

REDLANDS CITIZENS PRIVACY COUNCIL BYLAWS

(Enacted 03/12/2009)

ARTICLE I – THE COUNCIL

Section 1. Name of Council

The name of the Council shall be the “Redlands Citizens Privacy Council” (hereinafter referred to as the “Council”).

It is established as a voluntary organization for the purpose of advising the Redlands Chief of Police on matters relating to privacy concerns of Redlands citizens which may be impacted by Redlands Police surveillance activities.

It is independent of, and will not operate under the direction or control of, the Redlands Police Department, its agent or employees.

Section 2. Mission Statement

The following shall be the Mission Statement of the Council:

To Promote Transparency in the City of Redlands’ use of surveillance technology through citizen involvement and input

With the Purpose of

Creating and Maintaining a Balance between Public Safety Requirements and Citizen Privacy Needs when Utilizing Surveillance Tools for Crime Prevention, Detection, Investigation, and Prosecution

Section 3. Duties

The duties of the Council shall be, in accordance with, and furtherance of, The Redlands Citizen Privacy Council Mission Statement, and the Redlands Citizen Privacy Council Guiding Principles, to:

- A. Meet regularly with the Redlands Chief of Police or designee.
- B. Discuss/debate surveillance actions/policy of the Redlands Police Department.
- C. Give input/advice on Redlands Police Department surveillance activities.

Section 4. Membership

A. Composition

The Council shall be comprised of volunteers. All members shall pass a criminal/background check conducted by the Redlands Police Department (RPD) sufficient to be employed in RPD Dispatch, and shall not have ever been convicted of a felony. All members shall be voting members. All members shall be residents of the City of Redlands. There shall be no minimum or maximum number of members in the Council.

B. Compensation

Members shall serve without compensation for their services on the Council.

C. Terms of Membership

The terms of the members shall be for four years. Upon expiration of term, a member may reapply for Council membership.

D. Termination of Membership

Membership in the Council shall automatically terminate in the event that:

- 1) The member's term has expired. If a term expires, a member may reapply for Council membership; or
- 2) The member shall have been absent from the number of Council meetings specified in these Bylaws.

E. Removal of Members

A member may be removed upon the affirmative vote of at least two-thirds (2/3) members of the Council for the following reasons:

- 1) Incompetence; or
- 2) Malfeasance; or
- 3) Misfeasance; or
- 4) Nonfeasance; or
- 5) Neglect of duty; or
- 6) Conviction of a crime involving moral turpitude; or

7) When the Council determines it is in the best interest of the citizens of Redlands to do so.

A member removed for any of the above reasons is ineligible for Council membership for a minimum of one year from the date of removal.

F. Resignation

Any Council member may resign at any time by giving written notice to the Chairperson. Any such resignation will take effect upon receipt or upon any date specified therein. The acceptance of such resignation shall not be necessary to make it effective.

ARTICLE II – OFFICERS

Section 1. Officers

The officers of the Council shall consist of a Chairperson and a Vice Chairperson, and shall be elected in the manner set forth in this Article II. No officer may hold the same office for more than two (2) consecutive terms.

Section 2. Chairperson

The Chairperson shall preside at all meetings of the Council and shall submit such agenda recommendations and information at such meetings that are reasonable and proper for the conduct of the business affairs and policies of the Council. The Chairperson shall sign all resolutions, approved minutes, and other legal documents of the Council (if any).

Section 3. Vice Chairperson

The Vice Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson. In the absence of the Chairperson, all actions taken by the Vice Chairperson shall have the same force and effect as if taken by the Chairperson

Section 4. Additional Duties

The officers of the Council shall perform such other duties and functions as may from time to time be required by the Council, the Bylaws or other rules and regulations, or which duties and functions are incidental to the office held by such officers.

