



# Toolkit on State Councils for Interstate Juvenile Supervision



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# 1 State Council Requirements & Responsibilities



The **Interstate Compact for Juveniles** (ICJ) requires each member jurisdiction to create and maintain a State Council for Interstate Juvenile Supervision. The State Council serves as an interbranch coordinating body and is the in-state partner to the Interstate Commission for Juveniles (ICJ's national governing body).

The State Council and its members serve in advisory, advocacy and oversight roles within the state. For example, a State Council may:

1. provide assistance with in-state ICJ operations and practice;
2. raise the visibility of the compact among state leaders, non-governmental interest groups and the public; and
3. coordinate compact-related activities and responses among the three branches of government.

## Interstate Compact for Juveniles, Article IX

"Each member state shall create a State Council for Interstate Juvenile Supervision. While each state may determine the membership of its own state council, its membership must include at least one representative from the legislative, judicial, and executive branches of government, victims groups, and the compact administrator, deputy compact administrator or designee.

Each compacting state retains the right to determine the qualifications of the compact administrator or deputy compact administrator. Each state council will advise and may exercise oversight and advocacy concerning that state's participation in Interstate Commission activities and other duties as may be determined by that state, including but not limited to, development of policy concerning operations and procedures of the compact within that state."

Each state adopted provisions related to the establishment of a State Council when the ICJ was adopted. To view any state's enacted legislation, visit <https://www.juvenilecompact.org/directory-map/>. Some states have also issued Executive Orders regarding the establishment and/or operations of the State Council.

*See Appendix A for an example of a State Council Executive Order.*

## Key Role in Governance and Oversight

The State Council is charged with providing oversight and governance to the state's participation in the ICJ. The State Council helps ensure state compliance and proper administration, and also helps seek improvements and adjustments to compact practice and process along the way. As time goes on, maintaining an energized and engaged State Council is critical to lasting success. Such engagement can be achieved by providing State Councils with specific tasks such as assisting in the development of training on the ICJ for the state, guiding the development of mission, vision and goal statements and objectives. Other examples include:

- Assessing the compact office's workload and equipment needs and recommending changes if needed
- Recommending changes in compact office business processes and procedures
- Designing a training curriculum and scheduling training for field officers, judges, prosecutors, defense attorneys, victim's advocates, etc.
- Presenting on the Compact at state conferences and other gatherings
- Recommending changes to the Compact rules or make comments on proposed amendments to the ICJ Rules
- Serving as an advocate for the Compact when seeking resources, improving operations, resolving disputes, and conducting training.
- Developing Policies and Procedures
- Raising the intrastate and interbranch visibility of the ICJ office and compact
- Engaging in short and long-term strategic planning for the compact locally, regionally and nationally
- Helping to determine the staffing needs of your state's compact office

# Key Relationships with Compact Administrator and Commissioner

## **Compact Administrator**

As described in Article II of the Compact, the Compact Administrator is:

*"the individual in each compacting state appointed pursuant to the terms of this compact, responsible for the administration and management of the state's supervision and transfer of juveniles subject to the terms of this compact, the rules adopted by the Interstate Commission and policies adopted by the State Council under this compact."*

Thus, the Compact Administrator is ultimately responsible for implementing policies and procedures adopted by the State Council. State Council members should become familiar with the basics of how your state administers the ICJ, such as how day-to-day administrative duties of the compact are handled and whether your state provides for a Deputy Compact Administrator and compact staff.

## **Commissioner and Authorized Representative**

As the official representative from your state to the ICJ National Commission, the Commissioner plays a key role in advancing your state's interests and concerns nationally with other member jurisdictions. State Council members should have opportunities to provide consultation and direction to the Commissioner prior to National Commission meetings.

