

Bylaws and Rules of Procedures for the Yuma County Domestic Violence Fatality Review Team

Article I- AUTHORITY

The Domestic Violence Fatality Review Team was created by the Yuma County Board of Supervisors by Resolution No.: 09-55 and appointed by the Yuma County Attorney and Yuma County Sheriff 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.

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 Arizona Attorney General, Yuma County Attorney's Office, Yuma County Sheriff's Office and Yuma 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 Yuma County Attorney and Yuma County Sheriff, upon recommendation of the respective agency head.

**Amberly's Place;
Statewide Domestic Violence Coalition;
Survivor;
Yuma City Municipal Court;
Yuma County Medical Examiner's Office;
Yuma County Public Health District;
Yuma Police Department;
Yuma County Sheriff's Office; and,
Yuma County Attorney's Office**

Based on a majority vote of the Team Membership, other members may be recommended for appointment for specific cases by the Co-Chairs/Chairman ("Chair") of the DVFRT, based on demonstrated expertise in the field of domestic violence, and approved by the Yuma County Attorney and Yuma County Sheriff.

B. Appointment: The Yuma County Attorney and Yuma County Sheriff shall appoint members for a two-year term. Team members and the represented agency will sign a confidentiality agreement.

C. Term: Team Members shall serve terms of two 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 DVFRT 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 DVFRT 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 the removal is in the best interest of the Team.

E. Officers:

1. The initial year of the DVFR shall seat Co-Chairs. The Co-Chairs shall be appointed by the Yuma County Attorney and Yuma County Sheriff. The Co-Chairs will service for a term of one year. Subsequent Co-Chairs/Chairman shall serve for two years. The Co-Chairs may be re-appointed to serve successive terms as deemed appropriate or an election by the membership by majority of a quorum may choose a chairman. 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 Yuma County Attorney and Yuma County Sheriff.

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

- a. Select appropriate cases for review
- b. Establish a regular meeting schedule
- c. Select appropriate cases for review
- d. Preside over Team meetings, including all points of order
- e. Appoint committees, ad-hoc committees, sub committees and their respective chairs
- f. Prepare agenda items for future meetings prior to Team meetings, and in consultation with other Team members
- g. Consider 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/Chairman and shall serve a term of two 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 Meetings 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 Yuma 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/Chairman 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/Chairman 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/Chairman 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.

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 exist business to be conducted and a quorum can be obtained, the Team shall meet at least quarterly and at such other times when called by the Co-Chairs/Chairman 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. 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/Chairman, members can participate fully.

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

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

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.