

**DRAFT**

## **Bylaws and Rules of Procedures for the Pinal County Domestic Violence Fatality Review Team**

### **Article I- ORDINANCE AUTHORITY**

The Domestic Violence Fatality Review Team is created/appointed by the Pinal County Board of Supervisors in accordance with A.R.S.41-198 and as subsequently amended.

### **Article II – MISSION**

The mission of this Team is to analyze the circumstances of past fatalities in an effort to better understand the dynamics of such deaths and make recommendations for prevention and system improvements. The purpose of this project is not to lay blame, but rather to actively improve all systems that serve persons involved with domestic abuse or intimate partner violence and to prevent violence and fatalities in the future.

### **Article III – POWERS AND DUTIES OF THE DOMESTIC VIOLENCE FATALITY REVIEW TEAM (DVFRT)**

A. Advisory Body: The DVFRT is an advisory body to the Arizona Attorney General's Office. The DVFRT will serve as a resource to Membership, Law Enforcement Agencies, Local Municipalities, County and State on issues related to domestic violence. Its powers are advisory only unless additional powers and authority is provided by ordinance or state or federal law or regulation.

B. Powers and Duties: The powers and duties of the DVFRT shall be:

1. Examine incidents of domestic violence related fatalities to better understand the dynamics involved.

2. Report to the office of the Arizona Attorney General, Pinal County Attorney's Office, Pinal County Sheriff's Office and Pinal County Board of Supervisors its findings and recommendations as to how incidents of domestic violence related fatalities may be prevented and how related systems can be improved. The report shall not contain any identifiable information pertaining to individuals in specific incidents of domestic violence related fatalities.

3. Determine the number and type of incidents it wishes to review.

#### **Article IV – MEMBERSHIP AND OFFICERS**

**A. Membership:** Membership shall include, but not be limited to, representatives of each of the following agencies. Those representatives shall be appointed by the Chair of the Pinal County Board of Supervisors, upon recommendation of the respective agency head.

Victim Services  
Medical Examiner  
Sheriff's Office – Co-Chair  
County Attorney's Office – Co-Chair  
Public Defender  
Superior Court/Family Court Judiciary  
Domestic Violence Shelter Professional  
Child Protective Services  
Probation Officer

Based on a majority vote of the Team Membership, other members may be recommended for appointment by the Chair of the Board of Supervisors, based on demonstrated expertise in the field of domestic violence.

**B. Appointment:** The Chair of the Board of Supervisors shall appoint members for a three-year term. Team members and the represented agency will sign a confidentiality agreement.

**C. Term:** Team Members shall serve terms of three years and may be reappointed to successive terms. In the event a member becomes incapacitated or resigns or is unable to perform the duties of the office or is otherwise removed, the Chair of the Board of Supervisors shall appoint another member to fill the unexpired term of the absent member.

**D. Removal of Members:** A Team Member may be removed by the Chair of the Board of Supervisors for nonattendance at three consecutive meetings, conviction of a crime involving moral turpitude, repeated disruptive behavior resulting after warning, or when in the opinion of the Chair of the Board of Supervisors removal is in the best interest of the Team.

**E. Officers:**

**1. Co-Chairs – The Co-Chairs shall be appointed by the Chair of the Board of Supervisors; one Chair representing Pinal County Attorney's Office and one Chair representing Pinal County Sheriff's Office. The Co-Chairs will service for a term of three years. The Co-Chairs may be re-appointed to serve successive terms as deemed appropriate. In the event a Co-Chair resigns, becomes incapacitated or unable to perform the duties of the office or is otherwise removed, the respective appointing authority will select a replacement to be approved and appointed by the Chair of the Board of Supervisors.**

**2. Duties of the Co-Chairs - The Co-Chairs shall be responsible for:**

- a. Selecting appropriate cases for review**
- b. Establishing a regular meeting schedule**
- c. Presiding over Team meetings, including all points of order**
- d. Appointing committees, ad-hoc committees, sub committees and their respective chairs**
- e. Preparing agenda items for future meetings prior to Team meetings, and in consultation with other Team members**
- f. Considering other such matters and concerns of the Team as set forth in these bylaws**

