

## **Village of Cobleskill Police Citizen Advisory Board Bylaws**

**Purpose:** The purpose of the Village of Cobleskill Police Citizen Advisory Board (CAB) is to provide the Police Department and the Police Chief with the community's perspective with respect to crime, safety, neighborhood issues, and how the Police Department can better integrate with the community it serves and improve its services.

**Vision Statement:** We envision a safe community environment made possible by a strong, positive, and trusting relationship between the citizens of the Village of Cobleskill and the Village of Cobleskill Police Department (CPD). We recognize the effective delivery of public safety services requires the police partnering together with citizens, businesses, cooperating agencies, and government alike to ensure the safety of all its residents and those visiting our community.

**Mission Statement:** It is the mission of the Citizen Advisory Board to act in an advisory capacity only to the CPD and the Village of Cobleskill Board of Trustees (VBOT) by bringing to their attention feedback from the community concerning public safety issues and law enforcement needs and actions. To this end, the CAB is devoted to facilitating ideas relative to police services for the continued improvement of the quality of life of its citizens.

**The Village of Cobleskill Police Citizen Advisory Board shall consist of seven (7) Members as follows:**

- Five (5) persons appointed by the VBOT who either reside full-time in the Village of Cobleskill and/or who own a business located in the Village of Cobleskill;
- The Village Mayor (or his/her appointed designee); and
- The Chief of Police (or his/her appointed designee).

### **Village of Cobleskill Police Citizen Advisory Board By-Laws**

#### **Article I. Objective**

- 1.1. The objective of the Citizen Advisory Board (CAB) is to initiate and foster communication and involvement between the citizens of the Village of Cobleskill and the Village of Cobleskill Police Department and to provide the citizens with a voice in the development and implementation to community responsive policing policies, procedures, rules, training, and programs.
- 1.2. In addition, the CAB seeks to:
  - 1.2.1. Foster understanding and communication between the citizens of the Village of Cobleskill and CPD;
  - 1.2.2. Ensure the equitable treatment of all citizens regardless of race, religion, gender, age, etc. and work to strengthen, throughout the community, the application of equal protection under the law;
  - 1.2.3. Increase involvement with citizens and police in community-oriented programs;
  - 1.2.4. Acquaint citizens with the operation of the CPD and its varied activities;
  - 1.2.5. Serve as a panel to discuss police activity and statistics;

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- 1.2.6. Generate community interest and involvement in crime prevention to include community-oriented policing and other areas of community relations; and
- 1.2.7. Review and make recommendations concerning such other and further matters that may be referred to the CAB from time to time by the Village Board of Trustees or Chief of Police.

### Article II. Organization

2. The CAB shall conduct its business in a professional manner.
  - 2.1. The CAB shall elect a Chair and a Vice Chair.
    - 2.1.1. Officers will be elected for two year terms and will serve no more than two consecutive terms in any one position.
    - 2.1.2. Elected positions shall require a majority vote of the members.
    - 2.1.3. Elections will be held the last scheduled meeting of the calendar year, or as needed.
    - 2.1.4. In an effort to establish a rotation, whereas all 5 citizen member terms do not expire within the same year; 2 members have been selected to serve a 1 year term, starting in 2022 to achieve this.
    - 2.1.5. All appointed member terms are 2 years, starting 2023. Members may serve multiple terms as determined by the Board of Trustees.
  - 2.2. The CAB may establish standing or ad-hoc subcommittees, the members of which shall be appointed by a majority vote.
    - 2.2.1. Ad-hoc committees shall expire after their report has been approved by the CAB, or one year after the ad-hoc committee is established.
  - 2.3. Members may be removed for misconduct. "Misconduct" includes, but is not limited to:
    - 2.3.1. Disclosure of confidential information in violation of Federal, State, or Village law;
    - 2.3.2. Conviction of a felony, a crime of violence, or an offense involving moral turpitude;
    - 2.3.3. More than one **unexcused** absence from meetings in one year.
      - 2.3.3.1. Any member who has more than one unexcused absence within one calendar year will be advised in writing of his or her attendance record and will be asked to become an active member or resign from the CAB.
      - 2.3.3.2. If the member does not resume attending meetings, the Chair will notify the Village Board of Trustees responsible for oversight of the Citizen Police Advisory Board of the lack of member attendance.
  - 2.4. Removal of any member shall require a majority vote of the Village Board of Trustees.
  - 2.5. When a vacancy becomes available, the Board of Trustees will reach out to the community to request applications to fill the at-large vacancy.
    - 2.5.1. A deadline of one (1) month will be set for all applications to be received.
    - 2.5.2. Applicants will be required to provide the committee with a letter detailing:
      - 2.5.2.1. Previous community involvement;
      - 2.5.2.2. Current community involvement;
      - 2.5.2.3. His/her reason for requesting appointment; and
      - 2.5.2.4. How he/she feels that he/she can be an asset to the committee.

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- 2.5.3. Applicant's letter and contact information will be kept confidential.
- 2.5.4. Village Board of Trustees will review all applicants' letters and provide copies to all members of CAB.
- 2.5.5. After review of all applicants, the VBOT will appoint an individual to fill any vacancy.
- 2.6. CAB members will serve during the tenure of the appointing authority and will be eligible for reappointment by the appointing authority.
- 2.7. A vacancy on CAB will exist whenever a member dies, resigns, or is removed.
  - 2.7.1. Any vacancy shall be filled by the VBOT.
  - 2.7.2. A vacancy shall be filled no later than ninety (90) days from the date that such vacancy occurs.
  - 2.7.3. Members who no longer wish to participate with the CAB must provide a letter of resignation to the VBOT and the Chair within a reasonable amount of time.

### Article III. Meetings

- 3.1. The CAB shall schedule at least two (2) regular meetings per year at dates and times to be determined by the CAB.
- 3.2. Special meetings may be called by the Chair of the CAB, or by a majority of the CAB members.
- 3.3. A majority of members shall constitute a quorum.
- 3.4. Motions must be approved by a majority of members present.
- 3.5. Members shall be defined as current appointed members to the CAB by the Village of Cobleskill Board of Trustees
- 3.6. All meetings are subject to New York State's Open Public Meetings Act.
- 3.7. Meetings may be recorded. Minutes of all meetings shall be kept and shall be made available to the public.
- 3.8. Minutes shall be distributed, at a minimum, to the Chief of Police, Village Board of Trustees, and CAB Members.

### Article IV. Items to be Reviewed

- 4.1. Agenda items for CAB meetings may include any relevant topic consistent with municipal code governing CAB business.
- 4.2. In addition to other topics, the CAB shall review on a bi-annual basis the following topics:
  - 4.2.1. Police use of force statistics;
  - 4.2.2. CAB member outreach effort updates;
  - 4.2.3. Police conduct and police department policy complaint statistics and resolution; and
  - 4.2.4. Contemporary issues for consideration as agenda items.

### Article V. Reports

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- 5.1. The CAB may issue written reports for review and possible action by the Chief of Police and/or the Village Board of Trustees.
- 5.2. The Chair shall assign a member to draft the report when one is determined necessary.
- 5.3. Copies of final reports shall be provided to the Chief of Police, the Mayor, the Village Board of Trustees, CAB Members, and others as necessary, and be publicly available.
- 5.4. An annual report regarding the work of the CAB will be submitted to the Village Board of Trustees responsible for oversight of the CAB as well as the Chief of Police by December 15th of each year.

### **Article VI. Compensation**

- 6.1. CAB members shall serve without compensation.