Buncombe County Criminal Justice Coordinating Council
Bylaws

I. Name & Purpose

A. Name.

The name of the organization shall be the Buncombe County Criminal Justice Coordinating Council (CCJC).

B. Authority.

On August 4, 2015, the Buncombe County Board of Commissioners adopted Resolution #15-08-04 entitled "Resolution Endorsing the Stepping Up Initiative to Reduce the Number of People with Mental Illness in Jails." This resolution authorized the Board of Commissioners, in part, to "convene a diverse team of leaders and decision makers from multiple agencies who are committed to safely reducing the number of people with mental illnesses in jails."

On February 21, 2017, the Board of Commissioners unanimously supported the establishment of a Justice Resources Advisory Council, and in January 2018, stakeholders executed a Memorandum of Understanding thereby "committing to working collaboratively towards achieve" the goals of CJCC.

On August 18, 2026, the Board of County Commissioners formally changed the name of the Justice Resource Advisory Council to the Criminal Justice Coordinating Council at the request of its membership to better align with the name of similar boards established nationally and following best practice standards.

C. Purpose, Goals, and Objectives.

1. Purpose and Goals. CJCC shall serve in an advisory capacity to policy makers, the judiciary, and other Buncombe County criminal justice stakeholders. CJCC shall employ evidence-based practices to identify opportunities to improve the criminal justice system, set priorities, develop solutions, and measure results to ensure that policies, procedures, and programs are efficient, and yield maximum outcomes for the community. CJCC shall emphasize strategies that are cost effective, prioritize public safety, and recommend resources to improve law enforcement, the courts, and supportive services to improve outcomes for individuals navigating the criminal justice system.

2. Goals: The goals of the CJCC are to recommend policies that:
    a. Improve public safety and offender management.
    b. Increase the justice system effectiveness, efficiencies, access, and fairness across services, programs and resources.
    c. Reduce recidivism and support programs to increase offender success and community reintegration.
    d. Ensure public funds are optimized through effective allocation and utilization.

3. Objectives. The objectives of CJCC are:
    a. Develop and implement county-wide strategic plans for the justice system;
    b. Use empirical data, research, and data sharing to inform decisions and track outcomes;

c. Collaborate with diverse stakeholders (law enforcement, courts, treatment providers, housing providers, community) to build consensus;
d. Increase community engagement through public awareness, education and involvement in justice system issues;
e. Facilitate systemic change through coordination and shared commitment across juvenile and adult justice systems;
f. Promote evidence-based practices and innovative programs for justice-involved individuals; and
g. Address specific challenges like jail overcrowding, mental health/substance use needs, and court backlogs.

II. Membership

A. Representatives.

1. Criminal Justice System. The following organizations shall each be represented by one member of leadership:
    a. Buncombe County Board of County Commission
    b. Asheville City Council
    c. The Asheville Police Department
    d. The Buncombe County Sheriff's Office
    e. NC 40th Judicial District Office of the Clerk of Superior Court
    f. NC 40th Judicial District, District Court
    g. NC 40th Judicial District, Superior Court
    h. NC 40th Judicial District Office of the Public Defender
    i. NC 40th Judicial District Office of the District Attorney
    j. NC Department of Adult Correction – Community Supervision
    k. NC Division of Juvenile Justice and Delinquency Prevention
    l. Buncombe County Criminal Defense Bar

2. Behavioral Health System: The following organization shall each be represented by one member of leadership.
    a. Regional Area Public Managed Care Organization
    b. Asheville-Buncombe Continuum of Care
    c. Healthcare Organization

3. Housing System: The following organization shall each be represented by one member of leadership.
    a. Housing Authority
    b. Permanent/Stable Housing (BOCC appointed)
    c. Transitional Housing (BOCC appointed)

4. Community Organizations/Committees: The following organizations shall each be represented by one member of leadership.
    a. Asheville Area Chamber of Commerce
    b. Reentry Organization
    c. Faith Organization
    d. Secondary/Alternative Education
    e. Workforce Development

f. Domestic Violence/Sexual Assault

5. Community Representatives At-large. There shall be two (2) community representatives at-large who shall be appointed by the Buncombe County Board of Commissioners and at least one representative must be a person with lived experience.
   a. Each Representative at-large shall serve a term of two years and may serve a maximum of two terms. The Buncombe County Board of Commissioners may remove any Community Representative at-large at any time for incapacity, unfitness, misconduct, or neglect of duty.
   b. Any Community Representative at-large who fails to attend 50% of the meetings within a six-month period will be deemed to have voluntarily withdrawn and removed from the CJCC.

