

BYLAWS
Benton County Willamette Criminal Justice Council

ARTICLE I
Name and Statutory Authority

This local public safety coordinating council is established pursuant to ORS 423.560 and shall be known as the Benton County Willamette Criminal Justice Council. This advisory council is established to carry out the statutory duties described in ORS 423.560-.565; 423.569; and 135.941.

ARTICLE II
Purpose

The Willamette Criminal Justice Council (WCJC) shall:

- (1) Promote and facilitate fair, efficient, and coordinated criminal justice services in Benton County.
- (2) Provide long-range planning for the delivery of criminal justice services in Benton County.
- (3) Provide timely information to governmental agencies and to the public on criminal justice matters of local concern.
- (4) Perform the duties of a local public safety coordinating council as required by law.
- (5) Promote and facilitate the coordination of policy and long-range planning for criminal justice services and agencies in Benton County.

ARTICLE III
Responsibilities

The Council shall at a minimum:

- (1) Develop and recommend to the Benton County Board of Commissioners (“Board”) a plan for use of:
 - (a) State resources to serve the local offender population; and
 - (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.

- (2) Coordinate local criminal justice policy among affected criminal justice entities.
- (3) Develop and recommend to the Board the plan for use of state resources to serve the local youth offender population.
- (4) Coordinate local juvenile justice policy among affected juvenile justice entities.
- (5) Consider proposed establishment of halfway houses, work release centers, treatment homes and other facilities by public agencies pursuant to ORS 169.690.
- (6) Provide annual summary to the Oregon Criminal Justice Commission outlining county program, service or budget changes made in response to recommendations of WCJC.
- (7) WCJC may make other recommendations to the Benton County Board of County Commissioners for the betterment of the Benton County criminal and juvenile justice systems

ARTICLE IV Membership

WCJC shall consist of the following members. Additional members may be added by the board of commissioners as deemed necessary:

Membership Requirements – ORS 423.560 – must include but not limited to the following			
EXECUTIVE COMMITTEE	1.	A police chief	Appointment by rotation as set forth in subsection (1) a. below.
	2.	Benton County Sheriff or designee	Ongoing by occupying the office
		¹ A director of community corrections	Appointed by the county commissioners
	3.	Benton County District Attorney or designee	Ongoing by occupying the office
	4.	A state court judge or designee	Appointed by the presiding judge
	5.	A public defender or defense attorney	Appointed by the presiding judge
	6.	A county commissioner	Appointed by the county commissioners
	7.	A Juvenile department director	Ongoing by occupying the department head position
	8.	A health director	Ongoing by occupying the department head position
		² A mental health director	Ongoing by occupying the department head position
	9.	A representative from victim services nonprofit	Appointed by the county commissioners
	10.	At least one lay citizen	Appointed by the county commissioners
	11.	A city councilor or mayor	Appointment by rotation as set forth in subsection (1) b. below.
	12.	A city manager or other city representative	Appointment by rotation as set forth in subsection (1) c. below.
13.	Oregon State Police representative (non-voting)	Selected by the Superintendent of State Police	
14.	An Oregon Youth Authority representative (non-voting)	Selected by the director the Youth Authority	
Additional Council Members			
15.	The manager of the local branch of the Oregon Department of Human Services	Self-appointing	

¹ The Benton County Sheriff is the community corrections director in Benton County

² The Benton County Health Administrator is also the county's mental health administrator

16.	An Oregon State University representative	Appointed by the president of the University
17.	An Oregon State University senior administrator	Appointed by the president of the University
18.	An Associated Students of Oregon State University (ASOSU) representative	Appointed by the ASOSU president
19.	Community-based organization providing services to justice-involved individuals or families	Executive committee to make recommendation to county commissioners who shall have appointing authority
20.	A school district superintendent or school board member	Nominated by the Superintendent of the Corvallis School District and approved by a majority of the other superintendents
21.	A crime victim representative	Executive committee to make recommendation to county commissioners who shall have appointing authority
22.	A minority community representative	Executive committee to make recommendation to county commissioners who shall have appointing authority
23.- 27	Seats for police chiefs not currently filling position (1) on the Executive Committee	Self-Appointing

(1) For the membership seats of police chief (position 1), city councilor or mayor (position 11) and city manager or other representative (position 12), the seats will be filled on a biennial , rotating basis as follows:

