

**BYLAWS**  
**OF THE**  
**THE POLICE ADVISORY BOARD**  
**CITY OF RALEIGH**

"Pursuant to City Council Action of the City of Raleigh, North Carolina, the following Bylaws are adopted by the Police Advisory Board."

**ARTICLE I. ORGANIZATION**

**Section 1. Name**

The name of this organization shall be The Police Advisory Board.

**Section 2. Purpose**

Pursuant to specify the city ordinance, resolution, state law, and/or City Council action that governs the terms of the board/commission the purposes and activities of the Police Advisory Board shall be as follows:

- 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.

**Section 3. Annual Workplan**

The Police Advisory Board shall prepare and submit an annual workplan as required by City Council Resolution 2002-240 specifying its areas of focus and activities for the upcoming year that are within the purview and scope of the Police Advisory Board, incorporating any direction received from City Council. The Annual Workplan must be approved by City Council.

**Section 4. Membership**

The membership of the Board consists of 11 members to include a Mental Health Provider, Victim Advocate, Attorney, LGBT Community member, Police Chief Appointee, four (4) At-Large members, and two (2) Alternates.

Part 1, Chapter 4 of the Raleigh Municipal Code sets forth the City's regulations relating to board and commission membership. Pursuant to the City Code, a board or commission member's initial term shall be for a period of two years with the option to be reappointed for additional terms, provided that a member's total term of service does not exceed six consecutive years on

any one board or commission. Additionally, a member cannot serve on more than two City boards or commissions at any one time.

**Section 5. Residency**

All persons selected for membership on the board shall be residents of the City unless otherwise specified by the ordinance or resolution establishing the body. In cases where City residency is a requirement for membership, the member shall forfeit their seat upon removing their residence from the City.

**Section 6: Resignation of Members**

Should a Police Advisory Board member need or choose to resign prior to the expiration of their term, written notice should be provided to the City Clerk.

**Section 7: Term Expiration of Members**

Members of a committee, commission or board shall continue to service upon expiration of their term until their successor is named by City Council, unless a resignation is submitted in writing to the City Clerk.

**Section 8: Removal of Members**

Any member of a board who is absent without being excused from three (3) consecutive meetings of such board may, upon recommendation of the chairperson or otherwise designated officer of such board, be removed or replaced by the Council.

**ARTICLE II.  
OFFICERS**

**Section 1. Number**

The officers of the Police Advisory Board shall consist of a Chair, Vice Chair and Secretary their duties shall include:

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.

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.

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 2. Election and Term**

Election and Terms: At least two-thirds of the Board shall be present to elect officers for a one-year term at the Annual Retreat. Newly elected officers will begin their term at the first regular meeting of the new fiscal year. Members of the Board may be elected to the same office for not more than two one-year terms, except in the event that an officer vacancy occurs. A board member that has previously served two full terms of the same office may remain eligible for nomination to fill a vacancy. A board member that has previously served only a partial term is eligible for election to two full terms.

- a. After the Annual Retreat, the outgoing officers are responsible for scheduling a one-on-one meeting with the newly elected officers to take place before the first regular meeting of the new fiscal year.
- b. Outgoing officers should provide the following to incoming officers:
  - i. A list of accomplishments from the previous term
  - ii. Items still pending or on-going
  - iii. A list of contacts both within City of Raleigh government as well as external partners needed for the Board to continue future work
  - iv. Information about the roles and responsibilities of the office as outlined.

## **Section 3. Vacancies**

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

- a. If the Chair position is vacant, it will automatically be assigned to the vice chair to be voted in as chair. In the event that the vice chair is unable to occupy this position or they do not receive enough votes, another chair may be elected through the nomination and voting process.
- 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 officer positions are filled.

**Section 4. Removal of Officers**

Any officer elected by the Police Advisory Board may be removed by the vote of two-thirds of the members of the Police Advisory Board membership with or without cause at any regular or special meeting of the Police Advisory Board, but no vote for the removal of an officer shall be effective unless notice of the proposed removal shall have been given to the members of the Police Advisory Board at least 10 days in advance of the meeting. Such notice shall be sent by the Chairperson at the request of the members proposing the removal.

**Section 5. Delegation of Duties of Officers**

In the case of an absence of any elected or appointed officers of the Police Advisory Board, or for any other reason deemed sufficient, the Police Advisory Board may delegate powers and/or duties of such officer to any member of the Police Advisory Board.

