

**BYLAWS
OF
THE ALBANY COUNTY COMMUNITY JUVENILE SERVICES BOARD**

ARTICLE I - DEFINITIONS

1.01. As used in these bylaws the following words, terms, phrases shall have the meaning given herein:

1.01.01. "Juvenile Board" means the Albany County Community Juvenile Services Board as established by the Joint Agreement and its members.

1.01.02. "Joint Agreement" means the Joint Agreement between the Board of Commissioners of the County of Albany, Wyoming, The Albany County School District No. 1, Albany County Hospital District d/b/a Iverson Memorial Hospital, the City of Laramie, Wyoming, and the Town of Rock River, Wyoming creating The Albany County Community Juvenile Services Board

1.01.03. "Party" or "Parties" means the governmental entities adopting the Joint Agreement described in Section 1.01.02 herein.

ARTICLE II - NAME

2.01. The name of this organization shall be the Albany County Community Juvenile Services Board (hereinafter referred to as "Juvenile Board").

ARTICLE III - PURPOSE

3.01. The purpose of the Juvenile Board is to review existing juvenile services, develop a community-wide juvenile services strategic plan, ensure that the system of juvenile services employs certain specific practices and to identify, develop, implement and enhance services for at-risk juveniles in Albany County aimed at achieving the purpose of a community juvenile services board as outlined in the Community Juvenile Services Act.

ARTICLE IV - AUTHORITY

4.01. The Juvenile Board shall have such powers as are contained within the Community Juvenile Services Act, W.S. §14-9-101 et seq., the Wyoming Joint Powers Act, W.S. § 16-1-105, and the Joint Agreement and such amendments as may be made from time to time.

ARTICLE V - OFFICES

5.01. Principal Office. The principal office of Juvenile Board shall be located at with the County, the address of which is the Albany County Courthouse, 525 Grand Avenue, Suite 202, Laramie, Wyoming 82070 and may have such other offices, either within or without the State of Wyoming, as the steering committee of the Juvenile Board may determine from time to time.

ARTICLE VI - REGULATIONS

6.01. The regulations of the business and conduct of the affairs of the Juvenile Board shall be determined by the Joint Agreement entered into by the Parties to it, these bylaws, and by such rules and regulations which may be adopted from time to time.

ARTICLE VII - MEMBERS

7.01. Composition, Qualifications and Term of Office. The Juvenile Board shall consist of a steering committee and advisory committee.

7.01.01. Steering Committee. The steering committee shall consist of nine (9) members, all of whom shall be qualified electors of Albany County.

7.01.01(a). Membership. Each of the Parties of the Joint Agreement shall appoint an Elected Official from its Governing Body to serve on the steering committee. In addition to each of the members appointed by each Party of the Joint Agreement, membership of the steering committee shall include the Albany County & Prosecuting Attorney or their designee, the Chief of the Laramie Police Department or their designee, the Albany County Sheriff or designee, and a Supervisor of the Albany County Office of the Wyoming Department of Family Service or designee.

7.01.01(b). Quorum. A quorum shall be a majority of the members of the steering committee of the Juvenile Board.

7.01.01(c). Term. The term of members of the steering committee shall be for a full three (3) year staggered term. In order to set up the staggering of terms, initially each of the Parties of the Joint Agreement shall appoint one member for one (1) year. All members of the steering committee shall be selected no later than thirty (30) days after the Attorney General of the State of Wyoming approves this agreement. There shall be no limit to the number of terms an

individual may serve on the steering committee of the Juvenile Board.

7.01.01(d). Removal. Members of the steering committee of the Juvenile Board appointed by a Party of the Joint Agreement may be removed for cause as outlined in Section 7.03 herein by the Governing Body of the Party of the Joint Agreement which made the appointment of the member. The remaining members of the steering committee of the Juvenile Board may be removed for cause as outlined in Section 7.03 by a three-fourths (3/4) vote of the steering committee.

