



# **Independent Office of Law Enforcement Review and Outreach Community Advisory Council Bylaws Adopted December 5, 2016**

## **Article I. Name**

The name of this Advisory Body is the Independent Office of Law Enforcement Review and Outreach (“IOLERO”) Community Advisory Council, hereafter referred to as the "CAC."

## **Article II. Purpose**

The purpose of the CAC is to serve as a bridge between law enforcement, IOLERO and various communities of the County. It also recommends possible changes to policies of the Sheriff’s Office in order to better reflect the considered desires of the communities.

Sonoma County Board of Supervisors’ Ordinance Number 6174 (adopted September 13, 2016) authorized the IOLERO Director to appoint the CAC. That Ordinance and subsequent amendments provide governing direction to the CAC.

Following the guidelines of the Creating Ordinance, the CAC will continue to reflect and address the expressed needs of the community. It is the intent of the CAC to retain flexibility in the conduct of its affairs.

## **Article III. Organization**

### **Section 1. Community Advisory Council Membership**

The CAC shall consist of nine (9) to eleven (11) members, as appointed by the IOLERO Director.

#### **A. Terms**

All appointments by the Board shall be for one year. There is no limit to the number of terms for which a Commissioner may be reappointed.

## **B. Composition**

The CAC shall reflect and represent the racial, ethnic, cultural, geographic and ideological diversity of Sonoma County.

## **C. Compensation**

Members of the CAC shall serve without compensation but may, with prior approval, be reimbursed for authorized, reasonable, and necessary expenses incurred in the performance of their official duties, should funding become available for this purpose.

## **D. Resignation**

The resignation of a CAC Member shall be in writing to the IOLERO Director, the Chair of the CAC, and staff.

## **E. Removal from The Community Advisory Council**

CAC Members serve at the pleasure of IOLERO Director. The failure of a CAC Member to fulfill the duties designated herein will be brought to the attention of the Director by an Officer and/or staff.

## **Section 2. Community Advisory Council Member Role and Duties**

CAC Members are expected to fulfill the role and carry out the duties as described below:

### **A. Attendance at Regular (Monthly) Community Advisory Council Meetings**

Attendance at Regular CAC meetings is essential, since a Quorum (as defined in Article IV, Section 4) is required to conduct CAC business. Therefore, CAC Members are expected to attend at least three-fourths (3/4) of the Regular CAC meetings held during any twelve (12) month period.

However, if it is necessary to miss a Regular CAC meeting, CAC Members are expected to give an Officer or staff prior notice.

Staff will provide a report on attendance at Regular CAC meetings.

The three-fourths requirement is deemed to be met by attending nine (9) of twelve (12) Regular CAC meetings held in a twelve (12) month period.

## **B. Conduct**

### **1. Standards and Guidelines**

At CAC meetings, events and activities, as well as when representing the CAC in any official capacity, CAC Members shall adhere to generally acceptable standards of business conduct and to any specific guidelines/protocols adopted by the CAC. They shall not engage in:

- a. habitual conduct which disrupts the CAC and/or interferes with the conduct of CAC business, or
- b. conduct which would have a negative impact on the integrity of and/or the community's confidence in the CAC.

### **2. Ethics**

CAC Members are expected to adhere to high ethical standards in the conduct of their duties. Such conduct requires that CAC Members:

- a. comply with both the letter and the spirit of the laws and policies affecting operations of the CAC;
- b. be independent, impartial and fair in their judgment and actions; and
- c. conduct public deliberations and processes openly, unless legally confidential, and in an atmosphere of mutual respect and civility.

### **3. Conflicts of Interest**

In order to assure their independence and impartiality on behalf of the public good, CAC Members are prohibited from using their official positions to influence decisions in which they have a financial interest, or an organizational responsibility, or where they have a personal relationship that would constitute a conflict of interest.

CAC Members should avoid taking any action that could be construed as, or create the appearance of, using public office for personal gain, including use of the title of CAC Member and/or CAC stationery or other County resources to obtain or promote personal interests and/or business.

### **4. Representation of the Commission**

CAC Members are encouraged to represent themselves as individual CAC Members in community advocacy and activities related to the adopted positions and Work Plan of the CAC, and are not to work to undermine the adopted positions and Work Plan of the CAC while serving as Members. However, they

are not authorized to represent, speak or act on behalf of the CAC as a whole unless so authorized by the CAC.

