.
- Signing official correspondence from the Council.
- Ensuring representative positions on the Council are filled.

Officers shall abstain from voting except in the case of a tie. The Officers shall cast a vote if there are not enough voting members to make a quorum.

Article VII: Meetings

Section 1: Regular Meetings

The CJCC shall meet every other month, or upon such occasions as the Chairs may deem necessary. Reasonable notice of the agenda, date, time, and place of such meetings shall be given.

Section 2: Open Meetings

Meetings of the CJCC shall be open to the public.

Section 3: Executive Session

The CJCC may enter a closed executive session for highly sensitive matters during a regular or special meeting when necessary and approved by the Council. Executive sessions will be closed to non-Council members.

Section 4: Quorum

Attendance by 50% or more of the CJCC members shall constitute a quorum for transaction of business of the CJCC. Member participation by telephone or video will count toward a quorum.

Section 5: Motions and Voting

The Council will generally follow Robert's Rules of Order in the introduction, debate, and adoption of motions. The CJCC shall strive to reach consensus to advance initiatives. Decisions requiring a vote, as determined by the presiding Chair, shall be made by a majority of the members at the meeting when a quorum is present. A simple majority vote (50% plus one) is required.

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Section 6: Meeting Materials

The CJCC shall provide a written agenda to members in advance of a meeting. The agenda shall state the meeting location, meeting time, and items to be covered.

Any member may notify the Director to request an item be added to the agenda.

The CJCC shall produce minutes to record what occurred during meetings, and the minutes shall be formally approved by a quorum of the members.

Approved minutes and agendas shall be posted to the CJCC website.

Article VIII. Committees and Workgroups

Section 1: Committees

Committees may be created within the CJCC to address complex, ongoing priorities and task specific initiatives. Agencies or individuals who are not members of the CJCC may be requested to participate in CJCC committees.

The CJCC shall receive regular updates from the standing committees.

Section 2: Workgroups

The CJCC may form workgroups to address specific items that are narrow in scope and time limited. Agencies or individuals who are not members of the CJCC may be requested to participate in CJCC workgroups.

The CJCC shall receive regular updates from the workgroups.

Section 3: Records

Committees and workgroups shall produce agendas and meeting notes. These items shall be filed with the Director for record keeping purposes.

Section 4: Officers and Duties

The CJCC Officers shall appoint the Chair (and Vice-Chair if needed) of all committees and workgroups. Committee and workgroup Chairs and Vice-Chairs shall have full authority to carry out the duties specified below:

A. Committee/Workgroup Chair

- Preside at meetings of the committee/workgroup.

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- Keep committee/workgroup members informed of matters pertinent to their responsibility.
- Establish committee/workgroup meeting schedules.
- Set the agenda for all committee/workgroup meetings and ensure distribution to members with the assistance of the Director.
- Ensure the preparation of meeting notes and distribution to members with the assistance of the Director.
- Form sub-workgroups.
- Report committee/workgroup activities and progress to the Officers and full CJCC.

B. Committee/Workgroup Vice-Chair

- In the absence of the committee/workgroup Chair, fulfill all the above duties.
- Assist the committee/workgroup Chair as needed.

Article IX. Staff Support

Section 1: Staff

The CJCC shall be staffed by a CJCC Director responsible for assisting the CJCC in the fulfillment of its duties. In the event of a vacancy in the Director position, the duties of the Director shall be the responsibility of the Council membership who may assume the responsibilities individually or dedicate staff resources from their individual agencies to ensure the work of the CJCC continues unabated.

In addition, pursuant to available funding, the CJCC may employ additional staff as needed. CJCC staff shall report to the CJCC Director.

Section 2: Responsibilities

The CJCC Director responsibilities include, but are not limited to, the following:

- Provide administrative support and advance the activities of the CJCC and any formed committees or workgroups.
- Facilitate the implementation of CJCC initiatives, including the CJCC strategic plan.
- Work with the Officers to prepare agendas for CJCC meetings.
- Coordinate meetings, ensure necessary materials and resources are available, and take minutes as required.
- Conduct research in response to the interests established by the CJCC.
- Coordinate member agencies' data teams to collect qualitative and quantitative data to support the Council's work.
- Prepare the CJCC strategic plan and annual report.

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- Maintain all appropriate records of the CJCC.
- Facilitate member relations and communication.
- Provide orientation for new CJCC members.
- Liaise between the Council and external stakeholders, including government officials, community leaders, managers, and other agency officials regarding Council activities.
- Other duties as assigned by the Officers.

Article X: Strategic Plan and Annual Report

Section 1: Strategic Plan

The CJCC members shall collaborate on creating a strategic plan that specifies the Council's priorities and core initiatives. The plan shall capture the vision that the Council has for enhancing the criminal justice system through realistic and achievable initiatives.

The strategic plan shall be specific, measurable, achievable, relevant, and time-bound and shall guide the focus of the CJCC and committees.

Development of the strategic plan shall be data-guided and research informed.

Performance metrics shall also be created by the CJCC to monitor outcomes.

The strategic plan shall be reviewed at least annually by the CJCC to ensure progress and make modifications, if necessary. The most recent version of the strategic plan shall be shared with all CJCC members, subcommittee and workgroup members, and the community.

Section 2: Annual Report

The CJCC shall publish an annual report. The report shall include a summary of the CJCC's activities for the preceding calendar year and progress on the CJCC's strategic plan and presented to all members, subcommittee and workgroup members, and the community.

Article XI: Miscellaneous

Section 1: Liability

The CJCC has no legal or regulatory authority over the participating organizations. The CJCC is advisory in nature and assumes no liability for suggested strategies, policies, and procedures.

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Section 2: Conflict of Interest

Any member of the CJCC, its committees/workgroups, or activities that has a private pecuniary or property interest shall declare the potential conflict of interest to the Officers. The member shall refrain from voting or attempting to influence the decisions of the CJCC or other CJCC members on matters where a conflict of interest exists.

Section 3: Compensation

Council members shall receive no compensation for carrying out their duties as members.

Section 4: Data sharing

Members of the CJCC may share data within the limits of their administrative restraints and will work towards data sharing agreements and methods of data sharing when appropriate that will allow system-wide analysis of criminal justice operations subject to limitations of applicable laws, regulations, policies, or Orders of the Court.

Article XII: Amendment of Bylaws

Section 1: Amendment Policy

These bylaws may be amended by the Council, when in their judgement such amendments would benefit the CJCC. Amendment approval shall be made by a majority of the members at the meeting when a quorum is present. A simple majority vote (50% plus one) is required.

Article XIII: Certification of Adoption of Bylaws

I do hereby swear that the above stated Bylaws of the Baltimore City Criminal Justice Coordinating Council were approved by the Council.

Co-Chair, Baltimore City Criminal Justice Coordinating Council

Date

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