7.01.01(e). Vacancy. All vacancy appointments on the steering committee of members appointed by a Party of the Joint Agreement shall be made by the Governing Body of a Party of the Joint Agreement which made the appointment of the retiring member of the steering committee. Any vacancy appointment of the remaining members of the Steering Committee shall be made by the members of the steering committee of the Juvenile Board of any successor or interim of the Albany County & Prosecuting Attorney or their designee, the Chief of the Laramie Police Department or their designee, the Albany County Sheriff or their designee, and the Supervisor of the Albany County Office of the Wyoming Department of Family Service or designee. In the event a vacancy should occur prior to the expiration of the retiring member of the steering committee term, the successor shall be appointed within thirty (30) days of notification to such Governing Body of a Party of the Joint Agreement or the steering committee of the vacancy to serve the unexpired portion of the retiring member's term on the steering committee and the appointment of the retiring member to the steering committee.

7.01.02. Advisory Committee. The advisory committee of the Juvenile Board shall consist of thirty (30) to forty (40) representatives from agencies/organizations as outlined in Wyo. Stat. § 14-9-105 and members of the community, all of whom shall be qualified electors of Albany County.

7.01.02(a). Term. The steering committee shall appoint representatives to the advisory committee and a member of the advisory committee shall serve for a two (2) year term. There shall be no limit to the number of terms an individual may serve on the advisory committee.

7.01.02(d). Subcommittees. The advisory committee may form subcommittees or ad hoc committees to the advisory committee to address issues relating to education, mental health of juveniles or any other issues addressed by the Juvenile Board. Any member of the steering committee or advisory committee may serve on such subcommittees.

7.01.02(e). Vacancies. All vacancy appointments of the advisory committee shall be made by the steering committee. In the event a vacancy should occur prior to the expiration of the retiring member of the advisory committee term, the successor shall be appointed

within thirty (30) days of notification to the steering committee of the vacancy to serve the unexpired portion of the retiring member's term on the advisory committee and the appointment of the retiring member to the advisory committee.

7.01.02(f). Removal. Members of the advisory committee of the Juvenile Board appointed by the steering committee may be removed for cause as outlined in Section 7.03 herein by the steering committee by a three-fourths (3/4) vote of the steering committee.

7.02. Compensation. No member of the Juvenile Board shall receive any salary or compensation for their services on the Juvenile Board. No member of the Juvenile Board, nor any person from whom the Juvenile Board may receive property or funds, shall receive pecuniary profit from the operations of the Juvenile Board, provided, however, that (a) reasonable compensation may be paid to agents and employees hired by the Juvenile Board for services rendered in effecting one or more purposes of the Juvenile Board, and (b) any member actually engaged in the performance of their duties shall be entitled to per diem and mileage allowance authorized for state employees, or otherwise authorized pursuant to W.S. § 16-1-106(b).

7.03. Vacancies and Removal of Members of the Steering and Advisory Committee of the Juvenile Board. Members of the steering and advisory committee of the Juvenile Board may be removed, with cause as outlined in Sections 7.01.01(d) and 7.01.02(f) respectfully herein for the following reasons:

7.03.01. If a member ceases to be a qualified elector consistent with Sections 7.01.01 and 7.01.02 respectfully herein, the member's position on the steering or advisory committee of the Juvenile Board shall be declared vacant;

7.03.02. If a member is convicted of a felony or found guilty/adjudicated of a crime of dishonesty during said tenure as member of the Juvenile Board, the member's position on the steering or advisory committee of the Juvenile Board shall be declared vacant;

7.03.03. If a member fails to attend three (3) or more consecutive meetings unless there is a two-thirds (2/3rds) majority vote by the steering or advisory committee that good cause exists to excuse the non-attendance, the member's position on the steering or advisory committee of the Juvenile Board shall be declared vacant;

7.03.04. If a member of the Juvenile Board substantially fails to perform the member's duties as determined by a two-thirds (2/3rds) majority vote by the Juvenile Board, the member's position on the steering or advisory committee of the Juvenile Board shall be declared vacant.

7.03.05. If a member of the Juvenile Board fails to comply with any policy established by the Juvenile Board on disclosure of conflicts of interest and ethics, the member's position on the steering or advisory committee on the Juvenile Board shall be declared vacant.

7.04. Absenteeism. Juvenile Board members who are absent from three (3) consecutive regular meetings of the regular meetings in a fiscal year will be dealt with in an executive session of the respective committee. Recommendations resulting from such a session will be forwarded to the Party appointing the member under question for potential action pursuant to Section 7.03 herein.

