



ORIENTATION MANUAL

Interstate Commission for Juveniles

Serving Juveniles While Protecting Communities

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Interstate Commission for Juveniles

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Introduction

The purpose of this manual is to educate new Executive Committee members and Ex officio members on those aspects of the Commission and Executive Committee membership they will need to know in order to effectively carry out their role.

Purpose of the Commission

The Interstate Commission for Juveniles was established to fulfill the objectives of the Compact 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 offenders and return of juveniles who have absconded, escaped, fled to avoid prosecution or run away.

National Commission

The Commission is comprised of one voting member from each Compacting state. The member is required to be the Commissioner of the Compacting state who is appointed by the appropriate appointing authority in each state in consultation with the State Council. The Commissioner is the Compact Administrator, Deputy Compact Administrator or designee.

Each Compacting state is required to forward the name of its Commissioner to the Commission chairperson. The Commission chairperson is required to promptly advise the Governor and State Council for Interstate Juvenile Supervision (*See: Article II (1) ICJ By-laws*) in the Compacting State of the need to appoint a new Commissioner upon the expiration of a designated term or the occurrence of mid-term vacancies.

Ex officios

The Commission also includes individuals who are not Commissioners and who do not have a vote, but who are members of interested organizations. Ex officio members serve at the pleasure of their appointing organization and may be replaced by that organization under the rules and By-laws of said organization. The Ex officio members of the Commission are:

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

- NGA - National Governors Association
- NPJS - National Partnership for Juvenile Services
- NRS - National Runaway Safeline
- NSA - National Sheriffs' Association

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 an Ex officio member 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.

Officers and Duties

Chairperson

The Chairperson calls and presides at all meetings of the Commission and in conjunction with the Executive Committee prepares agendas and makes appointments to all committees, and, in accordance with the Commission's directions, or subject to ratification by the Commission, acts on the Commission's behalf during the interims between Commission meetings.

Vice Chairperson

The Vice Chairperson, in the absence or at the direction of the Chairperson, performs any or all of the duties of the Chairperson. In the event of a vacancy in the office of Chairperson, the Vice Chairperson serves as acting Chairperson until the Commission elects a new Chairperson. The Vice Chairperson may also undertake specific tasks and responsibilities as requested by the Chairperson.

Secretary

The Commission's Executive Director serves as the Secretary. The Secretary keeps minutes of all Commission meetings and acts as the custodian of all documents and records pertaining to the status of the Compact and the business of the Commission.

Treasurer

The Treasurer, with the assistance of the Commission's Executive Director, acts as the custodian of all Commission funds and is responsible for monitoring the administration of all fiscal policies and procedures set forth in the Compact or adopted by the Commission. Pursuant to the Compact, the Treasurer will execute such bond as may be required by the Commission covering the Treasurer, the Executive Director and any other officers, Commission members and Commission personnel, as determined by the Commission, who may be responsible for the receipt, disbursement, or management of Commission funds.

Past-Chairperson

The immediate Past-Chairperson shall automatically succeed to the Past-Chairperson position and provide continuity and leadership to the Executive Committee regarding past practices and other matters to assist the Executive Committee in governing the Commission. The immediate Past-Chairperson supports the Chairperson on an as-needed basis and serves a term of one year.

Election and Succession

The officers of the Commission include a Chairperson, Vice Chairperson, Treasurer and Past Chairperson. Commission Members, with the exception of the Secretary, elect the officers. The Executive Director serves as the Commission's Secretary. Officers are elected every year by the Commission at any meeting at which a quorum is present, and shall serve for one year or until their successors are elected by the Commission. The elected officers serve without compensation or remuneration, except as provided by the Compact.

Vacancies

When an officer position is vacated before the next annual meeting of the Commission, a majority of the Executive Committee shall appoint a successor to hold office for the unexpired portion of the term. Or, at the next regular or special meeting of the Commission, the vacancy can be filled by majority vote of the Commission.

Costs and Expense Reimbursement

Subject to the availability of budgeted funds, the officers shall be reimbursed for any actual and necessary costs and expenses incurred by the officers in the performance of their duties and responsibilities as officers of the Commission.

