

FAMILY VIOLENCE COORDINATING COUNCIL BYLAWS
Adopted May 2003

PURPOSE OF THE FAMILY VIOLENCE COORDINATING COUNCIL

The Fourth Judicial District has established the Family Violence Coordinating Council for the purpose of dealing with family violence issues. The Council will promote interdisciplinary programs and initiatives to coordinate public and private legal and social services and law enforcement, prosecutorial, and judicial activities. The general purpose of the Council shall be:

- To coordinate between agencies, departments and the courts on the issues of domestic violence and abuse;
- To promote effective prevention, intervention and treatment techniques; and
- To improve the response to domestic violence and abuse so as to reduce incidents of domestic violence and promote victim safety.

EXECUTIVE COMMITTEE

Overall, the Executive Committee shall take a directive role, providing leadership for the FVCC, handle emergency issues, and coordinate efforts.

- *Membership:* The committee will be made up of the FVCC co-chairs, the chairs of the committees, and two at-large members voted on by the FVCC.
- The committee chairs will attend all Executive Committee meetings and provide reports on their committees' activities. In the event of an absence, information and proxy votes, if applicable, will be communicated to the FVCC co-chairs. No designee will be sent to the Executive Committee meeting.
- The committee will meet the first week of month (the week before the FVCC meeting) at a standard time and location.
- The committee sets the agenda for the upcoming FVCC meeting and identifies what issues require a vote of FVCC members.
- The committee identifies and coordinates presentations to the FVCC.
- The committee shall address issues of membership attendance and filling vacancies.
- Members shall take minutes of meetings on a rotating basis.

STANDING COMMITTEES

There will be five standing committees of the Family Violence Coordinating Council:

- (1) Civil Committee
- (2) Criminal Committee
- (3) Advocates Committee
- (4) Child/Juvenile Committee
- (5) Community Outreach

Committee structure:

- Each committee will have a chair and vice-chair.

- Each committee will establish goals for the coming year.
- Each committee will submit a written year-end report to the Executive Committee committee activities.
- Each committee can establish temporary workgroups to work on specific, short-term issues.
- Additional standing committees may be established by a vote of the FVCC.

Committee meetings:

- Committees will have standing meeting times and locations.
- Committees will meet at least 6 times per year.
- Minutes must be taken and distributed to committee members and members of Executive Committee.
- Committee members (listed on committee roster) can vote on issues.

Committees chairs:

- Chairs serve for term of one year and can be reappointed.
- Chairs are appointed by the FVCC co-chairs.
- Chairs must be voting members of the FVCC.
- Chairs sit on the Executive Committee.
- Chairs run meetings and set procedure for meetings.
- Chairs maintain their committee rosters—identifying “members” as opposed to guests.
- Chairs reports on committee activity at each FVCC meeting, or asks designee to make report.
- New chairs should be identified by December and begin their term in January.

Committee vice-chair:

- Takes minutes.
- Appointed by chair of committee.
- Runs committee meeting in absence of committee chair.
- Does not attend Executive Committee meetings.

FVCC FULL COUNCIL MEETINGS

- Meeting run by the FVCC co-chairs.
- Only FVCC members can vote.
- Name cards provided for all FVCC members.
- Attendance taken at each meeting.
- The FVCC meets the second Thursday of the month, 12:15—1:30 pm.
- The FVCC meetings are open. Anyone who is not a member is a guest. Guests are welcome to participate in the meetings, but only members can vote.

FVCC MEETING AGENDA

- To get on agenda, notify the FVCC chair or other member of executive committee.
- Meeting has regular agenda items:

- (1) Presentations
- (2) Committee reports
- (3) Business requiring votes
- (4) Issues and other business not requiring votes
- (5) Announcements and new issues

FVCC MEMBERS

- The Chief Judge appoints all members.
- Members are expected to attend all FVCC meetings.
- Members must sit on at least one committee of the council.
- The FVCC will be made up from 35 representatives from governmental and nongovernmental organizations. (*See attached grid for breakdown.*)
- New members should be provided an orientation and given the FVCC bylaws and roster.

ANNUAL WORKPLAN

- Each committee makes at least one goal for the year.
- The Executive Committee shall review the goals of each committee, as well as identify overall goals for the FVCC and come up with an annual work plan by the October FVCC meeting to be presented to the entire FVCC at the November meeting. The annual work plan shall be voted upon at the December meeting.

YEAR-END REPORT

- The Executive Committee will prepare a year-end summary of FVCC activities for distribution to the FVCC and the community at large.
- The annual report shall be prepared in December and January, and delivered to the FVCC at the February meeting.

FVCC YEAR

- The FVCC operates on a calendar year schedule—January to December. FVCC co-chairs and committee chairs begin their annual appointments starting in January.

OTHER RECOMMENDATIONS REGARDING STAFFING

- If a new FVCC Executive Director position is established, it is recommended that the ED have the following duties:
 - (1) Organize and maintain FVCC records.
 - (2) Maintain up-to-date FVCC membership roster.
 - (3) Take minutes of FVCC meetings and committee meetings.
 - (4) Provide orientation to new members.