

PALM BEACH COUNTY CRIMINAL JUSTICE COMMISSION

BYLAWS of Visual Planning Technologies Steering Committee

ARTICLE I Name, Mission, and Purpose

Section I - Name

1. The Name of this Committee shall be The Visual Planning Technologies Steering Committee. The Committee shall be herein known as the VPT Committee.

Section 2 - Mission

1. The mission of the VPT Committee is to coordinate the countywide compilation of local, state, and federal criminal justice data and its sharing among all of the law enforcement agencies in Palm Beach County.

Section 3 - Purpose

1. To provide coordination and direction to all aspects of the VPT Project including approval of policies, standards, procedures and plans for the project and recommendations from project sub-committees

ARTICLE II Membership Composition

Section 1 - Membership

1. The VPT Committee shall be composed of one representative of each participating law enforcement agency operating within Palm Beach County.
2. A law enforcement agency is defined as one having powers of arrest.
3. Agency membership is voluntary.

Section 2 – Subcommittees and Subcommittee Membership

1. The VPT Committee may create and dissolve subcommittees, workgroups and other bodies as its members deem necessary.

2. Each participating law enforcement agency operating within Palm Beach County shall be eligible to appoint one voting member to each VPT entity. Agencies are encouraged to have as many participants in each Subcommittee as they desire, however each agency shall have only one vote in any VPT entity.

Section 3- Ex-Officio, Membership

1. The VPT Committee may at its discretion appoint persons or agencies as ex-officio members due to their expertise or interest in the Committee's activities. Ex-officio members shall not have voting privileges.

Section 4 - Compensation

1. Members shall not receive or be paid any compensation for serving as members of the VPT Committee.

Section 5 – Member Appointments

1. The head of each member agency shall appoint the official representatives to the Steering Committee and all Subcommittees via written or electronic notice to the Committee Chair.
2. In the case of State or Federal agencies, all appointments may be made by the head of the local office of that agency.
3. Any eligible agency that has appointed a member to the Steering Committee shall be deemed a participating agency.

**ARTICLE III
Officers, Elections, Terms of Office/Duties, Vacancies**

Section 1 - Officers

1. The officers of the VPT Committee shall consist of a Chair and a Vice-Chair.

Section 2 - Elections

1. Nominations for office may be made once the floor is open for nominations, by any member at the last meeting of each year.
2. Elections will take place at the last meeting of each year.
3. The Chair and Vice-Chair elected by the initial VPT Committee shall serve until December 31, 2005.

Section 3 - Terms of Office

1. The officers shall hold their office for a term of two years.
2. The terms of office shall run from January through December. The first election will take place in 2005. Those elected will assume their duties in January 1, 2006.

Section 4 - Duties

1. Chair: The Chair is responsible for the general and active management of the business and affairs of the VPT Committee. The Chair shall have the power to perform any necessary duties relevant to his/her position. The Chair shall preside at all meetings of the members.
2. Vice-Chair: The Vice-Chair shall have the power and shall perform the duties the Chairman prescribes. If, however, the Chair is absent or unable to fulfill his/her duties, the Vice-Chair shall perform all the duties and may exercise all the powers of the Chair.

Section 5 - Vacancies

1. If, for any reason including death, illness, or personal cause, the Chair is unable to serve his/her full two-year term, the Vice-Chair shall assume the duties of the VPT Committee Chair for the remainder of the term.
2. In the event that the Vice-Chair is unable to serve his/her full term, the VPT Committee may fill the vacancy on an interim basis for the remainder of that term of office. An election shall be held at the meeting following notification of the vacancy.

ARTICLE IV Meetings, Voting, Quorum, and Proxies

Section 1 - Meetings

1. A regular meeting of the Steering Committee shall be held when needed. An annual meeting shall be held in December of alternate years for the election of officers and other business.
2. Subcommittees shall meet as deemed necessary by the Subcommittee Chair.
3. A special meeting of the members for any purpose may be held when called by the Chair or when requested in writing by a majority of all members.
4. Place – All regular meetings shall be held within Palm Beach County.

5. Notice - A written, electronic or telephonic notice of each meeting of members stating the place, day, date and time of the meeting and, in the case of a special meeting, the purpose or purposes for which the meeting is called, shall be delivered to each member, not less than five (5) nor more than sixty (60) days before the date set for the meeting either by or at the direction of the Chair, or the other persons calling the meeting. If it is impossible to make notice of a meeting in less than five (5) days due to exceptional circumstances, it is at the discretion of the Chair to authorize the meeting.

Section 2 - Voting and Quorum

1. Each of the members of the VPT Committee shall have one vote on each proposal presented to the meeting. One fourth of the number of participating agencies shall constitute a quorum at a meeting of the Steering Committee.

If a quorum is present, the affirmative vote of a majority of the members represented at the meeting and entitled to vote on the matter is the act of the members.

Section 3 - Proxies

1. A member may vote either in person or by proxy executed in writing by the member to a designee.
2. All proxies shall be filed with the Chair during the meeting roll call and must be signed by the member. A proxy is valid only for the specific meeting date(s) designated. All proxies must be delegated to a member of the same agency as the voting member.

Section 4- Order of Business

1. The order of business at all meetings shall be as set forth in the current Roberts Rules of Order. The presiding officer may, however, in the discretion and with the consent of the regular members present, depart from the regular business and dispense with any item that the occasion may require.

ARTICLE V Amendments

1. These Bylaws may be repealed, amended, modified, altered, and any additional Bylaws may be adopted, by a majority vote of the VPT Committee.

I HEREBY CERTIFY that the foregoing is a true, correct, and complete copy of the Bylaws of the Visual Planning Technologies Steering Committee, as in effect on this tenth day of November, 2004.

Chair: Chief Clay Walker

Vice Chair

November 10, 2004