

**BYLAWS  
OF THE  
CUMBERLAND COUNTY, NC  
JUSTICE SYSTEM ADVISORY COUNCIL (JSAC)**

**September 2022**

**ARTICLE I  
Name**

The name of this council shall be the Justice System Advisory Council, hereinafter referred to as JSAC, which serves all of Cumberland County.

**ARTICLE II  
Authority**

2.1 The Cumberland County JSAC was created in August 2020. The council was formed with the purpose of creating a better justice system in Cumberland County. The goals included creating more efficient systems, ensuring equality, establishing a unified voice, collaborating with other agencies, and taking a proactive approach to addressing the needs of the community.

2.2 JSAC is an independent planning advisory group that makes recommendations to those elected and appointed officials who have the authority to implement such recommendations, as they deem appropriate.

**ARTICLE III  
Mission**

The JSAC mission is to identify issues in the Cumberland County justice system and their solutions, proposing actions, and facilitating cooperation that will improve public safety, align resources, and coordinate justice services. The JSAC is an independent planning advisory body that addresses system-wide goals impacting community safety and offender accountability. The JSAC leverages the resources and expertise from participating agencies to address systemic issues that no one agency can do alone.

**ARTICLE IV  
Purpose**

The JSAC purpose is to provide a working forum to support communication and collaborative coordination between and among key justice system officials, advisory bodies, agencies, organizations and departments, and community leaders. The goal of the JSAC is to serve as an advisory body to the policymakers, judiciary, and stakeholder groups of the justice system in

Cumberland County. The JSAC will use intentional and proactive communication, coordination, and collaboration to ensure the provision of effective and efficient services to citizens.

**ARTICLE V**  
**Values**

The JSAC works to advance safety, justice and equity for Cumberland County, the effective and just treatment of defendants and offenders, the protection and healing of victims, and toward the prevention of crime and reduction of recidivism. Therefore, the JSAC has identified and agree to adhere to the following values:

- Accountability and integrity – holding all system participants responsible for their practices, decisions, and outcomes.
- Community Safety – committed to crime prevention by reducing victimization and recidivism through more effective sanctions and services.
- Effective Communication – creating and maintaining open lines of supportive and collaborative communication among agencies.
- Enhanced Collaboration and Cooperation – working together for the best outcomes for everyone in Cumberland County.
- Fairness and Justice - promoting equality for those involved in the system, in part by standardizing policies and procedures and by making evidence-based decisions.
- Informed Decision Making- committed to the discipline of evidence-based decision making by using data and empirically based research to inform and guide policies, practices, intervention, and decisions across the justice system.
- Resource Responsibility- managing, allocating, and utilizing federal, state, county, municipal, and overall system resources in the most effective and efficient way possible, including the most appropriate use of taxpayer dollars.

**ARTICLE VI**  
**Membership**

6.1 **Members**

The thirteen members of the JSAC shall include the elected and appointed leaders of the county's criminal justice system:

Cumberland County Commissioner,  
Cumberland County Manager,  
Fayetteville City Manager,  
Sheriff of Cumberland County,  
Fayetteville Police Chief,  
Cumberland County Health Director,  
Senior Resident Superior Court Judge,  
Chief District Court Judge,

Clerk of Superior Court,  
District Attorney,  
Public Defender,  
Chief Magistrate,  
Trial Court Administrator

6.2 Current Members:

- Glenn Adams Cumberland County Commissioner, Chair
- Amy Cannon, County Manager
- Doug Hewitt, Fayetteville City Manager
- Sheriff Ennis W. Wright, Cumberland County Sheriff's Office
- Chief Gina Hawkins, Fayetteville Police Department
- Dr. Jennifer Green, County Health Director
- Judge James Floyd Ammons, Jr., Senior Resident Superior Court Judge
- Judge Toni S. King, Chief District Court Judge
- Lisa Scales, Clerk of Court
- William R. West, District Attorney
- Cynthia P Black, Public Defender
- J. Howard Miller, Chief Magistrate
- Ellen B. Hancox, Trial Court Administrator

6.3 Member Terms. Members of the JSAC shall retain membership so long they retain their position specified in Section 6.1 above and the support of the stakeholder group they represent.