B. Responsibilities.

CJCC representatives shall:

1. Attend each duly scheduled and noticed CJCC meeting.
2. If a Section II(A)(1), II(A)(2), or II(A)(3)(a)-(d) member is unable to attend a meeting, that member shall designate an alternative representative with leadership authority to attend in their stead for that meeting. The designated alternative representatives may engage in discussions and vote on behalf of the member or organization they are representing only at the designated meeting
3. Community Representatives at-Large may not designate an alternate.
4. Actively participate in each meeting by:
   a. bringing forward issues or strategies for discussion and consideration,
   b. collaborating with other members on improvements to the system;
   c. communicating changes in agency policies or procedures that may impact the system.
5. Actively engage in planning, provide relevant data (when applicable), and explore alternatives to incarceration while prioritizing public safety.
6. Participate in system mapping and data analysis to understand current service needs and justice-involved populations.
7. Serve on committees when appointed.
8. Discuss procedures for sharing information between agencies, as allowed by statute and not in conflict with the legal or ethical obligations of any member.
9. Participate in the implementation and assessment of strategies as approved by the CJCC, to the extent that such participation does not conflict with the best interests of the member's constituency or agency.

III. Leadership

A. Officers.

1. Chair.

Election. The CJCC shall elect a Chair from its membership by majority vote and shall serve a term of two years until his/her successor is appointed by the CJCC. The appointment of the

Chair shall be made during the first regular scheduled meeting of each fiscal year at the conclusion of the current Chair's term and shall take effect immediately upon the successful majority vote.

2. Vice Chair.
   Election. CJCC members shall elect the Vice-Chair from its membership by majority vote to serve a two-year term and until his/her successor is appointed by the CJCC. The appointment of the Vice Chair shall be made during the first regularly scheduled meeting of each fiscal year at the conclusion of the current Vice-Chair's term and shall take effect immediately upon the successful majority vote.

B. Responsibilities.

The Chair shall preside at CJCC meetings if he or she is present. If the Chair is absent, the Vice Chair shall preside. If the Chair and Vice Chair are both absent, another member of the CJCC designated by a majority vote of members present at the meeting shall preside.

The Presiding Member shall have the following powers:

1. Facilitate an orderly meeting in accordance with the prepared agenda;
2. Rule motions in or out of order, including the right to rule out of order any motion patently offered for obstructive or dilatory purposes;
3. Determine whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks and to entertain and rule on objections from other members on this ground;
4. Call a brief recess at any time; and
5. Adjourn in an emergency.

IV. Administrative Support

The Justice Services Department shall provide administrative support for the CJCC. Administrative support shall include but is not limited to coordination, logistics, planning, and data development. Justice Services staff will serve as the primary point of contact for CJCC members and shall prepare meeting agendas, issue notices for all regular meetings, and on the authorization of the Chair, issue the call for special meetings, maintain the minutes and other official CJCC records, and notify the County Manager, or their designee, of any CJCC vacancies.

V. Committees & Work Groups

Standing committees and Work Groups serve as fact-finding committees to the CJCC. They are not authorized to operate outside of the direction of the CJCC. Its goals, mission and action plans must be approved by the CJCC.

A. Standing Committees. Standing committees shall be established by the CJCC, including the purpose and membership. The following standing committees are hereby established:

1. Behavioral Health Justice Collaborative
2. Coordinated Community Response to Domestic Violence and Sexual Assault
3. Community Engagement

The Chair may establish additional standing committees with the majority vote of the CJCC membership.

B. Membership.

The CJCC Chair shall designate the membership and Chair for each Standing Committee. Standing Committee membership must include at least one CJCC member.

C. Responsibilities.

It shall be the responsibility of committees to:

1. Address, identify and provide findings on issues assigned by the CJCC.
2. Establish a meeting schedule;
3. Set the agenda for each meeting;
4. Hold regular meetings in accordance with the schedule and agenda;
5. Ask for participation from other members or groups as needed; and
6. Report back to the CJCC on its activities, progress, findings to the CJCC.

D. Work Groups.

The CJCC Chair, shall designate the membership and Chair for each work group.

1. Purpose. Work groups may be formed on an *ad hoc* basis to investigate and analyze specific issues within the criminal justice system as identified by the CJCC. Work groups shall dissolve upon completion of their specified purpose.
2. Membership. Work groups shall be approved by majority vote of the CJCC and may include non-CJCC members with specialized knowledge that is valuable to the work group.
3. Responsibilities. Work groups shall develop recommendations and present them to CJCC for review. Work groups may also assist in the implementation and evaluation of supported plans and recommendations.