Immunity

The Commission, members, officers, executive director, and employees are immune from suit and liability, either personally or in their official capacity, for any claim for damage to or loss of property or personal injury or other civil liability caused or arising out of or relating to any actual or alleged act, error, or omission that occurred, or that such person had a reasonable basis for believing occurred within the scope of Commission employment, duties, or responsibilities; provided, that any such person is not protected from suit or liability, or both, for any damage, loss, injury, or liability caused by the intentional or willful and wanton misconduct of any such person.

Defense

Subject to the provisions of the Compact and rules, the Commission shall defend the Commissioner of a Compacting state, the Commissioner's representatives or employees, or the Commission, and its representatives or employees in any civil action seeking to impose liability against such person arising out of or relating to any actual or alleged act, error or omission that occurred within the scope of Commission employment, duties, or responsibilities or that such person had a reasonable basis for believing occurred within the scope of Commission employment, duties or responsibilities; provided, that the actual or alleged act, error, or omission did not result from gross negligence or intentional wrongdoing.

Indemnification

The Commission shall indemnify and hold the Commissioner of a Compacting state, the Commissioner's representatives or employees, or the Commission, and its representatives or employees harmless in the amount of any settlement or judgment obtained against such person arising out of or relating to any actual or alleged act, error, or omission that occurred within the scope of Commission employment, duties, or responsibilities or that such person had a reasonable basis for believing occurred within the scope of Commission employment, duties, or responsibilities; provided, that the actual or alleged act, error, or omission did not result from gross negligence or intentional wrongdoing on the part of such person.

Committees

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 and 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 By-laws.

The Executive Committee is responsible for monitoring the health, needs, and accomplishments of the Commission while also ensuring the organization operates according to its By-laws. The Committee's functions include but are not limited to financial management, national staff oversight, strategic planning and scheduling of full Commission meetings.

Regional Representatives

A regional representative of each of the four regions of the United States (Northeastern, Midwestern, Southern, and Western) are elected or reelected, every two years by a plurality vote of the Commissioners of each region. They serve for two years or until a successor is elected by the Commissioners of that region. The regional divisions established by the Council of State Governments determine the states and territories comprising each region.

The Region Chair serves as a resource for new Commissioners/Designees to coach, train, and counsel new Commissioners/Designees by providing assistance and support to resolve difficult compliance issues and encourage active participation in Commission activities. In addition, they work with new Commissioners/Designees to promote successful strategies and best practices.

Every year when the Commission elects new officers, it is the responsibility of the regional representatives to serve as the nominating committee during the election process and appoint a spokesperson/chair to administer the election and ballots.

Committee Chairs

Each Committee Chair ensures that the business which comes to their committee is dealt with appropriately, and that the committee reaches decisions that enable business to be completed. Committee Chairs are responsible for organizing meetings, preparing agendas, calling meetings to order, delegating responsibilities to committee members, involving all members in the decision making process and reporting the work of the committee to the Executive Committee and Chairperson of the Commission. The Committee Chair is also responsible for making recommendations for membership to their committee. Proposing one to two individuals from each region for parity purposes is encouraged. Recommendations are sent to the Commission Chair who then endorses the individual for membership.

Below are standing committees established by the Commission and their business purposes:

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 and 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 are disbanded after the issue is resolved. They provide stop gap or temporary measures to solve problems that are not resolved by ordinary processes of the Commission. Ad Hoc Committees of the Commission:

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

National Office

Executive Director

The Commission retains an Executive Director, who is not a member of the Commission, but serves at its pleasure and acts as Secretary. The Executive Director also manages the day to day activities of the Commission's National Office. As the Commission's principal administrator, the Executive Director also performs such other duties as may be delegated by the Commission or required by the Compact, including, but not limited to, the following:

- a. Recommend general policies and program initiatives for the Commission's consideration;
- b. Recommend for the Commission's consideration administrative personnel policies governing the recruitment, hiring, management, compensation and dismissal of Commission staff;
- c. Implement and monitor administration of all policies programs, and initiatives adopted by Commission;
- d. Prepare draft annual budgets for the Commission's consideration;
- e. Monitor all Commission expenditures for compliance with approved budgets, and maintain accurate records of the Commission's financial account(s);

- f. Assist Commission members or Commissioners as directed in securing required assessments from the Compacting states;
- g. Execute contracts on behalf of the Commission as directed;
- h. Receive service of process on behalf of the Commission;
- i. Prepare and disseminate all required reports and notices directed by the Commission; and
- j. Otherwise, assist the Commission's officers in the performance of their duties.