Section 5. Election

The Chairperson and Vice Chairperson shall initially be elected by a majority of the members of the Council at its meeting at which these Bylaws are adopted from among the members of the Council. The terms of the Chairperson and Vice Chairperson shall be two years. Upon the second anniversary of the appointment of officers, the terms of the Chairperson and Vice

Chairperson shall expire, and a new Chairperson and Vice Chairperson shall be elected, according to the procedures set forth in this Section 5.

Section 6. Vacancies

In the event of the resignation or removal of the Chairperson during his/her term, the Vice Chairperson will become the Chairperson and a new election will be held for Vice Chairperson. In the event of the resignation or removal of any other officer, a new election will be held to fill the vacant office. Such office shall be held for the unexpired term of said office.

ARTICLE III – MEETINGS

Section 1. Regular Meetings

A. Purpose

The Council shall schedule and conduct adequate meetings for the purpose of exercising its responsibilities pursuant to the Council's Guiding Principles and the Council's Mission Statement. Meetings shall be conducted informally.

B. Location, Date and Time

The Council shall meet on the second Thursday of the month for which a meeting has been called by the Chairperson at 6:30 p.m. in the Police Annex Building, 30 Cajon Street, Redlands, unless otherwise designated.

C. Quorum

If a quorum is not met within fifteen (15) minutes after the scheduled meeting time, the meeting shall be cancelled.

D. Cancellation

A Council meeting may be cancelled by the Chairperson due to a lack of a quorum, or lack of sufficient agenda items.

E. Agenda

An agenda will be prepared for each meeting. Any Council member may suggest an item be placed on the agenda; however, the majority rule or the Chairperson will decide agenda items. The agenda for each regular meeting shall be posted by the Chairperson at least 72 hours in advance on the Council's web page.

F. Voting

All votes shall be counted by a show of hands unless otherwise specified in these Bylaws. No member may vote by proxy or absentee ballot. Only Council Members will have voting privileges on matters before the Council.

G. Chair Absence

If the Chairperson and Vice Chairperson are both absent at any meeting of the Council, the Council shall elect a Chairperson Pro Tem who shall perform all duties of the Chairperson for that meeting.

H. Duration

All meetings shall be limited to no more than two (2) hours unless the Chairperson requests additional time and a majority of the membership, by vote, agrees.

Section 2. Special Meetings

Special meetings may be held upon call of the Chairperson, or of the majority of the membership of the Council, for the purpose of transacting any business designated in the call, after notification of all members of the Council by written notice personally delivered or by mail at least 24 hours before the time specified in the notice for a special meeting. Such written notice may be dispensed with as to any member who at or prior to the time the meeting convenes files with the Chairperson a written waiver of notice, and as to any member who is actually present at the time the meeting convenes. Additionally, the Chairperson shall be responsible for the posting of the agenda of the special meeting in the location designated in Section 1 at least 24 hours prior to the time specified in the notice for the meeting. At such special meeting, no business other than that designated in the call shall be considered.

Section 3. Adjourned Meetings

Any meeting of the Council may be adjourned to an adjourned meeting without the need for additional notice or agenda, provided that the adjournment indicates the date, time and place of the adjourned meeting, and provided that the adjourned meeting occurs not more than five (5) calendar days after the meeting for which notice and agenda requirements were met. Council members absent from the meeting at which the adjournment decision is made shall be notified by the Chairperson of the adjourned meeting.

Section 4. All Meetings to be Open and Public

All meeting of the Council shall be open and public. All persons shall be permitted to attend any such meetings. Nothing contained in these Bylaws shall be construed to prevent the Council from holding closed sessions during a meeting concerning any matter permitted by law to be considered in closed session provided the Council complies with the conditions and procedures provided by law for closed sessions.

Section 5. Quorum

The powers of the Council shall be vested in the members thereof in office from time to time. A majority of the members of the Council, but no more than seven (7) members, shall constitute a quorum for the purpose of conducting the Council's business, exercising its powers and for all other purposes, but less than a majority of the members of the Council may adjourn the meeting from time to time until a quorum is obtained. Unless specifically covered in these Bylaws, an affirmative vote by a majority of the members of the Council shall be required for approval of any question brought before the Council.