The State Council plays an important role in the appointment of the Commissioner, as described in Article III of the Compact:

*"The Interstate Commission shall consist of commissioners appointed by the appropriate appointing authority in each state pursuant to the rules and requirements of each compacting state and in consultation with the State Council for Interstate Juvenile Supervision created hereunder. The commissioner shall be the compact administrator, deputy compact administrator or designee from that state who shall serve on the Interstate Commission in such capacity under or pursuant to the applicable law of the compacting state."*

If the Commissioner is unable to participate in Interstate Commission meetings, an "Authorized Representative" may be designated for specified meetings. The State Council should also be involved in this process, as set forth in the Compact:

*". . . a commissioner, in consultation with the state council shall appoint another authorized representative, in the absence of the commissioner from that state, to cast a vote on behalf of the compacting state at a specified meeting."*

***See Appendix B for a Commissioner/  
Authorized Representative Appointment Letter template.***



# Annual Meeting Requirement

Effective March 1, 2020, the ICJ Rules require State Councils to meet “at least once annually.”

## ICJ Rule 2-107: State Councils

“Each member state and territory shall establish and maintain a State Council for Interstate Juvenile Supervision as required by Article IX of the Interstate Compact for Juveniles. The State Council shall meet at least once annually and may exercise oversight and advocacy regarding the state’s participation in Interstate Commission activities and other duties, including but not limited to the development of policy concerning operations and procedures of the compact within that state or territory. By January 31st of each year, member states and territories shall submit an annual report to the National Commission to include the membership roster and meeting dates from the previous year.”

# Annual Reporting Requirement

By January 31 each year, each member state must submit a report regarding the previous year’s State Council activities to the National Commission. Additional requirements are set forth in ICJ Administrative Policy 01-2011 State Council Enforcement.

Member states may submit reports using the web-based form available <https://www.juvenilecompact.org/about/policies/state-council-report/>. Copies of meeting minutes, State Council recommendations, reports or other information may be submitted to the ICJAdmin@juvenilecompact.org or to the Executive Director.

# Technical Assistance Available

The ICJ National Office provides guidance and training to assist you and your state in fulfilling the requirements of the ICJ, including the State Council requirement. The ICJ website maintains a library of useful explanatory and training materials as well as opinions that may provide useful for your state. Likewise, the ICJ National Office and its staff are available to provide both remote and on-site training and assistance. To request training or technical assistance, contact the National Office or complete a Training Request form at <https://www.juvenilecompact.org/training/request-training/>.

## STATE COUNCIL REPORT

The [Interstate Compact for Juveniles \(ICJ\)](#), Article IX, requires that “Each member state shall create a State Council for Interstate Juvenile Supervision . . .” [ICJ Administrative Policy 01-2011](#) was enacted to ensure “compliance with the statute requirement that each member state or territory maintain a state council.” It requires that each state submit a report by January 1 of each year.

States may submit meeting minutes or other related documents to the [Executive Director](#).

Person Submitting Report\*

Your Email Address\*

State\*

Has your state created a State Council for Interstate Juvenile Supervision?\*

- Select -

How many times did your state council meet during the previous calendar year (enter 0 for none)? \*

Enter the meeting dates or explain why no meetings were convened:\*

Enter your state council roster, including names and positions/titles:\*

Enter any vacant positions on your State Council:\*

[State Council Toolkit](#)

[State Council Policy](#)

[State Council Report Form](#)

# 2 Appointments & Organization



## Who Makes Appointments to the State Council?

Each state determines who will appoint members to the State Council, depending on the state's ICJ statute and/or interest represented by the council members (e.g., judicial branch, executive branch). The Governor, Speaker of the House of Representatives, Senate President and Chief Justice are traditionally the primary appointing authorities. Beneath this primary layer of appointing authority, there may reside secondary appointing authority that is delegated to state officials by one or more of the primary appointing authorities.

*See Appendix C for an example of a State Council Appointment Letter.*

## Who Serves on the State Council?

At minimum, State Council membership must include at least one representative from the legislative, judicial, and executive branches of government, victims groups, and the Compact Administrator, Deputy Compact Administrator or designee. Some states have created State Councils that include only the required members. Others have expanded the membership to include other key stakeholders, often including designated positions to be appointed by specific appointing authorities.

