

**BY LAWS OF THE
COMMUNITY ALLIANCE FOR SAFETY AND PEACE**

ARTICLE I

Community Alliance for Safety and Peace (CASP). The organization shall have a Board of Directors, Executive Committee, General Assembly, Standing Committees, Nominating Committee, and Ad Hoc Committees.

ARTICLE II

The Mission of CASP is to build, support, and sustain a peaceful community through mobilizing a multidisciplinary leadership team to assess, plan, and implement effective strategies, and share resources.

The Goal of CASP is to reduce youth and gang-related violence through Prevention, Intervention, Suppression, and Re-entry in the communities of Monterey County and the City of Salinas.

The Objectives of CASP are to:

- Promote increased coordination and communication among all local stakeholders to develop complimentary policies and leverage community assets.
- Develop a balanced, comprehensive approach to reduce gang and youth violence using data driven, evidence-based practices, best emerging practices, and by evaluating outcomes.
- The mechanism through which CASP accomplishes these objectives is the creation, consistent review and updating of comprehensive strategic plans, goals and objectives.

The Guiding Principles of CASP are to develop quality, skilled, and informed leadership, encouraging all segments of the community to engage in a balanced strategy that includes different perspectives. In order to be effective, candor in our communications is critical and a willingness to be flexible is essential. Also important are a commitment to work through differences and provide resources (including financial support) to a comprehensive violence prevention and reduction program that incorporates prevention, intervention, suppression, and reentry strategies. All Members of CASP will act as community models of cooperation and non-violent conflict resolution.

ARTICLE III

The Board of Directors, Executive Committee, General Assembly, Standing Committees, Nominating Committee, and Ad Hoc Committees shall be made up of individuals from public, private and non-profit entities as well as the community at large. They shall demonstrate expertise and interest in promoting safety and peace throughout Monterey County. The Standing Committees will be governed by the General Assembly and the Board of Directors.

Board of Directors

The Board of Directors (the Board) will meet at least quarterly to provide strategic direction for the Executive Committee and the General Assembly. The Board shall act as the fiduciary on behalf of the organization's stakeholders and must ensure compliance with laws and ethical integrity throughout the organization. The Board of Directors may delegate certain duties and responsibilities provided that the activities and affairs of the organization shall be managed and

directed under the ultimate direction of the Board. The Board will decide on overarching policy issues, provide direction for key next steps, act as a forum for intergovernmental discussions and shall select the Lead Agency. The Board shall consist of a minimum of twelve (12) and a maximum of fifteen (15) Directors. The two (2) Co-Chairs are appointed by virtue of their office. The Co-Chairs shall be the Mayor of Salinas and a Supervisor of the Monterey County Board of Supervisors, as selected by that body. The remaining ten (10) to thirteen (13) Directors are nominated based on their expertise and skill set, representing the diversity of our community. All Board Directors must be CASP Members in good standing.

Nominations, Elections and Terms to the Board of Directors

The Nominating Committee shall select candidates for the Board at least one (1) month prior to elections. Election of Directors shall take place at the first General Assembly meeting in June. Their term of office shall begin immediately upon election, and shall be three (3) years, with a two (2) consecutive term limit, and stand for re-election three (3) years after that limit.

Vacancies

If a Board Director leaves the Board for any reason before the end of her or his term limit, the Co-Chairs shall appoint a successor for the remainder of the replaced member's term. That appointed Director shall thereafter be subject to re-election.

Removal

Any Director or Officer may be removed from her or his position for good cause by a majority vote of the General Assembly. The Co-Chairs must give at least a thirty (30) day advance notice of the intention to remove said Director or Officer.

Officers of the Board

- A. The officers of the Board shall consist of **two** Co-Chairs, a Vice-Chair, Secretary and Treasurer.
 1. **Co-Chairs Roles and Responsibilities:** The Co-Chairs advise the Board of Directors and provide guidance and direction to the members of the General Assembly. The Co-Chairs preside over General Assembly meetings.
 2. **Vice-Chair:** The Vice-Chair will support the Co-Chairs as required and lead in the Co-Chairs absence.
 3. **Secretary Roles and Responsibilities:** The Secretary maintains all General Assembly, Executive Committee, and Board records and ensures their accuracy and safety.
 4. **Treasurer Roles and Responsibilities:** The Treasurer helps ensure the fiscal integrity of the organization by providing oversight of its financial activities and ensuring the accuracy of financial records.
- B. With exception to the Co-Chairs, the officers shall be nominated and elected by the Board of Directors to serve for a three (3) year term at the first meeting after Board elections.
- C. Co-Chair term limits are related to their terms in public office. The Board of Supervisors can choose to change the Supervisor designated as Co-Chair at their discretion.
- D. Each co-chair will alternate presiding responsibilities every calendar year.
- E. A Director may designate an alternate to the Board in advance, to attend meetings.