### **C. Leaves of Absence**

If a Commissioner is unable to fulfill the designated duties due to unusual circumstances, s/he can request a leave of absence from the CAC. Leaves of absence are granted at the recommendation of the Chair and with approval of the Director of the Independent Office of Law Enforcement Review and Outreach and shall not exceed one (1) month.

## **Section 3. Governance**

### **A. Officers**

The Officers of the CAC shall be a Chair and a Vice-Chair. The duties of these Officers shall be those which generally apply to such officers, stated herein, and/or designated by the CAC.

### **B. Term**

The term of Officers and appointments shall be for one (1) calendar year from January 1<sup>st</sup> through December 30<sup>th</sup>.

### **C. Qualifications for Officers**

#### **1. Chair**

To serve as the Chair, a Member shall:

- a. have attended at least four (4) CAC meetings within six (6) months prior to nomination.
- b. be an able and willing communicator.
- c. express the intention to attend and lead at least ten (10) of the Regular CAC meetings during the one-year term.

#### **2. Vice-Chair**

To serve as the Vice-Chair, a Member shall:

- a. have attended at least four (4) CAC meetings within six (6) months prior to nomination.
- b. be an able and willing communicator.
- c. have expressed a willingness to support the Chair and to fulfill the other duties assigned.

## **D. Powers and Duties of Officers**

### **1. Chair**

The duties of the Chair are listed below.

- a. **Duties for Community Advisory Council Meetings.** At CAC meetings, the Chair shall:
  1. preside over CAC meetings, maintain orderly procedure in accordance with these Bylaws, and decide questions of procedure subject to the full CAC.
  2. develop the agenda for CAC meetings with the assistance of other CAC Members, Officers and staff.
  3. be allowed to participate in discussion relating to any matter s/he deems appropriate.
  4. recognize any member of the CAC who desires to speak.
  5. set and adhere to time-limits for any member of the public who desires to address the CAC, consistent with the requirements of the Brown Act.
  6. rule on all procedural matters or questions not specifically addressed in these Bylaws, subject to the approval of the full CAC.
  7. work with Officers and Staff to produce minutes of the meetings.
  
- b. **Duties Related to Community Advisory Council Operations.** The Chair shall:
  1. serve as a primary liaison to the IOLERO Director.
  2. serve as an ex-officio member and remain cognizant of the activities and progress of all committees, if any.
  3. participate, together with the other Officers and Staff, in creating and monitoring the progress of the CAC's work activities to ensure that CAC goals are met and periodically make a progress report to the CAC.
  4. serve as a resource to Members in their efforts to contribute to the CAC's work and, when required, collaborate with other Officers and staff to resolve issues related to a CAC Member's fulfillment of designated duties.
  5. represent and speak on behalf of the CAC at public meetings (e.g. Board of Supervisors meeting) on matters relating to the CAC.
  6. Create and sustain amicable and effective relationships with County and community leaders/organizations.
  7. Advocate for CAC initiatives throughout the County approval process.
  8. Remain cognizant of Brown Act requirements, both during meetings and throughout the month; monitor and intervene as needed.

## **2. The Vice-Chair**

The Vice-Chair shall:

- a. preside over CAC meetings in the Chair's absence.
- b. assist the Chair in developing the agenda for CAC meetings.
- c. participate, together with the other Officers and staff, in monitoring the progress of the CAC work activities to ensure that CAC goals are met.
- d. serve as a resource to CAC Members in their efforts to contribute to the CAC's work and, when required, collaborate with other Officers and staff to resolve issues related to a CAC Member's fulfillment of designated duties.
- e. fill a vacancy occurring in the office of Chair for the unexpired term.

## **E. Nominations and Elections**

At a Regular CAC meeting prior to the end of the term for current Officers, the Chair will read the duties and qualifications of Chair from the By-Laws, and nominations will be taken from the floor. Any qualified CAC Member is eligible to be nominated (or to nominate him/herself). The same process shall then be followed for taking Vice-Chair nominations. Elections can be held following the close of nominations, and Officers shall be elected by a simple majority vote. If a CAC Member is unable to attend the CAC meeting, s/he can be nominated and elected, based on prior verbal/written statement that if elected s/he will accept the position and fulfill the duties of the office.

