

State of Maine By-Laws of the Juvenile Justice Advisory Group

ARTICLE I – NAME, AUTHORITY & RESPONSIBILITIES

Section 1 Name

The name of the Advisory Group created in accordance with the Juvenile Justice and Delinquency Prevention Act as amended by the Juvenile Justice Reform Act of 2018 (hereinafter designated as “Act”) means the advisory group appointed by the chief executive officer of a state under a plan described in **34 U.S.C. 11133**, Section **11133 (a)**, and established by Title 34-A M.R.S. section 1209 of Maine law shall be the “Juvenile Justice Advisory Group” (hereinafter designated as the “JJAG”).

Section 2 Board Authority & Responsibilities

Section 223 (a (3) of the Act requires each state to establish a State Advisory Group appointed by the chief executive of the State. Maine’s advisory group, the JJAG, has overall responsibility to develop and approve the State’s juvenile justice plan as required by the Act, and to supervise the implementation of that plan.

In addition, the Juvenile Justice Advisory Group (JJAG) shall:

1. Operate as the supervisory board for all planning, administrative and funding functions of the Act;
2. Make subgrants for planning or for the improvement of the juvenile justice system consistent with the intent of the applicable state and federal legislation;
3. Develop, approve, and implement the state’s juvenile justice plan;
4. Monitor state compliance with the requirements of the Act;
5. Review and approve or disapprove all juvenile justice and delinquency prevention subgrant applications submitted to the JJAG;
6. Develop more effective education, training, research, prevention, diversion, treatment, and rehabilitation programs in the areas of juvenile delinquency and improvement of the juvenile justice system;
7. Submit to the Governor and Legislature, at least annually, recommendations with respect to matters related to its functions, including recommendations on state compliance with the requirements of the Act;
8. Review the progress and accomplishments of the juvenile justice and delinquency projects funded under the state plan;
9. Regularly seek comments and opinions from juveniles currently under the jurisdiction of the juvenile justice system;

10. Develop programs and systems to facilitate the sharing of information about juvenile justice issues between organizations, agencies, and individuals, while recognizing and protecting the privacy right of juveniles.
11. Provide education, advice, recommendations to, and advocacy before, organizations that impact the juvenile justice system;
12. Publish the final State 3-Year Plan on the Maine JJAG public website 60 days after the plan is finalized.

ARTICLE II – MEMBERSHIP

Section 1 Composition

A. Number of Board Members

The JJAG membership (collectively sometimes referred to hereafter as the Board) shall consist of not less than fifteen (15) and not more than thirty-three (33) persons who have training, experience or special knowledge concerning adolescent development, the prevention and treatment of juvenile delinquency, the administration of juvenile justice, or the reduction of juvenile delinquency.

B. Members to be appointed by the Governor

Appointees to the JJAG must include:

1. At least one locally elected official (s) representing general purpose local government;
2. Representatives of units of law enforcement and juvenile justice agencies, including juvenile and family court judges, prosecutors, counsel for children and youth, and probation workers;
3. Representatives of public agencies concerned with delinquency prevention or treatment such as child welfare, social services, child and adolescent mental health, education, child and adolescent substance use disorders, special education, services for youth with disabilities, recreation, and youth services;
4. Representatives of private nonprofit organizations, including persons with a special focus on preserving and strengthening families, parent groups and parent self-help groups, youth development, delinquency prevention and treatment, neglected or dependent children, quality of youth justice, education and social services for children;
5. Volunteers who work with delinquent youth or youth at risk of delinquency;
6. Representatives of programs that are alternatives to confinement, including programs providing recreational activities;

7. Persons with special experience and competence in addressing problems related to school violence and vandalism and alternatives to suspension and expulsion;
8. Persons licensed or certified by the State with expertise and competence in preventing and addressing mental health and substance use disorder needs in delinquent youth and youth at risk of delinquency;
9. Representatives of victim or witness advocacy groups, including at least one individual with expertise in addressing the challenges of sexual abuse and exploitation and trauma, particularly the needs of youth who experience disproportionate levels of sexual abuse, exploitation, and trauma before entering the juvenile justice system;
10. An Indian tribal representative (if such representative is available) or other individual with significant expertise in tribal law enforcement and juvenile justice in Indian tribal communities.