VI. Meetings

A. Regular Schedules

1. CJCC. CJCC shall meet the first Friday of February, May, August, and November at 12:30-p.m. and will meet at least quarterly. In accordance with North Carolina's open meetings laws, the schedule of the regular meetings shall be filed with the clerk of the Buncombe County Board of Commissioners and shall be posted on the Buncombe County public website.

2. Standing Committees & Work Groups. Standing committees and work groups shall determine the date, time, and place of their meetings. Each committee and work group, with the assistance of support staff, shall provide notice of the time and place of its meetings in accordance with North Carolina's Open Meetings laws.

3. Special Meetings. The Chairperson or three of the members of the CJCC may at any time call a special meeting of the CJCC by signing a written notice stating the time and place of the meeting and the subjects to be considered. The individual(s) who call the meeting shall cause the notice to be mailed, emailed, or delivered to the Chairperson and all of the CJCC members or left at the usual dwelling place of each member at least 48 hours before the meeting and shall cause a copy of the notice to be posted at the door of its usual meeting room and on the building in an area accessible to the public at least 48 hours before the meeting. Only those items of business specified in the notice may be transacted at a special meeting, unless all members are present or those who are not present have signed a written waiver.

B. Agenda. The Chair shall have administrative oversight in organizing and documenting meetings, to include but not limited to agendas, minutes, notices, etc. Any individual or group who wishes to have an item of business placed on the agenda shall make a request to be on the agenda to the Justice Services Director no later than two (2) weeks prior to the next scheduled meeting. The request must be in writing and must state the nature of the matter so that Justice Services Director will have an opportunity to respond to the area of concern. If appropriate, the Justice Services Director will resolve the request and, if not, the Justice Services Director will determine when the individual or group should be placed on the agenda. . The CJCC may by majority vote add an item that requires immediate action that is not on the agenda.

*C. Public Comment***.** Public Comment shall be limited to three minutes for any individual or representative addressing the CJCC.

D. Quorum. A quorum shall consist of 25% of members of the CJCC. A member who has withdrawn from a meeting without being excused by a majority vote of the remaining members shall be counted as present for the purposes of determining whether a quorum exists.

E. Voting

1. No vote may be taken without a quorum being present.

2. Upon good cause shown, and with the general consent of the members present, a member may make an appearance at a meeting by telephone or other electronic means and vote on any matter before the Council at such meeting. Such appearance will count toward calculation of the necessary members present to constitute a quorum.

F. Minutes

1. Justice Services Director or designee shall prepare minutes of each CJCC meeting. Copies of the minutes shall be distributed to each CJCC member before the next regular meeting. At each regular meeting, CJCC shall review the minutes of the previous regular meeting as well as any special or emergency meetings that have occurred since the previous regular meeting, make any necessary revisions, and approve the minutes as originally drafted or as revised. The public may obtain copies of CJCC meeting minutes at the County Administration Building, 200 College St., Asheville, NC 28801. Minutes shall also be available on the county's website.

2. Committees & Work Groups. Each standing committee and work group shall be responsible to prepare meeting minutes of its meetings which shall be submitted to the Justice Services Director, which shall distribute committee and work group meeting minutes to each CJCC member and make copies available to the public.

VII. Compliance with North Carolina Law

In conducting its business, CJCC shall comply with all applicable North Carolina laws, including but not limited to open meetings laws, public records laws, and the laws setting forth the powers and duties of local boards, committees and councils. To assist the CJCC in compliance, the Justice Services Department shall maintain a current copy of relevant North Carolina General Statutes and make them available to CJCC members on request.

VIII. Conflict of Interest

In accordance with State Government Ethics Act, it is the duty of every CJCC member to avoid both

conflicts of interest and appearance of conflict. Conflict of interest is defined as a situation in which a CJCC member is in a position to derive personal benefit from actions or decisions made in their official capacity. Appearance of conflict of interest can occur when it is perceived by others that a CJCC member is too closely connected to a situation to make an unbiased decision. It is the duty of every CJCC member to report all conflicts of interest and potential conflicts of interest to the Chair or Vice-Chair, as soon as they emerge, in order to be excused from voting on the matters.

IX. Procedure Management.

These bylaws may be amended at any regular meeting or at any properly called special meeting that includes amendment of the bylaws as one of the stated purposes of the meeting.

A quorum must be present at the meeting at which amendments are discussed and approved, and any amendments must be approved by a majority of the CJCC.

These bylaws shall be reviewed annually by CJCC and the County's legal department. New CJCC members will receive a copy of the bylaws and review it as part of their orientation.

X. Reference to Robert's Rules of Order

To the extent not provided for in these rules and to the extent that the reference does not conflict with the spirit of these rules, the Council shall refer to Robert's Rules of Order for unresolved procedural questions.