6.4 Member Attendance. The JSAC encourages the full support and personal involvement of its members. A member who is unable to attend shall have their designee (6.6) attend in their place.

6.5 Conflict of Interest. Any member who is present at a meeting at which any matter is discussed in which he or she has a private pecuniary or property interest shall declare that he or she has a potential conflict of interest. The member shall not vote on such matter and shall refrain from attempting to influence the decisions of the other members of the JSAC in voting on the matter. The Chair may choose to have such member step out of the meeting during the discussion of and/or vote on the matter which is the subject of the potential conflict of interest.

6.6 Designees. A JSAC member may designate one consistent individual from within his/her agency, department, or stakeholder group to represent the member at JSAC meetings. The

designee must be able to speak on behalf of the agency/department and have the decision-making authority of the member in the member's absence. All members shall identify their designee to the Chair, in writing.

## **ARTICLE VII**

### **Officers**

7.1 **Officers.** The officers of the JSAC shall be the Chair and Vice-Chair. Additional officers may be elected or appointed by the JSAC. An individual may not hold more than one office at a time.

7.2 **Election.** As necessary, at the first meeting of the calendar year, the JSAC shall elect one of its members as Chair and one of its members as Vice-Chair and any other officers it deems appropriate. Elections for officers shall occur by majority vote of the JSAC. For this election, members may cast their vote by absentee ballot. In the event no candidate receives a majority of the votes cast, the two candidates receiving the most votes shall participate in a runoff election. In the event of a tie vote at any point in the process, a toss of the coin shall determine the winner or candidates to advance to the runoff election, as needed.

7.3 **Term of Office.** The officer's term of office shall begin at the close of the meeting at which officers are elected and are two years in length; however, serving only a part of a term will not count the same as a full term. Officers may be elected to serve no more than two consecutive two-year terms.

7.4 **Authority and Duties.** The Chair and Vice-Chair shall have full authority to carry out their duties as specified below.

7.4.1 **Chair** The role of the Chair is to preside at all JSAC meetings, serve as the official spokesperson for the JSAC establish and appoint committees as deemed necessary, sign official JSAC documents, advise effected legislative bodies on behalf of the JSAC, and provide direction to JSAC staff.

7.4.2 **Vice-Chair** The role of the vice-chairs is to perform all the duties of the office of Chairperson in the event of the Chairperson's absence or inability to serve, and perform such other duties as may be delegated by the Chairperson

7.5 **Other Officers** The need for and the responsibilities of other officers shall be determined at a regular meeting of the JSAC for which this topic was included in the posted agenda for said meeting.

7.8 **Governance Officer.** The JSAC Chair shall appoint a member of the JSAC to serve as its Governance Officer who shall be responsible for providing guidance and support regarding the JSAC overall structure, governance, member engagement and participation. The Governance

Officer shall prepare amendments to the Bylaws as needed help ensure compliance with the bylaws and perform other tasks to support the JSAC, as assigned.

## **ARTICLE VIII** **Committees**

8.1 Creation. The Chair, or JSAC may create standing or special committees to address issues or facilitate the JSAC's activities.

8.2 Member Selection. Any committee must include at least two JSAC members appointed by the Chair and other JSAC members who wish to serve on such committee may do so upon notice to the JSAC Chair, unless the JSAC has specifically limited the size and or composition of a particular committee. A committee may also include others from the local criminal justice system and its related service providers who are approved by a majority vote of the JSAC.

8.3 Officers. The JSAC Chair shall appoint the Chair and Vice-Chair of a committee or a pair of Co-Chairs at his/her discretion.

### 8.3.1 Committee Chair.

- Preside at meetings of the committee.
- Provide direction to the support staff on behalf of the committee as authorized by the JSAC Chair.
- Keep committee members informed of matters pertinent to their responsibility.
- Set the agenda for all meetings.
- Establish meeting schedules.
- Provide status reports on committee activities to the JSAC.

8.3.1.2 Committee Vice-Chair. In the absence of the Chair, fulfill all the above duties.

8.4. Member Resignation. A committee member may resign at any time from the committee upon providing written notice to the Committee Chair and JSAC Chair.

