

**BYLAWS OF THE  
LOUISIANA JUVENILE JUSTICE REFORM ACT  
IMPLEMENTATION COMMISSION**

**ARTICLE I –Name and Creation**

**Section 1.1:** The commission established by the Juvenile Justice Reform Act of 2003 shall be referred to as the "Louisiana Juvenile Justice Reform Act Commission" in these bylaws.

**ARTICLE II- Composition and Appointment of Juvenile Justice Reform Act Implementation Commission Members**

**Section 1.1:** Membership of the Criminal Justice Juvenile Justice Reform Act Implementation Commissions shall be defined as in LA R.S. 46:275.

**Section 1.2:** Composition of the Commission

- a) The commission shall consist of the following members:
- 1) The chief justice of the supreme court or an associate justice appointed by the chief justice.
  - 2) One senator appointed by the president of the Senate.
  - 3) The commissioner of administration.
  - 4) The vice president for Administration and Management, Southern University and A&M College, or their designee.
  - 5) One representative appointed by the speaker of the House.
  - 6) One representative appointed by the Louisiana District Attorneys Association.
  - 7) One representative appointed by the state public defender.
  - 8) A representative of the Families and Friends of Louisiana's Incarcerated Children.
  - 9) The chairman of the House Committee on Administration of Criminal Justice or their designee.

**Section 1.3: Juvenile Justice Reform Act Implementation Commission Chair.** The Speaker of the House shall designate a Juvenile Justice Reform Act Implementation Commission Chair ("Chair") who will serve for a term of two years, commencing after the swearing in at the next full meeting of the commission. The Chair's term may be extended for 1 year with a majority vote of the Commission during a regular or special meeting. The Chair will not be allowed to vote on their own term extension and may only have their term extended by vote once, every three years, unless the commission unanimously votes to extend for longer. The Chair's term cannot be extended more than 5 consecutive years. The Chair will convene and preside over the Juvenile Justice Reform Act Implementation Commission meetings and serve as signatory on Commission communications. The Chair is a voting-member of the Commission.

**Section 1.4: Vice Chair Duties.** It shall be the Vice Chair's responsibility to a) call and preside at each of the meetings of the Commission; b) keep Juvenile Justice Reform Act Implementation Commission members informed of matters pertinent to their responsibility on the Commission; c) set the agenda for full Juvenile Justice Reform Act Implementation Commission meetings; d) announce the business before the Juvenile Justice Reform Act Implementation Commission in the order in which it is to be acted upon; e) enforce on all occasions the observance of order and decorum among members; and f) to authenticate by his or her signature, where necessary, all the acts, orders and proceedings of the Commission.

## **Section 1.5: Member Duties and Responsibilities.**

**Section 1.5.1:** Juvenile Justice Reform Act Implementation Commission members and individuals who serve on subgroups of the Juvenile Justice Reform Act Implementation Commission (e.g. Subcommittees, Working Groups, Task Forces) shall perform their duties in a well-informed and considerate manner that supports the mission, goals, and objectives of the Juvenile Justice Reform Act Implementation Commission and its subgroups, as established by the Commission.

**Section 1.5.2:** Membership shall not be used to promote individual political, religious, or social ideologies.

**Section 1.5.3:** Juvenile Justice Reform Act Implementation Commission members shall regularly attend and actively participate at Regular Meetings (see Section 3.3.1 for definition). In the event of two consecutive absences without notification to the Chair or Vice Chair, or in the event of failure to attend 50% of the scheduled meetings in a calendar year, will be subject to remove by majority vote of the Commission. Any voting member of the Commission may motion for removal of another member of the Commission after the breach in attendance or participation is entered into the record during a regularly scheduled meeting of the Commission.

## **Section 1.6: Member Designees.**

Juvenile Justice Reform Act Implementation Commission members appointed based on their position are authorized to appoint designees, who by distinction of their designation, are eligible to vote on business matters, as proxies, and be counted toward a quorum when their appointing Juvenile Justice Reform Act Implementation Commission member is not in attendance.