7.05. Admission to Advisory Committee. Applications for members to the advisory committee of the Juvenile Board shall be submitted to the Albany County & Prosecuting Attorney or designee on forms approved by the steering committee of the Juvenile Board. The Albany County & Prosecuting Attorney shall determine whether an applicant is eligible for membership in accordance with the bylaws. A list of new applicants accepted into membership shall be furnished to the steering committee of the Juvenile at each regular meeting of such committee for approval.

7.06. Resignation. Resignation of a member of the steering or advisory committee of the Juvenile Board shall be by written notice, hand-delivered or sent by registered or certified mail with proper postage attached thereto, to the Albany County & Prosecuting Attorney.

ARTICLE VIII – POWERS AND DUTIES

8.01. Juvenile Board shall adopt such policies, by-laws and regulations not inconsistent with Joint Agreement, the Community Juvenile Services Act or the Wyoming Joint Powers Act as it deems necessary to carry out the business of the Juvenile Board. The duties of the Juvenile Board shall include the following:

8.01.01. To develop and maintain a strategic, community-wide juvenile services strategic plan.

8.01.02. To review existing juvenile services and ensure that the system of juvenile services employs certain specific practices.

8.01.03. To identify, develop, implement and enhance services for at-risk juveniles in Albany County aimed at achieving the purpose of a community juvenile services board as outlined in the Community Juvenile Services Act.

8.01.04. To enhance rehabilitative and restorative probation services including but not limited to expansion of the county diversion program currently housed with Big Brothers Big Sisters for at-risk juveniles to prevent removal of juveniles from their home;

8.01.05. To implement an evidence based risk assessment of juveniles with the ultimate goal of reducing delinquency, recidivism and the number of juveniles placed in juvenile detention centers.

8.01.06. To establish, maintain and promote the development of juvenile services that are aimed at early identification and diversion of children at risk of entry into the juvenile court system and preventing juvenile delinquency.

8.01.07. To obtain and accept grant funding or donations from any source, to employ staff using any available funds and expend funds to provide directly or contract for the provision of juvenile services for at risk juveniles.

8.01.08. To assist the juvenile intake of the Albany County Attorney's Office to ensue clear and comprehensive procedures to manage the single point of contact established within the Albany County Attorney's Office and facilitate referrals of youths needing services from the school district, law enforcement, licensed mental health care providers, licensed health care providers, court, the Department of Family Services, community youth organizations, families and juveniles needing services and self-referred youth.

8.01.09. To establish a process to enter in agreement with juvenile service providers for juvenile services and to establish performance based contract standards for the purchasing juvenile services.

8.01.10. To establish an effective data system to measure and evaluate juvenile service system outcomes.

8.01.11. To comply with all requirements of the Juvenile Board as set for by the Community Juvenile Services Act and regulations.

8.02. Authority. No individual Member of the Juvenile Board shall have the authority by virtue of anything in this Agreement to bind the Juvenile Board, or any participating agency, unless explicitly authorized to do so by the Juvenile Board, or Party to the Joint Agreement, as applicable.

ARTICLE IX - OFFICERS & EMPLOYEES

9.01. Officers of Steering Committee. At the organization meeting and at its regular July meeting thereafter, the steering committee of the Juvenile Board shall elect from its members from its respective committee a Chairperson, Vice-chairperson, Secretary and Treasurer. Each officer shall serve a two (2) year terms. Each officer may be re-elected for one consecutive term to the same

office. Any officer of the steering committee of the Juvenile Board may be removed from that office by a motion and a unanimous vote of the remaining members of the steering committee of the Juvenile Board. A vacancy in any office may be filled by the remaining members of the steering committee of the Juvenile Board for the unexpired portion of that term of office.

9.01.01. Chairperson. The Chairperson shall preside at all meetings of the Juvenile Board and shall decide all points of order and procedure. The Chairperson shall perform all duties incident to the office of Chairperson and such other duties as may be prescribed by the Juvenile Board from time to time.

