Ex-Officio Orientation

Interstate Commission for Juveniles

Serving Juveniles While Protecting Communities

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Introduction

The purpose of this manual is to provide Ex-Officio members with information and support to carry out their role. Ex-Officio members will be able to assess existing opportunities for involvement, become familiar with other organizations represented on the Commission and make recommendations for common goals.

Purpose

The Interstate Commission for Juveniles is established to fulfill the objectives of the Compact, through means of joint cooperative action among the Compacting states to promote, develop and facilitate a uniform standard that provides for the welfare and protection of juveniles, victims and the public by governing the Compacting states' transfer of supervision of juveniles, temporary travel of defined offenders and return of juveniles who have absconded, escaped, fled to avoid prosecution or run away.

History

Following the initial success revising the Interstate Compact for the Supervision of Parolees and Probationers (revised into the Interstate Compact for Adult Offender Supervision), the Office of Juvenile Justice and Delinquency Prevention (OJJDP) pursued a similar rewrite of the Interstate Compact on Juveniles. In 1999, OJJDP conducted a detailed survey which uncovered a number of contentious issues within the Compact's structure.

Along with the Council of State Governments (CSG), OJJDP determined that a revision of the existing compact as the only option for long-term change. In 2001, CSG worked with OJJDP and the Association of Juvenile Compact Administrators (AJCA) to develop and facilitate a drafting team of state officials to begin the design of a revised juvenile compact.

In 2002 after finalizing the Compact's language, an educational campaign began to help state's policymakers better appreciate and understand the need for a new Compact. By 2003, the new Juvenile Compact became available for introduction in the states. Throughout that year, twelve states adopted the revised Compact.

The new Compact reached its thirty-five state threshold when Tennessee and Illinois enacted in 2008, allowing for transition and operational activities to commence. Since the first Commission meeting in December of 2008, every state and two territories have joined the new Compact with the exception of Georgia.

Membership

Each member state or territory is represented by one Commissioner. The jurisdiction's State Council, appropriate appointing authority or Governor is responsible for appointing the Commissioner.

The Commission membership also includes individuals who are not Commissioners and who do not have a vote, but who are members of interested organizations. Ex-Officios serve at the pleasure of the sponsoring organization. Ex-Officio members of the Commission include:

- American Probation and Parole Association (APPA)
- Association of Administrators of the Interstate Compact on the Placement of Children (AAICPC)
- Association of Juvenile Compact Administrators (AJCA)
- Council of Juvenile Correctional Administrators (CJCA)
- Conference of Chief Justices (CJJ)
- Conference of State Court Administrators (COSCA)
- International Association of Chiefs of Police (IACP)
- Interstate Commission for Adult Offender Supervision (ICAOS)
- Justice Solutions
- National Association of Attorneys General (NAAG)
- National Children's Advocacy Center (NCAC)
- National Conference of State Legislatures (NCSL)
- National Council of Juvenile and Family Court Judges (NCJFCJ)
- National Governors Association (NGA)
- National Partnership for Juvenile Services (NPJS)
- National Runaway Switchboard (NRS)
- National Sheriffs' Association (NSA)

For Discussion:

- Share the mission of your organization.
- Share how the mission of your organization intersects with the work of ICJ.

Role of an Ex-Officio

The primary role of an Ex-Officio member of the Commission is to be a source of communication between the Commission and the organization he or she represents. In addition, Ex-Officio members may be able to contribute information or expertise to the Commission; therefore, they are permitted the same level of commitment as regular voting members by serving on a standing Committee and attending the Annual Meeting.

Additional roles/expectations for Ex-Officios include:

- Attend a majority of the meetings for the Committee(s) in which they choose to serve.
- Participate in Committee assignments, obligations and be prepared for Committee meetings.
- Bring items of interest before a Committee or the Commission.
- Make comments in Committee or Commission meetings.
- Attend the Annual Meeting of the Commission.

- Provide information to the Commission as needed.
- Offer feedback to common objectives.
- Collaborate with the Commission to accomplish mutually beneficial projects or goals.

For Discussion:

- Share your involvement with ICJ.
- How many years have you represented your organization on ICJ?

Committees

Below are standing Committees established by the Commission and their business purpose:

Compliance Committee
Monitors the compliance of member states with the terms of the Compact and the Commission's rules. The Committee is also responsible for developing appropriate enforcement procedures for the Commission's consideration.

Rules Committee
Drafts proposed rules for the Commission's consideration as appropriate and administers the Commission's rulemaking procedural requirements under the Compact.

Training, Education and Public Relations Committee
Develops educational resources and training materials for use by the Commission and in the member states to help ensure awareness of, and compliance with, the terms of the Compact and the Commission's rules.

Information Technology Committee
Identifies and develops appropriate information technology resources to facilitate the tracking of juveniles and the administration of Commission activities. The Committee also develops recommendations for the Commission's consideration as appropriate.

Finance Committee
Responsible for monitoring the Commission's budget and financial practices, including the collection and expenditure of Commission revenues, and for developing recommendations for the Commission's consideration as appropriate.