**3. Secretary – The Team Secretary shall be appointed by the Co-Chairs and shall serve a term of three consecutive years. The Secretary shall take all minutes of Team meetings and keep all Team reports and statistics in accordance with Arizona Statutes. The Secretary will provide an agenda for each Team Meeting or Committee Meeting and will send announcements of all regular or special meetings. The minutes of all Team meetings shall be provided to the Team in summary/verbatim form.**

**4. Legal Representation – The Pinal County Attorney, or their designee, shall provide legal representation and advice to the Team, as necessary.**

**5. Committees – The Team shall establish such committees, ad-hoc committees, and subcommittees as the Team deems necessary and appropriate for carrying out Team business. The Co-Chairs shall appoint the members of the committees, ad-hoc committees, and**

subcommittees created. Such committees report to the Team in an advisory capacity and such committee shall exist only so long as necessary to fill the purposes for which they were created. Members of committees, ad-hoc committees, and subcommittees are not required to be DVFRT Members. The Co-Chairs may remove a committee member at any time with or without cause. Removal of a committee member who is also a Team member does not remove that individual from the Team; it merely relieves the individual from his/her duties on that committee.

The specific Committee Chair will be appointed by the Team Co-Chairs and will retain that position only as long as necessary to fulfill the purposes for which that committee was created. The Committee Chair must be a Team member.

Committee meetings shall be called by the Committee Chair or upon petition of a majority vote of the committee's membership. Robert's Rules of Order shall govern meeting procedure.

Committee recommendations are to be forwarded to the DVFRT for official action.

F. Compensation: The officers and membership of the Team and Committees serve in a voluntary capacity.

## **Article V – MEETINGS**

A. Schedule – When there exists business to be conducted and a quorum can be obtained, the Team shall meet monthly and at such other times when called by the Co-Chairs after consultation with Team members.

B. Quorum – A quorum of the Team shall consist of a majority of its appointed members. Any action voted on by a majority vote of the quorum present shall be considered an action of the Team. In the event a quorum is not present for a meeting, the Team is prohibited from discussing any items from the agenda and the meetings shall be rescheduled. In the event a quorum is present at the beginning of a meeting and is not maintained throughout the meeting, no votes requiring action may be taken after the loss of a quorum.

C. Open Meetings – The Team and its committees, ad-hoc committees, and subcommittees shall hold all meetings and conduct all business in accordance with Arizona Open Meeting Laws A.R. S. 38-431 et seq and shall be open to the public. DVFRT meetings are closed to the

public and are not subject to Title 38, Chapter 3, Article 3.1, if the Team is reviewing a domestic violence fatality case.

**D. Procedure Not Contained in Bylaws – All meetings of the Team shall be, to the extent not in conflict with these bylaws, conducted according to the latest edition of Roberts Rule of Order, with the exception that the Co-Chairs of the DVFRT, the committee, ad-hoc committee and subcommittee shall be permitted to vote on any motion.**

**E. Proxy Voting, Electronic and Telephonic Participation –**

- 1. Proxy voting shall not be permitted**
- 2. Electronic and telephonic participation may be permitted where, in the opinion of the Co-Chairs, members can participate fully.**

**F. Agenda Items – Any member of the Team may propose items for the agenda. The Co-Chairs shall approve the agenda for each Team meeting.**

**G. All verbal and written information and documentation shall be held in complete confidence and will be the property of Pinal County Government until such time documents are disposed of.**

#### **Article VI – MISCELLANEOUS:**

**A. Conflict of Interest – Any member of the Team who has a substantial interest as defined in A.R.S. 38-502 in the outcome of any matter brought before the Team shall make known that interest and the minutes brought before the Team shall reflect that the member made such fact known. The member shall refrain from voting or in any way participating in that matter.**

**B. Amending Bylaws – These bylaws may be amended at any meeting of the Team after not less than seven (7) days notice has been given to all members of the Team. A copy of the proposed amendment will be sent with the notice. A change in the bylaws shall require a concurring vote of three-fifths of the membership present.**