9.01.02. Vice-Chairperson. The Vice-Chairperson shall have the powers and shall exercise the duties of the Chairperson, whenever the Chairperson is absent, incapacitated or otherwise unable to serve or act for any other reason. The Vice-Chairperson shall exercise the powers and perform the functions that are from time to time assigned by the Chairperson or the Juvenile Board.

9.01.03. Secretary. The Secretary of the Juvenile Board shall keep the minutes of the meetings of the Juvenile Board, shall be custodian of and shall maintain the records and books of the Juvenile Board, shall be the recorder of the Juvenile Board's formal actions, and shall perform such other duties as the Juvenile Board may require. An assistant Secretary who is not a member of the Juvenile Board may be appointed. The Secretary shall transmit reports and recommendations of the Juvenile Board to the governing bodies of the Parties to the Joint Powers Agreement. Secretary shall be responsible for filing the minutes of the Juvenile Board with the County Clerk.

9.01.04. Treasurer. The Treasurer shall be responsible for the financial statements of the Juvenile Board and perform such duties as may from time to time be directed by the Juvenile Board.

9.02. Staff. The Juvenile Board is empowered to employ such persons as it deems necessary and shall have the authority to contract for services needed to carry out its duties. The Juvenile Board may employ such technical, legal, administrative and clerical assistance and engage the services within the limits of its authorized and available funds as may be needed to carry out its duties.

9.03. Officers of Advisory Committee and subcommittee. At the organization meeting and at its regular July meeting thereafter, the advisory committee of the Juvenile Board shall elect from its members a Chairperson to assist the Diversion Intake Officer of the Albany County Department of Family Services or designee and the Albany County & Prosecuting Attorney or designee to schedule and facilitate the meetings of the advisory committee and subcommittee meetings. The chairperson shall serve a two (2) year term. The Chairperson may be re-elected for one consecutive term to the same office. The Chairperson of the advisory committee of the Juvenile

Board may be removed from that office by a motion and a unanimous vote of the remaining members of the advisory committee of the Juvenile Board. A vacancy of the Chairperson may be filled by the remaining members of the advisory committee of the Juvenile Board for the unexpired portion of that term of office.

ARTICLE X - MEETINGS

10.01. Meetings of Steering Committee. The steering committee of the Juvenile Board shall meet once every three (3) months for a minimum of four (4) times per year (quarterly) or at the call of the Chairperson, or upon the oral or written request of a majority of the members of the steering committee, within five (5) calendar days after the request is given by any member of the steering committee. General coordination, scheduling duties and setting of agendas of meetings of the steering committee shall be managed by the Diversion Intake Officer of Albany County Department of Family Services or designee and the Albany County & Prosecuting Attorney's Attorney or designee. The Chairperson of the steering committee of the Juvenile Board may, upon notification to the members of the steering committee, cancel or reschedule a meeting if a quorum cannot be in attendance.

10.02. Meetings of Advisory Committee and subcommittees. The Diversion Intake Officer of the Albany County Department of Family Services or designee along with the Albany County & Prosecuting Attorney or designee and Chairperson of the advisory committee shall schedule, set agendas and facilitate the meetings of the advisory committee of the Juvenile Board and subcommittee meetings. The advisory committee of the Juvenile Board shall meet every six (6) weeks or as necessary to address issues of the Juvenile Board. The subcommittee of the advisory committee, mental health and substance abuse and education shall meet every two (2) to three (3) weeks unless the members of the subcommittees agree otherwise. The Chairperson of the advisory committee of the Juvenile Board may, upon notification to the members of the advisory committee or subcommittees, cancel or reschedule a meeting if a quorum cannot be in attendance.

10.03. Open Meetings. All meetings of the Juvenile Board are public meetings, open to the public at all times, except as otherwise provided herein or allowed by Wyoming law. Notice and conduct of all meeting shall comply with the requirements of W.S. § 16-4-401, et seq. Additionally, notice of meetings of steering and advisory committee of the Juvenile Board and subcommittees of the advisory Committee shall be posted on the Albany County & Prosecuting Attorney's website and members of such committees or subcommittees shall receive electronic notice of meetings.

