

AGENDA
Grand Rapids Police Community
Advisory Board
Meeting of June 21, 2016
4:00 PM

Call to order

Roll Call

Approval of Agenda

Introductions

Public Comment

Board Member Reports

Old Business: None.

New Business

1. Presentation of the Topic: Organizational Matters
 - Determine Board Member Terms (random draw)
 - Election of Officers
 - Development & adoption of By-Laws
 - Determine regular meeting dates/times

2. Presentation of the Topic: Purpose of the Board / Overview of Department / Programs & Services
 - History
 - Affect upon the community/GRPD
 - Proposals/Resolutions
 - Evaluation/Choosing best solutions
 - Recommendation

Items for next agenda:

Adjournment

BYLAWS
Of
GRAND RAPIDS
POLICE COMMUNITY ADVISORY BOARD

ARTICLE I
PURPOSE

The Purpose of the Grand Rapids Police Community Advisory Board (The Board) shall be to establish and enhance communication between Grand Rapids residents, Police Department and City Council. Together, the Advisory Board and Police Department will identify and focus on public safety issues and collaborate with community leaders, community organizations and stakeholders in developing solutions to multi-faceted community concerns. The Board provides recommendations to the Chief of Police and City Council as to how issues should be addressed.

ARTICLE II
OFFICE AND BOUNDARIES

The principal office shall be at the City Hall of the City of Grand Rapids, County of Itasca, State of Minnesota. The area where operations are to be conducted consists of the corporate municipal boundaries of the City of Grand Rapids.

ARTICLE III
BOARD

- A. The Board shall consist of nine volunteer members, who shall serve without financial compensation.
- B. Board members shall be appointed by the mayor, with the approval of the city council and may be removed at the direction of the mayor and council.
- C. Board members should be representative of the greater Grand Rapids community to the extent practical.
- D. Board members shall initially serve staggered terms to ensure institutional memory.
- E. There shall be three initial one year terms, three initial two year terms and three initial three year terms. After the initial appointment of original members, all appointments shall thereafter be three-year terms.
- F. Terms shall begin on January 1 and end on December 31, provided that a Board member shall continue to serve until a successor is appointed. An appointment to fill a mid-term vacancy shall be made by the mayor for the duration of the term.
- G. Each Board member present shall be entitled to one vote in the actions and decisions of the Board.
- H. A quorum is necessary in all voting by the Board. A majority of Board members shall constitute a quorum at meetings of the Board.
- I. Any action taken or decision made must be a majority vote of the Board present.

ARTICLE IV
OFFICERS AND DUTIES

- A. At the first meeting of the year, Board members shall select, by majority vote, a chair, vice chair, and secretary to serve until December 31st or until their successors are chosen.
- B. The chair shall
 - Set the agenda and preside at meetings of the Board;
 - Approve agenda additions;
 - Call additional meetings as needed;
 - Assign duties to Board members;
 - Arrange meetings with other boards and organizations from the public, private and non-profit sectors as needed;
 - Communicate with police/city administration and city council;
 - Provide overall leadership to the Board in carrying out its responsibilities;
- C. In the absence of, or at the request of the chair, the duties of the chair shall be performed by the vice chair,
- D. In the absence of the Chair and the Vice Chair, the duties of the chair shall be performed by the secretary.
- E. The secretary ensures that proper notice is given of all meetings and that meeting minutes are kept.
- F. Copies of the minutes of all meetings shall be filed with the city clerk.

ARTICLE V
RESPONSIBILITIES

The Board is advisory to the police department and city council. Responsibilities include the following:

- A. Enhancement of police-community relations; non-profit sectors;
- B. Community perspective and recommendations concerning procedures, programs, use of technology and effectiveness of police service;
- C. Promote public awareness of the City's police services and programs including business and residential community safety, crime prevention and general police activities;
- D. Hold meetings to solicit public input regarding police services and programs;
- E. Serve as a liaison between the police department and the community;
- F. Review significant community issues and make recommendations regarding potential resolutions;
- G. Assist in community outreach efforts;
- H. Encourage individuals and community groups to assist the police department in the implementation of police programs and services;
- I. Assist with the budget process through review, program evaluation and priority recommendation;

- J. Review and make recommendations concerning other matters as may be referred to the Board, from time to time, via the Chief of Police, City Administrator, Mayor and City Council.

ARTICLE VI
MEETINGS AND ATTENDANCE

The Board shall meet at minimum, four times each year as determined by the chair. A regular meeting may be cancelled by the chair or a majority of the Board. Every Board member shall be required to attend at least 75% of all meetings each calendar year. Board members who are unable to meet the attendance requirements may be removed by a majority vote of the Board. Prior to a vote considering the potential removal of a member, the member shall be afforded an opportunity to explain his, or her reason for non-attendance.

ARTICLE VII
AMENDMENT OF BYLAWS

Alterations, amendments or repeal of the bylaws may be made by two-thirds vote of the Board members entitled to vote at any meeting, if the notice of such meeting contains a statement of the proposed alteration, amendment or repeal. Notice of any alteration, amendment or repeal of the bylaws shall be given in writing to each Board member at least ten (10) days prior to the meeting at which said proposed alteration, amendment or repeal shall be considered.

ARTICLE VIII
NOTICES

At least ten (10) working days before each meeting, the secretary shall ensure that each Board member is notified of the time, place and purpose of the meeting by notice. Special meetings may be set without prior notice when all Board members present at the meeting or consent to the secretary. Notice of all meetings of the Board shall be provided as required by the Minnesota Open Meeting Law.

ARTICLE IX
STAFF SUPPORT

A city staff member may provide staff support and assist in providing recommendations from the Board to the City Council.

ARTICLE X
AUTHORIZATION

The foregoing Bylaws constitute the Bylaws of the Grand Rapids Police Community Advisory Board as adopted at the regular meeting on June 21, 2016.

IN TESTIMONY WHEREOF, we the undersigned Board members have recommended acceptance of the above by-laws to be the By-Laws of the Grand Rapids Police Community Advisory Board. They will become effective once ratified by majority vote of the Grand Rapids City Council.