## **F. Vacancies of Elected Office**

### **1. Chair**

Should the office of Chair become vacant during term, the Vice-Chair shall assume the office of Chair for the remainder of the term.

### **2. Vice-Chair**

Should the office of Vice-Chair become vacant during a term, the CAC shall elect a new Vice-chair at its next regular meeting after the vacancy is announced at a public meeting of the CAC.

## **Section 4. Staff**

The CAC shall receive support from management and clerical staff as assigned by the Director of the Independent Office of Law Enforcement Review and Outreach.

# Article VI. Meetings

## Section 1. Regular Community Advisory Council Meetings

### A. Schedule

Regular CAC meetings shall be scheduled for the first (1<sup>st</sup>) Monday of each month at 5:30 PM, except as noted in Article IV, Section 1 (E). The time and date will only be changed by the CAC for the purpose of facilitating the conduct of CAC business, and if changed, the date and time will be announced to the CAC and the public with at least thirty (30) days' notice.

Should the meeting fall on a holiday, the meeting will be held on the Monday of the preceding week (subject to availability), unless the CAC makes other arrangements. This meeting shall be announced with at least thirty (30) days prior notice.

### B. Location

Staff will be responsible for securing a facility deemed appropriate for the Regular CAC meetings. Once selected, the location will be announced to the CAC and the public.

### C. Ralph M. Brown Act

All Regular CAC meetings shall be called, noticed, held and conducted in accordance with the Ralph M. Brown Act, hereafter referred to as the "Brown Act."

Pursuant with Section 54954.3 of the Brown Act, the agendas for Regular CAC meetings shall provide an opportunity for members of the public to address the CAC on items of interest to the public that are within the subject matter jurisdiction of the CAC .

### D. Agenda

#### 1. Submission of Items

Staff or any CAC Member may place an item on the agenda, subject to time limitations on CAC meetings and to the discretion of the Chair. Proposed agenda items should be submitted directly to staff of the Independent Office of Law Enforcement Review and Outreach at least two weeks prior to the Commission meeting. Any member of the public may suggest an item for consideration on a future agenda during public comment at CAC meetings.

## **2. Preparation and Content**

The Chair will work through staff with Officers, and other CAC Members to prepare the agenda for CAC meetings. The agenda will contain a brief general description of each item of business to be transacted or discussed at the meeting.

## **3. Distribution and Posting**

At least seventy-two (72) hours before the Regular CAC meeting, the agenda will be distributed to the CAC Members and posted at a location that is freely accessible to the public, as well as on the internet site for IOLERO.

## **4. Additions after Posting**

No action shall be taken on any item not appearing on the posted agenda, except as permitted by Government Code 54954.2 of the Brown Act.

## **E. Cancellation of a Regular Meeting**

A Regular CAC meeting can be cancelled by the vote of the CAC or the agreement of the two (2) Officers.

## **Section 2. Special Community Advisory Council Meetings**

### **A. Call for Special Meeting**

Special meetings may be called by the two Officers or the written agreement of the majority of active CAC Members (i.e. CAC Members not on a Leave of Absence, as defined in Article III, Section 2(E)).

### **B. Purpose**

The purpose of the special meeting shall be stated in the call.

### **C. Notice**

Except in cases of emergency, at least twenty-four (24) hour notice, and such other notice as directed by the Brown Act, shall be given prior to any special meeting.



#### **D. Agenda**

The agenda for a special meeting shall be limited to the specific issue(s) for which the meeting was called and will contain a brief general description of the business to be transacted and/or discussed at the meeting.

#### **E. Conduct of Meeting**

The meeting shall be held and conducted in accordance with the Brown Act.

### **Section 3. Rules of Order**

Meetings of the CAC shall be conducted in accordance with fair and orderly procedures such as those described in **Robert's Rules of Order** and/or **Roberta's Rules of Order**, latest edition, except as required by state law or as provided by these Bylaws.

### **Section 4. Quorum**

A majority of the duly appointed active Members shall constitute a Quorum. CAC action may be taken only by a majority vote of the active Members.

## **Article VII. Amendments**

Proposed amendments to these Bylaws shall be submitted to the Officers and then brought to the CAC for discussion and approval.