*See Appendix D for examples of State Council Membership Rosters.*

## How Can the ICJ Office Assist with the Appointment Process?

Some member states report difficulty in gaining the required number and types of appointments. While there may be many bureaucratic or process barriers that slow the appointment process, ultimately the challenge is one of visibility and attention.

Developing and maintaining strong relationships with primary and secondary appointing authorities is essential. Legislative sponsors of the ICJ in your state can be effective partners in calling attention to the need for State Council appointments from specific appointing authorities. Likewise, victim advocacy groups can be very helpful. Ultimately, both creativity and persistence are important in soliciting and gaining appointments.

Also, be aware that governors, legislators and judges are responsible for appointments to many boards, councils and advisory groups. They may have limited knowledge of the subject matter and/or subject matter experts. Recommending suitable candidates who are willing to serve can help ensure the process moves more quickly.

When contacting potential candidates for appointment, be prepared to share information and expectations. Consider preparing an information packet in advance to include your state's ICJ statute, your State Council's bylaws, ICJ Rules, the Commission's latest annual report, and any other guiding documents. You may also request copies of the Commission's "State Council Guide" (tri-fold brochure) for recruiting purposes.

Prior to considering a commitment, candidates will often have questions you should be prepared to answer. Examples of questions which may be asked include the following:

- What is the role of the Council?
- What other individuals and groups are represented on the Council?
- How long is the term?
- How often will the Council meet?
- What are the statutory requirements and obligations?
- What is the time commitment?
- Is it a paid appointment?
- Will expenses be reimbursed?

*See Appendix E for an example of a State Council Appointment Request.*

## Dual Function Councils

States have discretion whether the State Council is a separately constituted body or whether the duties of the State Council are assigned to a pre-existing state entity. Many State Councils have been created as a part of an existing state government body in order to maximize scarce state resources. Provided that the Compact's representation requirements are met and the body addresses Compact-related business, this practice is allowable and may be an effective means of operating an ICJ State Council.

## Bylaws

Creation and use of bylaws for State Council activities is very beneficial, though not required. Bylaws can clarify key process and decision points for the State Council. Bylaws may address such issues as: meeting frequency, quorum, voting rights, expense reimbursement/coverage, specific responsibilities related to Compact Administrator selection and oversight, expectations of advocacy, conflicts of interest, etc. Delineating these process and operational guidelines to bylaws makes convening and staffing the State Council more efficient and effective.

*See Appendix F for examples of State Council Bylaws.*

## Mission Statement

Creating a State Council Mission Statement may also assist in both clarifying and directing the activities of the State Council, as well as raising the visibility of the State Council and the ICJ. While not required, such statements help State Councils coalesce around an agreed upon mission and direction.

*See Appendix G for examples of State Council Mission Statements.*



# 3 Leadership & Operations



## Leadership & Staffing

Leadership of your State Council is critical to its success. Your State Council should have an active chair to provide leadership to the body during and between meetings, and to serve as a key decision-making contact for ICJ staff. Your state's appointing authorities and compact administrative staff will want to consider the right type of individual to lead the State Council, raise its visibility among state policymakers and effectively advance the oversight of, and advocacy for the ICJ. Examples of State Council chairs include:

- **Colorado** – Chief Juvenile Probation Officer.
- **Florida** – General Counsel of the Department of Juvenile Justice.
- **Indiana** – Executive Director of the Office of Court Services.
- **Nebraska** – Compact Administrator, who also serves as the ICJ Commissioner.

In addition, it is important to determine how the State Council will be staffed (e.g., who will schedule meetings, who will record meeting activities, where will meetings be held and how often, how will activities/concerns of the State Council and Interstate Commission be reported to key constituents). These duties may be assigned to your state's ICJ office personnel or others.

