KERN COUNTY
ADMINISTRATIVE AND PROCEDURAL RULES FOR THE PROCEEDINGS OF THE JUVENILE JUSTICE COORDINATING COUNCIL
AND THE
SB 823 SUBCOMMITTEE

"JJCC POLICIES & PROCEDURES"

(Approved by the JJCC on April 8, 2026)

Table of Contents

SECTION 1: DEFINITIONS..... 3

SECTION 2: PURPOSE..... 3

SECTION 3: RULES..... 3

RULE 1: MEMBERSHIP..... 3

RULE 2: APPOINTMENT AND DUTIES OF CHAIR..... 4

RULE 3: MEETINGS..... 4

RULE 4: ORDER OF BUSINESS..... 5

RULE 5: MEETING DECORUM..... 5

RULE 6: AGENDA..... 6

RULE 7: PROCEDURE FOR CONSIDERATION OF CONSENT AGENDA..... 7

RULE 8: PROCEDURE FOR CONSIDERATION OF NON-CONSENT AGENDA ITEMS..... 7

RULE 9: VOTING..... 8

RULE 10: REFERRALS TO DEPARTMENTS..... 9

RULE 11: PUBLIC PRESENTATIONS..... 9

RULE 12: ANNOUNCEMENT OF ACTIONS – CLOSED SESSION..... 9

RULE 13: APPOINTMENT OR DESIGNATION OF MEMBER TO REPRESENT THE JUVENILE JUSTICE COORDINATING COUNCIL OR SB 823 SUBCOMMITTEE..... 9

RULE 14: ADMINISTRATION OF RULES..... 9

RULE 15: RULES ARE PROCEDURAL..... 10

APPENDIX A..... 11

SECTION 1: DEFINITIONS

For the purposes of these procedural rules, the following definitions apply:

A. Shall, must, and will mean that the procedure is mandatory.

B. Should means that the procedure is recommended.

C. May means that the procedure is optional.

D. Referral is direction given to a department/entity that requires a report back to the Juvenile Justice Coordinating Council (JJCC) or the SB 823 Subcommittee of the JJCC (SC) at a future meeting.

E. For the purpose of this document the Juvenile Justice Coordinating Council may be abbreviated as JJCC and the SB 823 Subcommittee of the JJCC may be abbreviated as SC.

SECTION 2: PURPOSE

The purpose of the Juvenile Justice Coordinating Council and the SB 823 Subcommittee of the JJCC is set forth in California Welfare and Institutions Code Sections 749.22 and 1995(a).

SECTION 3: RULES

RULE 1: MEMBERSHIP

A. JUVENILE JUSTICE COORDINATING COUNCIL

1. The members of the JJCC are defined in Welfare and Institutions Code Section 749.22.

2. The Kern County Board of Supervisors shall appoint all Council members as required by Article 18.7, Section 749.22 of Chapter 2 of Part 1 of Division 2 of the *Welfare and Institutions Code*. Additional members of the Council may be appointed by the Board of Supervisors as requested by the Council Chair.

3. Subject to the requirements of *Welfare & Institutions Code* Section 749.22, members of the Council shall serve at the pleasure of the Board of Supervisors for a term of two years.

4. A vacancy shall exist in any of the following circumstances:

   a. When a member submits a written resignation to the Council Chair and to the appointing authority (the Chair of the Board of Supervisors);

   b. When death, disability, or any other such circumstance prevents the member from completing a term;

   c. When a member no longer resides, or is employed, in the County;

   d. When a member is removed from the Council by the Board of Supervisors.

B. SB 823 SUBCOMMITTEE

1. The members of the SB 823 Subcommittee are defined in Welfare and Institutions Code Section 1995 (b).

2. For those positions which are not ex officio the chair shall appoint persons who fulfill the requirements.

3. Should a non-ex officio member no longer desire to be a member of the SC they shall inform the chair, who will appoint a new member.

4. The SC may elect to have a co-chair in addition to the probation chief, with a selection process determined by the subcommittee, pursuant to Welfare and Institutions Code 1995 (b). Should a co-chair be elected, all references to the responsibilities and duties of the chair of the SC will also apply to the co-chair.

