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<p style="text-align: center;">ICJ Administrative Policy</p> <p style="text-align: center;">Committee Guidelines</p>		<p>Dated: October 15, 2012</p> <p>Revised: August 20, 2020</p>	

I. Authorization

Article IX of the Interstate Compact for Juveniles provides in relevant part that, “The Interstate Commission shall... provide for the establishment of committees governing any general or specific delegation of any authority or function of the Interstate Commission.” 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.”

II. Policy


Committees are essential to fulfilling the mission and duties of the Commission. Committee members will promote the best interests of the Commission and provide positive influences on ongoing operations. Committee appointments will reflect diversity in region, background, and experience.

III. Responsibility

A. Commission Chairperson:

1. According to ICJ By-laws Article III, Section 2: “The chairperson...shall make appointments to all committees of the Commission”.
2. The commission chairperson shall also appoint a chairperson to lead each committee.
3. The commission chairperson shall consult with committee chairs regarding selection of committee members and the number of members for each committee.
4. The commission chairperson shall assign one or more duties to the commission vice chairperson, which may include serving as ex officio member of the Interstate Commission on Adult Offender Supervision to represent ICJ.

* By-laws referenced above revised to reflect amended By-laws effective October 29, 2014.

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B. Committee Chairpersons:

1. Ensure the committee conducts business within the scope of the committee’s purpose, within the parameters of the Compact, By-laws, and policies to reach decisions that support the business of the Commission.
2. Determine location and frequency of meetings.
3. Lead and organize meetings, prepare agendas, call meetings to order, delegate responsibilities, and involve committee members in the decision-making process.
4. Approve minutes, reports and materials before their distribution to the committee.
5. Report the work of the committee to the Executive Committee and chairperson of the Commission.
6. In consultation with the commission chairperson, appoint a committee vice chairperson.
7. In order to increase participation and ensure a quorum is present, contact members directly in advance of meetings, especially where attendance issues have been noted.
8. Collaborate with the vice chairperson to identify leadership development opportunities and committee-related duties.

C. Committee Vice Chairpersons:

1. Perform any or all of the duties of the committee chairperson in the absence of or at the direction of the committee chairperson.
2. Upon request, the committee vice chairperson may report to the Executive Committee on behalf of the committee chairperson. However, the committee vice chairperson shall not be considered a voting member of the Executive Committee.

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3. In the event of a vacancy in the position of the committee chairperson or the absence of the committee chairperson, the committee vice chairperson shall serve as the acting committee chairperson until a new committee chairperson is appointed by the Commission chairperson. The acting committee chairperson shall not be considered a voting member of the Executive Committee.
4. Assigned tasks may include, but not be limited to: reviewing minutes and/or agendas; leading meeting(s) or section(s) of meetings(s); and/or following up with absent members.

D. Committee Members:


1. Prepare for and attend at least 70 percent of 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.
5. Notify the committee chairperson and/or national office in advance if unable to attend any meeting.
6. Committee attendance and engagement shall be considered when future committee appointments are made.

IV. Procedures

A. Appointment of Committee Chairpersons & Vice Chairpersons

1. In selecting chairpersons, the commission chairperson shall consider diversity of regional representation, background, experience, institutional knowledge, and leadership development.
2. In order to serve as a committee chairperson or vice chairperson, an individual must meet the following requirements:

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- a. Be appointed by a member state to serve as a Commissioner or full-time designee authorized to vote on behalf of the state in lieu of the Commissioner;
 - b. Have at least two (2) years of experience working for a state Compact office; and
 - c. Be employed by a state considered to be in good standing, as indicated by previous performance measurement assessments and/or compliance-related actions. If it is unclear whether the state is considered to be in good standing, the Executive Committee will make a determination.
3. Unless otherwise notified by the commission chairperson, each committee chairperson and vice chairperson shall serve until the close of the next regular meeting of the Commission or special meeting of the Commission at which a new chairperson is election.

B. Participation of Multiple Individuals from a Single State

1. While more than one individual from a state can participate 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.)
2. If two individuals from the same state participate 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.

** By-laws referenced above revised to reflect amended By-laws effective October 29, 2014.*