



Interstate Commission for Juveniles  
*Serving Juveniles While Protecting Communities*

# ORIENTATION MANUAL FOR EX OFFICIO MEMBERS

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# Introduction

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The purpose of this manual is to provide ex officio members with information and support to carry out their role. Ex officio members will be able to assess existing opportunities for involvement, become familiar with other organizations represented on the Commission and make recommendations for common goals.

## Purpose

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The Interstate Commission for Juveniles is established to fulfill the objectives of the Interstate Compact for Juveniles, through means of joint cooperative action among the Compacting States to promote, develop and facilitate a uniform standard that provides for the welfare and protection of juveniles, victims and the public by governing the Compacting States' transfer of supervision of juveniles, temporary travel of defined youth and return of juveniles who have absconded, escaped, fled to avoid prosecution or run away.

## History

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Following the initial success revising the Interstate Compact for the Supervision of Parolees and Probationers (revised into the Interstate Compact for Adult Offender Supervision), the Office of Juvenile Justice and Delinquency Prevention (OJJDP) pursued a similar rewrite of the Interstate Compact on Juveniles. In 1999, OJJDP conducted a detailed survey which uncovered a number of contentious issues within the Compact's structure.

Along with the Council of State Governments (CSG), OJJDP determined that a revision of the existing Compact as the only option for long-term change. In 2001, CSG worked with OJJDP and the Association of Juvenile Compact Administrators (AJCA) to develop and facilitate a drafting team of state officials to begin the design of a revised juvenile Compact.

In 2002 after finalizing the Compact's language, an educational campaign began to help state's policymakers better appreciate and understand the need for a new Compact. By 2003, the new Compact became available for introduction in the states and throughout that year, twelve states adopted the revised Compact.

The new Compact reached its thirty-five state threshold in 2008 when Tennessee and Illinois enacted, allowing for transition and operational activities to commence. Since the first Commission meeting in December 2008, all fifty states plus the District of Columbia, and the U.S. Virgin Islands have joined the new Compact.

# Membership

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Each member state or territory is represented by one Commissioner. The jurisdiction's Governor or other appropriate appointing authority is responsible for appointing the Commissioner, in consultation with the State Council. The Commission membership also includes individuals who are not Commissioners and who do not have a vote, but who are members of interested organizations. These ex officio members serve at the pleasure of the sponsoring organization. Ex officio members of the Commission currently include:

- American Probation and Parole Association (APPA)
- Association of Administrators of the Interstate Compact on the Placement of Children (AAICPC)
- Council of Juvenile Correctional Administrators (CJCA)
- Conference of Chief Justices (CCJ)
- Conference of State Court Administrators (COSCA)
- International Association of Chiefs of Police (IACP)
- Interstate Commission for Adult Offender Supervision (ICAOS)
- Justice Solutions
- National Association of Attorneys General (NAAG)
- National Children's Advocacy Center (NCAC)
- National Conference of State Legislatures (NCSL)
- National Council of Juvenile and Family Court Judges (NCJFCJ)
- National Governors Association (NGA)
- National Partnership for Juvenile Services (NPJS)
- National Runaway Safeline (NRS)
- National Sheriffs' Association (NSA)

## Role of an Ex Officio Member

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The primary role of an ex officio member of the Commission is to be a source of communication between the Commission and the organization he or she represents. In addition, ex officio members may be able to contribute information or expertise to the Commission; therefore, they are permitted the same level of commitment as regular voting members by serving on a standing Committee and attending the Annual Meeting.

Additional roles/expectations for ex officios include:

- Attend a majority of the meetings for the Committee(s) in which they choose to serve.
- Participate in Committee assignments, obligations and be prepared for Committee meetings.
- Bring items of interest before a Committee or the Commission.
- Make comments in Committee or Commission meetings.

- Attend the Annual Meeting of the Commission.
- Provide information to the Commission as needed.
- Offer feedback to common objectives.
- Collaborate with the Commission to accomplish mutually beneficial projects or goals.

