

# PLAN OF GOVERNANCE: CRIME AND JUSTICE COORDINATING GROUP OF THE CAMPBELL COLLABORATION

DRAFT of 23. Feb. 2009

## ARTICLE I.GENERAL STATEMENT

### Section 1. Preamble

The Crime and Justice Coordinating Group (hereafter CJ group or CJ) of The Campbell Collaboration (C2) exists primarily to help produce, maintain, and disseminate C2 systematic reviews within the area of crime and justice. The CJ group also helps promote the interests of C2 to constituents within the relevant policy, practice, and research arenas. This Plan of Governance is intended to help the CJ group achieve its mission in a manner consistent with the general principles of C2 (see the C2 Plan of Governance: [http://www.campbellcollaboration.org/policies/C2\\_Governance\\_Plan.pdf](http://www.campbellcollaboration.org/policies/C2_Governance_Plan.pdf)) and to help ensure the long-term stability and vitality of the CJ group. This Plan of Governance is specific to the CJ group and is intended to be consistent with the C2 Plan of Governance, which takes precedent over this document if there is a conflict. This Plan of Governance was accepted by the Steering Committee of the CJ group on [INSERT DATE].

### Section 2. Principles

The CJ group will be guided by the principles of the C2 as set forth in the C2 Plan of Governance.

### Section 3. Organizational Structure

The CJ Steering Committee is the ultimate authority within the CJ group. The steering committee is led by two Co-chairs. The editorial processes of systematic reviews produced by the Crime and Justice group are managed by the Editor and Managing Editor. The former is a member of the steering committee. Review groups are collaborative sets of academic researchers, users, information retrieval specialists, and other relevant individuals engaged in the production of one or more systematic reviews registered within the Crime and Justice group.

## ARTICLE II.THE CRIME AND JUSTICE STEERING COMMITTEE

### Section 1. Authority and responsibility

The CJ Steering Committee (hereafter CJ SC) determines those policies and operating procedures of the CJ group not already specified by the C2 Plan of Governance. The CJ SC is responsible for planning the activities of the CJ group and for ensuring the scientific integrity of CJ products.

### Section 2. Steering Committee Members

- A) Co-chairs. The CJ Co-chairs provide leadership for the SC, convene SC meetings, and work with the C2 Steering Group to oversee progress on core activities, including the production of systematic reviews, dissemination, funding, and other activities. CJ Co-chairs shall be elected by voting members of the CJ SC to a three-year term. Co-Chairs may serve up to two consecutive terms.
- B) Co-Chair election procedure. In the case of an upcoming vacancy, the SC will create a nominating committee that will identify potential Co-chairs. Although these will typically be individuals already on the SC, individuals external to the SC can be considered by the nominating committee.. The slate will be limited to those nominees willing to serve. The nominating committee will present one or more names for consideration to the SC. The SC will discuss the nominees and vote on the names put forward by the election committee. Election of a Co-chair requires approval by the majority of voting members of the SC.
- C) Orderly transition. To facilitate orderly transitions, an incoming Co-chair shall be elected at least 4 months in advance of taking office. The outgoing Co-chair shall remain a voting member of the SC unless they choose to resign.
- D) Steering Committee Membership. The SC shall consists of no more than 24 voting members, including the Co-chairs. It is the goal of the CJ group to maintain a SC that represents an international group of scholars or other stakeholders interested in evidence-based crime policy. As such, membership on the CJ SC is based on a member's ability to contribute meaningfully to the activities of the CJ group. Members may be academic researchers with expertise in systematic reviews (including information retrieval), evidence-based crime policy, or other substantive expertise relevant to the CJ group. Other SC members may represent potential users of systematic reviews or individuals who can contribute to the core activities in the SC in some meaningful way. Membership in the CJ SC has no specified term limit but members may resign at any time.

Members are expected to attend meetings. Members failing to attend at least one of three consecutive meetings will be considered for removal from the SC.

- E) Steering Committee Membership election. The SC shall consider the evolution of the SC at each meeting, including consideration of new members. Individuals external to the SC, such as members and affiliates (see Article III) of the CJ group may nominate individuals for consideration. Instructions for how to nominate names for consideration will be maintain on the CJ website. The SC will vote on the nominees.
- F) Editor. The CJ group will have at least one editor. The Editor or Editors are members of the CJ SC. An editor may concurrently serve as a CJ Co-Chair. Editors are appointed by the CJ SC and must be approved by the Campbell Collaboration Steering Group, in accordance with the Campbell Collaboration Governance Plan.

Editors are responsible for providing substantive and methodological feedback to authors, consolidating feedback from external readers and the C2 methods group, and suggesting how authors can effectively respond to the feedback they have received. These responsibilities are detailed in the C2 Plan of Governance. The CJ group deviates from the C2 Plan of Governance in the following way. At the end of the editorial process, the Editor forwards a title registration, protocol, or review to the SC with a recommendation to accept or reject the document for publication in the C2 Library. SC members are given 1 week to provide feedback for titles, 2 weeks for protocols and reviews. Based on feedback from the SC members, the Co-chairs in consultation with the Editor make the final decision regarding the publishing of the document in the C2 Library.