10.04. Quorum. A majority of the currently seated members of the steering committee of the Juvenile Board that are physically or telephonically present as outlined in Section 9.09 herein, shall constitute a quorum for the transaction of business at any meeting of the steering committee of the Juvenile Board, and if less than a quorum is present, then a majority of those present may adjourn

the meeting to a later date without further notice. No action shall be taken in the absence of a quorum except to adjourn the meeting to a subsequent date and/or site. The advisory committee may meet without a majority of the members present.

10.05. Agendas. Agendas for the advisory or steering committee shall ordinarily be electronically transmitted through email to members of the steering and advisory committee of the Juvenile Board at least two (2) days prior to the scheduled meeting date of the respective committee. Matters which are not listed on the agenda shall not be considered at a meeting unless conditions approved by the committees justify such action or unless the matter pertains to a petition, communication, or recommendation made by a member of the public pursuant to the order of business.

10.06. Order of Business. The order of business at meetings of the steering or advisory committee of the Juvenile Board shall be as follows:

- 9.06.01. Call to order
- 9.06.02. Roll Call - Establishment of Quorum
- 9.06.03. Agenda - Additions & Deletions
- 9.06.04. Approval of Minutes
- 9.06.05. Correspondence & Reports
- 9.06.06. Old Business
- 9.06.07. New Business
- 9.06.08. Adjournment

10.07. Recessed Meeting. The steering or advisory committee of the Juvenile Board may recess any regular, special or recessed meetings to a place and time specified in the order of recess. Only matters appearing on the agenda may be acted upon in a meeting recessed to another location or time.

10.08. Voting Members. Each of the nine (9) members of the steering committee shall be voting members and decisions for the Juvenile Board shall be made by a majority rule of the nine (9) members of the steering committee. All members, including the Chairperson, shall be entitled to one vote. All votes shall be cast in person or telephonic as outlined in Section 9.10 herein by the members of the steering committee of the Juvenile Board. No member shall vote on any matter or issue when that member has a personal or financial interest in the matter or issue. The advisory committee of the Juvenile Board shall provide advice and recommendations to the steering committee and members of the advisory committee of the Juvenile Board are not voting members of the Juvenile Board.

10.09. Telephone Voting. A member of the steering committee of the Juvenile Board may attend meetings telephonically or by other acceptable means of telecommunication. In advance of

the meeting in which a member of the Steering Committee of the Juvenile Board desires to vote by telephone conference or similar communications equipment, the Member of the Steering Committee shall notify the Secretary so that the Secretary may make arrangements for the Member to participating by telephone conference or similar communications equipment for the special or regular meeting. A member of the Steering Committee of the Juvenile Board who desires to vote by telephone conference or similar communications equipment must be present by means of the telephone conference or similar communications at the beginning and during the debate leading up to the vote on any particular issue.

10.10. Electronic voting. For purposes of soliciting electronic votes in connection with an item on an agenda of a meeting of the Steering Committee of the Juvenile Board at which a quorum was present and discussion occurred, the requisite number of votes that would have been required at such meeting to pass an action shall be required to pass an action via this electronic voting provision. Only those members of the Steering Committee of the Juvenile Board in attendance of their respective meeting shall be permitted to vote with respect to this section. Such procedure shall be initiated by the electronic distribution of all related materials for consideration by the respective committee. The deadline for receipt of electronic votes with respect to any such vote shall be determined by the Chairperson of the steering committee and as announced prior to adjournment of such meeting.

ARTICLE XI - PUBLIC RECORDS

11.01. All public records requests shall comply with the requirements of W.S. § 16-4-201, et seq.

11.02. Costs associated with providing copies of public records. The cost of providing copies to anyone requesting the same under this section shall be the same as periodically determined by the Board of the County Commissioners for Albany County.

ARTICLE XII. CONTRACTS, LOANS, CHECKS, DEPOSITS, AND FACILITIES

12.01. Contracts. The steering committee of the Juvenile Board may authorize the President and Secretary of the steering committee or any officer or agent to enter into any contract or execute and deliver any instrument in the name of the and on behalf of Juvenile Board, and such authority may be general or confined to specified instances.

12.02. Loans. No loans shall be contracted on behalf of Juvenile Board and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Juvenile Board and the Board of Commissioners for Albany County, Wyoming. Such authority may be general or confined to specific instances.