Selection Process

Hiring an Executive Director begins with the Executive Committee who works in conjunction with the Council of State Governments during the selection process. By identifying immediate and long-range objectives, the committee can search for candidates that meet these criteria which can yield significant returns for the Commission.

Evaluation Process

Every spring the Chair of the Commission is responsible for compiling and conducting the Executive Director's evaluation. The Council of State Governments has an evaluation form for this process. The Chair elicits comments and feedback from the Executive Committee to be included in the evaluation before the Committee reviews and approves the final document. The Executive Committee will also evaluate any salary increase at the time of the evaluation.

Effective evaluations require measurable goals. The Executive Committee should set goals with the Executive Director and monitor progress throughout the year. Strategic planning and establishing initiatives are an integral part of setting goals and expectations of the Executive Director.

Other Staff

The Executive Director is responsible for managing the national office staff. In addition to the Executive Director, currently there are three positions (full job descriptions of each position are available in the national office):

1. Project Manager
2. Training and Administrative Coordinator
3. Administrative and Logistics Coordinator

The Executive Director initiates the hiring process for existing positions as well as setting the salary range with the approval of the Executive Committee. In cases where a position needs to be created or eliminated, either the Executive Committee or the Executive Director can propose this action while also informing the Commission and the Council of State Governments of any change.

The Executive Director conducts evaluations of the national office staff. The Chairperson of the Commission also receives copies of personnel appraisals. Salary increases for national office staff are evaluated during this time and take effect at the beginning of the fiscal year.

Meetings

Agendas

Final agendas shall be provided to all Commission members no later than ten (10) days prior to any meeting of the Commission. Thereafter, additional agenda items requiring Commission action may not be added to the final agenda, except by an affirmative vote of a majority of the members.

Open and Closed Session

All Commission meetings are open to the public, except as set forth in Commission Rules or as otherwise provided by the Compact. Prior public notice shall be provided in a manner consistent with the Federal Government in Sunshine Act, 5 U.S.C. § 552b, including, but not limited to a publication of notice of the meeting at least ten (10) days prior to the meeting in a nationally distributed newspaper or an official newsletter regularly published by or on behalf of the Commission and distributed to interested parties who have requested in writing to receive such notices.

A meeting may be closed to the public where the Commission determines by two-thirds vote of its members that there exists at least one of the conditions for closing a meeting, as provided by the Compact or Commission Rules. For every meeting closed pursuant to this provision, the Interstate Commission's chief legal counsel publicly certifies that, in his or her opinion, the meeting may be closed to the public. Keep in mind, that no voting can take place in closed session.

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 Commission meetings along with meeting information.

Annually, the National Office conducts a national search and presents viable meeting options to the Executive Committee who approves the budget and meeting location. The Executive Committee meets twice at the annual meeting, before and after. Responsibilities of committee members at the annual meeting include making presentations as needed, participating in region meetings and reporting to the Commission.

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 staff 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. The Executive Committee meets the fourth Thursday of every month via teleconference and has two face-to-face meetings annually.

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 By-laws. 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 By-laws, any question submitted to a vote of the Commission is determined by a simple majority.

Procedure

Matters of parliamentary procedure not covered by the By-laws are governed by Robert's Rules of Order.

Robert's Rules of Order Tips

Committee chairs should use the following tips not as a replacement for Robert's Rules of Order but as a quick reference guide to facilitate meetings. These tips serve to answer frequently asked questions regarding parliamentary procedure.

Quorum

Before an organization can legally conduct business, a quorum must be present. The appropriate number of members needed for a quorum is one more than half of the voting members. **A quorum must be maintained throughout the entirety of the meeting or any business is null and void.**

Common Motions

In a smaller meeting, like a committee or board meeting, often only four motions are used:

- To introduce (motion)
- To change a motion (amend)
- To adopt/receive (accept a report without discussion)
- To adjourn (end the meeting)

Approving Agendas, Minutes and Adjournment

Agendas, minutes and adjournments can be approved by general consent or acclamation. They can also be approved with a motion and a second. Minutes may be approved as read or as corrected. (Minutes may be corrected regardless of the time that has elapsed.)

