

CITIZENS ADVISORY BOARD ON POLICE/COMMUNITY RELATIONS BYLAWS

Effective August 28, 2017
Revised December 18, 2017

ARTICLE 1 – PURPOSE AND INTENT

The Citizens Advisory Board on Police/Community Relations (Board) is governed by Chapter 2, Article 6, Division 8 of the San Diego Municipal Code. Per the governing authority the Board shall study, consult and advise the Mayor, City Council and City Manager on Police/Community Relations crime prevention efforts; function as a method of community participation in recommending and reviewing policies, practices and programs designed to make law enforcement sensitive, effective and responsive to the needs of the City; actively encourage and foster citizen participation in crime prevention activities; promote and encourage open communication and cooperation between the Police Department and residents of the City, recognizing the policing the City of San Diego is a shared responsibility; develop and make recommendations directed toward informing the community of its rights and responsibilities when coming into contact with police officers.

ARTICLE 2 – DUTIES AND FUNCTIONS

As provided by the San Diego Municipal Code, the Citizens Advisory Board on Police/Community Relations shall:

1. Study and review those functions of the law enforcement system consistent with the purpose and intent for which this panel was created, provided, however, that this Board shall not function in any fashion as a police review board, or adjudicate, or make any attempt to adjudicate, individual citizen complaints against individual police officers or impose, or attempt to impose, any disciplinary action. The Board may, however, request the Chief of Police or representatives of other agencies comprising the criminal justice system to appear before the Board and submit documents to the Board relating to their operations, in accordance with appropriate provisions of law.
2. Make specific recommendations to the Mayor, City Council and City Manager on actions that can be taken to improve relations between police and community.
3. Review Police Academy and in-service training in human relations and make recommendations to the Mayor, City Council and City Manager.
4. Develop and recommend strategies to the Mayor, City Council and City Manager for improving City-wide crime prevention efforts.
5. Develop and recommend to the Mayor, City Council and City Manager strategies for increasing citizen participation in crime prevention efforts.
6. Develop and recommend to the Mayor, City Council and City Manager education programs designed to inform the public of its rights and responsibilities when coming into contact with police officers.
7. Develop and make recommendations to the Mayor, City Council and City Manager with respect to community oriented policing.
8. The specific study and review areas set forth above are to be considered as examples of the areas to be studied and reviewed and are not intended to be limitations.

ARTICLE 3 - ORGANIZATION AND MEETINGS

Section 1. Composition

As provided in the San Diego Municipal Code, the Board shall consist of 15 members and include:

- One representative from each Council district provided, however, that any Council Policy with respect to appointments to boards and commission, notwithstanding, the Mayor shall appoint these members of the Board by obtaining no more than three nominations from each Council district and appointing therefrom; and
- One (1) member shall be representative from a police employee group;
- One (1) member shall be a human relations expert;
- One (1) member shall be an expert on youth; and
- Two (2) members shall be appointed from the fields of social service, corrections, probation, or other related fields.

The City Manager or designee, the Chief of Police or designee, and a Police Psychologist may serve as ex-officio, non-voting members of the board.

Section 2. Appointment and Terms

The Board's members shall serve two-year terms, and each member shall serve until a successor is duly appointed and qualified. Members are limited to a maximum of eight years in office.

The members shall be appointed in such a manner so that the terms of not more than eight (8) members shall expire in any year.

The expiration date of all terms shall be January 1. Any vacancy shall be filled for the remainder of the unexpired term.

Section 3. Compensation

Members of the Board shall serve without compensation.

Section 4. Regular Meetings

The Board will meet at least once every three months at a place and time to be determined by simple majority vote. Special meetings and/or hearings may be called at any time by the Chairperson or Vice Chairperson. All meetings of the Board shall be open to the public in accordance with the Ralph M. Brown Act of the State of California. In all procedures not provided for by these rules or by Charter of the City of San Diego or by the San Diego Municipal Code, the Board shall be governed by Robert's Rules of Order, Newly Revised.

Section 5. Quorum

A simple majority of eight members of the 15 on the Board must be present to constitute a quorum for the conduct of Board business. Official action may be taken by a simple majority.

Section 6. Docketing of Items for Agenda

Any Board member or member of the public may request that an item be placed on the agenda by notifying the City-appointed staff person or the Board Chairperson, in writing, prior to the first Thursday of each month. Final determinations regarding docketing of agenda items will be made by the Chairperson in consultation with the appointed staff person.

