

BY-LAWS OF THE MASON COUNTY CRIMINAL JUSTICE WORKING TEAM

ARTICLE 1, AUTHORITY

The State Legislature has mandated that each County establish a local and law justice council, RCW 72.09.300. The Mason County Commissioners adopted Resolution 62A-92 on June 30, 1992 establishing the Mason County Criminal Justice Working Team (CJWT).

ARTICLE 2, PURPOSE

The CJWT represents the agencies and institutions responsible for the administration of the criminal justice system in Mason County. The members identify issues, questions and concerns, develop consensus on funding priorities within the criminal justice system, act as a clearinghouse for criminal justice information, advise political decision-makers on criminal justice matters, and strive to keep the public informed. The purpose of the CJWT is to ensure that the criminal justice system in Mason County runs as efficiently and openly as possible.

ARTICLE 3, MEMBERSHIP

The membership of the Mason County Criminal Justice Working Team (CJWT) shall be consistent with RCW 72.09.300 and shall include, at a minimum, the county sheriff, representative of the City of Shelton police department, county prosecutor, representative of the municipal prosecutors within the county, representative of the city legislative authorities within the county, a representative of the county's superior, juvenile, district, and municipal courts, the county jail administrator, the county clerk, the county risk manager, and the secretary of corrections and his or her designees. Officials designated may appoint representatives. The CJWT may invite other organizations and/or individuals to participate as members as agreed upon by a majority of the CJWT.

ARTICLE 4, MEETINGS

Meetings of the CJWT shall be held monthly on the 3rd Wednesday of the month at 7:30 a.m. in the Mason County Commission Chambers, 411 North 5th Street, Shelton, WA. Special meetings may be held upon the call of the Chairperson. The initial agenda shall be set by the Chairperson, but may be amended at the meeting without special notice. Three days written notice of meetings and the meeting agenda shall be provided to each member via email. Meetings are covered under the Washington Open Public Meetings Act.

ARTICLE 5, QUORUM

A majority of seven members and/or alternates shall constitute a quorum for the transaction of any business that may come before any monthly or special meeting of the CJWT.

ARTICLE 6, VOTING

Each regularly appointed member, or duly appointed alternate serving in the stead of a regularly appointed member, shall be entitled to one vote on any matter that may

come before the CJWT. The majority vote of quorum present of the CJWT shall be necessary to decide any question.

ARTICLE 7, OFFICERS

The elected officer of the CJWT shall be the Chairperson. The Chair shall be elected at the regular meeting in December of each calendar year and shall hold office until their successors have been elected and qualified. The Chair shall be responsible for conduct of the meetings and for setting the agenda. A Chair pro tem can be selected by the CJWT when the Chairperson is absent.

ARTICLE 8, RECORDS AND CORRESPONDENCE.

The CJWT shall establish and maintain an official mailing address to receive correspondence, which will be the Mason County Commissioners, 411 North 5th Street, Shelton, WA 98584. Minutes shall be kept and are considered a public record.

ARTICLE 9, SIGNATURE AUTHORITY

The Chairperson is authorized to sign any necessary documents and only one signature is required.

ARTICLE 10, TRAVEL

No travel expenses shall be reimbursed for CJWT members.

ARTICLE 11, AMENDMENTS

The CJWT, on thirty days written notice to the membership, may amend these By-Laws at any regular or special meeting.

APPROVED this 16 day of May, 2012



Harris Haertel, Chair