



**York-Poquoson Sheriff's Office
Citizen Advisory Committee**

Committee By-Laws

September 17, 2024

BY-LAWS OF THE YORK-POQUOSON SHERIFF'S OFFICE CITIZEN ADVISORY COMMITTEE (September 17, 2024)

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MISSION:

The Citizen Advisory Committee (CAC) aims to build supportive relationships based on mutual respect, trust and transparency between the community and the York-Poquoson Sheriff's Office. To this end the CAC seeks to empower the community through education that enhances a shared understanding with the community and the sheriff's department.

COMMITTEE COMPOSITION:

The York-Poquoson Sheriff's Office Citizen Advisory Committee shall be composed of no less than twelve (12) and no more than seventeen (17) committee members, representing communities within the County of York and the City of Poquoson.

Article 1. NAME

Section 1. The name of this organization shall be the York-Poquoson Sheriff's Office Citizen Advisory Committee (CAC) and shall hereafter be referred to as the CAC.

Article 2. OBJECTIVES

Section 1. Fostering understanding and communication between the citizens of the County of York, the City of Poquoson, and the Sheriff's Office.

Section 2. Increasing citizen and Sheriff's Office involvement in community programs.

Section 3. Holding public meetings to solicit input regarding law enforcement citizen concerns.

Section 4. Acquainting citizens with the operation of the Sheriff's Office and its varied activities.

Section 5. Supporting community partnerships between government, the business sector, and citizens in identifying and solving public safety issues.

Section 6. Conducting surveys of the citizens of the County of York and the City of Poquoson concerning law enforcement and public safety matters, as needed.

Section 7. Educating the community about law enforcement and criminal justice issues, promoting respect for law, and encouraging community involvement in law enforcement and other components of the criminal justice system.

Section 8. Providing recommendations to the Sheriff.

Section 9. Reporting to the Sheriff upon request.

Section 10. In an effort to better familiarize and orient each Committee member with the duties of a Deputy Sheriff, members are encouraged to attend the York-Poquoson Sheriff's Citizen

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Academy and participate in the York-Poquoson Sheriff's Ride-Along Program, plus any other training designed and prescribed by the Sheriff.

Article 3. MEMBERSHIP AND AUTHORITIES

Section 1. Number – The Committee shall consist of no less than twelve (12) members and no more than seventeen members (17). The members shall be appointed in such a manner so that the terms of not more than fifty percent (50%) of the membership expire in any one year, to ensure consistency and to prevent the loss of institutional knowledge.

Section 2. Residency - Members shall be residents of or own a business in the County of York or the City of Poquoson.

Section 3. Employment – Members shall not be employees of the York-Poquoson Sheriff's Office.

Section 4. Appointment and Removal – Citizens selected to fill vacancies on the Committee shall complete an application process, be recommended by the Committee or its designee, and be appointed by the Sheriff. Recommendations for membership shall be accepted from any source. Members who miss three (3) consecutive meetings or six (6) meetings in a calendar year without a reasonable excuse presented to and accepted by the Committee Chairperson are subject to removal from the Committee.

Section 5. Leave of Absence – At the discretion of the Chairperson, a temporary leave of absence may be granted to a member whose personal situation prevents them from attending meetings on a regular basis.

Section 6. Declaration of Vacancy - A simple majority of the members present at any duly called meeting of the Committee at which a quorum (at least 50% of the membership) is present may recommend to the Committee Chairperson that a vacancy be declared for a member for cause. Cause shall include, but not be limited to, a member's failure to attend sufficient meetings to properly discharge his or her responsibilities as a member of the Committee. A member shall automatically have a vacancy recommendation made should such member cease to be qualified for membership pursuant to these by-laws.

Section 7. Conflict of Interest - Should any member of the Committee be financially or otherwise closely associated with any issue that comes before the Committee, said member shall disqualify him or herself from participating in considering the issue and shall not sit with the Committee during such consideration. Additionally, the Committee, by a majority vote of the members present, or the Sheriff may disqualify said member due to a perceived conflict of interest. In these cases, the member with the conflict of interest may speak as a member of the public concerning the issue during the course of the matter, and his or her comments shall be considered by the Committee in the same manner as all other comments by members of the public.

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Section 8. Term – Committee members shall serve a term of two years and may be terminated by the Sheriff with notification. The terms of the initial members shall be split with 50% of the members having a two-year term and 50% of the members having a three-year term. The expiration of all terms shall be December 31. Any vacancy shall be filled for the remainder of the unexpired term. Members may be re-appointed for one additional two-year term.

