

# **CITY OF COLUMBUS**

## **ARTICLE I**

### **ESTABLISHMENT OF THE COLUMBUS COMMUNITY SAFETY ADVISORY COMMISSION**

#### **1.01 Name**

The name of this body is the Columbus Community Safety Advisory Commission ("Safety Commission").

#### **1.02 Purpose**

The Safety Commission has been established by Mayor Andrew J. Ginther as part of the Comprehensive Neighborhood Safety Strategy. The Safety Commission will identify, review and recommend best practices to ensure our Columbus Division of Police has the best training, policies and procedures to protect and serve our entire community. The Safety Commission will focus on areas such as de-escalation, crisis intervention and bias training; use of force policies; diversity recruitment and retention; and early intervention and officer wellness programs. Throughout the process, community policing, problem oriented policing, and associated best practices identified by national public safety and social justice experts will inform the Safety Commission's work. That work will culminate with concrete, actionable recommendations to Mayor Ginther.

## **ARTICLE II**

### **POWERS AND DUTIES**

#### **2.01 Powers**

Commissioners, including the Chair of the Safety Commission, are allotted one vote which may be used to adopt or approve recommendations directly related to the purpose of the body; form Committees; and submit for the mayor's consideration suggestions regarding a third party consultant to conduct an operations review of the Columbus Division of Police and to provide support to the Safety Commission.

## **ARTICLE III**

### **SAFETY COMMISSION MEMBERSHIP AND ORGANIZATION**

#### **3.01 Size and Selection**

The Safety Commission shall consist of seventeen (17) Commissioners and shall be appointed by the Mayor of the City of Columbus.

#### **3.02 Qualifications of Commissioners**

Qualifications for appointment as a Commissioner shall be at the discretion of the appointing authority. However, continuing qualification shall require Commissioners to regularly attend Safety Commission meetings, as provided for herein; commit sufficient time to review pre-reads and other documentation in advance of such meetings; and maintain a high level of ethics and moral conduct while acting in their capacity as a Commissioner.

### **3.03 Term**

All Commissioner terms shall commence on Thursday, March 8, 2018 and shall end at the conclusion of the Safety Commission work, unless otherwise determined by the appointing authority.

### **3.04 Vacancy, Removal and Replacement of Commissioners**

Whenever a vacancy exists on the Safety Commission, whether by death, resignation, or otherwise, the vacancy may be filled by the appointing authority. Any person appointed to fill a vacancy on the Safety Commission will serve the unexpired term of the predecessor. Commissioners shall serve at the will of the Mayor of Columbus and may be removed by the same, whose action shall be final.

### **3.05 Compensation**

No Commissioner shall receive any form of compensation for service on or related to the Safety Commission.

### **3.06 Representation**

No Commissioner, except the Chair, shall represent the Safety Commission. When such representation is made, only the proceedings and actions of the Safety Commission shall be communicated, and such representation shall be reported to the Safety Commission at its next regular meeting, and to the office of the Mayor forthwith. This provision is not intended to limit Commissioners from general communication about the Commission, or to limit city staff from communicating, reporting or otherwise commenting about the nature, actions and any other associated information regarding the Safety Commission.

## **ARTICLE IV**

### **OFFICERS AND COMMISSIONERS**

#### **4.01 Chair and Acting Chair**

The Mayor shall appoint the Chair who shall fulfill the duties prescribed by these bylaws or as required by the appointing authority or designee. In the absence of the Chair, the Safety Commissioners present shall appoint, for that meeting, an Acting Chair. No final action of the Safety Commission may be adopted in the absence of the Chair.

#### **4.02 Officer Term**

The Chair shall serve as prescribed by the Mayor of Columbus.

#### **4.03 Vacancy**

Should an office become vacant, the Mayor of Columbus shall appoint a new officer, who shall assume the term of the preceding officer unless otherwise prescribed by the appointing authority.



#### **4.04 Safety Commission Chair Duties**

The Chair shall preside at all meetings, provide the agenda for all meetings, serve as public representative for the Safety Commission, and determine membership for any Committee of the Safety Commission, including appointment or removal of the Committee Chair and other members. The Chair shall ensure the Safety Commission dispenses with business fairly and properly; and that meetings are conducted in an orderly and timely manner. The Chair shall determine existence of a quorum, who is absent and whether those absent are excused.

