

BYLAWS FOR NEW JERSEY COMMISSION ON HUMAN TRAFFICKING

ARTICLE I. GENERAL PROVISIONS

Section 1. Scope and Provisions of Bylaws

These bylaws are adopted pursuant to N.J.S.A. 52:17B-237. They are intended to govern the affairs and conduct of business of the New Jersey Commission on Human Trafficking with respect to the performance of its function, powers, and duties.

Section 2. Name

The name of the commission shall be the New Jersey Commission on Human Trafficking (hereinafter the "Commission").

Section 3. Principal Office

The principal office of the Commission shall be Richard J. Hughes Justice Complex, 25 Market Street, 8th Floor, West Wing, Trenton, New Jersey 08625. All communications to the Commission should be addressed to its principal office, except as otherwise specified by rule, regulation, or law.

ARTICLE II. MEMBERSHIP

Section 1. Members

The Commission shall consist of fifteen members designated in statute. They are as follows: the Attorney General, or his designee; the Commissioner of Children and Families, or his designee; the Commissioner of Human Services, or his designee; a county prosecutor, appointed by the Governor based upon the recommendation of the County Prosecutors Association of the State of New Jersey; one member of the New Jersey Human Trafficking Task Force established within the Department of Law and Public Safety, designated by the Attorney General; two public members appointed by the Governor based upon the recommendation of the Senate President, one representing law enforcement and one representing a victim's assistance organization; one public member appointed by the Governor based upon the recommendation of the Senate Minority Leader representing either a non-profit health care facility or mental health services; two public members appointed by the Governor based upon the recommendation of the Speaker of the General Assembly, one representing law enforcement and one representing a victim's assistance organization; one public member appointed by the Governor based upon the recommendation of the Assembly Minority Leader representing either a non-profit health care facility or mental health services; and four public members appointed by the Governor, one of whom shall be a representative of a child advocacy organization concerning missing, abducted, or exploited children, and one of whom shall be a human trafficking survivor.

Section 2. Special State Officers

Pursuant to N.J.S.A. 52:13D-13(e) and the Uniform Ethics Code, all members of the Commission are Special State Officers and must complete the state Ethics Commission Training and abide by all rules for Special State Officers.

Section 3. Voting and Non-Voting Membership

All members shall have one vote to cast in every vote of the Commission. Any designated surrogate on the Commission must be empowered to vote by the official member, in writing. No non-members shall have a vote.

Section 4. Resignation and Removal

A member of the Commission may resign at any time by tendering written notification of his or her desire to do so to the Chairperson of the Commission. The resignation shall be effective as so specified therein and, if not specified, as of five days after the date of the written notification.

Appointed public members may be removed from office by whomever designated them. Such removal must be specified in writing, which must be provided to both the removed member and Chairperson.

Section 5. Term of Membership

Public members shall serve the following terms beginning on the day they are appointed.

The following shall serve for a term of three years: one member appointed upon the recommendation of the Senate President; one member appointed upon the recommendation of the Speaker of the General Assembly; and two members appointed by the Governor.

The following shall serve for a term of two years: one member appointed upon the recommendation of the Senate President; one member appointed upon the recommendation of the Speaker of the General Assembly; each member appointed upon the recommendation of the Senate and Assembly Minority Leaders; and two members appointed by the Governor.

Upon the conclusion of the initial terms, each public member can be appointed for a term of three years.

Section 6. Compensation and Expenses

Members shall not receive any direct compensation for serving on the Commission. Members may be reimbursed for actual expenses necessarily incurred in the performance of Commission duties; however, members must receive written approval from the Chairperson for all expenses in excess of \$100 prior to incurring the expense.

ARTICLE III. MEETINGS OF MEMBERS

Section 1. Regular Meetings

Regular meetings of the Commission shall be held on the third Wednesday of each month at such time and place as shall be determined by a resolution of the Commission, in accordance with the

Open Public Meetings Act. By resolution, the Commission may reschedule or cancel any regular meeting, provided that it must hold at least one meeting per month. Notice of such meetings shall be provided in accordance with the Open Public Records Act.

Section 2. Special Meetings

Special meetings of the Commission may be called at any time by the Chairperson and must be called by the Chairperson upon receipt of the request of three other members of the Commission. Such meetings shall be scheduled in conformity with the provisions of the Open Public Meetings Act. Notice of such meetings shall be in writing, shall be given personally or by email to each member at his or her email address as it appears on the books and records of the Commission, unless he or she has filed a written request with the Secretary to send such notices elsewhere. Notice of such meeting shall be given no less than 48 hours prior to the date of such meeting, and shall specify the time, place, and purpose of the meeting.

Section 3. Emergency Meetings

Emergency meetings may be called by the Chairperson at any time in accordance with the Open Public Meetings Act. Notice of such meetings shall be provided in accordance with the Open Public Records Act.

Section 4. Electronic Meetings

Meetings may be convened electronically. Notice of such meetings shall be provided in accordance with the Open Public Records Act.

Section 5. Records of Meetings

Minutes of all meetings, including Executive Sessions, shall be taken, circulated to the members, and kept on file by the Office of the Attorney General (OAG).