12.03. Checks, Drafts, Etc. All checks, drafts, or other orders for the payments of money, notes, or other evidence of indebtedness issued in the name of the Juvenile Board, shall be issued by the County and in such manner as shall from time to time be determined by resolution of the Board of County Commissioners for Albany, County.

12.04. Deposits. All funds of Juvenile Board not otherwise employed shall be deposited by the County from time to time to the credit of Juvenile Board in such banks, trust companies, or other depositories as the County may select.

12.05. Facilities. No facilities will be owned, built or established under this Joint Agreement.

ARTICLE XIII. FISCAL YEAR

The fiscal year for the Juvenile Board shall begin on the first day of July of each year and shall end on the thirtieth day of June of the following year

ARTICLE XIV. BUDGET, GRANTS AND GIFTS

14.01. Budget. At the first organizational meeting of the steering committee and at each annual meeting thereafter, the steering committee of the Juvenile Board shall establish a budget for the ensuing year. Deficit spending shall not be permitted. The Juvenile Board will develop an annual budget in compliance with County budget standards and processes. These processes must comport with the applicable provisions of Wyo. Stat. § 16-4-101 et seq. The budget will be submitted to the County for review and approval. The budget will also be reviewed and approved by all parties of the Joint Agreement prior to the submission to the County. All budget reports will be distributed to the County Treasurer and to all Parties to the Joint Agreement. The Juvenile Board does not have the authority incur debt of any kind, on or obligate the County or any of the Parties to the Joint Agreement in any way.

14.02. Grants & Gifts. The Juvenile Board shall request funds, if needed from State block grants and available grants. The Juvenile Board may receive gifts, cash or in-kind donations of any kind. All grants and or expenditures will be approved by the County prior to submission or disbursal. Grant compliance shall be through the County Grant Department. No party will be required to contribute any money to a project pursued through this Agreement. All financial reporting will be through the County Treasurer or entity designated by the County. County will administer the grant funds or gifts.

ARTICLE XV. INDEMNIFICATION AND LIABILITY

15.01. Non-liability. Pursuant to the provisions of W.S. § 1-23-107 and 16-1-106(b), the members of the Juvenile Board or the Parties of the Joint Agreement shall not be individually liable for any actions, inactions or omissions of the Juvenile Board, except for any act of the member which is found by a Court of competent jurisdiction to constitute an intentional tort or illegal act.

15.02. Contracts. All contracts entered into by the Juvenile Board shall provide for immunity for liability as provided in W.S. § 1-39-104(a).

15.03. Nothing herein, nor any action taken by the Juvenile Board, shall modify, limit, or in any way alter the governmental immunity afforded to the Parties of the Joint Agreement, their governing bodies, or any other person acting on behalf of any of them, or the Juvenile Board and/or its Members, and any other person acting on its behalf, to the full extent that each such agency may otherwise enjoy governmental immunity under the Wyoming Governmental Claims Act or other Wyoming law.

15.04. The Parties of the Joint Agreement shall not be individually or collectively liable for the acts or omissions of the Juvenile Board and the Juvenile Board shall be solely liable for the consequences of its acts and omissions. The Juvenile Board shall be a governmental entity for all applicable purposes under Wyoming law, including but not limited to, application of the Wyoming Governmental Claims Act. The Juvenile Board shall timely perform all of its duties and obligations and discharge all liabilities incurred by it in lieu of any such performance or discharge that the Parties of the Joint Agreement would otherwise be required to undertake by virtue of such participating agency's participation in the Juvenile Board.

ARTICLE XVI – DISSOLUTION

In the event of the termination of the Joint Agreement, the assets hereof shall be applied and distributed as provided under the Joint Agreement and statutes applicable to such agreements under Wyoming Joint Powers Act.

ARTICLE XVII - AMENDMENT

These bylaws may be altered, amended, or repealed, by the steering committee of the Juvenile Board at any special or regular meeting by a majority vote, provided that notice of the proposed alteration, amendment or repeal shall have been provided to the members in writing not less than ten (10) prior to the meeting at which the Bylaws are proposed to be altered, amended or repealed.

