

By-Laws of the Pinellas County Public Safety Coordinating Council

ARTICLE ONE

Name

Section 1.1 Name. The name of this organization shall be the Public Safety Coordinating Council (hereinafter “Council”).

ARTICLE TWO

Purpose

Section 2.1 General Purpose. The primary purpose of the Council is to assess the trends, population status, and programs affecting the County jail and make recommendations to ensure against jail overcrowding and reduce recidivism. The Council is also responsible for developing a local public safety plan for the future construction needs of the jail and serve as Planning Council making recommendations to the Board of County Commissioners for criminal justice, mental health and substance abuse grants.

Section 2.2 Mission. Create and execute an effective public safety strategy to ensure availability and accountability of programs, sound and efficient justice system operations, and necessary jail facilities.

Section 2.3 Authority. Florida State Statute 394.657 and 951.26.

Section 2.4 Governing Instructions. The By-Laws of the Council shall be the primary governing document of the Council.

ARTICLE THREE

Membership and Structure

Section 3.1 Membership. The Council shall be comprised of twenty-one (21) members, who shall consist of those members appointed as provided for by statute and those members appointed by the Chairman of the Council.

- 1) Pursuant to Florida Statute Section 951.26 (1) (a), the following shall be statutory members of the Council:
 - a. The state attorney, or an assistant state attorney designated by the state attorney.
 - b. The public defender, or an assistant public defender designated by the public defender.
 - c. The chief circuit judge or another circuit judge designated by the chief circuit judge.

- d. The administrative county judge or another county judge designated by the administrative county judge.
 - e. The chief correctional officer.
 - f. The sheriff, or a member designated by the sheriff, if the sheriff is not the chief correctional officer.
 - g. The state probation circuit administrator, or a member designated by the state probation circuit administrator, to be appointed to a 4-year term.
 - h. The chairperson of the board of county commissioners, or another county commissioner as designee.
 - i. If the county has such program available, the director of any county probation or pretrial intervention program, to be appointed to a 4-year term.
 - j. The director of a local substance abuse treatment program, or a member designated by the director, to be appointed to a 4-year term.
 - k. Representatives from county and state jobs programs and other community groups who work with offenders and victims, appointed by the chairperson of the board of county commissioners to 4-year terms.
- 2) The following members shall participate as Planning Council members pursuant to Florida Statutes Section 394.657:
- a. A Police Chief or person designated by the local police chiefs association.
 - b. The local court administrator or person designated by the local court administrator.
 - c. The director of a community mental health agency, or person designated by the director, as appointed by the Chair.
 - d. A representative of the substance abuse program office and the mental health program office of the Department of Children and Family Services, selected by the substance abuse and mental health program supervisor of the district in which the county is located.
 - e. A primary consumer of mental health services, selected by the substance abuse and mental health program supervisor of the district in which the primary consumer resides. If multiple counties apply together, a primary consumer may be selected to represent each county.
 - f. A family member of a primary consumer of community-based treatment services, selected by the substance abuse and mental health program supervisor of the district in which the family member resides.

- g. A representative from an area homeless program or a supportive housing program, as appointed by the Chair.
- h. The director of the detention facility of the Department of Juvenile Justice or person designated by the director.
- i. The chief probation officer of the Department of Juvenile Justice or an employee designated by the chief probation officer.
- j. A primary consumer of substance abuse services, selected by the substance abuse and mental health program supervisor of the district in which the primary consumer resides.

Section 3.2 Meetings. The Council shall meet quarterly and will specify one meeting for the election of officers and designation of members annually. Board members will receive notice either by newsletter, U.S. mail, telephone or e-mail, at least ten (10) days prior to any meeting. Reports from committees and select programs will take place at quarterly meetings.

Section 3.3 Special Meetings. Special meetings of the Council may be called by the Chair or upon written request of 1/3 the members. A notice shall be delivered at least one (1) business day prior to any special meeting. The notice shall state the time and place of such meeting and the purpose thereof. No business, except as stated in the notice, shall be transacted at a special meeting. Special meetings may be held by conference call under exceptional circumstances. A majority of the Council must be connected to the call during the conference call.

Section 3.4 Officer. The representative from the Pinellas County Board of County Commissioners shall be the Chair of the Council.

- 1) Chair: The Chair shall preside over all Council meetings; will appoint the Chairs of any committees. The Chair will be an ex-officio member of all the committees.

Section 3.5 Powers. The Council may adopt rules and regulations to maintain the operations of the Council and any groups or committees or other entities created pursuant to the authority created herein.

Section 3.6 Quorum. In order to maintain the efficient conduct of business, seven Council members physically present at any meeting shall constitute a quorum. The action of a majority of the members present at a meeting at which a quorum is present will be the action of the Council unless a greater number is required under the provisions of these Bylaws.

Section 3.7 Presence via Electronic Media. A member of the Council may participate in meetings by telephone conference or other interactive electronic technology means with an approval of those members physically present at the meeting of the Council. A member participating via electronic media shall be deemed present for any actions taken by the Council consistent with the provisions of these Bylaws.

Section 3.8 Non-Liability. The Council members shall not be personally liable for the debts, liabilities, or other obligations of the organization.

ARTICLE FOUR
Voting

Section 4.1 Voting. Each member of the Council is eligible to vote on any issue coming before the Council for consideration. Voting issues before the Council shall be determined by a majority of members present at the meeting. All voting issues must be brought before a quorum.

Section 4.2 Proxy. Absent members of the Council may vote by providing written directions to the Chairman as to their preference regarding any specific matter before the Council.

ARTICLE FIVE
Conflict of Interest

Section 5.1 Conflicts. Members of the Council shall be required to exercise the utmost good faith in all transactions touching upon their duties to the Council and its property, and shall not use their position, or knowledge gained there from, in such a way that a conflict might arise between the interests of the Council and that of the organization, business, and/or governmental entity represented thereby.

Section 5.2 Statement of Conflict. Members shall be required to declare if they perceive a conflict. The conflict will appear in the minutes of the meeting. Said statement will require members to disclose the existence and nature of any financial interests and to refrain from discussion and vote regarding same.

ARTICLE SIX
Contracts, Checks, Deposits and Funds

Section 6.1 Contracts. The Council may authorize any Officer(s) to act as its agent(s) to enter into any contract, or execute and deliver any instrument in the name of and on behalf of the Council. Such authority must be in writing and may be general or confined to specific instances.

Section 6.2 Gifts and Grants. The members of the Council may not seek and/or accept, on behalf of the organization, any contributions, gifts, grants, bequests or devices for the charitable, public, educational, or general purpose of this organization.

Section 6.3 Compensation. No Council member may receive compensation for any services rendered to the Council.

ARTICLE SEVEN
Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this organization in all cases in which they are applicable and in which they are not inconsistent with these By-Laws and any special rules this organization may adopt.

ARTICLE EIGHT
Amendments to the By-Laws

Amendments to these By-Laws may be adopted by a majority vote of the Council members after they have been notified of the impending changes and have had at least thirty (30) days to respond. The Chair of the organization shall keep an original copy of the By-Laws and a copy of all revisions. All records shall be open to inspection by any member at all reasonable times.

Last revised: August 8, 2016