

Williston Community Justice Center

By-Laws

ARTICLE 1: PURPOSE

A. Mission Statement and Description of the Williston Community Justice Center

The Williston Community Justice Center (WCJC) is committed to promoting and advancing the well-being and safety of our community by providing resources for positive change and repairing damaged relationships through collaborative restorative processes

B. Purpose of the WCJC

1. Promote the mission of the Williston Community Justice Center by providing the means and services which encompass accepted restorative practices..
2. Ensure that victims of crime in our service area have appropriate opportunities to have their voice heard and are afforded the opportunity to participate in restorative processes embraced by the Williston Community Justice Center.
3. Delegate authority to the administrators and volunteer board and to carry-out the work of the Williston Community Justice Center that accomplishes the stated mission.
4. Identify and support stakeholders who have standing within the service area of the Williston Community Justice Center. (Williston, Richmond, Bolton, Huntington, Hinesburg and St. George)
5. Collaborate with stakeholders and other community service providers to develop objectives for programs and services as needed to promote the safety and well-being within our service communities by providing assistance to law enforcement, Department of Corrections and community partners using best restorative practices.

ARTICLE 2: OPERATING PRINCIPLES

A. Model Restorative Justice Values

The WCJC will be operated and governed in a manner that reflects the main beliefs, values, and philosophical perspectives associated with the best practices of restorative justice.

ARTICLE 3: MEMBERSHIP

A. Composition of Board Membership

1. The WCJC board shall consist of a sufficient number of members to complete the mission of the center and reflect the diversity of the people served by the WCJC.
2. WCJC board members will live or work in Williston or one of the towns served by the WCJC.
3. At least 51% of those serving on the WCJC board will be citizen volunteers whose involvement is not part of their work duties with a governmental or non-governmental criminal justice or social service agency.

B. Board Leadership

The WCJC Board leadership will be comprised of two positions, a Chair and Vice Chair, who are elected on an annual basis at the first (1st) board meeting of the fiscal year.

1. The Chair will be responsible for leading the regularly scheduled WCJC board meetings and collaborating with the Director, as needed.
2. The Vice Chair will be responsible for documenting board meeting minutes and assisting the Chair as needed.

C. Selection of Board Membership

The WCJC will be responsible for recruiting potential members and making recommendations to the Selectboard for appointment.

1. New nominees will be interviewed and reviewed by a committee consisting of at least two current board members, the Director, and the Chief of Police or his or her designee.
2. The committee will forward recommendations to the Williston Selectboard for appointment.

D. Expectations of Board Members

1. Members are expected to embrace and promote the principles and best practices of restorative justice.
2. Members are expected to commit a sufficient amount of their time to serve on the WCJC board to make a meaningful and informed contribution. Members will regularly attend meetings and/or participate on a restorative panel or restorative process for which they have been trained. Members will assist or participate in activities sponsored by the WCJC, as they are available. Members will notify the WCJC Director, Director designee or Chair when they are unable to attend a WCJC board meeting.

3. Members are expected to participate as appropriate in educational opportunities and trainings to learn more about restorative and community justice theory and practices, community needs and other topics necessary to create informed policies and sound decisions.
4. Members are expected to participate in the recruitment of new members and take turns mentoring new members.
5. If a conflict of interest exists between a client and a board member, the board member will recuse him/herself from the process as soon as the conflict is recognized.

E. Terms Of Membership

1. Members will serve three-year terms, with staggered dates of entry. The WCJC board may consider inviting members to serve for less than three years with approval of the Williston Selectboard.
2. When a vacancy occurs on the WCJC board before a term is completed, an appointment may be made by the Williston Selectboard, upon recommendation of the WCJC board, to fill that vacancy for the remainder of that term.
3. Terms shall begin effective July 1st in the year of appointment. Members who wish to serve an additional term will be invited to do so by the Williston Selectboard and Town Manager.

F. Membership Separation

1. **Voluntary Separation.** Voluntary separation of service should be submitted in writing to WCJC board Chair who will notify the Director. The Director will inform the Chief of Police and the Williston Select Board, in writing, through the Town Manager, of a resignation/vacancy of a position.
2. Involuntary Separation. The following steps will be taken should there be a need to invoke involuntary separation from the board:
 - a. The Director notifies the Chair, Vice Chair and Chief of Police in writing regarding the member issue(s).
 - b. The Director, the Administrator of CoSA, Re-Entry and Reparative Programs and the Board Chair will meet with the board member to discuss the issue(s) and decide which restorative approach might be used to remedy the concern and establish a remediation plan.
 - c. A time frame of at least 30 days will be offered to bring closure to the issue.
 - d. A restorative panel will be charged to settle the issue. On the panel will be the WCJC Administrators, the Board Chair and a representative of the DOC Reparative Services Division.
 - e. After the remediation period is finished, WCJC Administrators and WCJC Chair meet with member to establish compliance with the remediation plan.

- f. If member has not complied satisfactorily, a recommendation to terminate board membership is sent to Chief of Police.
 - g. Chief of Police makes recommendation of termination of board membership to the Williston Selectboard, the appointing authority. The Selectboard makes the final determination.
3. Members may be subjected to disciplinary action set forth above for any of, but not limited to, the following reasons:
- a. Breach of confidentiality.
 - b. Failure to regularly attend scheduled board and case meetings.
 - c. Failure to respond to direction and supervision and perform tasks expected of position on WCJC board.
 - d. Attending meetings under the influence of controlled substances.
 - e. Failure to recuse in the presence of a conflict of interest with a client.
 - f. Any conduct that impairs the WCJC's efficiency or effectiveness or causes public mistrust of the WCJC board.
 - g. Inappropriate conduct towards responsible parties.

ARTICLE 4: ADMINISTRATION

The WCJC Director administers the WCJC board aided by the Administrator of Circle of Support and Accountability (CoSA), Re-Entry and Reparative Services. Both are Town of Williston employees. The WCJC Director and the Administrator of CoSA, Re-Entry and Reparative Services report to the Chief of Police. The "Town of Williston Personnel Policy" governs the hiring and all conditions of their employment, the terms of which are incorporated by reference. The Chief of Police shall consult with the WCJC board in hiring the Director or the Administrator of CoSA, Re-Entry and Reparative Services.

ARTICLE 5: JURISDICTION

The WCJC may hear cases, which emanate in towns within the WCJC's jurisdiction. This jurisdiction is defined by the Vermont Department of Corrections, which provides the operating grant for the WCJC.

ARTICLE 6: ADOPTION AND AMENDMENT OF BY LAWS

A. Adoption.

Original adoption of these By-Laws shall occur when approved by the Williston Selectboard.

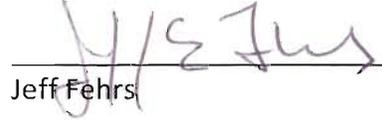
B. Amendment.

Amendment of these By-Laws will be formulated in collaboration with the Williston Chief of Police and approved by a majority of the WCJC board before submission to the Williston Selectboard for final approval.

Revised this 8th day of September, 2015

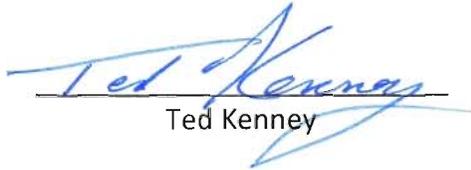
Williston Selectboard


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