

HAMBURG TOWNSHIP PUBLIC SAFETY COMMITTEE

BYLAWS & RULES OF PROCEDURE

Article I - Name

Hamburg Township Public Safety Committee

Article II - Purpose

- 2.1** To ensure that the Hamburg Township Fire Department and Hamburg Township Police Department have a voice in governance.
- 2.2** To plan for future public safety needs within Hamburg Township.
- 2.3** Make recommendations to the Hamburg Township Board regarding expenditures and program enhancements.
- 2.4** To review proposed annual budgets prepared by the Hamburg Township Fire Chief and the Hamburg Township Police Chief.

Article III – Membership

- 3.1** The Committee shall consist of three (3) elected Township Board members appointed by the Township Board.
 - The Hamburg Township Fire Chief and Police Chief will serve as non-voting liaison members—Police Officers and Firemen may attend at their own discretion.
 - In the absence of either the Hamburg Township Fire or the Hamburg Township Police Chief, their respective Deputy or Appointee may serve as a non-voting member.
- 3.2** Any vacancies that should arise will be filled by another Hamburg Township Board member.
- 3.3** The Trustees will be paid the prevailing per diem amount. Police and Fire Department members other than the Chief's will also be paid the prevailing per diem amount if they attend the meetings in an off-duty status.

- 3.4** Members may be reimbursed for expenses incurred while performing duties related to the work of the Committee. Mileage will be reimbursed at the current rate approved by the Township Board. Travel to and from meetings will not be reimbursed.
- 3.5** Member attendance at public safety related seminars, conventions, or other meetings where expenses are involved must be pre-approved by the Township Board.

Article IV - Officers

- 4.1 Selection.** At the December regular meeting, or the first scheduled meeting of a new year, the three (3) voting Committee members shall appoint a Chairperson and Vice-Chairperson who shall serve for a 12-month period and who shall be eligible for reappointment. The Committee may appoint a Secretary that is not a Committee member.
- 4.2 Duties.** A Chairperson shall be responsible for establishing the agenda for each meeting and will preside over said meetings. The Vice-Chairperson shall act in the capacity of Chairperson in his/her absence. The Secretary shall keep accurate minutes of all meetings and handle any necessary correspondence.

Article V - Meetings

- 5.1 Meeting Notices.** All meetings shall be posted at Hamburg Township Hall, by the Hamburg Township Clerk, according to the Open Meetings Act. The notice shall include the date, time and location of the meeting.
- 5.2 Meetings.** Regular meetings of the Committee shall be held monthly on the first Wednesday of the month at 3:00 p.m. unless otherwise specified and agreed upon in advance by a majority vote of the committee.
- 5.3 Special Meetings.** A special meeting may be called by the Chairperson of the Committee or two (2) members of the Committee. The business that the Committee may perform at a special meeting must be conducted at a public meeting held according to the Open Meetings Act. Public notice of the time, date and place of the special meeting must be given in a manner as required by the Open Meetings Act, and the Secretary shall give notice of a special meeting to Committee members not less than 48 hours before the meeting.
- 5.4 Quorum.** In order for the Committee to conduct business or take any official action, a quorum consisting of the majority of all the voting members serving on the Committee must be present. When a quorum is not present, no official action may take place. The members of the Committee may discuss matters of interest, but can take no action until the next meeting or special meeting.

- 5.5 Motions.** The name of the maker and supporter of the motions shall be recorded in the minutes.
- 5.6 Voting.** An affirmative vote of the majority shall be required for the approval of any requested action or motion placed before the Committee. Voting shall ordinarily be by voice vote; provided, however, that a roll call vote shall be required if requested by any Committee member or directed by the Chairperson. If a roll call vote is taken, the individual vote, yea or nay, of each Committee member must be recorded in the minutes of the meeting. All members of the Committee present, including the Chairperson, shall vote.
- 5.7 Order of Business.** A written agenda for all meetings shall be prepared as follows. The order of business shall be:
1. Call to Order
 2. Approval of the Agenda
 3. Approval of the Minutes
 4. Call to the Public
 5. Old Business
 6. New Business
 7. Call to the Public
 8. Board Comments
 9. Adjournment
- 5.8 Rules of Order.** All meetings of the Committee shall be conducted in an orderly manner in accordance with rules established by the Chairperson.

Article VI - Minutes

- 6.1** Committee minutes shall be prepared by the Secretary. The minutes shall contain a brief synopsis of the meeting, including a complete restatement of all motions and record of votes; and record of attendance. All communications, actions and resolutions shall be attached to the minutes. The official records shall be deposited with the Township Clerk.

Article VII – Open Meetings and Freedom of Information Provisions

- 7.1** All meetings of the Committee shall be open to the public and held in a place available to the general public.
- All deliberations and decisions of the Committee shall be made at a meeting open to the public.
- A person shall be allowed to address a hearing of the Committee under the rules established herein.

A person shall not be excluded from a meeting of the Committee except for breach of peace, committed at the meetings.

All records, files, publications, correspondence, and other materials are available to the public for reading, copying, and other purposes as governed by the Freedom of Information Act.

Article VIII - Amendments

- 8.1** These rules may be amended from time to time by majority vote of this Committee and with final approval by the Hamburg Township Board.

**THESE BYLAWS AND RULES OF PROCEDURE ARE ADOPTED THIS
Day of June 2019**