C. Other Membership Requirements

1. A majority of the JJAG members (including the Chairperson) shall not be full-time employees of the Federal, State, or local government.
2. At least one-fifth of the members shall be under the age of 28 at the time of initial appointment.
3. At least 3 members must be persons who have been or are currently under the jurisdiction of the juvenile justice system, or if not feasible and in appropriate circumstances, who is the parent or guardian of someone who has been or is currently under the jurisdiction of the juvenile justice system. It is not necessary to identify the specific individuals with this experience on the roster; however, the state must affirm that the JJAG meets this requirement.
4. The JJAG may include such other members as may from time to time be required by Federal law.

D. Ex-Officio Members

The Commissioners of the Department of Corrections, Education, Health and Human Services, and Public Safety or their designee, shall be ex-officio, voting members of the JJAG. An Ex-officio member may at their discretion delegate their authority as members to a properly designated representative who shall have the same powers as that member. No designee other than the person so designated in writing shall have the power to vote. Any designee may speak on an issue before the Board. A proper delegation of authority to a representative of an ex-officio member shall designate the representative by name, in writing, and shall specify the period of the delegation.

Section 2 Appointment, Duties, Resignation

A. Appointment

1. JJAG members shall be appointed by the Governor for terms of four years, or until a successor is appointed, and shall be eligible for reappointment at the discretion of the Governor. Members appointed to fill an unexpired term shall serve until the expiration date of that term or until a successor is appointed.
2. The Board may adopt a policy regarding stipends and other support for defined youth members 17 – 28 years of age. Upon recommendation from the Executive Board, the Board may provide stipends to Board Members and potential Board Members. Members of the JJAG, shall be reimbursed for travel, sustenance and other necessary expenses incurred in carrying out their duties, as allowed by law and policy and as approved by the Executive Board

B. Duties

1. Each JJAG member shall be assigned to at least one Standing Committee.
2. Each JJAG member shall participate in an orientation as established by the Juvenile Justice Specialist, in consultation with the JJAG.
3. Each JJAG member shall attend monthly Board meetings and to miss no more than three (3) Board meetings per year without good cause. If a member misses more than three (3) Board meetings without a showing of good cause, as approved by the Chair, that member's removal from the board may be sought.

C. Resignation

A JJAG member may resign at any time by filing a written resignation with the Chair who shall forward the notice of resignation to the Governor and request that another member be appointed to satisfy requirements of the Act.

D. Request for Member Removal

Should a member not comply with any of the duties outlined in these by-laws, that member shall receive written notice by the Chair stating the way or ways in which the member has not satisfied their membership duties and that the member's removal from the JJAG may be sought. Prior to seeking removal of any member, the Chair shall cause written notice to be served on the member at least 30 days prior any action taken. That notice shall also state that, upon request, the member will be given an opportunity to be heard either in person or in writing regarding the request for removal from the JJAG. If the member requests an opportunity to be heard in person, a meeting with the Executive Committee will be scheduled at a mutually agreeable date, time and location.

E. Vacancy Created by Member Resignation or Removal

In the event any member resigns or is removed from the Board, the Chair, in consultation with members of the Governance Committee or the entire Board, may submit to the Governor names of potential JJAG members in order to ensure that JJAG membership composition satisfies requirements of the Act.

Section 3 Officers

A. Chair

1. A Board Chair shall be elected by and from the membership of the JJAG. The Chair must not be a full-time employee of the Federal, State, or local government. Elections shall be held at the regularly scheduled meeting in June, unless the Board designate a different date, which date shall be no later than October of the year in which the elections would otherwise be held. The elective term of the Chair shall be for the duration of twenty-four (24) calendar months. The Chair may serve for more than one term, subject only to the election process of the JJAG.
2. The Chair or the Chair's designee shall preside at all meeting of the JJAG and of the Executive Committee. The Chair shall serve as an ex-officio member of all other committees.
3. The Chair shall appoint one member to serve as the Secretary of the JJAG.
4. The Chair shall appoint all committee Chairs and Vice-Chairs with the approval of the JJAG.
5. The Chair may participate in the identification of potential Board members and assist in the application and retention of Board members.
6. The Chair shall take an active part in the orientation of new Board members.
7. The Chair, with consent of the Board, may appoint any other officers or assistants as may be needed.