C. All members of the JJCC and SC will be provided a copy of the Brown Act.

RULE 2: APPOINTMENT AND DUTIES OF CHAIR

A. The chair of the JJCC and the SC shall be the Chief Probation Officer as directed by Welfare and Institutions Code 749.22 and 1995(b), respectively.

B. The chair shall preside over, preserve order and decorum at, and announce each agenda item, or each agenda item number if on the consent agenda, before the JJCC and the SC at all meetings.

C. Unless otherwise provided by these rules, the chair shall decide all questions of order and procedure, subject to appeal by any member of the JJCC or the SC as a whole.

D. When the Chief Probation Officer is absent from a JJCC or SC meeting, their appointed proxy member shall assume the office of chair for that meeting.

E. The chair may discuss and vote upon any matter as a member of the JJCC or the SC without relinquishing the chair.

F. The chair shall be responsible for signing all documents as authorized by the JJCC or the SC.

RULE 3: MEETINGS

A. Meetings for the JJCC will be held at least twice a year. Additional meetings will be scheduled as needed to conduct business.

B. Meetings for the SC will be held at least twice a year. Additional meetings will be scheduled as needed to conduct business.

C. Notice of meetings will be posted on the JJCC website located at www.kernprobation.com and as required by the Brown Act. The physical location of meetings will be at Probation Department offices and will be provided through the notice of meetings.

D. Public participation through a two-way telephonic service or audiovisual platform will be provided unless the technology is not available at the meeting location or the meeting qualifies for an exemption, such as an offsite tour. Instructions on how to participate through a two-way telephonic service or audiovisual platform will be provided through the notice of meetings.

E. Disruption of telephonic/internet service that prevents the public from attending a meeting virtually will require the body to take a recess and try to restore service for at least one hour. If

disruption persists beyond one hour, the body must adopt a finding by roll call vote confirming that good-faith efforts were made to restore services in accordance with the adopted policy, and that the public interest in continuing the meeting outweighs the public interest in remote public access.

F. The JJCC and SC shall provide an opportunity for public comment via the two-way telephonic/audiovisual platform with the same time allotment as a person attending in person.

G. Existing provisions of the Brown Act that authorize a legislative body to limit participation from individuals engaging in disruptive behavior apply, regardless of whether the individual is attending in-person or via a teleconference meeting, as detailed in Section B, below.

H. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the meetings of the JJCC and the SC in all cases to which they are applicable and in which they are not inconsistent with the Brown Act, these procedural rules, and any special rules of order the JJCC or SC may adopt.

RULE 4: ORDER OF BUSINESS

A. The JJCC or the SC shall conduct its meetings in the following order:

1. Roll Call
2. Approval of Previous Meetings Minutes
3. Consent Agenda
4. Regular Agenda
5. Closed Session (if needed)
6. Adjournment

B. The JJCC or the SC may consider matters not on the agenda under the public presentation and member comment section to the extent permitted by the Brown Act. The only action that may be taken on these items is to receive and file documents related to the matter, ask questions of staff or the public, make a brief announcement or report on the activities of a member, refer a matter to staff, or place a matter of business on a future agenda. The JJCC or the SC may also consider action on items not appearing on the agenda pursuant to the provisions of Government Code section 54954.2.

RULE 5: MEETING DECORUM

A. Limitations on Time

In the interests of facilitating the business of the JJCC and the SC, the chair, in the exercise of reasonable discretion, may:

1. Limit the time that each person may use in addressing the JJCC or the SC.
2. Limit the total time in which to receive testimony from members of the public on an individual matter, item, or subject before the JJCC or the SC. Any limitation on the time that a person

may be provided to address the JJCC or the SC will be consistent with any due process requirements and/or other legal requirements related to the matter or item.

B. Determination of Disorderly Conduct

1. Demonstrations, including signage and applause, that are disruptive are prohibited during meetings.

2. In the event of obscene, indecent or profane language, remarks, or actions, the chair shall immediately warn the presenter that continued use of such language or actions will cause the chair to deny further presentation of information or material by the offending person. Obscenity, indecency, and profanity shall have the meanings determined by the Federal Communications Commission.

3. In the event any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the chair may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered. Representatives of the news media, except those participating in the disturbance, shall be allowed to continue to attend such meeting.