## Committees

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Below are standing Committees established by the Commission and their business purpose:

### *Executive Committee*

The Executive Committee is empowered to act on behalf of the Commission between Commission meetings, except for rulemaking or amendment of the Compact. The Committee is composed of all officers of the Interstate Commission, the chairpersons of each standing committee, the regional representatives, and the ex officio victims' representative to the Interstate Commission.

The Immediate Past Chairperson of the Commission serves as an Officer of the Executive Committee. Both the Ex Officio Victims' Representative and Immediate Past-Chairperson serve for a term of one year. The Commission determines the procedures, duties, budget, and tenure of the Executive Committee. The power of the Executive Committee to act on behalf of the Commission is subject to any limitations imposed by the Commission, the Compact or its Bylaws. The Executive Committee is responsible for monitoring the health, needs, and accomplishments of the Commission while also ensuring the organization operates according to its Bylaws. The Committee's functions include, but are not limited to: financial management, national staff oversight, strategic planning and scheduling of full Commission meetings.

### *Compliance Committee*

The Compliance Committee monitors the compliance of member states with the terms of the Compact and the Commission's rules. The Committee is also responsible for developing appropriate enforcement procedures for the Commission's consideration.

### *Rules Committee*

The Rules Committee drafts proposed rules for the Commission's consideration as appropriate and administers the Commission's rulemaking procedural requirements under the Compact.

### *Training, Education and Public Relations Committee*

The Training, Education and Public Relations Committee develops educational resources and training materials for use by the Commission and in the member states to help ensure awareness of, and compliance with, the terms of the Compact and the Commission's rules.

### *Information Technology Committee*

The Information Technology Committee identifies and develops appropriate information technology resources to facilitate the tracking of juveniles and the administration of Commission activities. The Committee also develops recommendations for the Commission's consideration as appropriate.

### *Finance Committee*

The Finance Committee is responsible for monitoring the Commission's budget and financial practices, including the collection and expenditure of Commission revenues, and for developing recommendations for the Commission's consideration as appropriate.

### *Ad Hoc Committees*

Ad Hoc Committees are formed for a one-time purpose to deal with a particular issue and disband after the issue is resolved. They provide a stopgap or temporary measures to solve problems that are not resolved by ordinary processes of the Commission. Previous Ad Hoc Committees (and work groups) of the Commission:

- ICPC Ad Hoc Committee, 2010
- Probable Cause Ad Hoc Committee, 2010
- Sex Offender Ad Hoc Committee, 2010
- Victims Ad Hoc Committee, 2011
- Out-of-State Detention Ad Hoc Committee, 2012
- AAICPC/ICJ Workgroup, 2011, 2012, 2013, 2014
- Human Trafficking Work Group, 2015
- Human Trafficking Ad Hoc Committee, 2016-2017

## Meetings

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### *Annual Business Meeting*

The Commission is required to meet at least once each calendar year at a time and place determined by the Commission. Additional meetings are scheduled at the discretion of the chairperson, and must be called upon the request of a majority of Commission members. All Commission members shall be given a thirty-day written notice of the Commission's Annual Business Meeting and meeting information.

### *Committee and Region Meetings*

Committees and regions generally meet via teleconference through WebEx. WebEx is an interactive conferencing tool which allows participants to view documents on their computer. The National Office hosts and schedules WebEx meetings. Committee and Region chairs are responsible for setting their meeting dates and notifying the National Office. The National Office will then set up the meeting, send out notices and materials, and report to the Chair if a quorum is established.

If the funding is approved, a committee or region may meet face to face. Face-to-face meetings are commonly held in Lexington, Kentucky where the National Office is located due to cost and

resource factors. The National Office will secure accommodations, logistics and meeting space as well as assist in travel arrangements.

### *Quorum*

Commission Members representing a majority of the Compacting States constitute a quorum for the transaction of business, except as otherwise required in the Commission's Bylaws. The participation of a Commission Member from a Compacting State in a meeting is sufficient to constitute the presence of that state for purposes of determining the existence of a quorum, provided the member present is entitled to vote on behalf of the Compacting state represented. The presence of a quorum must be established before any vote of the Commission can be taken.

