

COUNCIL OF STATE TREATMENT COURT COORDINATORS (CSTCC)

*As Proposed to and Approved by the Conference of Chief Justices and the
Conference of State Court Administrators 2.9.2021*

Charter

The Conference of Chief Justices (CCJ) and the Conference of State Court Administrators (COSCA) charter the Council of State Treatment Court Coordinators, as a standalone entity, for the purpose of improving the performance of treatment courts around the country.

Objectives

The **Council of State Treatment Court Coordinators (CSTCC)** is an organization of statewide Behavioral Court, Problem Solving Court, and Specialty Court Coordinators (hereafter referred to as Treatment Court) who gather to:

- Make recommendations to the CCJ/COSCA Behavioral Health Committee based on experience, expertise, and insights from working with treatment court teams and clients;
- Share insight regarding the front-line execution and impact of policy;
- Share best practices with each other and the community at large;
- Provide both formal and informal support, tools, materials with one another;
- Collaborate to deliver education and professional developments to membership; and
- Partner with complementary organizations and their shared goal of supporting the success of behavioral health courts.

Summary Report

The Chair of the CSTCC shall make a report to CCJ/COSCA Behavioral Health Committee (BHC) at least twice a year summarizing the CSTCC's activities and making recommendations for treatment courts. The CSTCC will report as requested to the CCJ and COSCA Boards of Directors.

Membership

The membership of the CSTCC shall consist of one individual from each state or territory serving in the position of state-level treatment court coordinator or as designated by the state court administrator.

Dues

No formal membership dues shall be collected at this time. The Boards of CCJ and COSCA on the recommendation of the CSTCC Executive Committee and the National Center for State Courts may reevaluate the need for dues in the future.

Executive Committee

Section 1: The affairs of CSTCC shall be managed by an Executive Committee under such rules as the Executive Committee may determine and subject to the conditions of this charter.

Section 2: The Executive Committee shall be comprised of nine members, two appointed and seven elected by the membership. The President of CCJ and the President of COSCA shall each appoint one member in consultation with the BHC Co-Chairs. Of the elected members, at least six members shall be state level treatment court coordinators employed by the state judicial branch.

Section 3: The Chair shall serve a term of three years; the other members of the Executive Committee shall also serve a term of three years. The terms shall be staggered such that three positions become open in each year. Each may serve two consecutive terms.

Section 4: The Chair and Vice-Chair shall serve as liaison to the CCJ/COSCA BHC and National Center for State Courts.

Section 5: Members of the Executive Committee shall serve as a liaison to national treatment court training and technical assistance providers. Two members shall be designated to serve as a liaison to each of the national technical assistance providers. Members will be responsible for participating in meetings, advising the providers on treatment court policy, practice and funding, and responding to information requests as appropriate.

Section 6: It shall be the duty of the Executive Committee to work with NCSC to plan and make arrangements for the annual meeting or other meetings of the membership.

Section 7: Vacancies to complete an unexpired term of office shall be filled by nomination of the Chair and approved by the Executive Committee on CSTCC.

Officers

Section 1: *Chair.* The Chair shall have general supervision of the CSTCC affairs and shall preside at the CSTCC meetings and at meetings of the Executive Committee.

Section 2: *Vice-Chair.* The Vice-Chair shall assist the Chair and shall assume the duties of Chair when the Chair is unable to perform these duties.

Section 3: *Secretary.* The Secretary shall assist the Chair and Vice-Chair and shall record the minutes of all meetings of the Board of Directors, oversee the maintenance of membership lists, provide for the safe keeping of all records of the organization.

Elections

Section 1: A Nomination and Election Committee shall be established and responsible for nomination of candidates for the Executive Committee and the conduct of elections. The Nominations and Election Committee chair and members shall be recommended by the Chair and approved by the Executive Committee at least forty-five (45) days prior to the election. The Nomination and Election Committee shall prepare a slate of candidates for chair, vice-chair and other Executive Committee members and ensure that proposed candidates are willing and able to serve.

Section 2: Balloting for a slate of Executive Committee members shall be conducted in writing during the annual meeting. Election results shall be announced, and newly elected officers and directors shall be introduced at the annual meeting following the voting. Newly elected members shall assume office at the conclusion of the annual meeting.

Section 3: Executive Committee members shall be elected by a majority of members in good standing, present (either in-person or virtually), and voting in writing.

Meetings

Section 1: Meetings of the CSTCC shall be held annually at a minimum. The scheduling of the annual meeting and such other meetings as may be necessary shall be the responsibility of the Executive Committee. All meetings shall be conducted in accordance with Roberts Rules of Order.

Section 2: Executive Committee Meetings. Meetings of the Executive Committee will be held quarterly. The Executive Committee may conduct meetings in any manner approved by the Executive Committee, including using technological alternatives. At meetings of the Executive Committee, a quorum shall consist of a simple majority of the total Executive Committee.

Committees

The Executive Committee shall establish committees to fulfill the objectives of CSTCC. The Chair shall appoint committee chairs and members.

Transition

The initial Executive Committee shall consist of nine members. Each member will be appointed by the President of CCJ and the President of COSCA. The initial Executive Committee shall elect a Chair and Vice-Chair. The Executive Committee will be charged with organizing the CSTCC and will serve until the election of a new Executive Committee, which shall occur no later than eighteen months after the granting of this charter.

The first-time chair shall serve a term of two years. The first-time vice-chair shall serve a term of three years. Terms for the remaining seven members shall vary in length to create the structure for staggered terms of service. Three members shall serve a one-year term. Two members shall serve a two-year term. Two members shall serve a three-year term.

Future Charter Revisions

This charter may need to be revised or updated by joint action of CCJ and COSCA as the CSTTC becomes more established.