#### **5.06 Staff**

The Mayor of Columbus may assign such staff as deemed necessary to the successful work of the Safety Commission. In addition to a lead staff liaison, additional staff shall serve in the role of secretary and oversee all record keeping procedures. Staff shall be responsible for the receipt of and response to any public records requests, official correspondence, and any other items as prescribed by the appointing authority or designee.

### **ARTICLE V** **MEETINGS**

#### **5.01 Meetings**

The regular meetings of Safety Commission and any Committee thereof shall be held on such days and times, and in such places, as determined by or on behalf of the Chair of the Commission.

#### **5.02 Public Body, Records**

Pursuant to Columbus City Charter Section 240, the Safety Commission is a public body. Pursuant to Columbus City Charter Section 239, the records of the Safety Commission shall be made available to be public.

#### **5.03 Quorum**

A majority of the appointed members shall constitute a quorum for the purpose of conducting business. Commissioners must be physically present at a meeting to be considered present and vote at the meeting and for the purpose of determining whether a quorum is present at the meeting.

#### **5.04 Agenda**

The Chair shall establish the agenda for each regular meeting, and the agenda shall be provided to each Commissioner at least 48 hours prior to the date of the next regular meeting. The Chair may modify the order of business at the meeting.

#### **5.05 Public Speakers**

If a meeting agenda includes opportunities for public speakers, the Chair shall establish in advance the number of persons who may speak regarding any agenda item and the amount of time each person may speak. The order of public speakers shall be as assigned by the Chair.

### **5.06 Absence from Meetings**

If a Commissioner will be absent from a meeting, the Commissioner may notify the Chair or designee prior to the meeting in question and the Chair may excuse the absence. A Commissioner who has unexcused absences from three consecutive regular Commission meetings will be considered to have resigned from his/her position on the Safety Commission, unless, by a vote of 2/3<sup>rd</sup> of the Safety Commission at a regular meeting, a resolution is adopted waiving this provision; provided that any Commissioner who has absences from six consecutive regular meetings, regardless of cause, will be considered to have resigned from his/her position on the Safety Commission and such resignation shall be final. Notice of the resignation shall be communicated to the office of the Mayor within seven days.

## **ARTICLE VI**

### **STANDING AND SPECIAL COMMITTEES**

#### **6.01 Committees**

By majority vote of the Commissioners, the Safety Commission may, by resolution duly adopted, establish one or more Committees, each of which will consist of three or more Commissioners, one of whom shall serve as Committee Chair. The Chair of the Safety Commission shall appoint all committee members, including Chair of the Committee. The resolution establishing a Committee shall state whether the Committee is a Standing Committee of the Safety Commission or a Special Committee, which shall have a narrowly defined purpose and date upon which such Special Committee shall be dissolved.

#### **6.02 Quorum**

Unless otherwise provided in a Committee's establishing resolution, a majority of the whole Committee will constitute a quorum, and the act of a majority of Committee members at a meeting at which a quorum is present will be an act of the Committee.

#### **6.03 Duties and Authority**

Each Committee shall be governed by, held, and taken in accordance with the provisions of these bylaws relating to meetings and actions of the Safety Commission, unless otherwise established in the resolution creating such Committee. Committees may make recommendations to the Safety Commission, provided the recommendations are germane to the purpose of the committee and further provided that no Committee shall take any action on a question previously approved or disapproved by the Safety Commission.

## **ARTICLE VII**

### **VOTING PROCEDURE**

#### **7.01 Voting**

Approval by the Safety Commission and any Committee thereof shall require an affirmative vote of a majority of the Commissioners present at the meeting, except as provided in sections 7.02 and .03. The failure of a question to receive the required affirmative vote constitutes denial of the requested action. A Commissioner who abstains from voting shall not be considered in



determining a vote. A motion resulting in a tie vote fails. No vacancy in the Safety Commission shall impair the rights of the quorum to exercise all rights and perform all duties of the Commission. Except as provided in Section 7.02, all votes of the Safety Commission shall be by a show of hands.

