

# **LAKELAND POLICE CITIZEN ADVISORY BOARD BYLAWS**

*adopted October 19, 2020*

## **ARTICLE 1 – PURPOSE AND MISSION**

The Lakeland Police Citizen Advisory Board exists to build a positive relationship between citizens in our community and law enforcement officers. To achieve this mission, we agree to listen to the concerns of the citizens and police department to enhance the quality of life within the city of Lakeland. The purpose of the Board is to:

1. Review past police/citizen interactions;
2. Review new programs and processes;
3. Build community understanding and support;
4. Provide insight to police officers of community needs.

## **ARTICLE 2 - DUTIES AND FUNCTIONS**

Lakeland Citizen Advisory Board on Police/Community Relations shall:

1. Request the Chief of Police, or representatives of other agencies comprising the criminal justice system, to appear before the Board and submit documents to the Board relating to their operations;
2. Make specific recommendations that can be taken to improve relations between police and community;
3. Review and make recommendations regarding Police Academy and in-service training;
4. Develop and recommend strategies for improving citywide crime prevention efforts;
5. Develop and recommend strategies for increasing citizen participation in crime prevention efforts;
6. Develop and recommend programs designed to inform the public of its rights and responsibilities when coming into contact with police officers;
7. Develop and make recommendations with respect to community oriented policing.

## **ARTICLE 3 - ORGANIZATION AND MEETINGS**

Section 1. Composition. The Board shall consist of nine (9) members and include the following criteria:

- a) Person of good standing in the community;
- b) Submit to a background check;
- c) Attend the LPD Citizen's Police Academy within one year;
- d) Attend at least one police ride-a-long tour;
- e) Affirm and adhere to a code of conduct as submitted by the Board;
- f) Not having been convicted of felony crimes or crimes of moral turpitude;
- g) At least 21 years of age and a legal resident in Polk County.

Section 2. Appointment and Terms. The Board's members shall serve two-year terms, and each member shall serve until a successor is duly appointed and qualified. Members are limited to a maximum of eight years in office. The Committee shall be made up of a cross-section of citizens by gender, age, race and economic backgrounds throughout Polk County. Members are to be appointed by the Mayor, City Commissioners, City Manager and Police Chief.

Section 3. Compensation. Members of the Board shall serve without compensation.

Section 4. Regular Meetings. The Board will meet at least quarterly at a place and time to be determined by simple majority vote. Special meetings and/or hearings may be called at any time by the Chair or Vice-Chair. All meetings of the Board shall be open to the public.

Section 5. Quorum. A simple majority of the Board must be present to constitute a quorum for the conduct of Board business. Official action may be taken by a simple majority.

Section 6. Officers. The members of the Committee shall elect from their own membership a Chair and Vice-Chair by simple majority vote.

- a) Chair - The Chair's duties include serving as Chair for all meetings of the Board; spokesperson for the Board; coordinating with City staff on communication between the Board, the Mayor, and the City Commissioners.
- b) Vice-Chair - The Vice-Chair's duties include serving as Chair for all meetings of the Board in the absence of the Chair; and other duties as requested by the Chair.

Section 7. Vacancies. The Board shall find that a vacancy exists upon a resignation in writing from one of its members. The Board, by a majority vote, may recommend to the Mayor, City Commissioners, City Manager and Police Chief the removal of a Board member when any member violates the adopted Code of Ethics or misses three (3) or more consecutive meetings unless good and valid reasons for such absences are presented to and approved by the Board.

#### **ARTICLE 4 - COMMUNITY RELATIONS**

The Board Chair shall be the only official spokesperson for the Board. They shall be empowered to represent to the public any positions or views which have been decided upon by the Board. In those instances where the Board has an established position or view, and the Chair and appointed staff person are unavailable, the Chair may designate a Board member to represent the Board's position or view. No other member of the Board shall speak for, or on behalf of, the Board without the express consent of the Board. Any communication that reflects the Board as a whole should be reviewed and approved by a majority of the Board members prior to dissemination.<sup>1</sup>

## **ARTICLE 5 - ORDER OF BUSINESS**

Generally, the order of business for regular Board meetings shall follow Robert's Rules of Order and preside as follows:

1. Call to Order / Roll Call
2. Approval of Minutes
3. Non-Agenda Public Comment
4. Chair's Report
5. Information Items
6. Action Items
7. Board Comments/Announcements
8. Proposed Agenda Items for Future Meetings
9. Adjournment

## **ARTICLE 6 - BYLAWS**

The Board will adopt, by a two-thirds vote of its members, Bylaws governing the conduct of its meetings and activities and such other rules as may be necessary for the performance of its functions. Any amendments to the Bylaws shall require an affirmative vote of two-thirds of the Board's authorized membership.

## **LAKELAND POLICE ADVISORY BOARD CODE OF ETHICS**

The public should reasonably expect individuals serving on this Board to be trustworthy and accountable for the performance of their duties. This is demonstrated by, but not limited to:

1. Understanding and abiding by the expectations and obligations of their position;
2. When uncertain, to seek out information and interpretation to ensure that actions and decisions are ethical;
3. Accepting personal responsibility for the foreseeable consequences of action and inaction of the Board;
4. Taking into account the long-term interests of the Lakeland Police Department and the citizens;
5. Recognizing that members shall not use knowledge of a confidential nature to further personal interest or to violate the privacy and confidentiality of information entrusted to them;
6. Interact with the public and with other members of the Board in a respectful manner with concern, courtesy and responsiveness;
7. Not knowingly engage in any activity or business which creates a real or perceived conflict of interest or has an adverse effect on the confidence of the public in the integrity of Board;
8. Performing the duties of the Board with integrity, truthfulness, and honesty;
9. Not discriminating by dispensing special favors or privileges to anyone, for remuneration or not; and never accepting favors or benefits under

circumstances which may be construed as influencing the performance of one's duties;

10. Making no private promises of any kind binding upon the duties of office, as no Board member has a private word which can be binding on public duty;
11. Never utilizing the power vested in the position as a means to affect influence or use any confidential information received in the performance of Board duties as a means of personal gain;
12. Promptly reporting any actual or perceived violation of ethical conduct; must report any encounter with law enforcement, must report being charged with a felony crime or a crime of moral turpitude. Member will be subject to dismissal.
13. Upholding these principles ever conscious that the public office is a public trust;
14. Accurately represent the unique concerns of the members' constituent group in Board discussions and decisions, and then support by word and action any decision reached by the Board.
15. The use of social media, while speaking on behalf of the Board or personally, to engage in speech as a private citizen is prohibited to the degree it is reasonably possible the speech will create harm to the Lakeland Police Department or the Citizen Advisory Board, by disrupting its order, or the discipline, loyalty, trust or harmony among its members, or the proper performance of its functions.

<sup>1</sup>Addition to the Bylaws adopted October 5, 2021