
Sec. 1.06.003 Citizen's police advisory committee

- (a) *Committee's charge.* The committee serves as a liaison between the police department and community. The committee serves as an advocate for programs, ideas, and methods to improve the relationship between the police and community and to enhance the quality of life in our community. The committee shall not have independent authority, but shall work in conjunction with the police department.
- (b) *Mission statement.*
 - (1) The committee's mission is to work in partnership with the city police department to assure it maintains the highest standards of integrity and to assist in improving quality of life through the delivery of professional, superior, and compassionate police services to the community. Finally, the committee should apply knowledge, skills, and resources to foster an environment where all people can live safely and without fear. Furthermore, it is designed to assist making recommendations that will enhance the quality of life through delivery of service.
 - (2) The committee's mission is accomplished within the framework of the following set of values:
 - (A) Accountability;
 - (B) Protection;
 - (C) Prevention;
 - (D) Commitment;
 - (E) Compassion;
 - (F) Achievement.
- (c) *Objective.* The committee's objective is to advise the police department through the engagement of interaction with its citizens through friendly community police initiatives in preserving the peace in a manner consistent with the freedoms secured by the Constitution. In doing so, the role of the police department is to enforce the law in a fair and impartial manner, recognizing both the statutory and judicial limitations of law enforcement authority and the constitutional rights of all persons.
- (d) *Committee structure and membership.*
 - (1) Mayor and city council shall appoint not more than 13 voting members. Each member of city council shall appoint two members to the committee. The mayor shall appoint three members to the committee. All committee members that are appointed will serve coterminous with the council member that appointed them. A quorum exists when 50 percent of the appointed voting members are present.
 - (2) The members of the committee shall either be permanent residents of the city, work or maintain a place of business in the city, or be engaged in the community in a serving capacity. Diversity of the committee is essential to its success, i.e., youth, millennials, baby boomers, etc.
 - (3) Committee members shall have good reputations for integrity and community service and shall not have been convicted or received a deferred sentence for a felony crime.
 - (4) No nominee to the committee or any members of the nominee's immediate family shall be currently employed by the city nor be a former sworn employee of the city police department.
 - (5) Each nominee must be prepared and committed to invest the necessary time in enhancing police community relations in a manner that helps reduce crime and enhances relationships between the police and the community.

-
- (6) One city council member shall be assigned as a non-voting city council member liaison to the committee. The city council liaison shall be rotated at the end of one year of service to the committee, or at the end of his or her term, and may only be extended if there are no other city council members available or desiring to serve.
 - (7) The committee members will elect a chair and vice-chair and a secretary annually at the first meeting following each General Election. Appointments for open positions on the committee, occurring throughout the year, shall be made as soon as possible for the remaining term of the position by the City Council Member or Council Place that the appointed the previous member.
 - (8) All members of the committee shall be considered to be city volunteers. The committee shall function in an advisory capacity only and shall have no authority over city employees.
 - (9) The committee members receive no direct or indirect compensation from the city for their services as members of the committee.
 - (10) The committee may not include any employee of the city, or any vendor or contractor of the city.
 - (11) A committee member serves at the discretion of the mayor and city council. If a committee member resigns, fails to attend two consecutive committee meetings without excused absence (per the chair), or otherwise becomes unable to serve on the committee, the chairperson may declare the position on the committee to be vacant and request that the mayor and city council appoint another qualified person to the committee. Future appointments will follow the process as outlined in this section.
- (e) *Duties and responsibilities.*
- (1) The committee advises and assists the police department to:
 - (A) Create dialog and explore the perceptions of the police department, and the community concerning the inter-relationship with each other regarding public safety issues within the community;
 - (B) Receive information concerning the police department programs and operations;
 - (C) Provide input to the police department regarding service needs within the community;
 - (D) Identify gaps in services and/or communication;
 - (E) Enhance the community understanding of the capabilities of the police department in providing services to the community;
 - (F) Identify potential police-community partnerships to address public safety related issues within the community;
 - (G) Identify community resources and support for public safety activities; and give input concerning perceived effectiveness;
 - (H) Provide input on assisting community police initiatives to awareness.
 - (2) The committee is also responsible for disseminating information to the community and to the government officials of the city. The committee chair shall provide an update to the city council on an annual basis or as requested by the mayor and city council.
- (f) *Committee meetings.*
- (1) The committee shall meet, quarterly; or at the call of the chair.
 - (2) All committee meetings shall be held within the city geographic boundaries.

-
- (3) All information received by the committee will be available to the public under the terms of the Texas Open Records Act and will be retained pursuant to the rules of the Texas State Archives and Library Commission and the city.
 - (4) A quorum of the committee shall consist of **thirty** fifty percent (50%) of the currently appointed members. A quorum must be present to decide on any action items presented to the committee.
 - (5) Minutes of the previous meeting and agenda of the upcoming meeting should be sent to the committee members no later than three business days before the upcoming meeting. Whenever possible, an explanation of agenda items shall accompany the notification. Members who are absent shall receive all materials distributed at missed meetings.
 - (6) A copy of the agenda must be presented to the city secretary three business days prior to the 72 hours posting requirements pursuant with Texas Local Government Code, § 551.043.
 - (7) A copy of the minutes of the previous meeting must be given to the city secretary within ten days of the approval of the minutes by the committee.
 - (8) The current rules of conduct for the city council shall govern the parliamentary procedures, disciplinary proceedings, and rules for the conduct of meetings, so long as not inconsistent with these bylaws. No action of the committee shall be invalidated, or the legality thereof affected, by the failure or omission to observe or follow the rules of conduct.
 - (9) Annually, the initial meeting of the committee will be conducted in accordance to the city's police department's citizen police academy program.
- (g) *City support.* The city shall provide to the committee necessary technical and administrative assistance as follows:
- (1) Provision of a meeting room, including any necessary audio/visual equipment;
 - (2) Preparation and copying of any documentary meeting materials, such as agendas and reports; and distribution of those materials to the committee in a timely manner;
 - (3) Retention of committee meeting records, and providing public access to such records on an Internet website maintained by the city.
 - (4) The City staff will take the minutes for the committee.**
- (h) *Committee termination.* The city will sunset when a majority of the city council, by way of voting, believes the committee's existence shall be terminated.
- (i) *Charter.* This section shall grant the authority and rights to the citizens police advisory committee and this document will be known as the "Citizens Police Advisory Committee Charter."

(Ordinance 16-019 adopted 5-17-16; Ordinance 16-040 adopted 9-20-16; Ordinance 2017-41 adopted 8-1-17; Ordinance 2018-72 adopted 9-4-18; Ordinance 2019-47 adopted 9-17-19; Ord. No. 2021-29, § 1, 7-7-2021; Ord. No. 2021-59, § 1, 11-16-2021)