B. Vice-Chair

1. A Vice-Chair of the Board shall be elected by and from the membership of the JJAG to serve in the absence, inability, or resignation of the Chair. The Vice-Chair shall not be a full-time employee of the Federal, State, or local government. Elections shall be held at the regularly scheduled meeting in June, unless the members designate a different date, which date shall be no later than October of the year in which the elections would otherwise be held. The elective term of the Vice-Chair shall be for the duration of twenty-four (24) calendar months. The Vice-Chair may serve more than one term, subject only to the elective process of the JJAG.
2. The Vice-Chair shall help identify potential Board members and assist in the application and retention of Board members.
3. The Vice-Chair shall take an active part in the orientation of new Board members.

4. The Vice-Chair shall serve on at least one JJAG Committee.

C. Secretary

1. The Secretary of the JJAG shall be appointed by the Chair.
2. The Secretary is responsible for ensuring that minutes are kept of all meetings of the Juvenile Justice Advisory Group and the Executive Committee and that such minutes are posted on the JJAG public website. Staff shall be responsible for taking the minutes and forwarding them to the Board no later than seven days prior to the next regular Board meeting.
3. The Secretary is responsible for drafting amendments to the JJAG by-laws and for presenting proposed amendments to the Board for vote and ratification.
4. The Secretary shall help identify potential Board members and assist in the application and retention of Board members.
5. The Secretary shall take an active part in the orientation of new Board members.

D. Officer Resignation

A Board Officer may resign at any time by filing a written resignation with the Chair. The resignation shall become final upon presentation of the resignation to the Board, which shall occur at the next regularly scheduled meeting. If the resignation is not withdrawn, the Board shall accept the resignation and an election to replace a Chair or Vice-Chair will be held at the next Board meeting. Upon resignation of a Secretary, the Chair shall appoint another member to serve as Secretary of the JJAG.

E. Removal of an Officer

1. If an Officer does not comply with any of the duties described in these by-laws, that Officer shall receive written notice from the Chair or Executive Committee of the way or ways in which the Officer has failed to satisfy their duties and that the Officer's removal may be sought.
2. If the Executive Committee believes that the Chair is not complying with the duties described in these by-laws, the Executive Committee shall provide the Chair written notice of the way or ways in which the Chair has failed to satisfy their duties and that the Chair's removal may be sought.
3. If removal of the Chair or Vice-Chair is sought, written notice must be given to the Officer at least 30 days prior to any action being taken by the Executive Committee. The notice must include the date, time, and place of the Board meeting where the issue of the Officer's removal is to be addressed. The Officer must be given an opportunity to be heard, either in person or in writing, regarding their possible removal. Removal of the Chair or Vice-Chair requires a vote by two-thirds (2/3) of all Board members then serving on the JJAG.

F. Vacancy created by Officer Resignation or Removal

If a Chair or Vice-Chair resigns or is removed pursuant to these by-laws, that Officer shall be replaced by majority vote of the members at the meeting subsequent to the Officer's resignation or removal. In the event of the resignation or removal of a Secretary to the JJAG, the Chair shall appoint another member to serve as Secretary.

ARTICLE III - CONFLICT OF INTEREST & CONFIDENTIALITY

Section 1 Conflict of Interest

A. Duty to Disclose Conflict of Interest

1. A member of the JJAG shall reveal his/her interest in and shall abstain from voting upon any proposal or project involving grant-in-aid funds where, to his/her knowledge, he/she or a related person directly or indirectly may derive a monetary benefit from such proposal
2. Members are responsible for clarification or interpretation of any conflict of interest and must make full disclosure of any potential conflict. If a member is unsure whether there is a conflict of interest they shall report their concern to the Chair. The Executive Committee shall be solely responsible for the resolution of any dispute or concerns about any potential or actual conflict of interest.