#### **7.02 Action by Electronic Means**

The Safety Commission may approve minutes, meeting agendas, meeting schedule(s), and documents of the Safety Commission via consent in writing, provide that written consent is filed with the minutes of the Commission proceedings. Action by written consent, including consent by electronic mail or other electronic means, may only be initiated by the Chair and will have the same force and effect as action by vote of the Commissioners. Any such action shall require a 2/3<sup>rd</sup> vote of the appointed members of the Safety Commission to be adopted. Such action shall be read into the record at the next succeeding Safety Commission meeting. Any certificate or other document filed under any provision of law which relates to action so taken will state that the action was taken by written consent of the Commissioners without a meeting, and that the bylaws authorize the Commissioners to so act. Such a statement will be prima facie evidence of authority. Committees may act in the means prescribed herein, provided that the resolution authorizing the Committee confers that authority.

#### **7.03 Vote on Final Recommendations**

Notwithstanding any other provision to the contrary, any final recommendation of the Safety Commission shall require an affirmative vote of no less than a majority of appointed Commissioners and such vote shall not be taken in accordance with Section 7.02.

#### **7.04 Motions**

Motions, when at all possible, shall be made in a positive form.

### **ARTICLE VIII** **ETHICS**

#### **8.01 Purpose**

As quasi-public officials, Commissioners shall serve in a manner that fosters public trust, integrity, equity, and transparency. All Commissioners must be fully informed of their duty to adhere to the highest ethical standards for the effective and efficient operation of the Safety Commission.

#### **8.02 Ethical Conduct Pledge**

Commissioners will be required to sign a Pledge of Ethical Conduct, provided by the office of the Mayor and each signed pledge shall be kept as a record of the Safety Commission. Any Commissioner who refuses to sign such pledge shall be considered to have resigned from the Safety Commission.

#### **8.03 Notification When Conflict of Interest Exists**

Commissioners are required to comply with the Ohio Ethics Law and related statutes (Ohio Revised Code Chapter 102 and Sections 2921.41 and 2921.43). A Commissioner shall inform the

Chair and staff at such time a situation presents itself in which the Commissioner's interests conflict with the fair, impartial, and objective performance of his/her duties and responsibilities. No Commissioner shall discuss, attempt to influence, or otherwise take action on any matter in which the Commissioner has or may have a conflict of interest.

## **ARTICLE IX**

### **PARLIAMENTARY AUTHORITY**

#### **9.01 Robert's Rules of Order**

The current edition of "Robert's Rules of Order Newly Revised" shall govern the Safety Commission in all cases to which they are applicable and in which they are not inconsistent with Columbus City Codes, the Charter of the City of Columbus, the Ohio Revised Code, these bylaws and any special rules of order the Safety Commission may adopt. The Chair of the Commission shall be the final arbiter of parliamentary procedures, unless otherwise determined by a motion affirmed by 3/4 of the Commissioners present.

## **ARTICLE X**

### **AMENDMENT OF BYLAWS**

#### **10.01 Amendment of Bylaws**

These bylaws may be amended at any regular meeting of the Safety Commission by the affirmative vote of at least 3/4 of the Commissioners present. No such motion shall be entertained unless the proposed amendment has been submitted in writing prior to the regular meeting where a vote is taken as provided for herein.

## **ARTICLE XI**

### **SEVERABILITY**

#### **11.01 Severability**

If any provision of these bylaws is ever judicially determined to be invalid or unenforceable, such determination shall not affect the validity or enforceability of any other provision of these bylaws.

## **ARTICLE XII**

### **NONDISCRIMINATION**

#### **12.01 Nondiscrimination Policy**

When acting on the Commission's behalf, no Commissioner, Officer, or other agent of the Commission shall discriminate against any person on the basis of race, sex, sexual orientation, gender identity or expression, color, religion, ancestry, national origin, age, disability, family or military status, or any other status that is protected by federal, state, or local law or ordinance.

## **ARTICLE XIII**

### **CERTIFICATE OF ADOPTION OF BYLAWS**

**13.01 Certification**

I do hereby certify that the above stated bylaws of the Columbus Community Safety Advisory Commission were approved by the Safety Commission on XX/XX/2018 and constitute a complete copy of the bylaws.

Secretary: Jenise Bauer

Date: 4/17/18