

SALINAS POLICE COMMUNITY ADVISORY COMMITTEE

BY-LAWS

Article I — The Committee

Section 1. Name

The name of the committee is the “Salinas Police Community Advisory Committee,” hereinafter the “PCAC.”

Section 2. Composition

The PCAC will be composed of fourteen (14) voting members, two (2) appointed by each member of the Salinas City Council, and a secretary and a police department liaison appointed by the Chief of Police from the Department staff, both of whom shall be non-voting, ex-officio members.

Section 3. Duties

The purpose of the PCAC shall be to review police service delivery relevant to community needs, provide input on programs, and advise the City Council and police department about community relations strategies. The PCAC members appointed by the City Council will report to their respective council members and also be responsive to procedural and/or community issues as defined by the Chief of Police. PCAC members also are to bring to the PCAC concerns and questions from their communities.

Section 4. Governing Law

The PCAC shall, in all its official activities, adhere to the provisions of the Ralph M. Brown Act of California and all amendments thereto.

Section 5. Qualification for Membership

All City Council appointees shall provide identifying information to the Chief of Police and shall be subject to a criminal history check conducted in accordance with procedures determined by the Chief of Police. A record of the criminal history/background check will be maintained by the Chief of Police. The Chief of Police shall have the right to deny membership to any appointee to the PCAC based on the confidential results of the criminal history/background check.

Section 6. Removal

Any member of the PCAC may be removed from office upon the affirmative vote of a majority of the members of the City Council and any such action shall be final and not subject to review.

Section 7. Term

Members of the PCAC shall serve until successors are appointed, unless either resigns or is removed sooner by action of the City Council as herein provided.

Article II — Officers

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38 Section 1. Titles

39 The officers of the PCAC shall be a Chairperson and a Vice Chairperson, both of whom
40 shall be voting members of the PCAC; a Secretary and Police Department Liaison,
41 neither of whom shall be voting members of the PCAC.

42 Section 2. Chairperson

43 The Chairperson will preside at meetings of the PCAC. He/she shall be appointed by the
44 Chief of Police for a term of one year from among not less than two nor more than three
45 nominees presented by the voting members of the PCAC.

46 Section 3. Vice Chairperson

47 The Vice Chairperson shall preside at all PCAC meetings in the absence of the
48 Chairperson. He/she shall be appointed by the Chief of Police for a term of one year
49 from the list of nominees for Chairperson (see Section 2).

50 Section 4. Secretary

51 The Secretary is the executive officer of the PCAC and shall carry out the administrative
52 details of the PCAC. He/she shall be appointed annually by the Chief of Police from the
53 police department staff. As Secretary, he/she shall keep the records of the PCAC, act as
54 Secretary of the meetings of the PCAC, cause to be recorded all votes, and cause to be
55 prepared the agenda and minutes of the PCAC. The Chief of Police shall designate an
56 alternate to serve in the absence of the Secretary.

57 Section 5. Police Department Liaison

58 The Police Department Liaison shall be appointed annually by the Chief of Police from
59 police department staff. He/she shall act as the representative of the Chief of Police when
60 the Chief is not present, and shall provide or arrange for such data and research on police
61 activities as may be requested by the PCAC in pursuit of its duties as stated in Article 1,
62 Section 3.

63 Section 6. Vacancies

64 If any office becomes vacant for any reason, a replacement shall be appointed by the
65 Chief of Police for the remainder of the vacated term according to the provisions of
66 Sections 2, 3, 4 or 5 above, as appropriate.

67 **Article III — Meetings**

68 Section 1. Regular Meeting Place

69 Unless otherwise designated in advance by the Chairperson or the Secretary, PCAC
70 meetings will be held at City Hall.

71 Section 2. Regular Meetings Date

72 Regular meetings will be held at 6:00 p.m. on the last Wednesday of each month, unless
73 cancelled by the Chairman due to lack of business. The PCAC may determine at any
74 regular meeting that any subsequent regular meeting or meetings will be held at a
75 different time, day, or location.

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76 Section 3. Special Meetings

77 The PCAC may hold special meetings in accordance with the provisions of California
78 law. Such meetings may include sub-committee meetings, strategy sessions, and social
79 functions.