Section 7. Notice of Agenda, Time, and Place of Meetings

Agendas containing information as to time, place, and business of the Board shall be e-mailed to all Board members and posted by Board Staff at least seventy-two (72) hours prior to each meeting in the City's "Docket Posting Binder," which is located in the breezeway just outside 202 C Street. If the Board has a web page, agendas will be uploaded there when possible. If possible, Board members will be given at least seventy-two (72) hours' notice prior to any special meeting as well.

Section 8. Officers

1. Chairperson
 - a. Each January the Mayor may designate one member as chairperson, however, in the absence of such designation, the Board shall, on or after February 15, elect a chairperson from among its members by majority vote of the Board.
 - b. The chairperson's duties include serving as chair for all meetings of the Board; spokesperson for the Board; coordinating with City staff on communication between the Board, the Mayor, and the San Diego City Council; appointing chairpersons and members for all committees of the Board.
2. Vice Chairperson
 - a. The Board shall elect a vice chairperson at its February meeting.
 - b. The vice chairperson's duties include serving as chair for all meetings of the Board in the absence of the chair; and other duties as requested by the Chair.
3. Secretary
 - a. The Board shall elect a secretary at its February meeting.
 - b. The secretary's duties include recording written minutes of each board meeting; emailing draft minutes to City staff within five business days of such meeting; maintaining the Board's calendar of events; coordinating with the Chair in the scheduling of guest speakers and external presentations; and other duties as may be requested by the Chair.

Section 9. Vacancies

The Board shall find that a vacancy exists upon receipt of a resignation in writing from one of its members.

The Board, by a majority vote, may recommend to City Council the removal of a Board member under Charter section 43(c). The San Diego Municipal Code provides that any member missing three (3) or more consecutive meetings shall forfeit membership on the Board unless good and valid reasons for such absences are presented to and approved by the Council. In the event that a member misses the specified number of meetings, the Board shall ask the Council to consider the Board member's removal, and any reasons for such absences, under its authority provided by Charter section 43(c).

Section 10. Staff

The City shall provide to the Board necessary technical and administrative assistance as follows:

1. Preparation of and posting of public notices as required by the Ralph M. Brown Act;
2. Preparation and copies of any documentary meeting materials, such as agendas and reports; and
3. Retention of all Board records, and providing public access to such records.

Section 11. Training

Members are expected to complete the training recommended by the Board in order to meaningfully participate and make informed decisions on matters coming before the Board.

ARTICLE 4 - COMMITTEES

Ad hoc committees may be formed to maintain functions necessary to sustain the Board. Committees are limited to no more than seven (7) members and their business is limited to the purpose identified at their inception. Committees are advisory to the Board and shall conduct their business in a manner consistent with these Bylaws. All committee appointments shall be for a term of one calendar year unless the Chairperson designates a shorter time period. The Chairperson shall be an ex officio member of all committees.

ARTICLE 5 - COMMUNITY RELATIONS

The Board Chairperson and appointed staff person shall be the only official spokespersons for the Board. They shall be empowered to represent to the public any positions or views which have been decided upon by the Board. In those instances where the Board has an established position or view, and the Chairperson and appointed staff person are unavailable, the Chairperson may designate a Board member to represent the Board's position or view. No other member of the Board shall speak for or on behalf of the Board without the express consent of the Board. When circumstances require public comment from the Board on an issue or event about which the Board has not yet taken a position, the Chairperson or the appointed staff person may respond.

ARTICLE 6 - ORDER OF BUSINESS

Meetings will be conducted in accordance with the Brown Act. Public Comment will be taken with each noticed item, before action is taken, in compliance with the Act. Generally, the order of business for regular Board meetings shall be as follows:

1. Call to Order/Roll Call
2. Approval of Minutes
3. Non Agenda Public Comment
4. Chairperson's Report
5. Information Items
6. Action Items
7. Board Comments/Announcements
8. Proposed Agenda Items for Future Meetings
9. Adjournment

The Vice Chairperson will conduct the meeting in the absence of the Chairperson. The appointed staff person will conduct the meeting in the event that both the Chairperson and Vice Chairperson are absent.

ARTICLE 7 - BYLAWS

The Board will adopt, by a two-thirds vote of its members, Bylaws governing the conduct of its meetings and activities, the establishment of committees, and such other rules as may be necessary for the performance of its functions. Any amendments to the Bylaws shall require an affirmative vote of two-thirds of the Board's authorized membership.