### *Voting*

Each Compacting State represented at any meeting of the Commission is entitled to one vote. A Member must vote and cannot delegate a vote to another Member. Members may participate and vote in meetings of the Commission and its duly authorized committees. Except as otherwise required by the Compact or the Bylaws, any question submitted to a vote of the Commission is determined by a simple majority.

### *Public Participation in Meetings*

Upon prior written request to the Commission, any person who desires to present a statement on a matter that is on the agenda shall be afforded an opportunity to present an oral statement to the Commission at an open meeting. The Chairperson may, depending on the circumstances, afford any person who desires to present a statement on a matter that is on the agenda an opportunity to be heard absent a prior written request to the Commission. The Chairperson may limit the time and manner of any such statements at any open meeting.

### *National Office Support*

The National Office maintains the minutes for each Commission, Committee and Region meeting, which describes all matters discussed and provides a full and accurate summary of any actions taken, a description of the views expressed and the record of any roll call vote. Services to assist Executive Committee members when convening Committee and or Region meetings include:

- Scheduling meetings
- Notifying chair of quorum
- Outlining an agenda
- Taking minutes
- Managing committee/region documents
- Providing logistical support
- Posting meeting information on the Commission's website (10 days prior to the meeting)

## Finance

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Each Compacting State is assessed an annual fee to cover the cost of the operations and activities of the Commission and its staff. The Commission approves the annual budget each year at the annual business meeting. ICJ Rule 2-101 defines how annual fees are assessed.

The Commission operates on an annual budget cycle beginning on July 1 and ending on June 30 of each year. The budget report distributed at the annual business meeting details expenditures, income and the fund balance of the Commission for the previous, current and ensuing fiscal year. The Executive Director in consultation with the Treasurer and Finance Committee are responsible for drafting a budget for consideration by the full Commission. The National Office provides a working budget to the Executive Committee based on these reports analyzing budgeted line items against actual figures.

## National Office Services

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The National Office is a resource center for the Commission. Among its many responsibilities, the National Office provides assistance with logistical planning, training, policies, programs, maintaining the Commission's website and supporting the work of regions and committees. Specific programs and assistance provided by the National Office include:

- Ensure objectives from Planning Sessions are realized  
*Establish goals and timeframes to complete objectives and assists committee members with goals specific to their area of focus.*
- Assist States with the establishment and maintenance of State Councils  
*Provide training, reference manuals and on-site assistance.*
- Live WebEx Training  
*Web-based computer training delivered live by a national trainer to Compact staff, line officers, state council members, etc.*
- Website Administration  
*Updated, supported, and enabled for downloadable documents and references, meeting support and notifications as well as a directory of members.*
- Policy Development  
*Maintain and develop administrative policy for the National Office and Commission.*
- Comprehensive Meeting Support  
*For web-meetings, provide set-up, scheduling, documents, minutes, and technical support. For on-site meetings, search for sites and negotiate contracts. Provide technical support, materials, presentations, agendas, minutes, and food service.*
- Data Collection  
*Collect statistical information pertaining to juveniles subject to the Compact. Oversee the development, implementation, maintenance, and provide tech support for an electronic data system.*
- Advisory Opinions  
*Assist in the interpretation of the Commission's rules and circulate to all member states.*
- Dispute Resolution Tracking



*Track information regarding rule infractions, useful for validating and fine tuning the rules, improving business processes and targeting training needs.*

## Appendix

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See the Commission's website [www.juvenilecompact.org](http://www.juvenilecompact.org) for additional information such as:

- ICJ Annual Report(s)
- ICJ Statute
- ICJ By-laws
- ICJ Rules
- ICJ Policies
- ICJ Strategic Initiatives
- ICJ Resources
- ICJ Training Materials
- ICJ Bench Book and Tool Kit for Judges