Section 6. Quorum

At any meeting of the Commission, nine voting members of the Commission present shall constitute a quorum for all purposes except emergency meetings, in which case four voting members being present constitutes a quorum. No vacancy in the membership of the Commission shall impair the right of a quorum of the members to exercise all the powers and perform all the duties of the Commission. In the circumstance where vacancies result in there being less than nine members, quorum requires the presence of all members.

Section 7. Voting

At every meeting of the Commission, each voting member shall be entitled to one vote. All elections shall be had, actions may be taken, and motions and resolutions adopted by the affirmative vote of at least five members. Except when the vote is unanimous, the voting on all questions, resolutions, and motions shall be by roll call and the yeas and nays shall be entered into the Minutes. No proxy voting shall be permitted.

Section 8. Executive Sessions

At any regular or special meeting of the Commission, the Commission may, in accordance with the Open Public Meetings Act, close its session to the public to discuss one of nine subject-area exemptions found in N.J.S.A. 10:4-12(b).

ARTICLE IV. OFFICERS

Section 1. Officers

The officers of the Commission shall be the Chairperson, Vice Chairperson, and Secretary, and such other officers as may from time-to-time be elected by the members.

Section 2. Selection of Officers

The officers of the Commission shall be elected for a term of one year by the members of the Commission at the first regular meeting of the year of the Commission, and shall serve for said term and until their successors shall have been duly elected, except as Section 3 of this Article provides otherwise for vacancies.

Section 3. Vacancies

In the case that any office of the Commission becomes vacant by death, resignation, removal, or any other cause, or in the event additional offices are created by the Commission, the members may at any meeting elect officer to fill such vacancy or additional office, and the officer so elected shall serve until the first regular meeting of the year of the Commission and until the election of his or her successor or until such office is abolished.

Section 4. Chairperson

The Chairperson shall preside at all meetings of the Commission and rule on all questions of order, subject to appeal by the members. He or she shall (1) submit such recommendations as he or she may consider proper concerning the business, duties, and affairs of the Commission, and (2) have such other powers and shall perform such other duties as the Commission may prescribe from time-to-time by resolution.

Section 4. Vice Chairperson

The Vice Chairperson shall preside over all meetings in the absence or disability of the Chairperson and shall perform the duties of the Chairperson in the event the office of Chairperson is vacant or in the event the Chairperson is unable to perform such duties by reason of illness, disability or absence. He or she shall have such other powers and perform such other duties as the Commission may prescribe from time-to-time by resolution.

Section 5. Secretary

The Secretary shall act as clerk of all meetings of the Commission, working with Staff from the OAG to record or cause to be recorded all the proceedings of the meetings of the Commission, and cause such records to be kept in such a manner as to insure their permanence. He or she shall be responsible for working with OAG staff for handling the giving of notices of the

Commission. He or she shall have charge of the books, documents, papers, and other writings of the Commission. He or she shall also keep a record, containing the names, alphabetically arranged, of all persons who are members of the Commission showing their places of business and places of residence and dates of membership and dates of termination. He or she shall in general perform all the duties incident to the office of Secretary, subject to the control of the Commission and shall have such other powers to do and perform such other duties as the Commission may prescribe from time-to-time by resolution.

Section 6. Removal of Officers

Any officer of the Commission, other than the Chairperson and Vice Chairperson, may be removed by the affirmative vote of five voting members of the Commission whenever in its judgment the best interests of the Commission will be served thereby. The removal of a member of the Commission from an office thereof shall in no way constitute such member's removal as a member of the Commission.

ARTICLE VI. PARLIAMENTARY PROCEDURES

Robert's Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered by these bylaws.

ARTICLE VII. AMENDMENT OF THE BYLAWS

The bylaws may be altered, amended or repealed at any meeting of the Commission by the affirmative vote of at least five voting members provided that notice of the proposed resolution and a copy of such alternation or amendment or a copy of the provisions to be repealed are inserted in the notice of such meeting, given at least seven days in advance of the meeting at which the motion on adoption of such resolution is to be made.

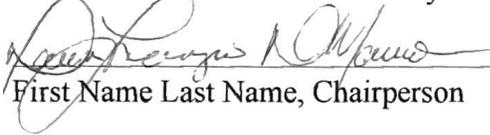
ARTICLE VIII. SUSPENSION OF THE BYLAWS

Any and all provisions of these by-laws may be suspended by unanimous consent of a resolution by the voting members present at any duly constituted meeting of the Commission, except for provisions related to the Governor or otherwise prescribed by law. Any resolution to suspend the bylaws must specify exactly which portions of the bylaws are to be suspended, as well as the duration for which they will be suspended. The suspension cannot be for an indefinite time period.

ADOPTION OF BYLAWS

We, the undersigned, are all of the initial officers of this Commission, and we consent to, and hereby do, adopt the foregoing bylaws, consisting of the ## preceding pages, as the bylaws of this Commission.

ADOPTED AND APPROVED by the Commission on this 5th day of August, 2020



First Name Last Name, Chairperson

Dawne Lomangino DiMauro

ATTEST: First Name Last Name, Chairperson