**Article III.  
MEETING  
S**

**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. Board/Commission Retreat**

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

**Section 4: Notice of Meetings**

All meetings shall be subject to the North Carolina Open Meetings Law as specified in NC General Statutes §143-318.10. Notice of such meetings shall be given as required by law. The Commission shall keep permanent minutes of its meetings, which shall include the attendance of its members and its resolutions, findings, recommendations, and other actions.

To ensure timely updates of public meeting notifications and recordkeeping in accordance with all applicable City and State regulations, agendas for upcoming regular meetings should be made available to all members and the staff liaison at least 5 business days prior to the regular scheduled meeting.

#### **Section 5: Conduct of Meetings**

All meetings shall be open to the public. Any question concerning parliamentary procedure at meetings shall be determined by reference to the most recent edition of Robert's Rules of Order except where such rules conflict with the laws of the State of North Carolina, ordinances of the City of Raleigh, or these Bylaws. Robert's Rules of Order may be suspended by a two-thirds vote of the Board members present at any meeting. Except as otherwise provided in these Bylaws, the act of a majority of the members presents at a meeting at which a quorum is present shall be the act of the Board.

#### **Section 6: Quorum**

A majority of the voting membership of the Board, excluding vacant seats, shall constitute a quorum. A member who has withdrawn from a meeting without being excused by a majority vote of the remaining members present shall be counted as present for purposes of determining whether a quorum is present.

To ensure timely updates of public meeting notifications and recordkeeping in accordance with all applicable City and State regulations, staff liaisons should be notified on the Wednesday of the week that precedes your regular meetings with updates regarding whether quorum will or will not be met for the upcoming meeting and any updates regarding meeting cancellations.

#### **Section 7: Voting**

Each member shall be entitled to one vote on each matter submitted to a vote at a meeting of the Police Advisory Board. Voting on all matters shall be by voice vote or show of hands. Silence or failure to vote by a member shall be counted as an affirmative vote on the matter before the Police Advisory Board. The Secretary shall record the votes on all matters in the meeting minutes. Any member who has an interest in any official act or action before the Police Advisory Board shall publicly disclose on the record such interest and withdraw from any consideration of the matter.

### **ARTICLE IV COMMITTEES**

#### **Section 1. Number**

There shall be two permanent committees.

#### **Section 2. Permanent Committees.**

- a. The Policy and Procedures Review Committee will be responsible for reviewing Raleigh Police Department Policy selected as part of the Board's Annual Workplan and provide a summary report highlighting key discussion points and questions that are relevant to the Board's mission.
- b. The Community Engagement Committee will be responsible for planning and logistics of outreach events, increasing awareness of Board activities, and other means of engaging members of the community on policing issues.

**Section 3. Committee Composition**

The board may create temporary ad-hoc committees as needed to meet short term specific goals and projects.

**ARTICLE V  
ANNUAL REPORT & WORK PLAN**

**Section 1. Reporting**

Pursuant to City Council Resolution 2002-240, reports describing the activities, accomplishments, and proposal workplan for the Police Advisory Board shall be developed and submitted or presented to the City Council annually.

**ARTICLE VI  
RESERVED FOR FUTURE POLICE ADVISORY BOARD SPECIFIC RULES OF  
ORDER**

**ARTICLE VII  
CONFLICT OF INTEREST & ETHICS**

**Section 1. Conflict of Interest**

Members will avoid conflict of interest and any conduct which may suggest appearance of impropriety when exercising their responsibilities to the board per Resolution No. (1988) 955A entitled A Resolution to Clarify Ethical Responsibilities of Certain Board and Commission Appointed by the Raleigh City Council.

**ARTICLE VIII  
MISCELLANEOUS PROVISIONS**

**Section 1. Conflict of Law**

If any provision within these Bylaws conflicts with any applicable Federal, State, or local law, statute, ordinance, rule, or regulation, the applicable law, statute, ordinance, rule, or regulation shall supersede said provision and control.

**Section 2. Amendment**

These bylaws may be amended by the affirmative vote of two-thirds of the members of the Police Advisory Board appointed to office, provided that such amendment shall have first been

presented to the membership in writing at a regular or special meeting preceding the meeting at which the vote is taken. No bylaw change is effective until approved by City Council.

**Section 3. Non-Discrimination Policy**

The Police Advisory Board its agents, officials, directors, officers, members, representatives, agree not to discriminate in any manner or in any form the administration of its policies, programs, or in access to or treatment in any other program based on actual or perceived age, mental or physical disability, sex, religion, creed, race, color, sexual orientation, gender identity or expression, familial or marital status, economic status, veteran status or national origin in connection with the administration of its policies, programs, or in access to or treatment in any other program or its performance.