SANTA CLARA COUNTY BAIL AND RELEASE WORK GROUP BYLAWS

I. ESTABLISHMENT OF THE SANTA CLARA COUNTY BAIL AND RELEASE WORK GROUP

The Santa Clara County Bail and Release Work Group ("BRWG") was established by unanimous action of the Board of Supervisors on February 25, 2014. The Board of Supervisors directed that the BRWG shall operate for an eighteen-month period commencing on September 29, 2014, subject to extension by the Board of Supervisors.

II. PURPOSE

The purpose of the BRWG is to research and analyze policies and options related to the capacity and effectiveness of the County’s public safety system in assessing all arrested persons for release or detention.

III. DUTIES

The BRWG shall gather, analyze, and review practices, data, and evidence regarding bail and release issues, as provided for in a work plan approved by the BRWG. The BRWG shall report periodically regarding its research and analysis to the Board of Supervisors through the Public Safety and Justice Committee.

IV. MEMBERSHIP

A. BRWG Members

The BRWG shall consist of 19 members. Membership shall consist of the following County officials and community representatives:

1. Chairperson: Supervisor Cindy Chavez
2. Vice Chair: Deputy County Executive James R. Williams
3. County Counsel
4. District Attorney
5. Sheriff
6. Public Defender
7. Chief of Correction
8. Chief of Probation
9. Director of Pretrial Services
10. County Budget Director
11. Santa Clara County Police Chiefs Association representative chosen by the Association
12. Presiding Judge of the Santa Clara County Superior Court
13. Court Executive Officer of the Santa Clara County Superior Court
14. Community member seat
15. Community member seat
16. Community member seat
17. Community member seat
18. Community member seat
19. Community member seat

Additional members may be appointed by the Board of Supervisors.

Each member is responsible for attending each meeting of the BRWG. Alternates shall not be permitted.

B. **Officers**

Supervisor Cindy Chavez is the Chair of the BRWG. Deputy County Executive James Williams is the Vice-Chair. The Chair shall oversee the efforts of the BRWG and shall report regularly to the Board of Supervisors, through the Public Safety and Justice Committee, on the progress of endeavors undertaken.

The Clerk of the Board of Supervisors shall be ex officio secretary to the BRWG.

C. **Terms and Oaths of Office**

Each BRWG member shall serve a term of eighteen months. Each member may serve additional terms of service if the BRWG is extended by the Board of Supervisors beyond the initial 18-month period of September 29, 2014 to approximately March 28, 2016.

D. **Appointment to the BRWG**

Appointments to the BRWG are made by the Board of Supervisors. If a vacancy occurs in a membership slot designated for a community member, the vacancy shall be reported to the Chair and the Clerk of the Board. The Public Safety and Justice Committee shall nominate one or more replacement members for consideration and approval by the full Board of Supervisors.

E. **Change of Status**

A member who changes his/her employment has thirty (30) days from the termination of employment to inform the BRWG Chair in writing of his/her change of status. The vacancy shall be filled in accordance with Section IV.D of these bylaws in the case of community members, or by the individual who has acceded to the departing member’s position in the case of membership slots defined by position.

F. **Resignation**

A resignation from a BRWG member shall be in writing and filed with the Chair and the Clerk of the Board of Supervisors. The vacancy shall be filled in accordance with Section IV.D of these bylaws.
V. MEETINGS AND QUORUM

A. Meetings

The BRWG shall hold regular meetings in accordance with its work plan. All meetings shall be open and public under the Ralph M. Brown Act (“Brown Act”).

B. Notice

Written notice of each regular meeting of the BRWG, specifying the time, place and agenda items for the meeting, shall be sent to each member no less than seventy-two (72) hours before the meeting. Further, the agenda for a regular meeting shall be posted in a public notice area in accordance with the Brown Act no less than seventy-two (72) hours before the meeting.

Items to be placed on the agenda of any regular meeting shall be on file with the secretary of the BRWG ten calendar days prior to the scheduled meeting. Any member of the BRWG may place an item on the agenda.

C. Quorum

Concurrence of a quorum is necessary to conduct business and to take action. A quorum is the presence of a majority of the entire membership – i.e., ten (10) of the nineteen (19) members.

VI. SUBGROUPS

The BRWG may form ad hoc subgroups composed solely of less than a quorum of members of the BRWG as necessary to gather data and to conduct research and analysis in order to further the purposes of the BRWG. Any member of the BRWG may suggest the creation of a subgroup and its membership, both of which may be established upon majority approval of the BRWG.

VII. WORK PLAN

The BRWG shall provide a Work Plan to the Public Safety and Justice Committee of the Board of Supervisors as soon as practicable after the first meeting of the BRWG.

VIII. AMENDMENTS TO THE BYLAWS

These bylaws may be amended by a majority vote of the entire membership of the BRWG at any meeting, subject to final approval by the Board of Supervisors. A recommendation to amend the bylaws shall be approved as to form and legality by the Office of the County Counsel.
IX. AB 1234 ETHICS TRAINING

Each member of the BRWG must receive training in public service ethics laws and principles within twelve months of assuming membership on the BRWG and every two years thereafter. If a member has already received the training prior to assuming membership, the member shall ensure that the Clerk of the Board's office has signed certification of the training completion date.

APPROVED AS TO FORM AND LEGALITY:

Kavita Narayan
Deputy County Counsel

Date: 09/19/2014

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