**Section 1.6.1:** Designees must be high-level members of the Juvenile Justice Reform Act Implementation Commission member's agency, department, or organization, and must be able to make decisions for said agency, department, or organization.

**Section 1.6.2:** Juvenile Justice Reform Act Implementation Commission members who wish to appoint a designee must notify the Commission Chair or Vice Chair in writing and may not select more than one designee per calendar year. If the designee resigns his/her position, an exception shall be made and a new designee may be assigned for the remainder of the calendar year. A designee is not term limited and may serve successive calendar years.

**Section 1.6.3:** Hereafter, the term "Juvenile Justice Reform Act Implementation Commission member" shall include designees.

## **ARTICLE II – Juvenile Justice Reform Act Implementation Commission Subcommittees**

**Section 2.1:** Subcommittees may be created as needed or appropriate by the Commission Chair or Vice Chair in order to conduct the business of the Commission. Juvenile Justice Reform Act Implementation Commission members may submit a request for a new subcommittee to the Commission Chair or Vice Chair for consideration at the following Juvenile Justice Reform Act Implementation Commission meeting.

**Section 2.2: Subcommittee Membership.** Staff members at agencies, departments, and organizations that are represented on the Juvenile Justice Reform Act Implementation Commission are encouraged to attend and participate in Subcommittee meetings.

## **ARTICLE III – Meetings and Conduct of Juvenile Justice Reform Act Implementation Commission Business**

### **Section 3.1: Governance.**

Robert's Rules of Order Newly Revised Edition shall govern the meetings of the Juvenile Justice Reform Act Implementation Commission in all cases to which they are applicable, and when they are not inconsistent with these bylaws and any special rules of order that the Juvenile Justice Reform Act Implementation Commission may adopt. Any provision of these bylaws that conflicts with federal, state, or local law is void.

**Section 3.2: Open Meetings.** The Juvenile Justice Reform Act Implementation Commission and its subcommittees are public bodies within the meaning of the Louisiana Open Meetings Law, La.Rev. Stat § 42:11 et seq. and shall govern themselves accordingly.

### **Section 3.3: Meeting Schedule.**

**Section 3.3.1: Regular Meetings.** There will be four Regular Meetings of the Juvenile Justice Reform Act Implementation Commission per year (quarterly). The Regular Meeting schedule for each calendar year will be proposed by the Commission Chair or Vice Chair at the final meeting of the previous calendar year and voted on by the Commission members. Regular meetings may be rescheduled by the Commission Chair or Vice Chair as necessary with at least twenty-four hours' notice to the Commission members and the public. Commission members shall hear an annual report from the Commission Chair or Vice Chair at the first Regular Meeting of the calendar year. Unless otherwise announced by the Commission, all meetings shall be held in the Press Room in the Governor's Office or at such other time and place as it may be determined as necessary by the Commission Chair or Vice Chair, with at least twenty-four hours' notice to Commission members and the public.

**Section 3.3.2: Special Meetings.** Special meetings of the Juvenile Justice Reform Act Implementation Commission shall be called by the Commission Chair or Vice Chair; or by request of at least four members of the Commission, submitted in writing to the Commission Chair or Vice Chair. The Commission Chair or Vice Chair shall designate the date and time of any special meetings that may arise as soon as possible after receiving the call for the special meeting. All Commission members and the public shall be notified at least twenty-four hours before the meeting; and such notice shall include the purpose and the agenda of the special meeting.

**Section 3.4: Quorum.** A simple majority of the existing membership of the Juvenile Justice Reform Act Implementation Commission shall constitute a quorum for the transaction of business. A simple majority is defined as the next greatest whole number more than one-half.

**Section 3.5: Order of Business and Agenda.** In all Juvenile Justice Reform Act Implementation Commission meetings, the order of business shall proceed as described on the Commission's Public Meeting Notice and agenda unless the Commission Chair or Vice Chair, with the consent of two-thirds of the members present, authorizes a change in such order of business.

**Section 3.6: Voting.** All actions taken by the Juvenile Justice Reform Act Implementation Commission shall require voting procedures pursuant to Robert's Rules of Order.