- a. Position (1), police chief. City of Corvallis, beginning on Jan. 1, 2025; City of Albany, beginning on Jan. 1, 2027; City of Philomath, beginning on Jan. 1, 2029; Oregon State University Police Department, on Jan. 1, 2031; City of Monroe, if applicable, on Jan. 1, 2033; City of Adair Village, if applicable, on Jan. 1, 2035. In the event a city does not have a police chief on the date it is scheduled to assume Position (1), the seat shall be filled by the next city in the rotation. Following completion of the first rotation, the process shall repeat with the first city named above.
- b. Position (11), city councilor or mayor. City of Albany, beginning on Jan. 1, 2025; City of Philomath, beginning on Jan. 1, 2027; City of Monroe, beginning on Jan. 1, 2029; City of Adair Village, on Jan. 1, 2031; City of Corvallis, on Jan. 1, 2033. In the event a city chooses not to appoint a representative on the date it is scheduled to assume Position (11), the seat shall be filled by the next city in the rotation. Following completion of the first rotation, the process shall repeat with the first city named above.
- c. Position (12), city manager or other city representative. City of Philomath, beginning on Jan. 1, 2025; City of Monroe, beginning on Jan. 1, 2027; City of Adair Village, beginning on Jan. 1, 2029; City of Corvallis, on Jan. 1, 2031; City of Albany, on Jan. 1, 2033. In the event a city chooses not to appoint a representative on the date it is scheduled to assume Position (12), the seat shall be filled by the next city in the rotation. Following completion of the first rotation, the process shall repeat with the first city named above.

- (2) Terms of Office: Members shall serve at the pleasure of the appointing authority or until the member no longer holds the public office described. Citizen members shall serve a term of four (4) years. Citizen members may serve more than one term.
- (3) Termination of Membership: The Board of Commissioners or presiding judge may remove members under their respective appointing authorities, pursuant to Benton County Code ch. 3.035.
- (4) Resignation: Member resignations shall be submitted in writing to the WCJC Chair and announced at the next regularly scheduled meeting. The Chair shall forward a copy of the resignation to the Board of Commissioners and the presiding judge.
- (5) Vacancies: The appointing authorities of the mandated positions shall fill a vacancy over which they have appointment authority within three months of the vacancy or as soon as possible.
- (6) Membership requirement: No entity shall be granted membership on either WCJC or the Executive Committee unless it fully and continuously contributes to the financial support of WCJC pursuant to the Intergovernmental Agreement executed by all participating entities.

ARTICLE V

Officers

The officers shall be a Chair and Vice-chair. A county commissioner, or designee from the executive committee, will be the chair and will facilitate WCJC meetings. The Chair will nominate the Vice-chair who shall be elected by a majority of members of WCJC and shall hold office for a term of two (2) years.

- (1) Chair Responsibilities:
 - (a) The Chair shall enforce WCJC directives, guidelines and membership rules and will guide the conduct of public meetings.
 - (b) The Chair is the official representative of WCJC and will be the official Spokesperson to the media.
 - (c) The Chair shall appoint a Vice-Chair to complete the term of Vice-Chair if the office becomes vacant.
 - (d) The chair shall form subcommittees, including the subcommittee required by ORS 423.565(4), and form task forces. The chair shall appoint subcommittee and task force members.
 - (e) The Chair shall notify the relevant appointing authority in writing if at any time a member appears unable to serve, a position appears vacant, or upon the expiration of the term of any citizen member if the Chair has not received notice of reappointment.

- (2) Vice-Chair Responsibilities:
 - (a) In the absence of the Chair, the Vice-chair shall assume the Chair's responsibilities.
 - (b) If the Chair and Vice-chair are not available for a publicly convened meeting, then the assembled quorum of the meeting will select a temporary chairperson to conduct the meeting.

