

SAN BRUNO CRIME PREVENTION COMMITTEE BY-LAWS

Revised 01/23/2004

1. **Purpose and Intent.** The membership and duties of the Crime Prevention Committee ("The Committee"), a group of volunteers working in conjunction with the San Bruno Police Department, are prescribed by the San Bruno City Council. The San Bruno Citizens Crime Prevention Committee promotes citizen awareness of crime prevention and works with the San Bruno Police Department to foster goodwill and a safe Community. These by-laws set forth the procedural rules for the conduct of Committee meetings.

2. **Meetings.** The Committee shall conduct its business in accordance with the San Bruno Municipal Code, these by-laws, the Ralph M. Brown Act (Government Code Section 54950 *et seq.*) and any Code of Conduct that has been or shall be adopted by the City Council.
 - 2.1 **Regular Meetings.** The Committee shall hold regular meetings at 7:00 p.m. on the second Thursday of each month, except that no meeting shall be held if a regular meeting day falls on a legal holiday. Regular meetings shall be held City Hall, 567 El Camino Real, unless otherwise specified in the posted Agenda.
 - 2.2 **Special Meetings.** Special meetings may be called at any time by the Committee Chair or by a majority of the Committee by delivering written notice to each Committee and by posting the notice in the designated posting locations. Such notice may be delivered by any means and must be received at least twenty-four hours before the time of such meeting as specified in the notice, unless notice is waived in writing. The notice shall specify the time and place of the special meeting and the business to be transacted, and no other business shall be transacted at that meeting other than that contained in the notice.
 - 2.3 **Adjourned Meetings.** All meetings may be adjourned to another specified time, place and date, but not beyond the next regular meeting. If all members are absent from any regular or adjourned regular meeting the Secretary may declare the meeting adjourned to a stated time and place, and shall cause a written notice of the adjournment to be given in the same manner as provided in paragraph 2.2 above for special meetings. A copy of the notice of adjournment shall be conspicuously posted on or near the door of the place where the meeting was held within 24 hours after the time of the adjournment.

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- 2.4 **Public Meetings.** All meetings shall be open to the public. Closed sessions may be held only when specifically authorized by the Brown Act.

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2.5 Cancellation of Regular Meetings. The Committee may cancel an upcoming regular meeting for lack of a quorum. Notice of the cancellation shall be posted in lieu of an agenda.

3. Organization of the Committee.

3.1 Officers. The Committee shall elect from its membership a Chair, who shall preside over Committee meetings. The Committee shall also elect a Vice-Chair, who shall preside in the absence of the Chair. A member must have served on the Committee for at least one year before being eligible for the election to the Chair. The Chair and Vice-Chair are sometimes referred to herein as the "presiding officer."

3.2 Duties of Officers. The Chair, or in his or her absence, the Vice-Chair, shall conduct the meetings, prepare the agenda, appoint subcommittees as necessary, and maintain decorum. The Chair shall represent the Committee at community meetings or other appropriate events or may appoint a representative to do so. The presiding officer's determination as to any of the above matters may be overruled by a majority of the Committee Members present.

3.3 Organizational Meeting. At its December meeting, the members of the Committee shall elect a Chair and Vice-Chair from among its members. In the event that the election cannot be held in December, those in office will continue to serve until the elections can be held.

3.4 Term of the Chair and Vice-Chair. The term of office of the Chair and Vice Chair shall be one year. A Committee member may serve more than one consecutive term as Chair or Vice-Chair. Nothing shall prevent the Committee from removing and replacing the Chair or Vice-Chair at any time during their respective terms, provided that the item is properly on the agenda of the meeting.

3.5 Vacancy in the Office of Chair or Vice-Chair. A vacancy in the office of Chair or Vice-Chair shall be filled for the remainder of the un-expired term by election at the next meeting provided the election has been noticed on the agenda.

3.6 Committee Members. Members of the Committee are appointed by the City Council and serve at the direction of that body. Eligible residents of San Bruno wishing to serve on the Committee may obtain application forms from the City Clerk's office. The number of Committee Members is designated by the

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City Council. A Police Department representative shall serve as an *ex officio* member.

- 3.7 Term of Committee Membership.** Committee members shall serve four-year terms and may be reappointed by the City Council for additional terms.
- 3.8 Vacancy of a Committee Seat.** A member may resign by submitting his or her resignation in writing to the Chair. The Chair will notify the City Clerk who will notify the Council. In the event of an unscheduled vacancy of any Committee Member's seat prior to the expiration of his or her term, the City Council in accordance with its procedures may appoint a member to serve the remainder of the un-expired term. The newly appointed member shall take and subscribe to the oath of office before the next regular meeting after his or her appointment by the City Council.
- 3.9 Quorum.** A quorum shall consist of fifty percent of the current membership plus one. Where a quorum is not present, the Secretary of the Committee shall announce that no meeting will be held due to lack of a quorum, and shall announce the date of the next regular or adjourned meeting. When a member of the Committee is disqualified due to a financial conflict of interest, his or her presence shall not be considered in determining the presence of a quorum on an issue. Any decision of the Committee shall require a vote of the majority of the Committee present and qualified to vote.
- 3.10 Subcommittees.** The Committee may from time to time establish either standing or ad hoc subcommittees consisting of any number less than a quorum of its membership for the purposes of studying a specific area of concern. Standing subcommittees (which have a regular meeting schedule or continuing subject matter jurisdiction) are subject to all of the requirements of the Brown Act. Ad hoc committee members (maximum of two) serving on a limited subject matter issue are not subject to the Brown Act. The Committee may refer matters to a subcommittee to report back to the full Committee at a future date. The subcommittee report will be considered advisory and its recommendations are subject to action by the full Committee.
- 3.11 Absences from Meetings.** If a member of the Committee is absent from three successive regular meetings without being excused by the Committee, or is absent for any reason for more than six regular meetings in any twelve-month period, the office of such member shall be vacated and the Chair shall immediately

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notify the City Clerk, who shall notify the City Council that said office is vacant. Upon such notification, a successor for the remainder of the term of such member shall be appointed as provided by the Council's rules. In order to request an excused absence, a Committee Member must notify the Chair of the anticipated absence in advance of the meeting and the request must be noted during call of the roll and reflected in the minutes of the meeting, and is subject to denial by the Committee.

