

**RESOLUTION NO. 2021-001-R**

**A RESOLUTION ADOPTING BYLAWS OF THE  
MADISON POLICE CITIZENS ADVISORY COMMITTEE**

**BE IT HEREBY RESOLVED** by the Madison Police Citizens Advisory Committee that pursuant to the authority granted to it by the Madison City Council in Ordinance No. 2021-32, the Committee hereby adopts the document attached to this Resolution, entitled "Bylaws," as the procedural rules of the committee;

**READ, PASSED, AND ADOPTED** at the first meeting of the Madison Police Citizens Advisory Committee on this 29<sup>th</sup> day of September, 2021.

  
\_\_\_\_\_  
Marc Highsmith  
Chair

**ATTEST:**

  
\_\_\_\_\_  
Rebecca Colon-Franz  
Secretary

# **BYLAWS**

## **Madison Police Citizens Advisory Committee**

### **Section I. Name and Location**

The name of this organization is the Madison Police Citizen Advisory Committee (MPCAC). It is located in the City of Madison, 100 Hughes Road Madison, Alabama, and is under the authority of the Madison City Council.

### **Section II. Purpose**

- a. To promote productive police and community interaction by assisting the police in achieving a greater understanding of the nature and causes of varied community challenges and to help educate the community on the complexities of modern police department missions and procedures.
- b. To provide an effective organization that will address the concerns of the community by promoting cooperative citizen-police programs and approaches to the solutions of community crime and quality of life issues. The MPCAC advocates the principle that the administration of justice requires total community involvement and personal responsibility and accountability by all of our citizens.
- c. To recommend procedures, programs, or policies to improve the efficiency and effectiveness of the police department's communications and to enhance cooperation among community citizens and the police.
- d. To keep the Chief of Police, Mayor and City Council apprised of actions taken by the department which create community concern or controversy.
- e. To strengthen bonds between the police department and the community to ensure equal protection and service for all citizens.

### **Section III. Role**

The MPCAC will serve in an advisory capacity to the City Council and police department regarding issues relevant to police and community relations including, but not limited to:

- a. Police services, both crime and non-crime related;
- b. Training in areas including diversity, employment training (both civilian and sworn personnel), procedural justice, community policing and crisis intervention training;
- c. Agency objectives, problems and successes;
- d. Assist in the development of programs and policies where applicable and appropriate for the MPCAC role; and

e. Actions, philosophies, behaviors and practices that contribute to community tensions, grievances and complaints, but also those positive actions that promote safety and citizen well-being.

#### **Section IV. Responsibilities**

a. To meet on a regularly scheduled basis as a body pursuant to the Open Meetings Act and these bylaws, or upon the call of the MPCAC Chair or Chief of Police.

b. To seek better police and community relations.

c. Subject to applicable law and confidentiality requirements, to communicate issues and concerns expressed by citizens that have been presented to individual members of the MPCAC, police officers, or the MPCAC as a whole.

d. To aid police in identifying potential trouble areas requiring focused police or other governmental effort.

e. To educate citizens with regard to police responsibilities and limitations.

f. To provide opportunity for the development of mutual understanding and respect between citizens and the police.

g. To meet with representatives of the police department, attend periodic ride alongs, observe training, and attend meetings and roll calls to personally experience some of the responsibilities and expectations of our police officers.

h. The committee may also commit to attending other public forums in the spirit of awareness, education, and building relationships within the community.

#### **Section V. Membership**

a. The MPCAC shall be comprised of citizens who are concerned about police and community relations and who are sensitive to community needs and perceptions.

b. MPCAC members shall represent the community at large, but Council-appointed members shall act as liaisons for citizen questions from their respective districts. MPCAC members shall regularly report individually to the City Council member for the district that they represent.

c. MPCAC members must be citizens and qualified electors of Madison and must pass a criminal background check.

d. The MPCAC shall be made up of nine (9) members. The members shall be appointed as follows: one by the Mayor (at large), one by the Chief of Police (at large), and one by each member of the City Council from their respective Districts. Each appointee will serve a four-year term. Members may not be City of Madison employees, elected officials, or family members of either.

