

**BYLAWS OF  
THE LOS ANGELES COUNTY  
COUNTYWIDE CRIMINAL JUSTICE  
COORDINATION COMMITTEE**

**CHAPTER 1. GENERAL PROVISIONS**

**SECTION 1. Applicability.** These bylaws apply to the Los Angeles County Countywide Criminal Justice Coordination Committee (“CCJCC”) and are adopted pursuant to the authority vested to the Executive Committee by motion of the Los Angeles County Board of Supervisors (“Board”) adopted on January 7, 2025.

**SECTION 2. Authority.** CCJCC is an advisory body established in 1981 by the Board to improve the effectiveness and efficiency of the local criminal justice system. This body brings together top leaders in criminal justice and local government to form a unique policy-level forum with the overall purpose to strengthen interagency coordination, communication, and cooperation.

**SECTION 3. Members.** The membership of the CCJCC includes the members as listed in Appendix A to these bylaws.

**SECTION 4. Alternates/Proxies.** Members are permitted to designate an alternate/proxy, who, when sitting in the member’s absence, will have the same rights as the member they represent.

**CHAPTER 2. OFFICERS**

**SECTION 1. Chair.** The Chair of the Board shall serve as the Chair of the CCJCC. The Chair’s duties include, among others, presiding over all meetings, organizing and managing the agenda for committee meetings, instructing staff on materials to be presented at subsequent meetings, responding to members’ requests for information, signing communications on behalf of the CCJCC, and representing the CCJCC.

**SECTION 2. Chair Pro Tem.** The Chair shall designate a Chair Pro Tem, who, in the absence of the Chair, shall have the same authority as the Chair.

**CHAPTER 3. MEETINGS**

**SECTION 1. Conduct of Meetings.** All meetings of the CCJCC shall be conducted in accordance with the Ralph M. Brown Act (Brown Act, Government Code section 54950 et seq.), as applicable.

**SECTION 2. Quorum.** A majority of the total membership shall constitute a quorum for the purpose of conducting a meeting of the CCJCC.

**SECTION 3. Voting.** Voting shall be conducted based on the members present, assuming there is a quorum for the purpose of conducting a meeting.

**SECTION 4. Regular Meetings.** The CCJCC shall meet, at a minimum, every other month until and unless an alternative schedule of meetings is established. The alternative schedule may be established by the Executive Committee or the general CCJCC membership via a majority vote of the members present, assuming there is quorum. The Chair retains discretion to cancel, postpone, or change the time of a meeting.

**SECTION 5. Special Meetings.** Special meetings may be called in the manner provided by the Brown Act.

**SECTION 6. Teleconference.** Teleconferencing is permitted in the manner provided by the Brown Act or as otherwise authorized by law.

**SECTION 7. Agenda Items.** Items may be placed on the agenda in consultation with and approval of the Chair.

**SECTION 8. Motions and Seconds.** Every motion requires a second prior to a vote. Motions and seconds may be made by any member of the CCJCC or their authorized proxy/alternate.

#### **CHAPTER 4. SUBCOMMITTEES**

**SECTION 1. Ad Hoc and Standing Subcommittees.** The CCJCC, via a majority vote, or the Chair, may establish subcommittees, either standing or ad hoc, as necessary, to carry out their work in accordance with the Brown Act.

**SECTION 2. Subcommittee Actions.** No action may be taken by a subcommittee established by the CCJCC other than presenting recommendations to the general CCJCC membership or to the Executive Committee.

#### **CHAPTER 5. ATTENDANCE**

All members, or their alternate/proxy in their absence, are expected to attend CCJCC meetings. Members – or their representative – should notify the CCJCC Office if they are unable to attend a meeting and if their alternate/proxy will attend in their absence.

#### **CHAPTER 6. PUBLIC PARTICIPATION**

Members of the public may address the CCJCC consistent with the Brown Act. To increase public participation, the CCJCC may provide additional means by which members of the public can observe or address the CCJCC.

#### **CHAPTER 7. AMENDMENT OF BYLAWS**

These bylaws may be amended at any meeting of the Executive Committee by a majority vote of members present, assuming there is quorum. No bylaw can conflict or be interpreted in a manner that conflicts with applicable laws and the Board's actions, including the January 7, 2025 Board motion establishing the Executive Committee of the CCJCC.