Regular contact between the chair and ICJ personnel is critical. From the out-set, you should establish a proactive communications plan with your State Council chair to ensure clear sharing of information and making sure there are no surprises. More frequent communication is better than less frequent communication.

The State Council chair should be your biggest champion and a key ally in securing attention for ICJ in your state. The chair should be someone who can help solve problems with the ICJ and provide guidance on how to engage other stakeholders in ICJ work. The chair should be involved in helping to set meeting agendas and assist with securing outstanding appointments to the State Council.

## Training

Perhaps the most important step in launching and operating a State Council successfully is training State Council members. Training falls into two distinct areas:

1. training for new State Council members on the ICJ, the state's responsibilities, the role of the State Council and the activities of compact administrative offices; and
2. ongoing training emphasizing changes to the compact and/or its rules, as well as specific professional development training that may make State Council members more effective in their roles (e.g. state budgeting, communications and advocacy, time management, meeting preparation, etc.).



Numerous resources are available to assist with training State Council members. The Interstate Commission provides a PowerPoint presentation for training State Council Members, which is available in the "General Training" section at <https://www.juvenilecompact.org/training/training-materials/>. State Council members may also benefit from reviewing more detailed On Demand Trainings available at <https://www.juvenilecompact.org/training/on-demand/>.

***See Appendix H for an example of State Council Training Materials Developed by States.***

# Scheduling

Create a schedule of meetings that clearly articulates expectations of the State Council and its membership. Some states may meet annually, while others may meet quarterly or monthly, depending on the workload and responsibilities of the State Council and its membership.

## Meeting Notice

As a publicly constituted governmental entity, each State Council must comply with all public meeting notice and open meeting requirements of its state. These laws determine whether meetings must be held in-person or may be held telephonically/virtually. Failure to comply with open meeting requirements may call into question the activities of the ICJ and the compact office. Further, failure to provide appropriate public notice can significantly delay the ability of the State Council to tackle its work or to make critical decisions about timely issues confronting the ICJ and its relationships/transfers with other member jurisdictions.

More information regarding State Open Meeting Laws is available online at [https://ballotpedia.org?State\\_open\\_meetings\\_laws/](https://ballotpedia.org?State_open_meetings_laws/)

Specific information regarding State Open Meetings Notice Requirements is available at  
[https://ballotpedia.org/Open\\_meetings\\_notice\\_requirements/](https://ballotpedia.org/Open_meetings_notice_requirements/)

More information regarding State Open Records Laws (also called Sunshine Acts or Freedom of Information Acts) is available at  
[https://ballotpedia.org/State\\_sunshine\\_laws/](https://ballotpedia.org/State_sunshine_laws/)

## Meeting Agenda

Developing an accurate and actionable meeting agenda is critical to ensuring your State Council is efficient and effective in executing its work. A meeting agenda should specify the date and times (both start and end); indicate who is presiding over the meeting; what updates and briefings are required; any old business to be conducted; any known new business to be addressed; specific action items and decisions required of the State Council during the meeting; and any relevant resources or materials that will be used or referenced during the meeting. Once the agenda has been made public, it should not be changed – unless authorized under applicable state laws or State Council bylaws.

*See Appendix I for examples of State Council Meeting Agendas.*

## Meeting Minutes

Keeping accurate meeting minutes, meeting summaries and meeting notes is sound business practice and is probably required by your state's open meetings laws and/or State Council's bylaws. Meeting minutes do not have to be word-for-word transcripts (unless such recordings are required by your state). Rather, the purpose is to capture the action items and decisions made by a deliberative body during a specific meeting; the participants and attendees at the meeting; tabled or future decisions to be considered by the body; and key elements of discussion that may have contributed to specific decisions (including appendices and supporting materials).

*See Appendix J for examples of State Council Meeting Minutes.*

Appendices: Sample Documents & Print-Ready Resources are available on  
[www.juvenilecompact.org/resources/state-council-toolkit/](http://www.juvenilecompact.org/resources/state-council-toolkit/)