Executive Committee

The Executive Committee will meet monthly, unless otherwise decided. The Executive Committee shall be responsible for the ongoing business management of CASP, and establishing the Nominating Committee. The Executive Committee acts in the name of the full General Assembly when it is not in session to deal with urgent matters that require immediate action. The Executive Committee consists of the five (5) officers of the Board of Directors and the Standing Committee Chairs (or their official designees).

The General Assembly

The General Assembly is made up of all Members. It meets bi-monthly, unless cancelled. Notice of cancellation of a meeting will be distributed to the General Assembly no less than one week prior to the scheduled meeting. The General Assembly networks, coordinates, connects, plans, and engages with the larger community to reduce youth and gang-related violence. The General Assembly consists of not fewer than 20 and no more than 70 Members. The meetings of the General Assembly shall be open to the public, but only Members have voting privileges. A voting quorum will be attained when a majority of the Members (fifty percent plus one) are present at a General Assembly meeting.

Representation on the General Assembly consists of the following categories:

- Monterey County Social and Employment Services:
 - a. Department of Social Services
 - b. Office of Employment and Training
- Monterey County Health Services
 - a. Behavioral Health Services
 - b. Public Health Services
 - c. Office of the Health Director
- Monterey County Law Enforcement Services
 - a. Sheriff's Office
 - b. Corrections/Parole
 - c. Juvenile Probation
 - d. Adult Probation
- Monterey County Superior Court
 - a. Judicial Officers
- Monterey County Legal Offices
 - a. District Attorney
 - b. Public Defender
- City of Salinas
 - a. Mayor
 - b. Office of the City Manager
 - c. Police Department
 - d. Community Safety Division
 - e. City Attorney
 - f. Library and Community Services, including Parks and Recreation Division
 - g. Community Development
 - h. Public Works
- Other Local Government
 - a. Police departments
 - b. Mayors
 - c. Elected Officials
- Education

- a. Monterey County Office of Educations, Superintendent's Office
- b. Schools including a representative from 9th grade through Post-Secondary
- c. Schools including a representative from K through 8th grade
- d. Alternative Education
- e. Community Colleges, Hartnell and MPCC
- Recreation and Sports
- Non-Profit Non Government Organizations
 - a. Drug and Alcohol Treatment
 - b. Early Childhood Development Professionals
 - c. Youth-Serving Organizations
 - d. Family Support
 - e. Specific Support Services (e.g - battered women, suicide prevention, incarcerated individuals, men's support, migrant workers)
 - f. Health and Mental Health
 - g. Gang Prevention
 - h. Violence Prevention
- Foundations
- Research Partners
 - a. Naval Post Graduate Schools
 - b. Monterey Institute of International Studies
- Media and Communications
- Business Community
- Faith-Based Community
- Public Housing
- Youth Employment
- Youth Representatives
- Grassroots Organizations and Community Mobilization Groups
- Community at Large

Standing Committees

The Standing Committees are established and voted on by the General Assembly. Standing Committees are work groups that deal with ongoing issues, such as community engagement, communications, prevention, and other functions deemed central to fulfilling CASP's mission. All Standing Committees shall provide an identified purpose, goals and objectives to the Executive Committee.

List of Standing Committees:

- Communications
- Community Engagement
- Grants
- Prevention
- Faith

Ad Hoc Committees and Action Task Forces

An Ad Hoc Committee or Action Task Force is established to deal with specific tasks or issues for a time limited period and disbands once its work is completed. An Ad Hoc Committee or Action Task Force can be named and voted on by any decision making body (Board of Directors, Executive Committee, or General Assembly), with a majority vote.