Tips in Parliamentary Procedure

The following summary will help you determine when to use the actions described in *Robert's Rules of Order*.

- **A motion must be moved, seconded, and stated by the Chair before it can be discussed.**
- **If you approve of the idea of the motion but want to change it, amend it or submit a substitute for it.**
- **If you want advice or information to help you make your decision, move to refer the motion to an appropriate quorum or committee with instructions to report back.**
- **If you feel that the pending question(s) should be delayed so more urgent business can be considered, move to lay the issue on the table.**
- **If you think that further discussion is unnecessary, move to “call the question”.** Requires two thirds vote to end discussion.
- **If you think that the assembly should give further consideration to a matter already voted upon, move that it be reconsidered.**
- **If you think that a matter introduced is not germane to the matter at hand, a point of order may be raised.**
- **If you think that too much time is being consumed by speakers, you can move a time limit on such speeches.**
- **If a motion has several parts, and you wish to vote differently on these parts, move to divide the motion.**

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 keeps minutes for each Commission, Committee, and Region meetings which fully and clearly 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

Finance

Fiscal Year

The Commission operates on an annual budget cycle beginning on July 1 and ending on June 30 of each year.

Budget

At the Annual Meeting, a budget report is distributed to each Compact member state showing expenditures, income and fund balance of the Commission for the previous, current and ensuing fiscal year. The Executive Director in consultation with the Treasurer and Finance Committee initiates the drafting of the annual budget. The Executive Committee modifies or approves the budget once drafted, and then the Commission adopts it at the Annual Business Meeting. The Executive Committee can make various budget approvals to an adopted budget, such as a committee who seeks to exceed their budget or moving funding across line items.

Accounting and Audit

The National Office generates and distributes monthly financial reports to the officers. These reports consist of a ledger of expenses, a summary and a balance sheet for all Commission funds. A spreadsheet is circulated to the Executive Committee based on these reports analyzing budgeted line items against actual figures.

Dues

Each Compact member state is assessed an annual fee which must cover the cost of the internal operations and activities of the Commission and its staff, a total amount sufficient to cover the annual budget approved each year. The annual assessment is allocated based on a formula determined by the Commission and bound by rule upon all signatory states. (See ICJ Rule 2-101: Dues Formula.) The national office is responsible for invoicing and tracking dues collection. The ICJ Administrative Policy regarding Dues Enforcement, Policy Number 08-2009, provides:

- Member states are invoiced for the annual dues at the beginning of the state’s fiscal year.
- If a member state has not paid its annual dues within the 30 days of the start of the new fiscal year, the national office will send a written reminder to the Commissioner.
- If a member state has not paid its annual dues within the 90 days of the start of the state’s new fiscal year, the national office will send by certified mail a written delinquency notice to the Commissioner.
- If a member state has not paid its annual dues within the 120 days of the start of the state’s fiscal year, the Executive Director will refer the matter to the Compliance Committee for enforcement action.

Planning

Strategic Planning and Initiatives

The strategic planning process is the Executive Committee's method of defining the Commission's direction and making decisions on allocating resources. When developing strategies, the Executive Committee analyzes the organization, objectives and future development. The Executive Committee develops these initiatives by:

- Clearly defining the purpose of the organization and establishing goals consistent with the mission;
- Ensuring the most effective use of the Commission's resources are used by focusing on priorities;
- Providing a base from which progress can be measured; and
- Communicating goals and objectives to the full Commission.

At least once a year, the Executive Committee conducts strategic planning sessions in order to be ready for the coming fiscal year. This will provide time to identify the organizational goals and resources needed. Upon conclusion of a session, action plans and initiatives are updated.

Monitoring and evaluating initiatives is as important as identifying strategic issues and goals. One advantage of monitoring and evaluating is to ensure that the organization is following the direction established during strategic planning. Another major advantage is that the Executive Committee can learn a great deal about the organization and its operation.

National Office Services

The National Office serves as 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 the 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

Policies (*see Commission's website*)

Commission By-laws (*see Commission's website*)