- e. Members must demonstrate a willingness to commit themselves to community service for their term and conduct themselves in a manner consistent with the MPCAC's purpose.
- f. The MPCAC shall elect a Chair, Vice-Chair and Secretary to serve one-year terms. Members may serve successive terms as officers.
- g. Members of the MPCAC shall serve without compensation.
- h. MPCAC members shall not represent other groups or activist organizations that may create a perceived or actual conflict of interest preventing objective consideration of the issues brought before the committee.

## **Section VI. Duties of Officers**

- a. Chair
  - 1. The Chair shall preside over all meetings of the MPCAC and shall set the agenda for each meeting, in coordination with other committee members and officers, as well as appropriate City staff.
  - 2. The Chair or his designee shall act as the official spokesperson for the Committee and shall coordinate with City staff on communication among the committee, the Mayor, and the City Council.
  - 3. The Chair will forward minutes and resolutions of the MPCAC to the Chief of Police, the Mayor, and the City Council.
- b. Vice-Chair
  - 1. The vice-chair shall preside in the absence or inability of the Chair.
  - 2. Assist the Secretary as necessary.
- c. Secretary
  - 1. The secretary shall record the minutes of all MPCAC meetings. Minutes shall be made available to all MPCAC members before the next scheduled meeting and shall be official upon a vote of the MPCAC at that meeting.
  - 3. Send notices to all members reminding them of MPCAC meetings (dates, times and locations).
  - 3. Coordinate with appropriate city officials to ensure official public notification of MPCAC meetings, preparation and copying of meeting materials, record retention, and records requests.

## **Section VIII. Meetings & Attendance**

- a. All meetings shall be held in a public forum and announced at least one week in advance. However, closed meetings may be conducted as permitted under the Alabama Open Meetings Act.
- b. The MPCAC will meet once a month, or as needed, to be determined by the Chair and the Chief of Police.

- c. The meetings will take place at City Hall or at another location designated in advance by the Chair.
- d. MPCAC requests for information or documents regarding the police department will be forwarded to the Chief of Police and the City Attorney.
- e. Members shall attend meetings regularly. However, there may be an urgent need or special reason for not attending and, therefore, notification of absence shall be given to the Chair.
- f. Any member missing three consecutive meetings shall be considered by the appropriate appointing authority for removal and/or replacement.

### **Section IX. Proceedings**

Robert's Rules of Order shall govern the Committee's proceedings except as specified otherwise by these Bylaws.

Order of Business: Business of a meeting shall be conducted as follows:

- a. Roll call (Determination of Quorum)
- b. Acceptance of Agenda
- c. Approval of Minutes
- d. Call to Order
- e. Public Comments when deemed necessary by the MPCAC (public comments will be limited to 3 minutes)
- f. Committee Member Reports
- g. Old Business
- h. New Business (Correspondence and Other Business)
- i. Adjournment

### **Section X. Resignation & Removal**

- a. If an occasion arises where a member can no longer fulfill his or her duties, the Chair may request that said member submit a letter of resignation to the committee and appointing authority. It will be the responsibility of the City Council to appoint a replacement to complete the unexpired term.
- b. The City Council may remove members of the committee for cause by two-thirds vote of the entire City Council.

### **Section XI. Voting & Quorum**

- a. All members of the MPCAC have the privilege of voting on issues presented and may have the courtesy of the floor for discussions as designated by the Chair.
- b. A simple majority of the members of the MPCAC shall constitute a quorum for the purpose of meeting or conducting business of the MPCAC.

c. For conducting committee business, a majority of the members of the committee present and voting must vote in favor of a motion or nomination for the matter under consideration to be forwarded to the City Council.

## **Section XII. Subcommittees**

The MPCAC may establish subcommittees to assist in research and fact finding of issues in order to promote informed discussions.