Nominating Committee

The Nominating Committee is appointed by the Executive Committee and will consist of three (3) members from the Board of Directors, and two (2) members from the General Assembly. The Nominating Committee selects candidates for the Board of Directors.

ARTICLE IV

Membership in the General Assembly will consist of a two-tiered structure: Individual and Organizational (defined below). All Members are expected to act in accordance to these Bylaws and CASP's mission, goals and objectives. There shall be membership renewals every two years to keep all Members committed and relevant. When communicating with the media as a representative of CASP, members shall not provide their individual or professional opinions, but will share the relevant information as decided by the Executive Committee and/or General Assembly. CASP members are strongly encouraged to cooperate and coordinate with other CASP members when applying to grants that solicit applicants to work in a collaborative, multi-disciplinary manner. Such cooperation and coordination allow applicants to submit a more competitive application and avoid competition and duplication as much as possible.

An **Organizational** membership is defined as a member who participates on behalf of a particular organization, department or entity. Organizational members shall have the right to vote for board members, vote for committee members, be an officer of a committee, attend bi-monthly meetings, join a committee, access to members-only section of CASP website, and the ability to request a CASP letter of support for funding applications and opportunities. To be considered a member in good standing, Organizational Members shall:

- a. Attend at least 75% (for example, attending 16 out of 22 meetings) of General Assembly meetings within the calendar year.
- b. Participate in at least one of the Action Task Forces, standing committees, or Board of Directors.
- c. Represent CASP to the public.
- d. Strategically align resources with the comprehensive strategic plans.
- e. Have a designated alternate.

An **Individual** membership is defined as members who represent the community at large. Individual members have the right to vote for board members, vote for committee members, be an officer of a committee, attend bi-monthly meetings, join a committee, access to members-only section of CASP website, and the ability to request a CASP letter of support for funding applications and opportunities. To be considered a member in good standing, Individual Members shall strive to:

- a. Attend at least 60% of General Assembly meetings within the calendar year.
- b. Participate in at least one of the Action Task Forces, standing committees, or Board of Directors.
- c. Represent CASP to the public.
- d. Strategically align resources with the comprehensive strategic plans.

New Members

New Members will apply to join CASP pursuant to the procedure established by the Board of Directors. Applications will be accepted on a continuous basis throughout the year.

Voting Rights

Each Member (Organizational or Individual) has one vote. If there is a real or potential conflict of interest, members shall refrain from voting. The goal is to reach consensus whenever possible.

Removal

Failure to adhere to CASP policies and Bylaws is grounds for removal by a majority vote of the Board of Directors.

Vacancies

Should an Organizational member of the General Assembly vacate the position, the agency/group that the member represents has 30 days to select another member to the General Assembly as her or his successor. An Individual Member is not eligible for succession.

ARTICLE V**Lead Agency**

There shall be a Lead Agency that provides the administrative framework to facilitate the work of the Board of Directors and General Assembly as well as the Committees. The Lead Agency employs staff as necessary and administers funds and grant contracts as directed by the Board of Directors.

The CASP designated staff will be non-voting members of the General Assembly and Board of Directors. Lead support staff is/are required to attend all regular General Assembly meetings at which he or she shall present updates on the progress. Further, he or she will be required to attend Executive Committee and Board of Directors meetings. It is the responsibility of staff to keep the Executive Committee and Board of Directors informed of all on-going projects, plans and strategies used and/or created by Standing and Ad Hoc Committees. Lead staff report to the Co-Chairs.

ARTICLE VI**Parliamentary Authority**

The rules contained in the most recently revised edition of Robert's Rules of Order shall govern the General Assembly.

Majority Vote

All votes are governed by majority vote – fifty percent of Membership of that body plus one.

ARTICLE VII**Amendment of By-Laws**

All proposed amendments to these By-Laws shall be submitted in writing to and reviewed by the Board of Directors for recommendation to the General Assembly prior to taking it to a vote. This document will be reviewed regularly and as needed. A majority vote of a quorum of the General Assembly is required to amend the By-Laws.

ARTICLE VIII

The fiscal year for the General Assembly shall be from July 1st to June 30th.

ARTICLE IX**Policy and Procedures**

There shall be Policy and Procedures that include a Code of Ethics, Conflict of Interest and other policies and procedures as determined by the Board to adopt.