



JUSTICE ADVISORY BOARD BYLAWS

MISSION

The mission of the Bear River Band of the Rohnerville Rancheria Justice Advisory Board (JAB) is to work collectively on community justice issues by enriching the community to support a safe and healthy environment for all of our members, employees, and guests.

PURPOSE

The purpose of the Bear River Band of the Rohnerville Rancheria Justice Advisory Board is to advise and assist in the development, implementation, and evaluation of grant funded Tribal justice programs; justice-related grant applications and activities; and other related Tribal justice projects. To work collaboratively with other board members and the broader community to examine community justice issues and attempt to generate solutions to address core justice issues and their symptoms to provide a safer community.

STRUCTURE

The JAB is composed of seven representatives who can offer a comprehensive range of perspectives, experience, and skills. The composition of the board shall include:

1. Tribal Court Director;
2. Social Services Director;
3. Housing Coordinator
4. Youth Coordinator
5. One (1) Tribal Council Liaison; and
6. Two (2) Tribal Community Members.

TERM(S)

The Tribal Court Director, Social Services Director, Housing Coordinator, and the Youth Coordinator shall serve on the JAB as a scope of their job requirement, and shall serve on the Board for the entire duration of their employment. The Tribal Council Liaison shall be appointed by the Tribal Council to attend JAB meetings and will serve on the Board for the duration of their Tribal Council term, unless a replacement Liaison is appointed by Tribal Council. The two (2) JAB Tribal Community Member(s) shall serve a consecutive two (2) year term, nominated by the four (4) Board members and the Tribal Council Liaison, through an application process (refer to the Tribal Community Member application for eligibility requirements).

RESPONSIBILITY OF ADVISORY

JAB members shall follow the Bear River Band of the Rohnerville Rancheria Code of Personal and Business Conduct and shall align themselves with the values and mission of the JAB. The JAB member responsibilities shall include but are not limited to:

1. The JAB meetings will be ran by consensus; the Tribal Court Director will facilitate, provide meeting agenda, and take meeting minutes.
2. Assist in the evaluation of Tribal justice grant goals and objectives.
3. Possess the ability to set or modify JAB ethics, forms, policies and procedures.
4. Review of law, policy and procedures established for the Tribal justice system.
5. Provide advice on justice-related grant applications.
6. Upon request, examine future grant funding applications for the Tribal justice system.
7. Invite, when necessary, other agencies or departments to participate in meetings and discussions so that a comprehensive understanding can be obtained when examining a particular problem.

LIMITATION OF ADVISORY

The JAB shall not engage in the following conduct:

1. Engage or interfere in the day-to-day operations of the Tribal justice system or any department of the Bear River Band of the Rohnerville Rancheria.
2. Attempt to supervise, manage, remove or discipline any staff of the Bear River Band of the Rohnerville Rancheria.

MEETINGS

1. Frequency: The JAB shall hold at least one meeting once a quarter.
2. Attendance is mandatory: All members of the JAB are expected to attend each quarterly meeting.
3. Quorum: A majority of the members shall constitute a quorum for any meeting, including special meetings. A majority must meet the minimum number of four (4) members present.
4. Agenda & Materials: JAB Agendas and other meeting material will be received at least one week prior for review. In the case that a Special Working Meeting is called, the Tribal Court Director shall provide an agenda and meeting material 48 hours prior to the meeting, if possible.
5. Scheduling: The quarterly meeting schedule will be announced at the last meeting of the year for the following year. For Special Working Meetings, JAB members will be polled to determine availability. The final date will be announced at least three (3) days prior to the meeting.
6. Special Working Meetings: The Tribal Court Director may schedule a special meeting outside of the regular quarterly meetings to discuss current or ongoing projects. Special meetings must be called by written notice at least 24 hours before the time set for the meeting, stating the time, place and date of the meeting and the subject(s) to be considered.

CONFIDENTIALITY AND PUBLIC COMMUNICATION

JAB members are expected to maintain a certain level of confidentiality while being open and candid in the discussion of the strategic plans of Tribal justice projects and grant objectives. Discussion of confidential information with any unauthorized person(s), and/or using confidential

information for personal gain or profit is strictly prohibited. Confidentiality around but not limited to:

1. Tribal justice employee salaries;
2. Agency memorandum of understandings (MOU's);
3. VSP, BRBHCW, and BRBCSS client services;
4. Tribal Court litigants; or
5. Personal information learned as a direct result of JAB activities.

REMOVAL OF BOARD MEMBER & VACANCIES

JAB members, including the Tribal Court Director, Social Services Director, Housing Coordinator and Youth Coordinator can only be removed from the JAB if they resign or are terminated from their position. If any one of these members are not fulfilling their responsibilities, or have excessive absences, without communication with the Board Members, it shall be brought to attention of the Tribal Administrator (TA), as it is a work performance issue.

The Tribal Council Liaison can only be replaced by the Bear River Tribal Council. If the Tribal Council Liaison is not fulfilling their responsibilities or has excessive absences, it shall be brought to the attention of the TA in a formal written complaint. A JAB Tribal Community Member can be removed from their position by consensus of all four (4) board members and the Tribal Council Liaison, before the expiration of their term, and only upon a determination that:

1. The member no longer meets the requirements for the position (requirements located in the Tribal Community Member application);
2. The member fails to perform JAB member duties (outlined in the Tribal Community Member application);
3. The member, without notice, fails to attend two consecutive scheduled meetings a year; and/or
4. The member has acted in a manner that brings the Board into disrepute.

Any of the above four determinations must be properly documented to prove show cause for removal.

VACANCIES

The JAB shall fill vacancies on the Board that arise due to removal, resignation, or other causes. The JAB will fill Tribal Community Member vacancies pursuant to the application process. A member appointed because of a vacancy shall serve for the remainder of the vacated term and shall reapply when that term expires. If a Tribal Community Member position comes vacant with only six months remaining in its term, it shall remain vacant until the next cycle of applicants can fill its position. When there is a vacant position open in one of the Department positions, consensus votes shall be counted as valid by how many members are available, until the position is filled.

AMENDMENTS

These Bylaws are adopted by the Bear River Band of the Rohnerville Rancheria Justice Advisory Board for the governance of its members and the regulation of its affairs. The Bylaws may be

altered or amended at regularly scheduled meetings with a quorum, as necessary to meet the standards of the Justice Advisory Board; approval of any alteration or amendment would need final approval by Tribal Council.

EFFECTIVE DATE

The bylaws shall become effective immediately upon the approval of the Bear River Band Tribal Council.

C*E*R*T*I*F*I*C*A*T*I*O*N

This is to certify that the Bear River Band of the Rohnerville Rancheria Tribal Council duly assembled in Loleta, CA and adopted the foregoing document on January 20, 2026 by a vote of

7 For, 0 Against, 0 Abstentions and 0 Absent.

Josefina Frank

Josefina Frank, Chairperson

Aileen Meyer, Vice-Chairperson

Dakota McGinnis, Jr.

Dakota McGinnis, Jr., Secretary

M. Wortmon

Maggie Wortmon, Treasurer

John D. McGinnis

John D. McGinnis, Member-at-Large 1

Edward Bowie

Edward Bowie, Member-at-Large 2

Derek Bowman

Derek Bowman, Member-at-Large 3