B. Duty to Refrain from Participation

1. When a proposal is before the JJAG that would grant money or confer benefits upon an organization or agency, public or voluntary, that employs a member of the JJAG or a person directly related to a JJAG member, that member shall not participate in the discussion thereon, and shall not vote to approve or deny the proposal.
2. When a proposal is before the JJAG that would grant money or confer benefits upon an organization or department, public or voluntary, that has an officer or director of its governing board who is a member of the JJAG, that member shall not participate in the discussion thereon, and shall not vote to approve or deny that proposal.

Section 2 Confidentiality

A. Confidentiality of JJAG information

1. Minutes of JJAG meetings shall not be published or made accessible to the public until approved by the Board. Discussions regarding elements of Requests for Proposals (RFP) or Requests for Applications (RFA) to be issued by the JJAG remain confidential until the RFP or RFA is published. Members shall maintain

confidentiality until such time as the minutes or RFP are published. In addition, members' personal statements or comments should be clarified as personal and not representative of the JJAG.

B. Members' Access to Confidential Juvenile Information

1. JJAG members may be exposed to confidential information related to individual juveniles through site visits, documents or interviews. It is imperative that all information regarding youth be kept confidential.
2. JJAG members or their families may have a prior history with the juvenile justice system; only they may disclose any information regarding that history.

ARTICLE IV – COMMITTEES

Section 1 Standing Committees

A. Executive Committee

1. The Executive committee shall consist of the Chair and Vice-Chair of the JJAG, the Chair of each Committee, all ex-officio members and two at-large members elected by the Board.
2. Elections for the at-large members shall be held bi-annually at the meeting in which the Chair and Vice-Chair are elected.
3. The term of the Executive Committee membership shall be for twenty-four (24) calendar months. An Executive Committee member may serve for more than one term, subject to the elective process of the JJAG.
4. If a member of the Executive Committee is unable or unwilling to serve on the Executive Committee, upon the written request of that member, the Chair shall remove the member from the Executive Committee and the Chair shall appoint a new member to serve the balance of the term.
5. Five (5) members of the Executive Committee shall constitute a quorum.
6. Except when the Chair determines that immediate action is required, the JJAG membership shall be notified of the scheduling of an Executive Committee meeting no less than seven (7) days prior to the meeting. When the Chair determines that said notice is not feasible, the JJAG membership shall be notified of the meeting as soon as is practicable and shall be provided with a summary of the actions taken and matters discussed by the committee, if the meeting has already been held.
7. Any member of the Executive Committee may request an emergency meeting of the committee at any time. There is an obligation to inform the JJAG of any such meeting seven (7) days in advance.
8. Duties of the Executive Committee include:

- a. Development of policies, goals, and objectives for the JJAG relying in part on research in the field of juvenile justice. Goals, policies, and objectives shall be submitted to the JJAG membership for review and approval;
- b. Advising the JJAG on matters of policy and procedure and perform such other duties as the JJAG assigns;
- c. Meeting at such times and places as the Chair shall determine. If the Chair and Vice-Chair are absent from the meeting, the Chair shall appoint one of the Committee members present to preside over the meeting;
- d. Meeting after each regular JJAG Board meeting, or as designated by the Chair. The Executive Committee may choose to use ITV, conference call, Zoom or some other form of technology in addition to or in place of a face-to-face meeting;
- e. Taking action on behalf of the JJAG between meetings if necessary. However, any such action, shall be subject to the ratification of the JJAG at the next regularly scheduled meeting;
- f. Creating an annual calendar of activities;
- g. Acting in an advisory capacity to the Juvenile Justice Specialist on JJAG finances.
- h. Working directly with the Commissioner of Corrections or designee in providing guidance and direction for JJAG-related staff needs as provided by the Juvenile Justice Specialist and staff.;
- i. Evaluating jointly with the Commissioner of Corrections or designee the performance of the Juvenile Justice Specialist. The overall reviewer will be the Commissioner of Corrections or their designee;
- j. Advising the Department of Corrections of the filling of any vacancy in the Juvenile Justice Specialist position. The process will involve usual Department of Corrections policies, and procedures as well as those of the Department of Administrative and Financial Services Bureau of Human Resources;
- k. Attending conferences and other trainings to keep current on contemporary matters relating to the JJAG responsibilities and goals; and
- l. Addressing imminent and urgent matters requiring immediate action. When the Executive Committee acts on behalf of the JJAG on imminent or urgent matters, the Board will be informed of such decisions and actions as soon as possible.

