

**BYLAWS OF THE YAMHILL COUNTY  
LOCAL PUBLIC SAFETY COORDINATING COUNCIL**

**I. NAME:**

This council is established pursuant to ORS 423.560 and shall be known as the Yamhill County Local Public Safety Coordinating Council (LPSCC).

**II. VISION:**

Yamhill County is a safe place in which all members of the community can thrive in an environment of justice, health, and productivity.

**III. MISSION:**

The Yamhill County Local Public Safety Coordinating Council (LPSCC) promotes and improves public safety by creating, recommending, or reviewing initiatives, strategies, and plans for resource allocation through a lens of collaboration and evidence-based knowledge to inform public policy decisions.

**IV. PURPOSE:**

Yamhill County's Local Public Safety Coordinating Council is mandated under ORS 423.560 and ORS 423.565 to:

- A. Develop and recommend to the Yamhill County Board of Commissioners (YCBOC) a comprehensive plan for the use of:
  - a. State resources to serve the local offender population;
  - b. State and local resources to serve the needs of that part of the local offender population who are at least 15 years of age and less than 18 years of age, which plan must provide for coordination of community-wide services involving prevention, treatment, education, employment resources, and intervention strategies; and
  - c. State and local resources to serve the local youth offender population
- B. Prepare, submit and report on the county's Justice Reinvestment Grant Program.
- C. Participate in the development of the Juvenile Crime Prevention Plan.
- D. Submit an annual summary regarding LPSCC activity to the Oregon Criminal Justice Commission.
- E. Coordinate local criminal justice policy among affected criminal justice entities.
- F. Coordinate local juvenile justice policy among juvenile justice entities.
- G. Create a facility advisory subcommittee when provided with the information described in ORS 169.690, (Establishment of halfway houses and other facilities).
- H. If a written plan of action has been provided to the LPSCC under ORS 165.127, which is the county metal theft plan of action, the LPSCC will annually review the plan and, if appropriate, make written recommendations to the affected district attorney for plan improvements.

**V. PRINCIPLES**

- A. The professional judgment of criminal justice system decision-makers is enhanced when informed by evidence-based knowledge.
- B. Every point of interaction in the justice system offers an opportunity for harm reduction.

- C. Systems achieve better outcomes when they operate collaboratively.
- D. The criminal justice system will continually learn and improve when professionals make decisions based on the collection, analysis, and use of data and other information.

**VI. MEMBERSHIP:**

Members of the LPSCC shall include members of the public, representatives of county and city government and departments, and local agencies as determined by statute and that the Yamhill County Board of Commissioners (YCBOC) or the presiding judge deems to be helpful in fulfilling the LPSCC purposes.

Per ORS 423.560, the LPSCC must include, at a minimum, the following:

Member	Appointed By
Chief of Police	Police Chiefs in the County
County Sheriff	Elected Position
District Attorney	Elected Position
State Court Judge	Presiding Judge of County Judicial District
Defense Attorney	Presiding Judge of County Judicial District
Director of Community Justice <sup>1</sup>	YCBOC
County Commissioner	YCBOC
Juvenile Director <sup>1</sup>	YCBOC
Public Health Director <sup>2</sup>	YCBOC
Mental Health Director <sup>2</sup>	YCBOC
At Least One Lay Citizen	YCBOC
City Councilor or Mayor	Cities in the County
City Manager or other City Representative	Cities in the County
Community-based Nonprofit Victim's Services Representative	YCBOC
Representative of the Oregon State Police <sup>3</sup>	Superintendent of State Police
Representative of Oregon Youth Authority <sup>3</sup>	Director of OYA

ORS 423.560 allows for the appointment of additional voting members to the LPSCC. The following voting positions have been added beyond the statutory requirement:

Member	Appointed By
Additional Citizen	YCBOC
Additional Citizen	YCBOC
Additional Citizen	YCBOC
WOU Criminal Justice Program Rep	YCBOC
Victim's Service Manager	YCBOC

<sup>1</sup> In Yamhill County, the Director of Community Justice and the Juvenile Director are one and the same

<sup>2</sup> In Yamhill County, the Public Health Director and Mental Health Director are one and the same

<sup>3</sup> Non-voting members

The following non-voting positions have been added beyond the statutory requirement:

Member	Appointed By
Probation Officer	YCBOC
Corrections Manager	YCBOC
Corrections Manager	YCBOC
Additional County Commissioner	YCBOC
Additional County Commissioner	YCBOC
Additional State Court Judge	Presiding Judge
Additional State Court Judge	Presiding Judge
Additional State Court Judge	Presiding Judge
Jail Commander	YCBOC
Juvenile Corrections Manager	YCBOC
Juvenile Probation Manager	YCBOC

**VII. TERMS OF OFFICE:**

Appointees to the LPSCC shall serve three-year terms unless the appointment is to fill the unexpired term of another LPSCC member. Term limits do not apply to members whose elected or appointed position are identified in ORS 423.560.