ARTICLE VI
Executive Committee

- (1) The executive committee (Committee) shall be comprised of the members statutorily mandated to the public safety coordinating council through ORS 423.560.
- (2) The Chair of WCJC shall be the Chair of the Committee.
- (3) The executive committee shall meet quarterly, or more often if needed, for the purposes of:
 - (a) Taking action on behalf of WCJC. Actions taken must be reported to the full WCJC body at the next regularly scheduled meeting.
 - (b) Receiving and reviewing recommendations from ad hoc committees and other interested parties and taking action on items as needed. Actions taken must be reported to the full WCJC body at the next regularly scheduled meeting.
 - (c) Reviewing and taking action on future public safety agency budgets and making recommendations to the Board regarding budgeting priorities. Actions taken must be reported to the full WCJC body at the next regularly scheduled meeting.
 - (d) Developing agendas for regular WCJC meetings.
 - (e) Considering matters on behalf of WCJC otherwise deemed necessary by the Chair.
- (4) Committee actions require a quorum. The majority of the appointed, voting Committee membership will constitute a quorum for the transaction of all business at Committee meetings. Non-voting members are not counted towards achieving a quorum. Members may attend either in person or by conference call so long as persons in attendance and on the telephone can both hear and communicate with each other. Members attending by telephone conferencing may be counted towards achieving a quorum.

ARTICLE VII
Meetings

- (1) Public Meeting Laws: WCJC is a public body subject to the public meetings and record laws as stated in ORS Chapter 192. All meetings will be open to the public.

- (2) Regular Meetings: WCJC shall meet at least once per quarter. Regular meetings may be canceled or changed to another specific place, date or time provided that actual notice is given.
- (3) Attendance: Members are expected to attend meetings. Lack of attendance may result in subsequent removal pursuant to Benton County Code ch. 3.035.
- (4) Notice: WCJC will provide for and give public notice, reasonably calculated to give actual notice, to Council members, interested persons, news media that have requested notice, and general public notice. Notice shall include the time and place for holding regular meetings. The notice will also include a list of the primary subjects anticipated to be considered at the meeting. Distribution of meeting notices will be in a manner that maximizes the potential of the public awareness of the proceedings of WCJC and to participate in its deliberations.
- (5) Special Meetings: Special meetings may be called by the Chair by notifying all members and the general public through a news media notice not less than 24 hours prior to the time of the special meeting. When possible, notice should be provided as soon as possible to encourage public participation.
- (6) Quorum: The majority of the appointed, voting WCJC membership will constitute a quorum for the transaction of all business at meetings. Non-voting members are not counted towards achieving a quorum. Members may attend either in person or by conference call so long as persons in attendance and on the telephone can both hear and communicate with each other. Members attending by telephone conferencing may be counted towards achieving a quorum.
- (7) Decision Making Procedure: Each voting member of WCJC is entitled to one vote on all issues presented at meetings at which the member is present. The primary decision-making method shall be the consensus process. Consensus is achieved when all members approve an action. However, if consensus cannot be achieved with regard to any issue, decision-making shall be accomplished by majority vote. Majority is defined as a majority of the appointed, voting Council members present at the meeting.
- (8) Minutes: The staff member assigned to WCJC is responsible for preparing meeting minutes. Minutes will include a list of the members present, motions, proposals, resolutions, and orders proposed and their disposition, the results of all votes and a vote by each member by name, the substance of any discussions on any matter, and reference to any document discussed at that meeting. Minutes will be distributed to the membership one week prior to the monthly meeting. Minutes will also be distributed to the Board and posted on the Benton County website.
- (9) Agendas: WCJC members and county staff may make recommendations for agenda items to the Chair who will prepare the agenda. The agenda will be distributed to members prior to a regular meeting.

**ARTICLE VIII
Ad Hoc Committees**

As necessary, WCJC may request the formation of ad hoc committees to deal with specific problems or issues as it deems appropriate. All ad hoc committees are required to report relevant findings and/or recommendations to WCJC. Ad hoc committee members need not be members of WCJC.

**ARTICLE IX
Amendments**

- (1) Amendments Initiated by WCJC: WCJC may propose amendments to the bylaws. Any recommendations agreed upon by a majority of WCJC shall be forwarded to the Board for its approval. Any changes must be approved by the Board of Commissioners.
- (2) Amendments Initiated by Board of Commissioners: The Board of Commissioners may initiate changes to the bylaws. These changes will be submitted to WCJC for review and consultation prior to Board adoption.

Adopted this 4th day of February, 2025.

Signed this 4th day of February, 2025.

BENTON COUNTY BOARD OF
COMMISSIONERS



Nancy Wyse, Chair



Pat Malone, Vice Chair



Gabe Shepherd, Commissioner

Approved as to form:



Vance M. Croney, County Counsel