

# ADVISORY COUNCIL HAMILTON COUNTY JUVENILE COURT

## CODE OF REGULATIONS

### ARTICLE I – PREAMBLE

Delinquent youth are one of the greatest challenges to America today. In order to deal with this challenge, juvenile and family courts were created more than 100 years ago. They are charged with the mission of protecting society, meting out consequences for criminal acts, and redirecting the paths of children and families in the juvenile justice system. The members of the Advisory Council of the Juvenile Division of the Common Pleas Court of Hamilton County, Ohio, hereby accept the responsibility of aiding and assisting that Court in performing its tremendous job and, to that end adopt this Code of Regulations.

### ARTICLE II – IDENTIFICATION OF TERMS

Terms used in this Code of Regulations shall have the following meanings:

The Advisory Council of the Juvenile Division of the Common Pleas Court of Hamilton County, Ohio is herein referred to as "the Council;"

Members of the Council are herein referred to as "Members;"

The Juvenile Division of the Court of Common Pleas of Hamilton County, Ohio is herein referred to as "the Court;"

The judges of the Court serving from time to time, are herein referred to as "the Judges;"

The Officers of the Council are herein referred to as "the Officers;"

This Code of Regulations is herein referred to as "these Regulations."

### ARTICLE III – MEMBERSHIP

SECTION 1. QUALIFICATION and TENURE: Membership of the Council shall consist of individuals from various civic, religious, economic, political, and social areas of interest or endeavor who are willing to devote time and effort to the accomplishment of the objectives of the Council and who meet such additional qualifications as may, from time to time, be fixed by the Council.

SECTION 2. ELECTION of MEMBERS: All proposals for membership must be submitted to the Membership Committee. Following recommendation of the Membership Committee, an affirmative vote by a majority of the Council will admit the new member(s). Proposals for Membership may be submitted by any Member or Officer of the Council or by any Judge.

SECTION 3. TERMINATION OF MEMBERSHIP: Individual Memberships may be terminated by a majority vote of the Council after the unanimous recommendation of the Officers.

#### ARTICLE IV – MEETINGS OF MEMBERS

SECTION 1. REGULAR MEETINGS: Meetings of members are to be held at such times and places as may be fixed from time to time by the Council. The Council shall meet at least four (4) times each year.

SECTION 2. NOTICE OF MEETINGS: Written notice stating the time, date, and location of the meeting shall be addressed to each Member by regular mail or email at least fourteen (14) days in advance of said meeting.

SECTION 3. VOTING: Each Member in attendance at any meeting of members shall have one vote on each matter submitted to the members for their approval, waiver, release, or other action.

SECTION 4. QUORUM: The Members present at any meeting duly called and held, regardless of number, shall constitute a quorum.

#### ARTICLE V – OFFICERS

SECTION 1. TITLES: Officers of the Council shall be a President, Vice President, Secretary, Treasurer, and any such other officers, including Assistant Secretary and Assistant Treasurer, as may be determined by the Council.

SECTION 2. ELECTION: The Officers of the Council shall be elected by the Members and shall hold office for an indeterminate time.

SECTION 3. REMOVAL: Any officer elected or appointed by the Council may be removed by an affirmative vote of two-thirds (2/3) of the Council whenever in its judgment the best interests of the Council would thereby be served.

SECTION 4. POWERS & DUTIES: The officers of the Council shall each have such powers and duties as generally pertain to their respective offices as set forth below and such further powers as from time to time may be conferred upon them respectively by the Council.

SECTION 4.1: PRESIDENT: The President shall preside at all meetings of the Council. He may sign, along with the Secretary or any other officer authorized and directed to do so by the Council, any deed, mortgage, bond, contract, or other instrument which the Council may have authorized to be executed on behalf of the Council, unless the signing and execution thereof shall have been expressly delegated to another Office or Officers or another agent of the Council. In addition the President shall perform such duties which may be authorized or prescribed by the Council from time to time.

SECTION 4.2: VICE PRESIDENT: In the absence of the President or in the event of the President's inability or failure to act, the Vice President shall perform the duties of President. When so acting, the Vice President shall have all the powers of and be subject to all the restrictions vested or imposed upon the President. The Vice President shall perform such other duties as, from time to time, may be delegated by the President or the Council.

SECTION 4.3 SECRETARY: The Secretary and/or the Assistant Secretary shall keep minutes of all meetings of the Council; give all required notices; keep a proper Secretary's book; and shall perform such other duties as, from time to time, may be required of the Council. In addition, the Secretary or Assistant Secretary shall keep a current roll of members containing the names, addresses, and telephone numbers of each member.

SECTION 4.4: TREASURER: The Treasurer or Assistant Treasurer shall have charge and custody of and shall be responsible for all funds, securities, and other assets of the Council, shall keep full and complete records of receipts and disbursements of all assets and shall perform such other and further duties as, from time to time, may be required by the Council. Such records or Treasurer's Reports shall be presented to the Council at its regularly scheduled meetings.

## ARTICLE VI – COMPENSATION

No Member or Officer of the Council shall be entitled to receive compensation for services in either capacity, but nothing in this section shall prevent the Council from reimbursing a Member or Officer for or from making direct payment of a Member's or Officer's expenses incurred in the conduct of the Council's business.

## ARTICLE VII – RULES OF ORDER

Parliamentary procedure for all meetings of the members or of the Officers shall be governed by Roberts Rules of Order, Revised, unless temporarily set aside by a majority vote of those Members or Officers, respectively, in attendance at any meeting.

## ARTICLE VIII – FISCAL YEAR

The fiscal year of the Council shall run concurrently with that of the Juvenile Court, commencing January 1, ending December 31.

## ARTICLE IX – AMENDMENTS

These Regulations may be altered, amended, or repealed and new Regulations may be adopted by the affirmative vote of a majority of the members present at any meeting of the Members, provided the proposed change or replacement has been submitted to the Members along with the notice of the meeting.