C. Addressing and Recognizing Members and Staff

1. When Members of the JJCC or the SC are addressed, the member's last name shall be preceded by their professional title or by Mr., Mrs., Miss, or Ms., as appropriate.

2. Staff members recognized by the chair or members shall be addressed in the formal form with Mr., Mrs., Miss, or Ms., as appropriate, preceding the staff person's last name.

3. In all instances, the decorum of a public meeting shall be maintained with all responses to inquiries being conducted through the chair and then to the members making the request. Such responses shall be made by formal address as specified in subparagraphs 1 and 2 above.

RULE 6: AGENDA

A. General

1. The agenda for each regular JJCC and SC meeting shall reflect the order of business established by Rule 4, shall be prepared by the appointed staff of the Probation Department, and shall include matters that come before the JJCC and the SC in the ordinary course of business or which are placed on the agenda by direction of the JJCC or the SC or the chair.

2. Requests for special appearances before the JJCC or the SC or for consideration of matters that would not normally come before the JJCC or the SC in the ordinary course of business shall be considered and determined by the chair.

3. Agenda items may be considered in any order convenient for the JJCC or the SC and multiple agenda items may be considered together and as one, provided, however, that no noticed public hearing shall commence before the time stated in the notice for the hearing.

B. Agenda Preparation and Schedule

1. Member requests for items to be placed on the agenda shall be filed with the appointed staff of the Probation Department in accordance with the format in Appendix A attached herein.

2. Member agenda item requests shall be received by the appointed staff of the Probation Department no later than 10 (ten) business days prior to the scheduled meeting, by 5:00 p.m. and shall, upon receipt, include all supporting documents and materials.

C. Staff Reports for Agenda Items

All agenda items submitted by or through any member shall be submitted in the format specified in Appendix A attached herein.

D. Agenda and Staff Report Availability

The appointed staff of the Probation Department shall:

1. Cause a copy of the agenda to be posted pursuant to the Brown Act;

2. Have and make available for public inspection and copying an agenda for each meeting;

3. Have a sufficient number of copies available for the public at the time and place of each meeting.

RULE 7: PROCEDURE FOR CONSIDERATION OF CONSENT AGENDA

A. The order of procedure for the JJCC and the SC consideration of the consent agenda is:

1. The chair calls the agenda item number. Any item removed from the consent agenda by a member of the JJCC or the SC or the public is then considered in the listed sequence as part of the regular agenda.

2. The consent agenda is considered by the JJCC or the SC and is approved by one motion.

3. A poll of the JJCC or the SC vote is conducted.

4. The chair announces the voting results.

5. The chair may provide clarification or correct ministerial errors within a recommended action on the consent agenda without removing the item from the consent agenda.

RULE 8: PROCEDURE FOR CONSIDERATION OF NON-CONSENT AGENDA ITEMS

The order of procedure for the JJCC or the SC consideration of non-consent agenda items is:

A. The chair calls the agenda item by subject or title and reads the recommended action.

B. Any member voluntarily or involuntarily disqualified from making or participating in the making of the decision announces the disqualification and abstains from voting.

C. The staff report, if any, is given, including any recommended actions. Excepting, however, if a JJCC or SC member or member of the public has requested that the item be considered separately during the reading of the consent agenda, that member or member of the public shall state their

concerns or state their questions at this time. Staff shall follow with responses to the concerns if so permitted by the chair.

D. The JJCC or the SC considers the item and allows for public comment.

E. A poll of the JJCC or the SC vote is conducted.

F. The chair announces the voting results.

RULE 9: VOTING

A. General

1. Each member shall vote on matters before it verbally.

2. A call for "Yeas or Nays" may be made by the Chair on noncontroversial and non-substantial items.

3. A Roll Call vote will be conducted on other items.

4. The appointed staff of the Probation Department shall verbally call the members' names for a Roll Call vote.

5. The Chair will announce the voting results.

B. Majority Vote Requirements

A majority of a quorum is needed to pass a motion unless otherwise specifically provided in these rules.

