



## **SPRINGFIELD POLICE ADVISORY COMMITTEE (SPAC) BYLAWS**

Approved by Council 9/7/21 (date)

### **ARTICLE I. Name and Duration**

This Committee, established by the Springfield City Council (Resolution 94-34), shall be called the Springfield Police Advisory Committee. This Committee will serve at the will of the City Council.

### **ARTICLE II. Purpose**

Section 1. Overall Purpose. The purpose of the Springfield Police Advisory Committee is to provide citizen input to the Chief of Police regarding public safety and neighborhood livability 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. Public Input. The SPAC will invite and encourage public input regarding services and issues related to police services.

### **ARTICLE III. Membership**

Section 1. Composition of Committee. SPAC shall have nine members consisting of:

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

Section 2. Appointment. All committee members shall be appointed by the City Council after completing a standard application form submitted to the City Manager's Office.

## **ARTICLE IV. Officers**

Section 1. Officer Terms. There shall be a Chair and a Vice-Chair for the Committee. Each officer shall serve a two (2) year term with a maximum of 2 consecutive terms. In the event of an officer's resignation or removal, the Committee 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 2. Officer Election. Both the Chair and Vice-Chair positions shall be elected by ballot of the committee members at the regularly schedule September meeting.

## **ARTICLE V. Meetings**

Section 1. Regular Meetings. Regular meetings shall be held no less than quarterly during the course of one year at Springfield City Hall, unless otherwise agreed upon. Time and duration of the meetings shall be determined by the City staff.

Section 2. Special Meetings. Special meetings may be called by the Chair or by resolution of the Committee. Notice of a special meeting shall include the agenda for the meeting.

Section 3. Conduct at Meetings. The majority of the Committee shall constitute a quorum for the transaction of business at any regular or special meeting. The act of the majority of the members present at a meeting at which there is a quorum shall be the act of the Committee. All meetings are open to the public and shall be conducted in accordance with Robert's Rules of Order and in compliance with Oregon Public Meetings Laws.

Section 4. Meeting Minutes. Minutes of all SPAC meetings shall be kept on file and shall include date, time, participants, actions taken, agenda and time of adjournment. City staff will provide brief meeting summaries and audio recordings of meetings.

Section 5. Code of Conduct. By accepting an appointment to the SPAC, members agree to adhere to a Code of Conduct, which includes:

1. Share the available speaking time at meetings
2. Follow instructions of meeting facilitator
3. Be respectful of a range of opinions
4. Be respectful of all people in attendance at meetings
5. Focus on successfully completing the agreed upon agenda
6. Avoid side discussion when others are speaking
7. Voice concerns and complaints at the meeting, not outside the meeting
8. Strive for consensus
9. Adhere to same ethical and behavior standards as City employees

## **ARTICLE VI. Amendments**

These Bylaws may be amended by the City Council either upon Council initiation or recommendation of a two-thirds of the Committee made at any regular meeting of the Committee.

**ARTICLE VII. Additional Provisions**

Section 1. Chair Person Duties. 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 2. Vice Chair Duties. 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 3. Officer Removal. 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.

Section 4. Subcommittees. The chairperson shall appoint subcommittees as needed. Subcommittees will report to the SPAC.

Section 5. Annual Report. SPAC shall provide the City Council with an annual report of its activities (Resolution 96-15, Section 4).

Section 6. Meeting Agenda. Meeting agendas shall be set in cooperation between the Chief of Police and the Chair, with input from SPAC members and police department staff.



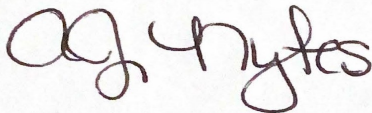
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Mayor

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Springfield Police Advisory Committee  
Chairperson

Attest:



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City Recorder