- G) Coordinator/Managing Editor. The CJ group will have at least one Coordinator/Managing Editor, who is responsible for procedural aspects of editorial process and providing assistance to the group Editor(s). These responsibilities are detailed in the C2 Plan of Governance. Coordinators/Managing Editors are appointed by the CJ SC Co-chairs and Editor(s). Coordinators/Managing editors are invited to attend all CJ SC meetings but do not have voting rights.
- H) Ad hoc working groups. Ad hoc working groups are appointed by SC, but are not limited to SC members. These groups work on specific issues related to the activities of the CJ group, and report back to the SC. Examples include (but are not limited to) ad hoc nominating committees and groups charged with creating and submitting panels for professional conferences.

- I) Meetings. The SC shall meet at least twice a year. The dates and location of SC meetings shall be set by the SC Co-chairs and announced at least three months in advance.
- J) Decision-making procedures. The following decision-making procedures will be utilized by the CJ SC:
1. *Quorum* — The presence of at least half of the voting CJ SC members shall be required in order to adopt a new proposal, resolution, or rule. At least one current SC Co-chair must be present. Members may be present in person, by telephone, or videophone.
  2. *Voting* — Each voting member of the SC shall have one vote. Proxy votes are not allowed.
  3. *Voting procedures* — The SC Co-chairs will decide, in consultation with other SC members, whether a vote will be anonymous and whether a tally or summary of results will be public. A simple majority of voting members of the SC is needed to approve a new proposal, resolution, or rule.
  4. *Between SC meetings* — When decisions requiring a vote of the SC arise and cannot wait until the next SC meeting, the SC Co-chairs will organize a briefing of all voting SC members on the issue and a mechanism to obtain each vote on the issue. Briefings can occur through video or teleconferences or by email. Again, a quorum of one-half of all voting SC members is required (in this case, 1/2 of the voting members must cast electronic votes) and a simple majority of the voting members of the SC is needed to approve a proposal.
- K) Representation on the C2 Steering Group. Two members of the SC will represent the interests of the CJ group as members of the C2 International Steering Group (C2 SG). At least one of these two representatives to the C2 SG must be a Co-chair of the CJ. The other representative may be either the other Co-chair, a CJ Editor, or another member of the SC, to be determined by the Co-chairs.
- L) Decisions regarding registration/de-registration of titles.. The co-chairs, editor, and CJ SC have the joint responsibility to approve titles that become registered within the CJ group. The CJ SC will evaluate all titles year and any that have remained inactive for one year will be considered for de-registration. Authors will be contacted and provided an opportunity present a plan of action for the title and editor and co-chairs will consider this plan in making the final decision regarding

de-register of a title. Authors will be notified in writing that their title has been de-registered.

## ARTICLE III.THE CRIME AND JUSTICE GROUP MEMBERSHIP

### Section 1. Membership

Anyone contributing to the production of a systematic review is a member of the CJ group. This includes members of the SC, members of review groups (i.e., review authors), and peer-reviewers of CJ protocols and titles. The CJ group will maintain a list of members on the C2 website. There are no membership dues and membership does not expire. Membership does not grant an individual the right to speak on behalf of the CJ group or C2 more generally. Individuals may notify the coordinator/managing editor that they no longer wish to be a member at any time. Membership grants an individual with the right to be listed on the CJ website as a member and to nominate names for membership on the CJ SC. The SC can revoke membership if it is abused in some way.

The CJ group is also interested in involvement from users or potential users of CJ systematic reviews or other stakeholders with an interest in CJ activities and products. Such individuals may become affiliates of the CJ group by notifying the CJ Coordinator/Managing editor that they wish to be placed on our e-mail distribution list that is used for news and other announcements.

### Section 3. Mailing list

The CJ group will maintain an email distribution list of all CJ SC members, CJ members, and CJ affiliates. This list will be maintained by the Coordinator/Managing Editor.

## ARTICLE IV.AMENDMENTS AND GOVERNING DOCUMENTS

### Section 1. Amendments

This Plan may be amended, supplemented, or repealed or a new CJ Plan of Governance may be adopted by a vote of three-fourths of the CJ Steering Committee provided that notice of intention to amend, supplement, repeal or adopt is provided to all voting members of the CJ SC at least 30 days in advance of the meeting at which action is to be taken.

#### Section 4. Governing Document

This Plan supersedes all previous documents concerning the CJ group, structure, and procedures. It is the foundation from which procedures shall be derived for the operation the CJ coordinating group. If there is any conflict or inconsistency between other documents or procedures and this Plan, the Plan will control.