

FAMILY VIOLENCE COORDINATING COUNCIL - Bylaws

Revised November 12, 2015

PURPOSE

The Fourth Judicial District has established the Family Violence Coordinating Council for the purpose of addressing family violence issues. The Council shall promote interdisciplinary programs and initiatives to coordinate public and private legal and social services and law enforcement, prosecutorial, and judicial activities. The general purpose of the Council shall be to:

- Coordinate between agencies, departments and the courts on the issues of domestic violence and abuse;
- Promote effective prevention, intervention and treatment techniques; and
- Improve the response to domestic violence and abuse so as to reduce incidents of domestic violence and promote victim safety.

EXECUTIVE COMMITTEE

The Executive Committee shall take a directive role, provide leadership for the FVCC, handle emergency issues, and coordinate efforts. Minutes shall be taken at every meeting. Members shall:

- Consist of:
 - FVCC co-chairs
 - Chairs or vice-chairs of each committee.
 - Two at-large members voted on by the FVCC may be included but are not required. At-large members may be added at any time upon simple majority of the members of the meeting at which the full Council vote.
 - FVCC Executive Director
- Attend all Executive Committee meetings and provide reports on their committee activities.
- Meet in person a minimum of six times per year.
 - In the event of an individual member absence, information and proxy votes, if applicable, shall be communicated to the FVCC co-chairs.
 - No designee shall be sent to the Executive Committee meeting.
- Set the agenda for the upcoming FVCC meeting and identify issues requiring a vote of FVCC members.
- Address issues of FVCC membership attendance and vacancies, forwarding recommendations to the Chief Judge for appointment.
- Identify and coordinate presentations to the FVCC.

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STANDING COMMITTEES

There shall be four standing committees of the Family Violence Coordinating Council:

1. Civil Committee
2. Criminal Committee
3. Advocates Committee
4. Child/Juvenile Committee

- **Committee structure:**

- Committees shall have a chair and vice-chair.
- Committees shall establish goals for the coming year.
- Committees shall submit a written year-end report to the Executive Committee detailing committee activities.
- Committees can establish temporary workgroups to work on specific, short-term issues.
- Additional standing committees may be established by a vote of the FVCC.

- **Committee meetings:**

- Committees shall have standing meeting times and locations.
- Committees shall meet at least 6 times per year.
- Minutes may be taken and distributed to committee members at the direction of the committee chair.
- Committee members (listed on committee roster) can vote on issues.

- **Committee chairs:**

- Shall be appointed by a vote of each committee.
- Must be voting members of the FVCC.
- May sit on the Executive Committee.
- Run meetings and set procedure for meetings.
- Maintain their committee rosters.
- Report on committee activity at each FVCC meeting, or ask a designee to make the report.

- **Committee vice-chairs:**

- Appointed by chair of committee.
- Run committee meetings in the absence of committee chair.
- May attend Executive Committee meetings.

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FULL COUNCIL

- **Meetings**
 - Meetings shall be run by the FVCC co-chairs.
 - Only FVCC members can vote.
 - Attendance shall be taken at each meeting.
 - Shall meet at a minimum 9 times per year.
 - Are open meetings.
 - Anyone who is not a member is a guest.
 - Guests are welcome to participate in the meetings, but only members can vote.
 - Ad hoc subcommittee members shall be appointed by the FVCC Co-Chairs.
 - Voting on designated agenda items shall be taken at the direction of the FVCC Co-Chairs.

- **Agendas**
 - Those wishing to add an item to the agenda shall notify an FVCC Co-Chair or the Executive Director.
 - Every meeting shall have the following regular agenda items:
 - Presentations
 - Committee reports
 - Business requiring votes
 - Issues and other business not requiring votes
 - Announcements and new issues

- **Members**
 - The Chief Judge appoints all members upon the recommendation of the Executive Committee.
 - Members are expected to attend all FVCC meetings.
 - Members must sit on at least one committee of the council.
 - The FVCC shall be made up of up to 35 representatives from governmental and nongovernmental organizations. *(See attached grid for breakdown.)*
 - The Executive Director shall provide an orientation, and provide the FVCC bylaws and roster.

ANNUAL WORKPLAN

The Executive Committee and each Standing Committee shall establish goal(s) for the year.

- The Executive Committee shall:

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- Review the goals of each standing committee.
 - Identify overall goals for the FVCC.
 - Develop an annual work plan based upon the goals.
- The strategic plan for any given year shall be voted upon by the FVCC membership in the January of that same year.

YEAR-END REPORT

The Executive Committee shall prepare a year-end summary of FVCC activities for distribution to the FVCC and the community at large.

- An annual report shall be prepared in December and January, and delivered to the FVCC at the February meeting.

EXECUTIVE DIRECTOR

The Chief Judge shall appoint an Executive Director who shall be responsible for:

- Organizing and maintaining FVCC records.
- Maintaining an up-to-date FVCC membership roster.
- Minutes of FVCC meetings.
- Provide an orientation and membership roster to new members.

BYLAWS

- Bylaws may be amended at any time.
- Any voting member of the FVCC may present a proposal for change to the Executive Committee.
- If the Executive Committee approves the change it shall be forwarded to the full FVCC membership who shall vote on the change.
 - A simple majority of members present at the meeting at which the vote is taken is required for approval.