Section 9. Term Extension. No member shall serve on the committee for more than two terms provided that the Sheriff shall have the option, under special circumstances upon due consideration and review at his discretion, to reappoint a committee member whose term has otherwise been completed for an additional term of no more than one additional term or a portion thereof. At the conclusion of any term extension, a member may again petition the Sheriff for subsequent term extensions.

Section 10. Reappointment after Term Expiration. A previous committee member who has been off of the committee for 12 months is eligible for reappointment provided the same application process used for any other new committee member is utilized.

Section 11. Compensation – All members of the Committee shall serve without compensation

Section 12. Voting – Each member shall be entitled to one vote on each matter submitted to a vote of the Committee. Members must be present during a meeting to be eligible to vote on a matter. Proxy votes will not be accepted. A vote that results in a tie shall be deemed not approved and the matter shall be denied.

Section 13. Staff Members – Staffing and coordination shall be provided by the Sheriff's Office.

Section 14. Sheriff's Office Representative – The Sheriff, or his designated representative, shall act as the York-Poquoson Sheriff's Office representative on the Committee.

Section 15. Committee Representation – It is important to have ethnic and cultural diversity, as well as a variety of expertise and occupations reflected in the Committee membership.

Section 16. Resignation – A member may resign at any time by giving written notice to the Sheriff and the Committee Chairperson. Such resignation shall take effect on the date of such notice or at any later date specified.

Section 17. The Committee shall not take a public political position on issues involving or affecting the Sheriff's Office.

Section 18. Neither the Committee nor any member thereof may incur any expense or obligation to the Sheriff's Office in any way without prior authorization of the Sheriff.

Section 19. The Committee is not empowered to establish policy or investigate charges or operational issues of the Sheriff's Office. However, these areas may be topics of discussion between the Committee and the Sheriff.

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Article 4. MEETINGS

Section 1. Regular Meetings – Regular meetings of the Committee shall be held monthly, as determined by a majority vote of the Committee in January of each year, unless circumstances dictate otherwise. These meetings may be in-person or held remotely by other electronic means without a quorum being physically assembled in one place.

Section 2. Special Meetings – Special meetings of the Committee may be held upon request of the Sheriff, the Committee Chairperson, or by any three (3) members of the Committee.

Section 3. Notice of Meetings – Written notice of the date, start time, and location of each meeting shall be delivered electronically to each member not less than five (5) days before each meeting.

Section 4. Meeting Minutes – Meeting minutes shall be transcribed and delivered electronically to each member not more than seven (7) days following each meeting.

Section 5. Quorum – A quorum for the purpose of holding a meeting shall consist of not less than 50% of the Committee membership.

Section 6. Manner of Acting – A quorum present, the act of a majority of the members present shall constitute the action of the entire Committee, except as may be otherwise provided in these bylaws.

Section 7. An agenda shall be prepared for each meeting. Any Committee member may suggest an item be placed on the agenda; however, the majority rule or the Chairperson shall decide agenda items, with majority rule taking precedence.

Article 5. OFFICERS

Section 1. The officers of the Committee shall include a Chairperson, an Immediate Past Chairperson, a Vice Chairperson, a Secretary, and a Treasurer. The initial Chairperson and Vice Chairperson shall be appointed by the Sheriff. Subsequently, the Chairperson, Vice Chairperson, Secretary, and Treasurer shall be elected by a majority vote of the Committee during the first meeting in January, and newly elected officers shall assume office immediately. Officers shall serve for a term of one (1) year or until their successors are elected.

Section 2. In the event of the resignation or removal of the Chairperson during the calendar year, the Vice-Chairperson shall become the Chairperson, and a new election shall be held for Vice-Chairperson at the next regular meeting of the Committee. In the event of resignation or removal of the Vice Chairperson, Secretary, or Treasurer, a new election shall be held at the next regular meeting of the Committee to fill the vacant office.

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Section 3. During the initial organization of the Committee, the Sheriff shall appoint Co-Chairs. The Co-Chairs shall divide up the duties of the Chairperson and Vice Chairperson as identified below in Article 6, Sections 1 and 3.