**Section 3.6.1: Proxies.** Proxy voting is prohibited. Proxies shall be designated within 30 days of appointment, or upon 10 days written request of a material change in employment or position that would warrant a new proxy designation.

**Section 3.7: Conflict of Interest.** Matters of conflict of interest shall be determined by the Louisiana State Ethics Code. Declarations of known or possible conflicts shall be provided, in writing, to the Commission Chair or Vice Chair within 30 days of actual or constructive knowledge of the conflict.

**Section 3.8: Public Comment.** The Juvenile Justice Reform Act Implementation Commission shall provide an opportunity for the public to address the Commission, or any of its subcommittees, on each agenda item requiring a vote. The Commission or any of its subcommittees, may provide an opportunity for the public to address the Commission, or any of its subcommittees, on agenda items that do not require a vote, upon motion by any Commission member.

#### **ARTICLE IV – Information Sharing**

**Section 4.1:** Following Sections 2457 of Louisiana Revised Statutes, Chapter 59, the Commission Chair or Vice Chair may request reports or information related to advising the Commission Chair and Governor on criminal and juvenile justice matters at any time. The Commission is authorized to utilize personnel, facilities, and services from the legislature, executive departments and agencies, courts, and judicial administrator. Additionally, the Juvenile Justice Reform Act Implementation Commission shall request reports or information related to juvenile justice activities at any Regular Meeting when a quorum is present. Upon the request, the relevant parties shall furnish the requested report or information no later than twenty business days after the request.

**Section 4.1.1:** If a request for reports or information will cause undue burden on an agency/department, or the information/data is inaccessible, an agency will respond to the requestor in writing within ten business days of the request with an explanation.

**Section 4.2:** Agencies/organizations that fail to furnish requested reports and information within twenty business days of the request, or respond in writing within ten business days of the request, will be subject to subpoena and all related legal consequences.

**Section 4.3:** The Commission is granted the power and authority to hold hearings, subpoena witnesses, administer oaths, and require the production of books and records to fulfill its duties. Subpoenas require majority approval from the Commission and shall be served by authorized officers. Any Commissioner may move to exercise subpoena power after a department or agency's failure to produce requested documents, at any regular or special meeting.

**Section 4.3.1:** In cases of non-compliance with a subpoena, the Commission may seek an attachment from any district court, compelling the person to comply, appear before the Commission, and provide required documents and testimony. The court has the authority to punish contempt for disobedience, similar to the disobedience of a court-issued subpoena or refusal to testify therein.

**Section 4.4:** The Commission may request and utilize counsel, research, assistance, personnel, facilities, and advice from public and private sources, including private research agencies, consulting groups, individuals, and organizations. The Commission is authorized to conduct studies, reviews, or analyses through its personnel or in cooperation with public or private agencies, universities, colleges, foundations, charitable corporations, research organizations, and consulting groups. The Commission Chair has the authority to enter into contracts facilitating the provisions mentioned in this section.

#### **ARTICLE V – Adoption and Amendment of Bylaws**

**Section 5.1:** The bylaws of the Juvenile Justice Reform Act Implementation Commission shall be promulgated pursuant to Juvenile Justice Reform Act of 2003 and House Concurrent Resolution No. 56 or Senate Concurrent Resolution No. 31, or both, of the 2003 Regular Session of the Legislature, the continued reform of the state's juvenile justice system, the well-being of youth in the juvenile

justice system during a public health emergency, and House Concurrent Resolution No. 47 of the 2020 Regular Session of the Legislature. Acts 2003, No. 1225, 85; Acts 2020, 2nd Ex. Sess., No. 28, §1, eff. Oct. 28, 2020.

**Section 5.2:** A motion to amend the Juvenile Justice Reform Act Implementation Commission Bylaws may occur only after written notice of proposed amendments is provided to all members of the Juvenile Justice Reform Act Implementation Commission at least 7 business days prior to consideration of any motion to amend the bylaws. Amendments to the bylaws shall be implemented by majority vote, pursuant to Acts 2003, No. 1225, 85; Acts 2020, 2nd Ex. Sess., No. 28, §1, eff. Oct. 28, 2020.