3.12 Oath of Office. Newly appointed Committee Members shall take and subscribe to the oath of office before assuming their duties. A City official authorized to do so by State law may give the oath.

4. The Committee Agenda.

4.1 Preparation of the Agenda. The Chair of the Committee shall formulate and prepare the agenda for Committee meetings.

4.2 Posting of the Agenda. The City Clerk shall cause to be posted an agenda for each regular meeting in the designated posting locations not less than 72 hours prior to the meeting. Agendas for adjourned meetings shall be posted in the same fashion, unless the business to be undertaken is limited to the items on the agenda of the meeting at which the adjournment occurs and the meeting is adjourned to a date within five days of the adjournment. Agendas of special meetings shall be posted and provided along with the notice of the meeting as provided in paragraph 2.2 above.

4.3 Order of Business. Items shall be placed on the agenda substantially according to the following "Order of Business," that the Committee may change the order of business in order to promote the efficiency of the meeting, and which includes an opportunity for public comment.

4.4 Description of Matters on the Agenda. All items of business to be transacted shall be described briefly on the agenda in sufficient detail so that a reasonable person can determine the general nature of the matter under consideration. Not every recommendation or conceivable action or alternative need be listed. Generally, each item on the agenda shall contain a staff recommendation and the specific action requested to be taken by the Committee.

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- 4.5 Adding Items of Business to the Agenda.** The Committee shall not discuss or take action on any item of business not listed on the posted agenda except:
- 4.5.1** Upon a majority determination of the existence of an "emergency" as that term is defined in the Brown Act.
 - 4.5.2** Upon a determination by a two-thirds vote of the members present, or if less than two-thirds of the membership is present, upon a unanimous vote, that there is an immediate need to take action and that the need to take action came to the attention of the City subsequent to the posting of the agenda. If the Committee makes this determination, the minutes of the meeting shall reflect what circumstances gave rise to the need to take action after the posting of the agenda.
 - 4.5.3** Where the item upon which action is to be taken was included on a properly posted agenda for a prior meeting of the Committee occurring not more than five calendar days prior to the date of the meeting at which the item is to be considered, and the item was continued to an adjourned meeting.
- 4.6 Adding Items of Business to a Future Agenda.** Any member of the Committee may request that an item of business within the Committee's subject matter jurisdiction be added to a future agenda. Such requests are subject to approval of the Committee.
- 4.7 Public Comments.** Members of the public shall be permitted to speak on each item of business on the agenda when the item is taken up and before action is taken on the item by the Committee and during the "Public Comment" section for matters not on the agenda. Each speaker shall have a three (3) minute period to speak; time cannot be ceded to another speaker. In order to facilitate the conduct of the meeting, the Chair or the Committee may lengthen or shorten the three minute period for all speakers on a particular agenda item based on the number of persons in attendance wishing to speak or the complexity of the matter under consideration.
- 4.8 Notification.** Upon written request on an annual basis and payment of the fee required by the City's fee resolution, if any, the Chair or his or her designee will mail Committee agendas or agenda packets to any person.

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5. **Minutes.** The Chair or his or her designee in accordance with Committee policy shall keep the minutes of Committee meetings.
6. **Adjournment of Meetings.** Committee meetings shall adjourn no later than 10:30 p.m., or as soon thereafter as the Committee completes the item of business on the table at that hour, in which event items of business not yet addressed shall be continued to the next regular meeting or to an adjourned meeting. The Committee may by majority vote extend the meeting beyond 10:30 p.m. in order to complete more of its agenda.
7. **Robert's Rules of Order.** If a matter arises that is not covered by these rules, the Brown Act or the San Bruno Municipal Code, the procedures of the Committee shall be governed by the latest revised edition of Robert's Rules of Order to the extent not inconsistent with laws governing public agencies.
8. **Amendments to By-Laws.** These by-laws may not be amended unless the proposed amendment has been presented to and approved by a majority vote of a quorum of the Committee and presented to the City Council for approval.
9. **Miscellaneous.**

9.1 Financial Matters.

9.1.1 The Department shall process expenditures of funds provided through the Police department.

9.1.2 Expenditures of any other funds by the committee shall be processed through the Finance Department.

9.1.3 The Committee for the purpose of carrying out its activities may accept voluntary donations of money or tangible property. Acceptance of such donations shall be subject to the following procedures:

9.1.3.1 Monetary donations shall be processed through the Finance Department and credited to the Citizen's Crime Prevention Committee in accordance with City policy.

9.1.3.2 Tangible property donations may only be accepted upon approval of the City Manager and/or the City Council.

9.2 Decorum.

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- 9.2.1** The Committee and its activities are completely distinct from the Police Department.
- 9.2.2** No Committee member may use any public resources including Police Department and/or Committee paper and letterhead in any private activity.
- 9.2.3** All publicity releases and /or public relations programs shall be approved by the Chairperson/designee and reviewed by the Police Department liaison. The purpose of the liaison's review is to ensure that no release or programs will conflict with policies or programs of the Police Department.