Non-statutory members are expected to attend two-thirds of all meetings during a year, barring extenuating circumstances. The LPSCC may recommend, by a 2/3 vote, for removal of a member for cause, including non-attendance at meetings. The recommendation shall be forwarded to the appointing authority.

**VIII. OFFICERS AND DUTIES:**

The officers shall include a chair and a vice chair to preside over meetings. Officers shall be elected for terms of three years, beginning with the first meeting of the calendar year. The vice chair will act as chair in the chair’s absence.

**IX. MEETINGS:**

- A. Public meeting law:** The Yamhill County Local Public Safety Coordinating Council is a public body subject to the public meetings and public records laws as stated in ORS Chapter 192. All meetings will be open to the public.
- B. Regular meetings:** Unless otherwise agreed upon by a majority of the LPSCC, meetings will be held every other month. Special meetings may be called by the chair or by a majority of the membership.
- C. Quorum:** A majority of the appointed, voting LPSCC membership will constitute a quorum for the transaction of all business at meetings. Non-voting members are not counted towards achieving a quorum. Members may attend either in person or virtually using technology such as conference calling so long as persons in attendance and attending virtually can both hear and communicate with each other. Members attending virtually may be counted towards achieving a quorum.

**D. Decision-making procedure:** Except for the members expressly identified as non-voting in Section VI, each LPSCC member is entitled to one vote on all issues presented at meetings at which the member is present. The primary decision-making method shall be the consensus process. Consensus is achieved when all members approve an action. However, if consensus cannot be achieved regarding any issue, decision-making shall be accomplished by a simple majority vote of the quorum present.

**X. EXECUTIVE COMMITTEE:**

- A. Responsibilities:** The Executive Committee shall be responsible for taking action on time-sensitive administrative matters that require a decision between LPSCC meetings
- a. Notice will be provided to all LPSCC members and interested parties via email prior to taking action.
  - b. Action will not be taken under this subsection if any LPSCC member notifies the Executive Committee with an objection prior to the Executive Committee's action on a time-sensitive matter. Time-sensitive administrative matters include but are not limited to: mandatory municipal, state, or federal reporting and letters of support associated with grant applications.
  - c. The action or actions will be ratified at the next full LPSCC meeting.

- B. Members:** The Executive Committee shall be composed of at least the following LPSCC members or their designees.
- a. LPSCC Chair
  - b. County Sheriff
  - c. District Attorney
  - d. Director of Community Justice
  - e. State Judge
  - f. Defense Attorney
  - g. Health and Human Services Director
  - h. Citizen
  - i. County Commissioner

**XI. SUBCOMMITTEES:**

The LPSCC may authorize the formation of subcommittees as necessary to work on specific problems or issues as the LPSCC deems appropriate. Subcommittees should be time-limited and subject-specific. All subcommittees are required to report their information and/or recommendations to the LPSCC. Members of subcommittees are selected by the LPSCC and need not be members of the LPSCC.

**XII. CONFLICTS OF INTEREST:**

Members shall be required to vote on all matters that require a decision except, in accordance with ORS Chapter 244, no LPSCC member shall participate in a decision in which that member has a private pecuniary interest. When such apparent or potential conflict of interest arises, the affected member shall disclose such conflict of interest and disqualify herself/himself from

voting on the matter. Such members shall not be considered as being present for the purpose of determining whether a quorum is present. Declared conflicts shall be formally represented in the minutes of the meeting where such declaration is made. Furthermore, the affected members shall notify the Board of Commissioners as required under ORS 244.120.

### **XIII. ADOPTION AND AMENDMENT:**

The bylaws shall be adopted by a majority vote of the LPSCC. Amendments to the bylaws may be adopted only by a majority vote of the LPSCC at a regular meeting where the proposed amendments are provided in advance to the members as part of the notifications of the meeting agenda.