80 Section 4. Agenda

81 The Secretary will prepare and publish an agenda for each meeting, which will be posted
82 and otherwise made available according to the requirements of California law. The
83 Chairperson or any member may make additions to the agenda at the beginning of the
84 meeting with the consent of the members present, provided no public notice is required
85 by law.

86 Section 5. Quorum

87 A simple majority of current PCAC voting members shall constitute a quorum for the
88 transaction of business. No action shall be taken except by the affirmative vote of a
89 majority of the voting members. However, if a quorum is present at the beginning of a
90 meeting and such members subsequently depart prior to adjournment as reduces the
91 number present to less than a quorum, the PCAC may continue to conduct business
92 provided any action taken is approved by no less than a majority of a quorum.

93 Section 6. Attendance

94 PCAC members must report to the Secretary prior to a scheduled meeting if they intend
95 to be absent. Failure to report in a timely manner will be considered an unexcused
96 absence. Three consecutive unexcused absences will be reported to the Chief of Police
97 and constitute a basis for removal from the PCAC.

98 Section 7. Adjournment of Meetings Due to Lack of Quorum

99 The presence or lack of a quorum may only be determined by the PCAC at the time of the
100 meeting. Where those PCAC members present at the time of a meeting find that there is
101 not a quorum and that a quorum is not likely to be achieved, the meeting may be
102 adjourned or may continue to discuss informational items, taking no official action on
103 items discussed until a future meeting where a quorum of members are present.

104 Section 8. Conflict of Interest

105 Any member who believes himself/herself to have a conflict of interest in any matter
106 before the PCAC shall so indicate prior to discussion of the matter.

107 Section 9. Order of Business

108 At regular meetings of the PCAC, business will be conducted in the following order,
109 unless otherwise determined by the Chairperson with the approval of the PCAC:

- 110 1. Roll Call
- 111 2. Comments from the public
- 112 3. Approval of minutes of previous meeting(s)
- 113 4. Committee considerations

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114 5. Other business

115 6. Future agenda items

116 7. Roundtable (limit one (1) minute per committee member)

117 8. Date, time and place of the next meeting.

118 9. Adjournment

119 All official actions shall be entered in the minutes of each meeting and said minutes shall
120 be approved by the PCAC at its next meeting.

121 Section 10. Public Meeting -- Continuance and Cancellation

122 Once a public meeting has been duly scheduled and noticed, such meeting may be
123 continued or cancelled openly by the PCAC acting at the time set for such meeting. The
124 PCAC shall continue or cancel a public meeting only for a good cause as determined by
125 the PCAC.

126 Section 11. Manner of Voting

127 Voting on matters coming before the PCAC shall be by voice.

128 Section 12. Rules of Order

129 Roberts Rules of Order will govern those aspects of committee proceedings not
130 specifically provided for in these Bylaws.

131 Section 13. Request for Considerations

132 All requests for consideration of issues by the PCAC shall be made in writing to the
133 Secretary at least seven (7) days prior to the time of the regularly scheduled meeting.
134 Matters not on the agenda may be brought before the PCAC for discussion (but not for
135 action) provided a majority of the members present consent.

136 **Article IV – Ride-Alongs and Community Academy**

137 Section 1. Ride-Alongs Encouraged

138 PCAC members are encouraged to ride along with officers on duty a minimum of eight
139 (8) hours per year. Members may ride along in excess of the eight hours at the discretion
140 of the Chief of Police. All ride-along requests and scheduling will be coordinated through
141 the Police Department's Administration Division.

142 Section 2. Police Community Academy

143 PCAC members are encouraged to participate in the Salinas Police Community Academy
144 when it is being offered. The Academy is hosted by the Community Services Unit and
145 applications may be submitted through the Police Department Liaison or the Secretary.

146 **Article V - Bylaws**

147 Section 1. Review

148 These Bylaws shall be reviewed annually or at the time of appointment of new officers.

149 Section 2. Amendment

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- 150 The Bylaws may be amended with the approval of a majority of the voting membership
151 of the PCAC at a regular meeting provided that written notice of such amendment has
152 been received by PCAC members at least five (5) days prior to the meeting. A proposed
153 Bylaw amendment may not be introduced without the five-day written notice and passed
154 at the same meeting. All Bylaws are subject to review and approval by the Chief of
155 Police.
- 156
- 157 Approved by the Police Community Advisory Committee on June 30, 2010.
- 158 Approved by the Salinas Chief of Police on June 8, 2010.