B. Systems Improvement Committee

The Systems Improvement Committee shall assess the systems within the child-serving agencies, both within and outside of government, and support changes which will improve the

quality of services available to children who are currently involved in or are likely to become involved in the juvenile justice system.

C. Legislative Committee

The Legislative Committee shall review legislation proposed by members of the Legislature, provide information to the JJAG about that legislation, and provide education and support to members of the Legislature regarding any proposed legislation or at the request of any legislative committee.

D. Governance Committee

The Governance Committee shall review JJAG membership to ensure compliance with the Act and by-laws and recruit, screen and recommend to the Governor appropriate candidates for the Board. The Governance Committee shall also review the by-laws and policies of the JJAG and suggest any changes or amendments to the Board.

E. Racial & Ethnic Disparities Committee

The Racial and Ethnic Disparities (RED) Committee shall monitor the interaction between the components of the juvenile justice system and juveniles of color, and design and support programs and initiatives that will reduce the disparate impact of the juvenile justice system on youth of color.

Section 2 Responsibilities of Standing Committees

A. Responsibility of Standing Committees

1. The members of each Standing Committee shall be designated annually by the Chair and with consent of the Board.
2. Each Standing Committee shall meet four (4) times annually.
3. The Standing Committees will be responsible for the work of the JJAG as set out in Article I, Section 1, herein.

B. Committee Chairs

1. Each Standing Committee shall have one Chair or two co-Chairs who will be appointed by the Chair of the JJAG.
2. The Chair(s) of each Standing Committee shall be responsible for the scheduling of regular meetings and shall preside over the committee meetings.
3. The Committee Chair(s) may invite qualified experts and/or other interested parties to provide input to and participate in the Committee work, but any such person(s) will not be voting members and will serve at the pleasure of the Committee Chair(s).

4. The Committee Chair(s) shall be responsible for taking meeting minutes, which responsibility may be delegated. The minutes of each committee meeting shall be provided to members of the Committee prior to the next Committee meeting, at which time they shall be considered for approval.
5. Minutes of the Committee meetings shall be provided to the Juvenile Justice Specialist and the JJAG Chair.
6. Members may participate in Committee meetings in person, by telephone or other electronic media as approved by the Committee Chair(s), provided that each member who participates must be able to hear on another.
7. Committee meetings are open to all members of the JJAG, but only members of the committee may vote on committee business.

Section 3 Ad Hoc Committees and Task Forces

A. Establishment

The Chair of the JJAG with approval of the Executive Committee, may from time to time create an ad hoc committee or task force to address specific issues of importance to the JJAG. The Chair shall appoint a chair and members to that committee or task force.

B. Authority

Any ad hoc committee or task force shall exercise the powers as delegated by the Chair with approval of the Board, so long as those powers are not contrary to the Articles of Incorporation, these by-laws, or any Federal, State or local laws. Reports or recommendations issued by an ad hoc committee or task force shall be advisory only, and subject to approval by the Board.

Section 4 Committee Meeting Format

At the discretion of the Chair, any Standing Committee, ad hoc committee or task force meeting may be held using ITV, conference calls, Zoom, Skype or some other form of technology in addition or in place of a face-to-face meeting, provided that each member who participates must be able to hear each other member when (s)he speaks.

ARTICLE V – MEETINGS OF THE BOARD

Section 1 Regular Public Meetings

A. Frequency of Meetings

The membership of the JJAG shall meet no fewer than four times each calendar year. Meetings of the JJAG Board shall be held at a location and time to be determined by the Chair and

approved by the membership. The Chair shall have the discretion to cancel or reschedule any regular meeting by written notice within a reasonable time prior to the meeting. JJAG members shall be notified of the time and place of all such meetings at least seven days prior to the meeting date.