C. Quorum

1. A Quorum of the JJCC and SC is a majority of the members. Provided that a quorum is deemed present by the Chair, the JJCC and SC shall act according to the vote of the majority of the number of members present. A member who disqualifies himself or herself from voting, or who is disqualified by order of the JJCC or SC, shall not count for purposes of constituting a quorum. If a member of the JJCC or SC fails to vote, the member's non-action shall not be counted as either an affirmative or negative vote.

D. Abstentions

An abstention from voting on the merits of any matter shall be announced audibly. The member shall state the reason for the abstention. Any member who so abstains shall be recorded as voting "abstain."

E. Tie Vote

If the JJCC or the SC vote is a tie vote, that vote shall constitute denial of the request or appeal.

F. Proxy Votes

An appointed member of the JJCC or the SC may designate a proxy for a specific meeting. A proxy may act and vote on the member's behalf. The proxy is only valid if the member contacts the

chair, or the appointed Probation Department staff, prior to the actual meeting and designates who the proxy is. This designation can be done in person, in writing, by telephone or electronic communication.

RULE 10: REFERRALS TO DEPARTMENTS

A. The following procedure shall be followed for referring an item to staff for new or additional research and presentation of a recommendation.

   1. A referral may only be made upon a motion, second and majority vote.

   2. The matter shall be referred to the specific department or combination of departments whose mission and resultant duties and tasks are most directly related to the subject matter.

      a. Referrals may be made directly to departments within an agency or to the agency itself.

      b. Referrals shall be made to the department, and shall not be made to a particular branch, division, office location, individual or other such organizational segment.

      c. At the discretion of the member making the motion, the JJCC or SC may request a report back on a specific date.

RULE 11: PUBLIC PRESENTATIONS

Individual speakers may be limited to two minutes; however, the Chair has discretion.

RULE 12: ANNOUNCEMENT OF ACTIONS – CLOSED SESSION

The JJCC or the SC shall announce each action of the JJCC or the SC following a closed session as provided for within the Brown Act.

RULE 13: APPOINTMENT OR DESIGNATION OF MEMBER TO REPRESENT THE JUVENILE JUSTICE COORDINATING COUNCIL OR THE SB 823 SUBCOMMITTEE OF THE JJCC

A. Appointment/Designation

   In those instances where the JJCC or the SC is requested or desires to appoint or designate a member to represent the JJCC or the SC before a legislative or governing body, community group, or other such body, the appointment or designation shall be made by nomination of a member, acceptance of the nomination by the member nominated, and majority vote.

B. Absence of Nominated Member

   Any member who anticipates being absent from the meeting at which the appointment or designation is to be considered, may propose to accept a nomination, should he/she be nominated, through the submission of written materials to the appointed staff of the Probation Department prior to the meeting.

RULE 14: ADMINISTRATION OF RULES

A. Amendment

   The JJCC may from time to time amend these rules by majority vote order.

B. Publication

The appointed staff of the Probation Department shall make these rules and any amendments to them available for public inspection via the JJCC website located at www.kernprobation.com and shall distribute copies upon request and payment of any applicable copying charge.

RULE 15: RULES ARE PROCEDURAL

These rules are adopted and intended to provide procedures for the conduct of the JJCC's and the SC's business. Any action which is taken by the required number of affirmative votes shall be effective for all purposes and shall not be invalidated or in any other manner limited in its effect because of a claim that the procedure followed by the JJCC or the SC in taking such action was not in accord with any provision or provisions of these rules.

APPENDIX A

AGENDA ITEM REQUEST*
Juvenile Justice Coordinating Council (JJCC)
*Agenda Item Requests are due at least ten (10) business days prior to JJCC or SC meeting.

TO: Juvenile Justice Coordinating Council (JJCC)/SB 823 Subcommittee of the JJCC (SC)
c/o Kern County Probation Department
Rosanne Vela, Administrative Coordinator
2005 Ridge Rd, P.O. Box 3309
Bakersfield, CA 93385

FROM: Name: _____
Title: _____
Agency/Organization/Dept.: _____
Address: _____
Phone #: _____Alternate Phone #: _____
Email: _____

Submitted are the following agenda item(s) to be considered by the Juvenile Justice Coordinating Council (JJCC) at the meeting of _____:

[Title/Subject Description]

[Background (brief)]

[Fiscal Impact, if any]

[Recommendation/Action to be Taken]

[Signature] _____
[Print Name and Title]_____