

July 1, 2014

## SPRINGFIELD Police Advisory Committee

### CHARGE

It is the duty of the Committee to provide citizen input to the Chief of Police regarding public safety matters and neighborhood livability issues, and to assist the Council in implementing the adopted Long Range Strategic Plan for Police Services. The Committee meets not less than quarterly and is required to provide the City Council with an annual report of its activities.

Source of Existence:	Council
Bylaws:	Resolution #94-34/ Resolution #96-15
Code:	No
Sunset Date:	Council
Membership	Four neighborhood/citizen-at-large representatives, one School District 19 representative, one Willamalane Park and Recreation District representative, two representatives of the local business community, and one representative each from the cultural minority and faith communities.
Number:	10
In City:	8, unless Council approval given
Out of City:	2, representatives of School District 19 or Willamalane Park and Recreation District
Terms (2 max):	----
Ward:	No
Qualifier:	Resolution #94-34/ Resolution #96-15
Appointed By:	Council application
Meeting Time:	Quarterly - 6:00 p.m. Police Dept.
Funding Source:	General Fund
Staff Liaison:	Michael Harman, Police Department 726-2347
Council Liaison:	Marilee Woodrow, 988-0955

Cmo/common/bcc/pptf  
Last Revised: 02/09/15

## **BYLAWS FOR THE SPRINGFIELD POLICE ADVISORY COMMITTEE**

### ARTICLE I. ESTABLISHMENT OF THE SPRINGFIELD POLICE ADVISORY COMMITTEE

City Council by resolution 94-34 created a citizen Police Planning Task Force (PPTF) and charged the members with the responsibility of developing a long range strategic plan for police services to include goals, policies and recommended strategies for the future. Upon completion of its task, the "The Long Range Strategic Plan for Police Services" was presented to the City Council for adoption. The City Council by resolution 96-15 adopted the plan and included in the resolution (section 4) a provision that the PPTF as constituted by Resolution 94-34 shall continue.

The Task Force continues to operate as an advisory board to the Police Department and the Council, and as such is renamed the Springfield Police Advisory Committee (SPAC).

### ARTICLE II. PURPOSE

Section 1. The SPAC shall provide citizen input to the Chief of Police regarding public safety and neighborhood liveability issues, and shall assist with implementation of the Long Range Plan by providing input, evaluation and feedback on:

- a. goals, policies and strategies,
- b. Service delivery programs and priorities; and
- c. progress in establishing and maintaining coordinated and cooperative working relationships between the community, schools, other agencies and the Springfield Police Department.

Section 2. The SPAC will invite and encourage public input regarding services and issues related to police services.

### ARTICLE III. MEMBERSHIP

Section 1. SPAC members shall be appointed by the City Council.

Section 2. SPAC shall have ten members consisting of:

- a. Four neighborhood/citizen-at-large representatives
- b. One School District 19 representative
- c. One Willamalane Parks and Recreation District Representative; and
- d. Two representatives of the local business community
- e. One representative from the cultural minority community
- f. One representative from the faith community

Section 3. The City Council may appoint one or more Council members to serve as Council liaison.

Section 4. The Chief of Police shall be the management team liaison and is a non-voting member.

(Sections 1 - 4 required by CC resolution 94-34)

Section 5. Membership shall be for a 4 year term. No more than 2 consecutive terms can be served by any one member.

Section 6. All SPAC members are expected to attend the full committee meetings and actively solicit input and provide information on police issues with their constituencies.

Section 7. All SPAC members serve at the pleasure of the City Council. A position shall be vacated by the Council when the appointee has two or more consecutive unexcused absences from the committee meetings in any twelve month consecutive month period.

(Section IX, (5) 5.5 of Council Operating Procedures)

Section 8. A quorum for conducting business is a simple majority of the SPAC membership. (Section IX, (5) 5.6 of Council Operating Procedures).

#### ARTICLE IV. MEETINGS

Section 1. The SPAC shall hold regularly scheduled meetings, no less than quarterly. Membership shall be given reasonable advance notice of each meeting. Meetings shall be open to the general public (CC resolution 96-15, Section 4).

Section 2. Special meetings of the SPAC may be called by the Chairperson or at the request of no less than 4 members. Reasonable advance notice shall be provided to all SPAC members.

Section 3. Meeting agendas shall be set in cooperation between the Chief of Police and the Chairperson, with input from SPAC members and police department staff.

Section 4. During meetings, the task force shall operate by consensus. In the event consensus cannot be reached, decision shall be made by majority vote.

Section 5. Minutes of all SPAC meetings shall be kept on file and shall include date, time, participants, actions taken, agenda and time of adjournment. Summaries of the minutes shall be available to all SPAC members and the general public.

## ARTICLE V. OFFICERS, DUTIES AND ELECTIONS

Section 1. The officers of SPAC shall be a chairperson and vice chairperson.

Section 2. When necessary, officers shall be elected at the regular September SPAC meeting.

Section 3. Officers shall be elected by ballot of SPAC members and shall serve a 2 year term with a maximum of 2 consecutive terms. In the event of an officer's resignation or removal, SPAC may appoint a replacement to serve the specific remainder of the term. Appointees may then be elected for 2 additional consecutive terms. Newly elected officers shall assume their duties at the next scheduled meeting.

Section 4. Duties of the chairperson are to call meetings, plan agendas, chair the meetings and generally oversee the activities of SPAC. The Chair may appoint members to represent SPAC before any public agency and also appoint special committees. The Chair shall be the primary contact person for, and liaison with the police department, the media and other organizations.

Section 5. Duties of the vice chair will be to assist the chairperson in his/her duties as requested. In the absence of the chairperson, the vice chair shall carry out the duties and powers of the Chair.

Section 6. An officer may be removed by a two-thirds vote of the members present at a scheduled meeting, providing prior notice of intent to submit a removal motion is in the posted agenda.

## ARTICLE VI. SUBCOMMITTEES

Section 1. The chairperson shall appoint subcommittees as needed. Subcommittees will report to the SPAC.

## ARTICLE VII. REPORTS

Section 1. SPAC shall provide the City Council with an annual report of its activities (CC resolution 96-15, section 4).

## ARTICLE VIII. AMENDMENTS TO BYLAWS

Section 1. Amendments to the bylaws must be approved by a two-thirds vote of all SPAC voting members.

Adopted / Rejected by 9 (nine) Police Planning Task Force voting members in favor of, and 0 (zero) Police Planning Task Force voting members in opposition to, at a regular Police Planning Task Force meeting on \_\_\_\_\_.