B. Meeting Agendas

The Chair shall be responsible for the preparation and distribution of the agenda for all JJAG meetings. The agenda shall be provided to JJAG members not less than seven days in advance of scheduled meetings and shall be posted on the JJAG website.

C. Minutes of the Meetings

Minutes shall be kept of all regular and special JJAG meetings. The minutes shall indicate the items discussed and any action taken. The JJAG minutes shall be sent to all JJAG members by surface or electronic mail or in such other format as is agreed upon by the membership of the JJAG. Those minutes shall be provided to JJAG members prior to the next JJAG meeting, at which time they shall be considered for approval.

Section 2 Special Meetings

A. Scheduling a Special Meeting

A special meeting of the JJAG may be called at the discretion of the Chair or by a written request of at least five JJAG members. An agenda, together with a notice of the time and place of any such meeting, must be provided the JJAG members at least seven days in advance. Only matters contained in the agenda shall be voted on at any special meeting. The Chair shall have the discretion to cancel any special meeting, provided that such meetings called by the members of the JJAG, be canceled only with their consent.

B. Minutes of the Meeting

The Chair shall assure that the minutes of any special meeting are made available to the Board as soon as is practicable, following the meeting.

Section 3 Notice of JJAG Meetings

A. Notice to Members

Each member of the JJAG shall provide the Chair and the Juvenile Justice Specialist with a valid electronic mail address and mailing address which can be used to provide notice to that member. Each member is responsible for notifying the Chair and the Specialist of any change in the member's contact information.

B. Public Notice of Meetings

1. All meetings and records of the JJAG, including meetings of the Standing or ad hoc Committees or any task force created by the JJAG, shall be open to the public.
2. Meetings which are required to be open to the general public shall be preceded by a listing in the Legislative Calendar (1) one week prior to the meeting specifying the time and place of the meeting in accordance with MRS Title1: §403.
3. The schedule of all JJAG meetings and Committee meetings will be published on the JJAG public website to the extent possible.

Section 4 Meeting Attendance

A member who is absent from a meeting is responsible for notifying the Chair or the Juvenile Justice Specialist of the reason for that absence. The Chair shall determine in their own discretion, whether the reason constitutes good cause for the absence. The Chair may recommend to the Governor the replacement of any member who is absent without good cause, for three (3) consecutive regularly scheduled meetings (including meetings of a Committee of which they are a member), or who attends less than 50% of the regularly scheduled meetings in a (12) twelve-month period.

Section 5 Meeting Quorum

A. Determining a Quorum

One-third of the number of appointed JJAG members constitutes a quorum at meetings of the full JJAG.

B. Quorum Necessary for Action

No business shall be transacted at any meeting of the JJAG unless a quorum is present, except that discussions of pending matters may take place provided that no action is taken thereon.

C. Member Proxys

A member may be represented at a meeting by a personal representative. Such personal representative may speak on behalf of the member but may not vote on behalf of the member and shall not be counted in the determination of a quo.

Section 6 Rules of Order

All matters of procedure not covered by these by-laws or by resolution of the JJAG shall be governed by Robert’s Rules of Order, newly revised.

Section 7 Actions by the JJAG

A. In-person Voting

After a quorum is announced, a majority of those members voting (defined as to those who cast “yes” or “no” votes) on a motion shall be sufficient to pass the motion and make it the official act of the JJAG. At the request of any member the Chair shall hold a roll call vote on any motion. The votes on any motion to approve, deny, or postpone consideration of a proposal for grant funds shall require a roll call vote. The minutes shall reflect the results of each roll call vote.

B. Electronic Voting

If the Chair determines that action by the JJAG is required, which action for good cause cannot be postponed to the next meeting of the JJAG, the Chair may authorize the Specialist to conduct a vote by email or fax and such a final vote shall be binding, provided that a quorum of members participate by registering a vote. This process may not be used in connection with any action related to funding programs or funding JJAG operations, except that in the case of a request for funding pursuant to the Procedure for Financial Requests under \$5,000.00, which may proceed as outlined in this section. Unless otherwise provided, electronic voting responses will be “Yes”, “No”, or “Abstain”, and shall have a set number of days, no less than 5, beyond which the response will not be counted. If a member fails to respond, that member’s vote shall be recorded as “No Response”. The proposed action shall be adopted if a majority of the members participating vote “Yes”.

