 <p><b>Interstate Commission for Juveniles</b></p>	<p><b>Policy Number</b>  <b>03-2012</b></p>	<p><b>Page Number:</b>  <b>1</b></p>
<p>ICJ Administrative Policy Committee Guidelines</p>		<p><b>Dated:</b> October 15, 2012</p>

## **I. Objective**

The objective of this policy is to outline the guidelines for participating on an ICJ committee. Appointed by the Chair, committee members represent the interests of the Commission and influence its ongoing operations.

## **II. Applicability**

According to ICJ By-laws Article VII, Section 2: “The Commission may establish such other committees as it deems necessary to carry out its objectives, which shall include, but not be limited to Finance Committee, Rules Committee, Compliance Committee, Information Technology Committee, and Training, Education and Public Relations Committee. The composition, procedures, duties, budget and tenure of such committees shall be determined by the Commission.”


## **III. Responsibilities**

### **A. Committee Chairs:**

1. Ensure the committee conducts business within the scope of the committee’s purpose, within the parameters of the ICJ statute, By-laws, and policies to reach decisions that support the business of the Commission.
2. Lead and organize meetings, prepare agendas, call meetings to order, delegate responsibilities, and involve committee members in the decision making process.
3. Approve minutes, reports and materials before their distribution to the committee.
4. Report the work of the committee to the Executive Committee and chair of the Commission.

### **B. Committee Members:**

1. Prepare for and attend committee meetings.
2. Ensure decisions are made in the best interests of the Commission.
3. Recommend appropriate agenda items when necessary.
4. Support fellow committee members.

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#### **IV. Committee Structure**

- A. According to ICJ By-laws Article III, Section 2: “The chairperson...shall make appointments to all committees of the Commission.”
- B. Committee chairs have the discretion to select committee members and limit the number of members.
- C. While more than one individual from a state can serve on the same committee, each compacting state represented at any meeting of the Commission is entitled to only one vote, made by the Commissioner or an individual authorized by that state’s appointing authority. See, ICJ Statute, Article III (D.)
- D. In those instances where two individuals from the same state serve on the same committee, only the voting member will be reimbursed expenses for on-site meetings.

#### **V. Meetings**

- A. According to ICJ By-laws Article VI, Section 1: “Final agendas shall be provided to all Commission Members no later than ten (10) days prior to any meeting of the Commission.” and “All Commission meetings shall be open to the public.”
- B. The location and frequency of Committee meetings are determined by the Chair.