Section 6. Absences

A member who misses three (3) consecutive meetings without good excuse, or four (4) consecutive meetings for any reason, or who fails to attend for any reason at least forty (40) percent of the meetings called in a calendar year will be automatically and immediately removed as a member of the Council. A member's absence shall be excused if, prior to the meeting from which said member will be absent, said member notifies the Chairperson or Designee of intent to be absent and the reasons therefore. At each meeting, after the roll has been called, the Chairperson shall report to the Council the name of any member who has so notified of their intent to be absent and the reason of such absence. The Council shall approve or disapprove such reasons for excused absences. A member removed because of absences is ineligible for Council membership for a minimum of one year from the date of removal.

Section 7. Order of Business

The following shall be the order of business at regular meetings of the Council:

- 1) Roll Call and Report of Excused Absences
- 2) Approval of Minutes of previous meeting
- 3) Action Items
- 4) Public Comment
- 5) Adjournment

Section 8. Minutes

Minutes of the Council shall be in writing. Copies of the Minutes of each Council meeting shall be made available to each member of the Council. Minutes shall be made available to the public, unless they are privileged and confidential items. Approved Minutes shall be filed in the official Book of Minutes of the Council and posted on the Council's webpage.

Section 9. Rules of Order

The Chairperson shall rule on all procedural matters not specifically covered in these Bylaws and shall be guided by Robert's Rules of Order (Newly Revised).

Section 10. Committee Reports

Oral and written reports of the Council, including resolutions adopted by the Council, shall include a report of the position of the minority of the Council as well as the majority. When applicable, an indication of the relative size of the majority and the minority for each such report shall be included within the report.

ARTICLE IV – REPRESENTATION BEFORE PUBLIC BODIES

Any official representations on behalf of the Council before any public or private body shall be made by the Chairperson, the Vice Chairperson in the Chairperson's absence, or a member of the Council specifically so designated by the Council.

ARTICLE V – SUBCOMMITTEES

Section 1. Establishment

The Council shall have the authority to, and may, establish subcommittees as necessary to accomplish the purposes set forth in Section 3 of Article I of these Bylaws.

Section 2. Membership

Each subcommittee shall be composed of at least one (1), but not more than three (3) members of the Council.

Section 3. Appointment of Members

Members on a subcommittee shall be appointed by the Chairperson of the Council with the approval of the Council.

Section 4. Officers and Meetings

Subcommittee chairpersons shall be designated by the Chairperson of the Council from among the Council members appointed to the subcommittee. Each subcommittee shall elect a vice chairperson, and shall establish the date, time and place for meetings to conduct the subcommittee's business. In the event that any subcommittee meets on more than two (2) occasions, then all further meetings of the subcommittee shall comply with the meeting requirements set forth in Article III.

Section 5. Subcommittee Reports

From time to time, the subcommittee shall submit reports to the Council, which reports summarize the subcommittee's activities, findings and/or recommendations on matters for which the subcommittee was established.

ARTICLE VI – AMENDMENTS

Section 1. Amendment of Bylaws

Any Council member at any regular meeting may propose an amendment to these Bylaws. The proposed amendment may be placed on the agenda for the next regular meeting for discussion and action. The Bylaws of the Council may be amended upon the affirmative vote of at least two-thirds (2/3) members of the Council, but no such amendment shall be adopted unless at least seven (7) days' written notice thereof has previously been given to all members of the Council. Notice of amendment shall identify the section or sections of the Bylaws proposed to be amended.

PASSED, ADOPTED AND APPROVED by the Redlands Citizens Privacy Council, March 12, 2009.

ORIGINAL SIGNATURE ON FILE

David Sanchez, Jr. Chairperson

ORIGINAL SIGNATURE ON FILE

Alan Forbes Vice Chairperson