Section 8 Meeting Format

At the discretion of the Chair, any meeting of the Board, regular, special or other meeting , may be held using ITV, conference calls, Zoom, Skype or some other form of technology in addition to or in place of a face-to-face meeting, provided that each member who participates must be able to hear each other member when they speak.

ARTICLE VI – TRAVEL AND REIMBURSEMENTS

Section 1 Travel

The JJAG must adhere to the State Administrative & Accounting Manual, Chapter 10 – Travel Management Requirements and Restrictions.

Section 2 Reimbursement for Meeting Participation

Members will be reimbursed for mileage, tolls, and parking pursuant to policies in effect for State of Maine employees.

Section 3 Conferences and JJAG Related Meetings

A. Conference Attendance

With the approval of the Executive Committee, the Chair may designate members of the JJAG to travel to and attend conferences and trainings, when the conference/training goals are consistent with federal, state, and specific JJAG topical emphasis. The following persons will be given priorities consideration for travel: (1) JJAG members with regular attendance, participation in meetings, and sharing the required workload; (2) Committee Chairs and Vice Chairs; (3) members recommended by JJAG Chair and Committee Chairs.

B. Selection of Conference Attendees

Travel allocations will be filled in the following sequence: (1) JJAG Chair, (2) Executive Board, (3) Committee Chairs and Seconds (4) Committee Chairs' recommendations, (5) JJAG members noteworthy for good attendance, participation and for sharing the workload. Frequency of travel by individual JJAG members will have no influence in the selection process where available slots for travel are not filled by other interested JJAG members.

C. Reimbursement for Travel Expenses

Members travelling are generally expected to use personal funds with expenses for travel reimbursement from JJAG to be received after the expense form is submitted to JJAG Specialist within 30 days following travel. Members should use the most expeditious mode of travel and accommodations and in all circumstances, comply with State of Maine travel guidelines. These guidelines are located in the JJAG procedures manual. Refer to meal, milage and accommodation allowances.

D. Staff Attendance at Conferences and Regional Meetings

The professional staff of JJAG should attend regional and national meetings as requested by OJJDP and JJAG Chair and as approved by the JJAG Executive Committee.

E. Report Following Conference Attendance

Following an out-of-state conference/training session, JJAG members or others whose attendance at a conference has been funded by the JJAG may be required to submit a written standardized report will be forwarded to the JJAG Chair.

ARTICLE VII – STAFF

Section 1 Juvenile Justice Specialist

The Juvenile Justice Specialist is responsible for juvenile justice and delinquency prevention planning and shall perform such other duties as assigned by the JJAG and the Department of Corrections.

Section 2 Other Designated Staff

With the approval of The Executive Board, the Department of Corrections may appoint other staff members and specify their duties and responsibilities.

Section 3 Required State Staff

The State must designate at least one individual who shall coordinate efforts to achieve and sustain compliance with the core requirements of the Act and certify whether the state is in compliance with such requirements.

ARTICLE VIII - AMENDMENT OF BY-LAWS

These by-laws may be amended or revised at any regular or special meeting by a majority vote of the members present, provided that notice of any proposed amendment or revision shall be provided to members of the JJAG by sending a draft of proposed amendments to all members' mailing address or the electronic mail address provided to the JJAG pursuant to Article IV, Section 8. Notice of proposed amendments to the by-laws shall be provided at least twenty-one calendar days prior to the meeting at which a vote on the proposed amendments is taken.

ARTICLE IX – FREEDOM OF INFORMATION

Pursuant to and under the terms of the Federal Freedom of Information Act (5 U.S.C. 552), the Juvenile & Delinquency Prevention Act of 1974, as amended, and MRS Title1: §402 subject only to authorized exceptions and matters subject to laws governing confidentiality, all identifiable plans, all applications, grant or contract awards, reports, books, papers, meeting minutes to include a listing of those JJAG members present, representatives present and a record of the votes on final action, or other documents maintained by the Juvenile Justice Advisory Group shall be made available to funding authorities, the public and public media.