8.5 Conflict of Interest. No person who has a private pecuniary or property interest in a committee's work topic shall be permitted to serve as a member of such committee.

## **ARTICLE IX** **Executive Committee**

9.1 Executive Committee. An Executive Committee shall consist of the following members: JSAC Chair, JSAC Vice-Chair, each JSAC Committee Chair, and the Governance Officer.

9.2 Authority and Duties. The Executive Committee shall have full authority to carry out its duties as specified below.

- Assist in the development of the JSAC’s meeting agenda.
- Provide direction to the support staff.
- Assist in the preparation of the support staff’s annual performance appraisal.
- Assist in the development of the JSAC annual budget.
- Assist in approval of expenditures of the JSAC and the support staff.
- Coordinate and prioritize committee goals and tasks.
- Nominate candidates for the Officer positions, as necessary, in accordance with Article VII above.
- Other duties as may be assigned by the JSAC.

**ARTICLE X**  
**Meetings**

10.1 Meetings. JSAC and Executive Committee meetings shall occur regularly, but no less than quarterly, at locations and times as scheduled by the Chair. Committee meetings shall occur at locations and times as scheduled by the Committee Chair.

10.2 Special Meetings. Special meetings of the JSAC may be called by the Chair, by a majority vote of JSAC members present at a regularly scheduled meeting, or by a majority vote of the JSAC members conducted via email

10.3 Quorum. A quorum is a simple majority (i.e., of 50% plus one) of the total voting membership. A simple majority (i.e., of 50% plus one) of the members of the Executive Committee constitute a quorum for transaction of business.

10.4 Decisions of the JSAC shall be made by a simple majority (i.e., of 50% plus one) present at a meeting. Decisions of the Executive Committee shall be made by a simple majority (i.e., of 50% plus one) majority of those present.

**ARTICLE XI**  
**Staff**

Cumberland County supports the JSAC by providing the support staff that is administratively supervised by the County Manager’s Office. The JSAC has also agreed to provide resources to the JSAC to assist it in fulfilling its purpose. The support staff is available to work with the JSAC through its Chair and shall maintain records on behalf of the JSAC and its committees. Additionally, each JSAC member may expect to devote some time and resources of his/her organization, outside of preparing for and attending regular JSAC meetings, to further the JSAC’s mission and established goals, objectives, and initiatives.

Consistent with fulfilling the duties and responsibilities contained in the official job description, the support staff will receive specific assignments from the JSAC and its committees on an ongoing basis. Such assignments include, but may not be limited to:

- Provide system coordination facilitation and group facilitation.
- Structure issues for the JSAC's consideration.
- Assist in the development of short- and long-term goals and priorities.
- Conduct programmatic justice planning as well as legislative, research and analysis activities.
- Perform process and outcome evaluations of programs and policies.
- Plan, coordinate, and achieve all components of the JSAC's initiatives from beginning to end of a project.
- Draft reports, correspondence, presentations, and other materials as required for the JSAC's use.
- Execute the approved annual JSAC budget in collaboration with the Chair and in accordance with county policies.
- Attend all JSAC and committee meetings.
- Prepare agendas for each JSAC and committee meeting as set by the respective Chair and distribute prior to the meeting.
- Prepare summary minutes of each meeting (including attendees) and once reviewed by the respective Chair, distribute to the JSAC or committee prior to their subsequent meeting.
- Create and update the JSAC's website, as appropriate.

**ARTICLE XII**  
**Amendment of Bylaws**

The JSAC may adopt Bylaws governing any aspect of its membership, meetings, and actions not set forth in policy as provided for in Section 2.1 above, or governed by Federal, State, or other county policy or regulation.

Proposed amendments to the bylaws are to be included on the agenda of an Executive Committee meeting. The proposal will be forwarded to the JSAC for approval at the next regular meeting. Approval of any amendment shall be by a quorum of those present, as provided for in section 10.3 above. Any action in response to the proposed change in the bylaws taken by the JSAC shall become effective immediately.

The foregoing is the official *Bylaws of the Cumberland County Justice System Advisory Council*, as adopted on **Wednesday, September 21, 2022**.