Article 6. DUTIES OF OFFICERS

Section 1. Duties of the Chairperson. The Chairperson shall:

- a. Call and preside at meetings, and ensure meetings are in compliance with all rules governing the Committee.
- b. Appoint subcommittees, as needed, to accomplish Committee business.
- c. Serve as an ex-officio member of all subcommittees.
- d. Be the spokesperson of the Committee on issues that have been addressed by the Committee.
- e. Coordinate the agenda.
- f. Sign all documents regarding Committee business.

Section 2. Duties of the Immediate Past Chairperson. The Immediate Past Chairperson shall:

- a. Act in an advisory capacity, upon request, to all officers of the Committee.
- b. Perform the duties of the Chairperson should neither the Chairperson nor the Vice Chairman be able to do so.

Section 3. Duties of the Vice Chairperson. The Vice Chairperson shall:

- a. Perform the duties of the Chairperson in the absence of the Chairperson.
- b. Act in an advisory capacity to the Chairperson.
- c. Perform such functions as assigned by the Chairperson.

Section 4. Duties of the Secretary. The Secretary shall:

- a. Keep an accurate record of attendance, proceedings, and minutes of each Committee meeting.
- b. Handle any Committee correspondence.
- c. Draft the Committee Annual Report.
- d. Perform such other duties as delegated by the Chairperson.

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Section 5. Duties of the Treasurer. The Treasurer shall:

- a. Collect, safeguard, and disburse all committee funds.
- b. Maintain financial records.
- c. Provide a quarterly budget to the Chairperson for approval by the Committee.
- d. Present monthly financial reports to the Chairperson prior to each Committee meeting. The Committee may request an accounting anytime deemed necessary. Any Committee member may make a written request to review the financial report (not to exceed two requests per year). The Treasurer shall provide a report within 10 days after receiving request.

Article 7. ORDER OF BUSINESS

Generally, the order of business for regular Committee meetings shall be as follows:

- 1. Call to Order/Roll Call
- 2. Approval of Minutes
- 3. Information Items
- 4. Action Items
- 5. Committee Comments/Announcements
- 6. Proposed Agenda Items for Future Meetings
- 7. Adjournment

The Vice Chairperson will conduct the meeting in the absence of the Chairperson. The Immediate Past Chairperson, or other appointed Committee member, will conduct the meeting in the event that both the Chairperson and Vice Chairperson are absent.

Article 8. SUBCOMMITTEES

Section 1. Ad hoc subcommittees may be appointed by the Executive Committee to study concerns relative to specific subject matters. These subject matters may include, but are not limited to, the Annual Report, Recruitment and Selection, Citizen Survey, and Community Outreach.

Section 2. The Executive Committee, which shall consist of the Chairperson, Immediate Past Chairperson, Vice-Chairperson, Secretary, Treasurer, and/or their designated appointees, shall report to and meet with the Sheriff periodically to update him on Committee efforts.

Article 9. BOOKS AND RECORDS

Section 1. The Secretary shall keep minutes of all proceedings of the Committee and such other books and records as required for the proper conduct of business and affairs. Minutes will be completed within seven business days at the conclusion of the CAC’s monthly meeting. Meeting minutes will be approved by the Chairperson. The Secretary will also assist the Chairperson in preparing the monthly agenda for the committee. The Secretary will also be responsible for

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posting the agenda and minutes on the York-Poquoson Sheriff's office website and will work with the Public Affairs Officer to update the website on an ad hoc basis.

Article 10. COMMUNITY RELATIONS

The Committee Chairperson and the York-Poquoson Sheriff's Office representative shall be the only official spokespersons for the Committee. They shall be empowered to represent to the public any positions or views which have been decided upon by the Committee. In those instances where the Committee has an established position or view, and the Chairperson and the York-Poquoson Sheriff's Office representative are unavailable, the Chairperson may designate a Committee member to represent the Committee's position or view. No other member of the Committee shall speak for or on behalf of the Committee without express consent of the Committee. When circumstances require public comment from the Committee on an issue or event about which the Committee has not yet taken a position, the Chairperson or the York-Poquoson Sheriff's Office representative shall respond.

Article 11. AMENDMENTS

Section 1. The Committee will adopt, by a two-thirds vote of its members, by-laws governing the conduct of its meetings and activities, the establishment of committees, and such other rules as may be necessary for the performance of its functions. Any amendments to the by-laws shall require an affirmative vote of two-thirds of the Committee's membership. Changes in the by-laws shall be approved by the Sheriff.

Article 12. DURATION

Section 1. The Committee serves at the discretion of the Sheriff and may be disbanded at any time without cause and with notification.