## **CHAPTER 8. SUSPENSION OF BYLAWS**

Any bylaw may be temporarily suspended by a majority vote of members present. A temporary suspension of any bylaw cannot conflict with applicable laws and the Board's actions, including the January 7, 2025 Board motion establishing the Executive Committee of the CCJCC.

## **CHAPTER 9. PARLIAMENTARY AUTHORITY**

The rules contained in the latest edition of *Robert's Rules of Order* shall govern in all cases to which they are applicable and in which they are not inconsistent with applicable laws, these bylaws, and the Board's actions, including the January 7, 2025 Board motion establishing the Executive Committee of the CCJCC.

**CCJCC BYLAWS**  
**APPENDIX A**

	AGENCY	MEMBER
1	Bureau of Alcohol, Tobacco, Firearms and Explosives -- Los Angeles Field Division	Special Agent in Charge
2	California Contract Cities Association	Executive Director
3	California Department of Corrections and Rehabilitation	Secretary
4	California Department of Justice	Attorney General
5	California Highway Patrol -- Southern Division	Chief
6	City of Los Angeles	Chief Administrative Officer
7	City of Los Angeles	City Attorney
8	City of Los Angeles	Mayor
9	Federal Public Defender's Office -- Central District of California	Federal Public Defender
10	League of California Cities	Member
11	Los Angeles County Alternate Public Defender's Office	Alternate Public Defender
12	Los Angeles County Board of Supervisors	Chair
13	Los Angeles County Chief Executive Office	Chief Executive Officer
14	Los Angeles County Commission on Human Relations	Executive Director
15	Los Angeles County Counsel's Office	County Counsel
16	Los Angeles County Department of Children and Family Services	Director
17	Los Angeles County Department of Economic Opportunity	Director
18	Los Angeles County Department of Medical Examiner	Chief Medical Examiner
19	Los Angeles County Department of Mental Health	Director
20	Los Angeles County Department of Public Health	Director
21	Los Angeles County District Attorney's Office	District Attorney
22	Los Angeles County Economy and Efficiency Commission	Chair
23	Los Angeles County Internal Services Department	Director
24	Los Angeles County Justice, Care, and Opportunities Department	Director
25	Los Angeles County Office of Diversion and Reentry	Director
26	Los Angeles County Office of Education	Superintendent
27	Los Angeles County Police Chiefs Association	President
28	Los Angeles County Probation Department	Chief Probation Officer
29	Los Angeles County Probation Oversight Commission	Member
30	County Prosecutors Association	President
31	Los Angeles County Public Defender's Office	Public Defender
32	Los Angeles County Quality and Productivity Commission	Chair
33	Los Angeles County Sheriff's Department	Sheriff
34	Los Angeles Juvenile Court	Presiding Judge
35	Los Angeles Police Department	Chief
36	Los Angeles Superior Court	Presiding Judge
37	Los Angeles Superior Court	Assistant Presiding Judge
38	Los Angeles Superior Court	Executive Officer/Clerk
39	Los Angeles Superior Court -- Criminal Division	Supervising Judge
40	Los Angeles Superior Court -- Criminal Division	Assistant Supervising Judge
41	Los Angeles Superior Court -- Criminal Division	Assistant Supervising Judge
42	Los Angeles Unified School District	Superintendent
43	Peace Officers Association of Los Angeles County	President
44	Post Conviction Assistance Center	Directing Attorney
45	San Gabriel Valley Police Chiefs Association	President
46	South Bay Police Chiefs Association	President
47	South East Police Chiefs Association	President
48	United States Attorney's Office -- Central District of California	United States Attorney
49	United States Drug Enforcement Administration -- Los Angeles Division	Special Agent in Charge
50	United States Federal Bureau of Investigation -- Los Angeles Division	Director in Charge
51	United States Immigration and Customs Enforcement	Field Office Director
52	United States Marshals Service -- Central District of California	United States Marshal
53	United States Probation Department -- Central District of California	Chief