

Bylaws and Rules of Procedure for the Yavapai County Domestic Violence Fatality/Near Fatality (YCDVFRT) Review Team

Article I – ORDINANCE AUTHORITY

The Yavapai County Domestic Violence Fatality/Near Fatality Review Team (YCDVFRT) is created/appointed by the authority of Yavapai County Resolution No. 1827 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 or near fatalities in an effort to better understand the dynamics of such incidents and make recommendations for prevention and system improvements. The purpose of this project is to actively improve all systems that serve persons involved in domestic abuse or intimate partner violence and to prevent violence in the future.

Article III – POWERS AND DUTIES OF THE YAVAPAI COUNTY DOMESTIC VIOLENCE FATALITY/NEAR FATALITY REVIEW TEAM

- A. Team Authority: Yavapai County Resolution No. 1827 authorizes the Yavapai County Attorney and Yavapai County Sheriff or their designee to create a domestic violence fatality/near fatality review team and to appoint members in accordance with state and federal law regulations.
- B. Designee Authority: The designee of the Yavapai County Attorney and Yavapai County Sheriff shall serve the Chair or Co-chair and manage all aspects of the Team, including submission of team membership for approval by the Yavapai County Attorney and Yavapai County Sheriff.
- C. Powers and Duties: The powers and duties of the YCDVFRT shall be:
 - 1. Examine incidents of domestic violence related fatalities/near fatalities to better understand the dynamics involved.

2. File an annual report to the Office of the Attorney General that will include its findings and recommendations as to how incidents of domestic violence related fatalities/near 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/near fatalities.
3. Determine the number and type of incidents it wishes to review.
4. Develop recommendations from each case reviewed and support implementation of those recommendations as appropriate.

Article IV – MEMBERSHIP AND OFFICERS

- A. Membership: Membership may include, but not be limited to, examples listed in A.R.S. §41-198. Those representatives shall be appointed by the Chair/Co-chair upon approval of the Yavapai County Attorney and Yavapai County Sheriff. Representatives shall be recommended by their respective agency head.
- B. Team members will sign a confidentiality agreement to serve.
- C. Term: Team members with the approval of their agency head may serve during the life of the Resolution. 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/Co-chair will attempt to fill the vacant position.
- D. Removal of Members: A team member may be removed by the Chair/Co-chair for nonattendance at three consecutive meetings, conviction of a crime involved moral turpitude, repeated disruptive behavior after a warning, or when removal is in the best interest of the Team, with approval of the Yavapai County Attorney and Yavapai County Sheriff.
- E. Officers:
 1. Chair or Co-chairs – The Chair or Co-chairs are appointed by the Yavapai County Attorney and Yavapai County Sheriff and serve at his/her pleasure. In the event a Chair

or Co-chair resigns, becomes incapacitated or unable to perform the duties of the office or is otherwise removed, the Yavapai County Attorney and Yavapai County Sheriff will select a replacement.

2. Duties of the Chair or Co-chairs - The Chair or Co-chairs, or their designees, shall be responsible for:
 - a. Establishing a regular meeting schedule
 - b. Presiding over team meetings, including all points of order
 - c. Appointing committees, ad-hoc committees, sub committees and their respective chairs
 - d. Selecting agenda items for future meetings prior to team meetings, and in consultation with other team members
 - e. Considering other such matters and concerns of the Team as set forth in these bylaws
 - f. Submitting the annual report
 - g. The publication and distribution of team recommendations within Yavapai County
3. Secretary – The Secretary shall be appointed by the Chair/Co-chairs and shall serve at his/her pleasure. The Secretary will set and distribute meeting agendas and send announcements of all regular or special meetings. This position will assist with research, compile case reviews, provide forms for each meeting, and maintain all statistics; documentation to be filed in accordance with Arizona Statutes. The sole written report file shall be maintained by the Secretary.
4. Legal Representation – The Yavapai County Attorney's Office, as necessary, is the designated legal representation to the Team.
5. Committees – The Team may establish such committees, ad-hoc committees, and subcommittees as the Team

deems necessary and appropriate for carrying out team business. The Chair/Co-chairs shall appoint the chairperson of the committee, ad-hoc committee, and subcommittee. 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 YCDVFRT members. The Chair/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 Chair/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.

Article V – MEETINGS

- A. Schedule – When there exists business to be conducted and a quorum can be obtained, the Team may meet monthly and at such other times when called by the Chair/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/near 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 Robert's Rules of Order, with the exception that the Chair/Co-chairs of the DVFRT, the committee, ad-hoc committee and subcommittee shall be permitted to vote on any motion.
- F. Proxy Voting – Team members who are not able to attend the meeting may send a proxy upon prior approval of the Chair/Co-chairs. The request must be made in writing and name the proxy and the relationship to the team member. The sharing of information from the closed meeting is permitted between the team member and proxy.

Proxy votes can be given to other team members and can count toward a quorum.

- F. Agenda Items – Any member of the Team may propose items for the agenda. The Chair/Co-chairs shall approve the agenda for each team meeting.
- G. All audio and written information and documentation not related to the reviews shall be held by the team Secretary in complete confidence, will be the property of the Team, and will be held in accordance with applicable retention law.

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 upon recommendation of a team member and presented to the YCDVFR at their next meeting. 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, and approval of the Yavapai County Attorney and Yavapai County Sheriff.

- C. Guests – With prior approval of Chair/Co-chairs and upon signing the agreement of confidentiality, guests will be permitted to attend meetings.