

# BYLAWS OF THE POLICE ADVISORY BOARD

Following adoption by the Police Advisory Board, the following By-Laws are submitted to the City Council for consideration of adoption.

## ORGANIZATION.

### Article 1. Name and Purpose

Section 1. Name: The name of the Board shall be the "Police Advisory Board".

Section 2. Membership: The membership of the Board consists of a Mental Health Provider, a Victim Advocate, Attorney, LGBT Community member, Police Chief Appointee, four (4) At-Large members, and two (2) Alternates.

- a. Alternate members are full members of the Board subject to the same eligibility criteria and requirements as regular board members. An alternate member shall only have the right to vote when replacing a regular board member who is absent or unable to vote due to a conflict of interest. Service as an alternate member will not count against the member for purposes of the rules against consecutive service on Boards and Commissions. While the alternates do not have a vote on Board actions, they are expected to be present at Board meetings and may participate in the discussions.
- b. Board members shall serve two (2) year terms for a maximum of three (3) terms. A member after serving three (3) consecutive terms shall not be eligible for reappointment on the Board until that member has been off the Board for at least two (2) years.
- c. Five (5) members of the initial Board of directors shall serve a term not to exceed two (2) years, and six (6) members shall serve a term not to exceed three (3) years after which each member shall serve a two-year term with the possibility of reappointment.
- d. No regular non-alternate member shall serve on more than two (2) City of Raleigh Boards and Commissions at the same time.
- e. Members may request an excused absence upon good cause. All excused absences shall be recorded in the minutes of the meeting for which the absence has been excused by the Chair. A member having three (3) consecutive non-excused absences in a calendar year may be removed. The Chair shall recommend to the Mayor and City Council to remove the member from the Board.
- f. Sixty days (2) months prior to the expiration of a Board member's first and/or second term, the City Clerk shall discuss with the member their interest in continuing to serve on the Board. If the member's desire is not to continue on the Board, the City Clerk shall notify the City Council of that member's desire and the pending vacancy.

Section 3. Purposes: The purposes of the Board are:

- a. To serve as a liaison between the Raleigh community and City Council
- b. To help build trust and relationships between Raleigh Police Department and the community
- c. To review existing Raleigh Police Department procedures contributing to fair policy development; and
- d. To engage community members through educational outreach on Raleigh Police Department directives.

## Article 2. Leadership

Section 1. Officers: The elected officers of the Board shall be a Chair, Vice Chair, and Secretary

Section 2. Election and Terms: At least two-thirds of the Board shall elect officers for a one-year term at the Annual Retreat. Members of the Board may be reelected to the same office for not more than two one-year terms.

Section 3. Chair: The Chair shall be the principal officer of the Board. The duties and responsibilities of the Chair are as follows;

- a. The Chair shall preside over all meetings of the Board;
- b. The Chair shall be the principal representative of the Board before the Mayor, City Council, and other meetings and events where a presentation from the Police Advisory Board is requested;
- c. The Chair shall have the power to create and appoint committees as the need arises;
- d. The Chair shall control the creation of the agenda for all Board meetings;
- e. The Chair shall ensure the agenda is distributed to members at least seven (7) days in advance of the monthly meeting.

Section 4. Vice Chair: In the event, the Chair is absent or incapacitated, the Vice Chair shall perform the duties of the Chair. The Chair may also request the Vice Chair to take their place before the City Council and at other meetings and events where a presentation from the Police Advisory Board is requested.

Section 5. Secretary: The duties of the Secretary shall be as follows:

- a. The Secretary is responsible for taking accurate and complete minutes of all Board meetings.
- b. The Secretary is responsible for transcribing the minutes and working with the City Staff Liaison to ensure that all Police Advisory Board meeting minutes are accurately recorded.
- c. The Secretary shall submit the minutes to the City Staff Liaison not more than seven (7) calendar days prior to the next Board meeting.
- d. The Secretary shall ensure that all revised minutes are submitted to the City Staff Liaison and
- e. The Secretary shall ensure that any actions taken by the Board between meetings shall be reflected in the minutes of the next Board meeting.

Section 6. Board Officer Vacancy: A vacancy occurring among the officers may be filled by the Board acting at any regular or special meeting of the Board.

Vacancies occurring before or after the Board's annual retreat should proceed as follows:

- a. If the Chair's position is vacant, the Vice Chair will become the Chair unless the Vice Chair does not want the position in which case the Board will elect another Chair through the nomination and voting process. This will occur at the beginning of the next regular Board meeting.
- b. If the vacancy is among the other officers, the Board shall be advised of the vacancy and will elect replacements through the nominating and voting process. This will occur at the beginning of the next regular Board meeting after the vacancy occurs.
- c. In the event an officer chooses to leave the Board or chooses to vacate their office, that officer shall notify the Chair or highest-ranking officer at least one week prior to the next meeting. The Chair or next ranking officer shall notify the Board of the vacancy prior to the next meeting. At the next scheduled regular meeting, the Chair will call for nominations from the Board at the

beginning of the meeting. After nominations are closed, a vote shall be taken and the nominee receiving the majority vote fills the office. This process will be repeated until all offices are filled.

### **Article 3. Meetings.**

Section 1. Regular Meetings. The regular meeting time for the Board shall be the fourth Wednesday of the month unless circumstances dictate or necessitate a change.

Section 2. Special Meetings. Special meetings of the Board may be called at any time by the Chair or a majority of the Board. The Chair shall give notice stating the time and place of a special meeting as required by the North Carolina Open Meetings Law.

Section 3. Quorum. The majority of the voting members present at a meeting shall constitute a quorum.

Section 4. All Board meetings shall be open to the public and public notice of meetings shall be in accordance with the North Carolina Open Law Meetings Law.

### **Article 4. Committees.**

Section 1. Committees shall be formed as needed. Board members shall serve on at least one (1) committee. If an issue arises that the Board wishes to address, the Chair shall appoint a minimum of three (3) Board members to serve on a committee to confer on the issue or situation, receive input from other Board members and bring their findings and/or recommendations back to the full Board within a specified time. The full Board shall vote on how the Board will respond.

### **Article 5. Annual Retreat.**

Section 1. The Chair and members will determine a date when the Board shall meet to discuss its performance and prepare a year-end report to be presented to the Mayor and City Council by the Chair. The Chair and members with the assistance of the City Staff Liaison shall coordinate the logistics of planning the retreat. The Chair and Vice Chair shall plan the agenda schedule, consulting with members on items that should be discussed. Some of the standard agenda items for the annual retreat are as follows:

- a. Review accomplishments and challenges of the previous year;
- b. Review the Bylaws for relevance to the operation and work of the Board, additional Articles or Sections within Articles, needed clarity of wording, and other edits;
- c. Goals and improvements for the upcoming year;
- d. Election of Officers; and
- e. Work Plan development

### **Article 6. Miscellaneous Provisions.**

Section 1. Conflict of Laws: In the event anything contained herein shall conflict with an ordinance of the City of Raleigh, or a law of the State of North Carolina, such ordinance or law shall control.

Section 2. Amendments: These bylaws may be amended by an affirmative vote of two-thirds of the members of the Board. Proposed amendments shall be submitted in writing to the Chair at least ten (10) days prior to the next scheduled monthly meeting. The Chair shall distribute the proposed changes to the members at least seven (7) days prior to that meeting. No bylaws change is effective until approved by the Raleigh City Council.