Ad Hoc Committees
Deal with a particular issue and disband after the issue is resolved. They provide a stopgap or temporary measures to solve problems that are not resolved by ordinary processes of the Commission. Ad Hoc Committees of the Commission:

- Sex Offender Ad Hoc Committee, 2010
- Probable Cause Ad Hoc Committee, 2010
- ICPC Ad Hoc Committee, 2010
- Victims Ad Hoc Committee, 2011

- AAICPC/ICJ Workgroup, 2011

For Discussion:

- What Committees are you currently involved?
- If you are not on a Committee, which Committee would you like to serve?

Meetings

Annual Business Meeting
The Commission is required to meet at least once each calendar year at a time and place determined by the Commission. Additional meetings are scheduled at the discretion of the chairperson, and must be called upon the request of a majority of Commission members. All Commission members shall be given a thirty day written notice of Commission meetings along with meeting information.

Committee and Region Meetings
Committees and Regions generally meet via teleconference through WebEx. WebEx is an interactive conferencing tool which allows participants to view documents on their computer. The National Office hosts and schedules WebEx meetings. Committee and Region chairs are responsible for setting their meeting dates and notifying the National Office. The National Office will then set up the meeting, send out notices and materials and report to the Chair if a quorum is established.

With approved funding, a Committee or Region may meet in person. Typically, the National Office hosts in person Committee meetings in Lexington, Kentucky to limit costs.

Quorum
Commission members representing a majority of the Compacting states constitute a quorum for the transaction of business, except as otherwise required in the Commission's By-laws. The participation of a Commission member from a Compacting state in a meeting is sufficient to constitute the presence of that state for purposes of determining the existence of a quorum, provided the member present is entitled to vote on behalf of the Compacting state represented. The presence of a quorum must be established before any vote of the Commission can be taken.

Voting
Each Compacting state represented at any meeting of the Commission is entitled to one vote. A member must vote and cannot delegate a vote to another member. Members may participate and vote in meetings of the Commission and its duly authorized Committees. While Ex-Officio members are encouraged to share in the discussion of any meeting of the Commission, they do not have a vote.

Public Participation in Meetings
Upon prior written request to the Commission, any person who desires to present a statement on a matter that is on the agenda shall have an opportunity to present an oral statement to the

Commission at an open meeting. With a prior written request, the chairperson may afford any person who desires to present a statement on an agenda topic the opportunity in absentia. The chairperson may limit the time and manner of any such statements at any open meeting.

National Office Support

The National Office maintains the minutes for each Commission, Committee and Region meeting, which describes all matters discussed and provides a full and accurate summary of any actions taken, a description of the views expressed and the record of any roll call vote. Services to assist Executive Committee members when convening Committee and or Region meetings include:

- Scheduling meetings
- Notifying Chair of quorum
- Outlining an agenda
- Taking minutes
- Managing Committee/Region documents
- Providing logistical support
- Posting meeting information on the Commission's website

For Discussion

- What meetings of the Commission have you attended?
- How could our two organizations improve our communication?

Finance

Each Compact member state is assessed an annual fee to cover the cost of the operations and activities of the Commission and its staff. The Commission approves the annual budget each year at the annual business meeting. ICJ Rule 2-102 defines how annual fees are assessed.

The Commission operates on an annual budget cycle beginning on July 1 and ending on June 30 of each year. The budget report distributed at the Annual Meeting details expenditures, income and the fund balance of the Commission for the previous, current and ensuing fiscal year. The Executive Director in consultation with the Treasurer and Finance Committee are responsible for drafting a budget for consideration by the full Commission.

The Commission is affiliated with the Council of State Governments (CSG) who provides accounting and auditing services, CSG generates and distributes monthly financial reports to the Chair, Vice-Chair, Treasurer and Executive Director. These reports consist of a ledger of expenses, a summary, and a balance sheet for all Commission funds. The National Office provides a working budget to the Executive Committee based on these reports analyzing budgeted line items against actual figures.

National Office Services

The National Office is a resource center for the Commission. Among its many responsibilities, the National Office provides assistance with logistical planning, training, policies, programs, maintaining the Commission's website and supporting the work of Regions and Committees. Specific programs and assistance provided by the National Office include:

- Ensure objectives from Planning Sessions are realized
- Assist States with the establishment and maintenance of State Councils
- Live WebEx Training
- Website Administration
- Maintain and develop administrative policy for the National Office and Commission.
- Comprehensive Meeting Support
- Collect statistical information pertaining to juveniles subject to the Compact
- Assist in the interpretation of the Commission's rules
- Dispute Resolution

Memorandum of Understanding

The Commission is affiliated with other interested organizations through a Memorandum of Understanding. Through these affiliations, ICJ can share ideas and combine efforts to accomplish mutual goals. ICJ has a Memorandum of Understanding with the following organizations:

- Council of State Governments *(Entered June 2009)*
- National Council for Juvenile and Family Court Judges *(Entered October 2009)*
- Association of Administrators for the Interstate Compact on the Placement of Children *(Pending)*

For Discussion:

- What are the benefits/drawbacks of entering into a Memorandum of Understanding with Ex-Officio members?

Appendix

Compact Statute

ICJ By-laws

ICJ Rules

Annual Report