

## **Clatsop County**

### **PUBLIC SAFETY COORDINATING COUNCIL**

#### **BY-LAWS**

##### **ARTICLE I        NAME**

This advisory council shall be known as the Clatsop County Public Safety Coordinating Council hereinafter referred to as the PSCC or Council.

##### **ARTICLE II        RESPONSIBILITIES**

The PSCC is mandated under ORS 423.560 and ORS 423.565 to:

1. At a minimum, develop and recommend to the Clatsop County Board of Commissioners, hereinafter referred to as Board of Commissioners, a comprehensive plan for the use of:
  - a) State resources to serve the local offender population;
  - b) State and local resources to serve the needs of that part of the local offender population who are at least 15 years of age and less than 18 years of age, which plan must provide for coordination of community-wide services involving prevention, treatment, education, employment resources and intervention strategies; and
  - c) Coordinate local criminal justice policy among affected criminal justice entities.
2. At a minimum, the PSCC shall also:
  - (a) Develop and recommend to the Board of Commissioners the plan for use of state resources to serve the local youth offender population.
  - (b) Coordinate local juvenile justice policy among affected juvenile justice entities.
  - (c) Develop and recommend to the Board of Commissioners a plan designed to prevent criminal involvement by youth. The plan must provide for coordination of community-wide services involving treatment, education, employment and intervention strategies aimed at crime prevention.
  - (d) Create a facility advisory subcommittee when provided with the information described in ORS 169.690.
  - (e) Annually review any metal theft plan of action submitted to the council under ORS 165.127, and if appropriate, make written recommendations to the district attorney for plan improvements.

### **ARTICLE III        MEMBERSHIP**

The PSCC shall consist of the following members:

#### **Members:**

Police Chief  
Sheriff of the County  
District Attorney  
State Court Judge  
Public Defender or Defense Attorney  
Director of Community Corrections  
Clatsop County Commissioner  
Juvenile Department Director  
Health Director  
Mental Health Director  
Lay Citizen (at least one)  
City Councilor or Mayor  
City Manager or other City rep.  
Representative of the State Police (*non-voting*)  
Representative of OYA (*non-voting*)  
\*Fire Chief

#### **Appointed By:**

Police Chiefs in county  
Statute  
Statute  
Presiding Judge of judicial district  
Presiding Judge of judicial district  
Clatsop County BOCC  
Clatsop County BOCC  
Clatsop County BOCC  
Clatsop County BOCC  
Clatsop County BOCC  
Clatsop County BOCC  
Clatsop County BOCC  
Cities in the county  
Cities in the county  
Superintendent of State Police  
Director of OYA  
Fire protection districts in the county

#### **Member Terms:**

The Sheriff and District Attorney shall serve as Council members as long as they hold their respective elected offices. The Director of Community Corrections, Juvenile Department Director, Health Department Director and Mental Health Director shall serve as Council members as long as they hold their respective positions. All other Council members shall serve three-year terms unless their appointment was to fill the unexpired term of a previous Council member. Each PSCC member shall undertake the responsibility of assisting the Council in fulfilling its responsibilities. \*The Fire Chief member is not required by statute.

### **ARTICLE IV        VACANCIES**

Appointing authorities shall fill a vacancy over which they have appointment authority within three months of a vacancy or as soon as possible. In case of a vacancy in the PSCC lay citizen member, the Council shall seek applications by way of the BOCC advisory committee vacancy process. A background investigation is required for persons applying to be a lay citizen member. The Council shall review applications and make recommendations regarding appointment to the BOCC. Regarding PSCC member positions that represent government entities (Police Chief/City Councilor or Mayor/City Manager or other City representative/Fire Chief/State Police representative/OYA representative), the County Manager, or his/her designee, shall request the public entity fill any PSCC member vacancies they have appointment authority over.

The BOCC may remove the lay citizen Council member on its own motion or upon the recommendation of the Council by majority vote when the BOCC determines it is in the interest of the Council or county to do so.

The presiding judge may remove the state court judge or the public defender/defense attorney Council member on his or her own motion or upon the recommendation of the Council by majority vote when the presiding judge determines it is in the interest of the Council or county to do so.

Resignations by Council members shall be submitted in writing to the PSCC chair and announced at the next regularly scheduled meeting.

## **ARTICLE V            OFFICERS**

The officers of the PSCC shall be elected by a majority of a quorum of the PSCC to serve for two years or until their successors are elected with the beginning of each calendar year. They shall consist of a Chair and Vice Chair. The Chair shall preside at all meetings of the PSCC, maintain contact with designated member agencies as appropriate, work with staff in responding to correspondence, and present PSCC reports and recommendations to the Board of Commissioners. The Vice Chair shall assume the responsibilities of the Chair in his/her absence.

The County Manager will assign county staff to act as the county liaison and support staff to the Council. Support staff shall be responsible for preparing and distributing meeting agendas and other materials to members, taking and transcribing minutes for Council approval, forwarding approved minutes to the County Manager and BOCC and posting them on the county website. County staff may also provide other administrative support to the Council as requested by the Chair or directed by the County Manager or his/her designee.

## **ARTICLE VI            MEETINGS**

The Clatsop County Public Safety Coordinating Council is a public body subject to the public meetings and record laws as stated in ORS Chapter 192 and ethics laws as stated in ORS Chapter 244.

The PSCC shall meet at the request of the Chairperson as frequently as required to perform its duties, but not less than once every three months. The Chair, or any other three voting members, by written request to the Chair, may call a special meeting of the Council if, at a minimum, 24-hours' notice is given to its members.

Each voting member of the PSCC shall have one vote. ORS 423.560 does not allow the State Police and Oregon Youth Authority representatives to vote on PSCC matters or to be counted in determining if the Council has a quorum at meetings.

A majority of voting members of the PSCC shall constitute a quorum for the transaction of all business at meetings. All PSCC decisions shall be made by simple majority vote of voting members at a meeting where a quorum is present.

The Chair, after consultation with the Council, may appoint subcommittees as necessary to perform the duties of the PSCC. In order to conduct business, any subcommittee must have a simple majority of the members appointed to the subcommittee in attendance. Subcommittees may make recommendations to the Council but final decisions of the PSCC will be made by majority vote of voting members where a quorum is present.

All meetings of the PSCC and its committees are public meetings and shall be open to the public and held in conformance with the Oregon Open Meetings Law.

## **ARTICLE VII        BYLAW ENACTMENT AND AMENDMENT**

The Bylaws of the Clatsop County PSCC shall become effective upon:

1. approval by a simple majority of the PSCC where a quorum is present and
2. approval by the Board of Commissioners

Once adopted, the Bylaws may be amended upon:

1. A vote of a majority of PSCC members:
  - a) where a quorum is present,
  - b) at a PSCC meeting whose notice includes reference to the fact that Bylaw amendments are to be voted on at the meeting,
  - c) where notice is accompanied by a copy or summary of the proposed amendments, and
2. approval by the Board of Commissioners.

**ADOPTED BY THE CLATSOP COUNTY PUBLIC SAFETY COORDINATING COUNCIL November 6, 2015.**

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PSCC Chair

**APPROVED BY THE CLATSOP COUNTY BOARD OF COMMISSIONERS**

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Chair, Clatsop County Board of Commissioners

Date: \_\_\_\_\_