

Utah Coordinating Council Overview

Introduction

The State Coordinating Council for Youth In Custody was established by the Department of Human Services and the State Board of Education pursuant to a directive by the 1979 Utah Legislature, codified in section 53A-1-403, Utah Code Annotated. The Council operates under guidelines developed and approved by the two sponsoring state agencies, the Department of Human Services, and the State Board of Education.

Purpose and Responsibility

The Council works through existing public and private agencies. It has no authority to establish or operate programs, nor to mandate changes in the policies or programs of any agency. The Council will include, but not limited to, the members list.

Additional members of the Council may be added at any regular Council meeting by a vote of two-thirds of the Council members subject to the approval of the Superintendent of the State Board of Education and the Executive Director of the State Department of Social Services.

Council Officers

The Council shall have two elected officers, a chairperson, and vice-chairperson. Such officers shall be elected at the first regular meeting of the Council in July of each year to serve a term of one year and for no more than two consecutive terms. Meetings shall be under the direction of the chairperson, or in his or her absence, the vice-chairperson.

The representative of the State Board of Education shall be responsible for maintaining records for Council meetings, preparing and publishing minutes of those meetings, and circulation materials and information as directed by the Council.

Appointment of Council Members

A. Selection of Agency Representatives

- The chief administrative officer of any agency chosen for representation on the Council shall nominate the representative by submitting the name of the nominee to the Council. The Council shall then vote on the names submitted. The nominees shall then be submitted to the Utah State Board of Education for approval. The Council chairperson will notify the approved nominees of their appointment. New members shall assume their seats at the meeting following notification.
- Should no nominee be approved for a given seat prior to the expiration of an incumbent's term, the incumbent shall continue to serve until a replacement is selected.

- Should an agency or member decide to resign an appointment prior to expiration of the term, selection of a new representative agency or member shall be made as previously noted. Such selections shall be for the unexpired portion of the term from which the agency or representative resigned.
- Terms shall commence on July 1 and expire on June 30 of the operative years. Appointments shall be for three years. No Council member shall serve more than two consecutive terms until otherwise approved by a two-thirds vote of the Council members.

B. Selection of Non-agency Representatives

- The Council may make recommendations for representatives to fill seats not assigned to a specific agency no later than May 1 of the year during which the term of the incumbent for the seat in question expires, by submitting a list of eligible candidates. Council recommendations shall be based upon present or potential involvement of the agency with youth in custody, agency interest in the work of the Council, potential for contribution to the work of the Council, and rotation of membership among eligible agencies.

C. Removal of Council Members

- Any Council member may be removed, either with or without cause at any time, by a vote of two-thirds of the other Council members at any regular or special meeting of the Council. Any Council member who fails to attend three consecutive regular meetings of the Council unexcused or un-represented shall be deemed to have resigned from the Council, effective as of the last unattended regular meeting.

Regular Meetings

The Council shall meet at least once every two months, at a location determined by the Council. All meetings shall conform to the requirements of the Utah Open and Public Meetings Act, Sections 52-4-1 et seq., UCA.

Special Meetings

Special meetings may be called by the chairperson at any time. Special meetings may also be called upon written request signed by one-half or more members of the Council.

Procedure

Council meetings shall follow the procedural rules established by Roberts Rule of Order, except as modified by these Bylaws.

Quorum

One-half of the members of the Council shall constitute a quorum for conducting the business of the Council. A majority vote of those present and voting shall be required for the transaction of any business by the Council. Proxy voting shall not be permitted. Council members may send representatives in their absence to speak and vote on their behalf.

Resolutions

Resolutions may be adopted by a majority vote of the Council members in attendance at a regularly scheduled meeting. Proposed resolutions shall be submitted to Council members at least one week in advance of the meeting during which the vote is to be taken.

Amending the Bylaws

Council Bylaws may be amended by majority vote of the members of the Council. Proposed amendments must be submitted to Council members at least one week prior to the meeting during which the vote is to be taken. (Bylaws adopted November 19, 1996).