

Clatsop County Public Safety Coordinating Council Bylaws

Section I – DUTIES AND RESPONSIBILITIES:

- Develop and recommend to the county board of commissioners a plan for use of state resources to serve the local offender population.
- Develop and recommend to the county board of commissioners a plan for use of state and local resources to serve the needs of offenders who are at least 15 years of age and less than 18 years of age, which plan must provide for coordination of community-wide services involving prevention, treatment, education, employment resources and intervention strategies.
- Coordinate local criminal justice policy among affected criminal justice entities.
- Discuss and when appropriate make recommendations to the Clatsop County Board of Commissioners, local elected officials, and state legislators.

Section II – MEMBERSHIP:

A:

- A police chief selected by the police chiefs of the county.
- The Sheriff of the county.
- The District Attorney of the county.
- A state court judge appointed by the presiding judge.
- A public defender or defense attorney appointed by the presiding judge.
- A Community Corrections Director appointed by the county commissioners.
- A County Commissioner appointed by the county commissioners.
- A Juvenile Department Director appointed by the county commissioners.
- A Health Department Director appointed by the county commissioners.
- A mental health director appointed by the county commissioners.
- A Mayor selected by the cities in the county.
- A City Manager selected by the cities in the county.
- At least one lay citizens appointed by the County Commission.
- A representative from the OYA (non-voting member), selected by the Director of the Oregon Youth Authority.
- A representative from the Oregon State Police (non-voting member), selected by the Superintendent of State Police.
- A Fire Chief selected the county fire protection districts.

B: Council members, except those holding statutory office, shall be appointed in accordance with the law for a period of two years.

Section III - MEETINGS AND RESPONSIBILITIES:

- The Public Safety Coordinating Council shall meet at the request of the Chairperson as frequently as required to perform its duties, but not less than once every three months.
- Special meetings may be called by the chair or any other three members upon a 24-hour written or telephone notice to members.
- A quorum shall be 50% plus 1 of the statutory and appointed membership.

- All meetings of the Council shall be open to the public unless otherwise provided by law.
- The Council may recommend removal of non-statutory members to the appointing authority by a majority vote of all its members. Such removal shall be for cause.
- The Council shall comply with applicable laws regarding public records (ORS 192), open meetings (ORS 192), and ethics (ORS 244).
- The Council may, if desired, develop bylaws.

Section IV – OFFICERS:

- At its first meeting of the calendar new year, the Council shall elect by majority vote a chairperson and vice-chair. A secretary shall also be appointed by the Council either from its membership or one of the staff.
- The duties of the Chair are:
 - Preside at all regular and special meetings.
 - Appoint committees as needed.
 - Act as the official spokesperson for the Council.
- The duties of the Vice Chair are:
 - In the absence of the Chair or during his or her incapacity to act, perform the duties of the office.
- The duties of the Secretary are:
 - Work with PSCC Chairperson to prepare meeting agendas. Prepare and distribute PSCC meeting agendas and materials.
 - Take and transcribe PSCC meeting minutes for PSCC approval. Forward approved minutes to County Manager’s Office.
 - Maintain PSCC member list and notify County Manager’s Office of any membership changes.
 - Prepare and amend PSCC bylaws as directed by the Chairperson for Committee approval. Forward amended bylaws to County Manager’s Office.
 - Organize correspondence as required by the Council by formatting and mailing documents.
 - Other administrative support duties as agreed upon.
 - Forward approved minutes to the BOCC.