

CUMBERLAND COUNTY
CRIMINAL JUSTICE ADVISORY BOARD
BYLAWS

December 4, 2025

1. Name

The name of this Board is the *Cumberland County Criminal Justice Advisory Board* and it shall be referred to as the “CJAB” in the bylaws.

2. Authority

The Cumberland County Board of Commissioners in cooperation with the Cumberland County Court of Common Pleas and the Cumberland County Prison Board established the Cumberland County Criminal Justice Policy Team as part of a Pennsylvania Commission on Crime and Delinquency (hereafter “PCCD”) funded initiative to reduce crowding in county jails in Pennsylvania. In accord with standards issued by PCCD in 2015, the Policy Team (or “core group”) will continue its criminal justice leadership and administrative role for the County and with the addition of community stakeholders will fulfill the role of the County Criminal Justice Advisory Board or CJAB on behalf of Cumberland County.

3. Mission

The mission of the CJAB is to examine and address county criminal justice issues from a systemic and policy perspective and recommend ways in which local government agencies and private organizations can efficiently, effectively, and collaboratively deliver criminal justice services on behalf of residents of Cumberland County.

4. Role

The CJAB is empowered to make recommendations to public policy boards and agencies regarding the county juvenile and adult criminal justice system.

5. Membership

- a. CJAB membership will include key county officials and elected officials with authority and responsibility for the delivery of juvenile and adult criminal justice services in Cumberland County.
- b. Representatives from the following *core group* of county justice system stakeholders shall be invited to serve as members of the CJAB:
 - i. County Commissioners
 - ii. Court of Common Pleas
 - iii. District Attorney
 - iv. Court Administrator
 - v. Clerk of Court
 - vi. Sheriff
 - vii. Prison Board
 - viii. Public Defender
 - ix. County law enforcement
 - x. Adult probation
 - xi. Juvenile probation
 - xii. Warden
 - xiii. County Mental Health and ID Office
 - xiv. Magisterial District Judge Representative
 - xv. County Drug and Alcohol Commission
 - xvi. Victims Services Director
 - xvii. Children and Youth Services Director
 - xviii. Aging and Community Services Director
 - xix. Criminal Justice Services Director
 - xx. Grant Administration Director
- c. Local public and/or non-profit human assistance and service organizations will be considered for CJAB membership based on their authority and expertise to affect the delivery of community juvenile and

criminal justice programs in Cumberland County. Potential conflicts of interest with the county will also be considered. Membership will be approved by a majority vote at a regular meeting of the CJAB.

Membership will be considered non-voting and shall last for 3 years from the date of approval. There is no limit to the number of consecutive terms of membership.

6. Chair

- a. Initially, the Chair and the Vice-Chair of the CJAB shall be selected by and from amongst the CJAB's membership.
- b. The term of the CJAB Chair and Vice-Chair shall be set at three (3) years.
- c. The Chair and Vice-Chair may serve not more than two (2) consecutive terms in the same position.
- d. Upon expiration of the term of the Chair, or in the event of a vacancy mid-term, the Vice-Chair shall succeed the Chair. A new Vice-Chair of the CJAB shall then be selected by and from amongst the CJAB's membership.
- e. If the Vice-Chair is not interested in serving as Chair of the CJAB upon expiration of the term or vacancy during a term, a new Chair shall be selected by and from amongst the CJAB's membership.
- f. If the term of the Vice-Chair expires or becomes vacant at the same time as the Chair, both positions are filled pursuant to 6.a. If a vacancy occurs in the Vice-Chair position mid-term, it is filled pursuant to 6.d.

7. Meetings and Quorum

- a. Regular business meetings of the CJAB will be held quarterly, at a minimum.
- b. Special meetings of the CJAB may be convened at the call of the Chair.
- c. CJAB members or their designees representing the core group cited in paragraph 5b will be invited and given reasonable notice of both regular and special meetings.

- d. CJAB members may designate a substitute to attend and vote in their stead in the event the member is unable to attend a regular or special meeting.
- e. A quorum for the purpose of conducting regular business or calling for a vote shall be one half of the membership, plus one, of the CJAB members in attendance. Membership shall exclude vacant membership slots.

8. Agenda

- a. Meeting Agendas shall include, at a minimum: juvenile and criminal justice data, approval of minutes or meeting summaries, committee reports, items requiring CJAB action and any other items deemed appropriate to bring before the CJAB for discussion and consideration.
- b. Periodic reviews of the CJAB/s strategic planning initiative(s) shall be included on the agenda.

9. Voting

Each organization represented on the CJAB is entitled to one vote.

Organizations with multiple representatives on the board shall designate one individual from their number to vote on their behalf.

10. Meeting Documentation

All of the CJAB's as well as its committees' and subcommittees' meetings shall be documented either in the form of meeting minutes or meeting summaries.

11. Committees

- a. Committees of the Board shall consist of at least one Board Member and such other persons as may be necessary to properly conduct the work of the Committees. Committees shall submit their minutes to the Board.
- b. Committees may be created and dissolved by the Board or updated Strategic Plan as necessary.
- c. Non-members of the CJAB may serve on committees after receiving the approval of the CJAB membership.

12. Grant Management

- a. The CJAB will maintain an overview of all juvenile and criminal justice grant-related concept papers, applications, and awards.
- b. The CJAB may investigate and pursue sources of grant funding for Cumberland County.

13. Staff Support

- a. The CJAB will designate an individual or individuals to provide the staff support necessary to conduct the business of the CJAB.

12. Communication

- a. The CJAB shall broadly communicate its goals and work to: county and municipal officials who are outside the community justice system, non-profit stakeholders, and the community-at-large as well as practitioners within the community justice system.

13. Planning and Performance

- a. The CJAB will develop strategic plans that define its goals and objectives and the means by which it plans to achieve them.
- b. The CJAB will develop indicators to measure its performance in pursuit of achieving its goals and objectives.
- c. The CJAB shall conduct periodic self-evaluations of its performance using the indicators it has established.

14. Reviews and Amendment of Bylaws

- a. These Bylaws shall be reviewed biennially at a minimum.
- b. There must be an advance written notice of the intent to amend these Bylaws sent to each CJAB member at least two weeks prior to the meeting at which the motion to amend is to be presented.
- c. These Bylaws may be amended by a two-thirds vote of the CJAB members attending the meeting at which the motion to amend is raised.