

# **Pullman Police Advisory Committee Mission and Guidelines**

**Adopted March 14, 2011  
Revised August 10, 2015**

## **MISSION STATEMENT**

The Pullman Police Advisory Committee is a volunteer group whose members contribute their time and talents to promote public safety, form a liaison between the community and the police department, and assist in educating our community for a better understanding of the respective responsibilities of police and citizens.

## **COMMITTEE GUIDELINES**

### **I. Duties and Responsibilities of the Committee**

The duties of the Committee shall include, but not be limited to, the following:

- a. To advise and make recommendations to the Chief of Police concerning the provision of police protection and services within the City of Pullman.
- b. To enhance police-community relations by serving as a liaison between the police department and the community.
- c. To review and make recommendations concerning police department policies, procedures, training, and programs.
- d. To promote and support public awareness of the City of Pullman's police services and programs.
- e. To hold public meetings to solicit input from the community regarding police services, programs, and issues of public safety.

### **II. Composition of Committee Membership**

The Committee shall consist of one (1) primary representative and one (1) alternate member for each Committee constituency. All Committee members shall meet the qualifications of their designated constituency as listed below:

- a. College Hill Constituency: Shall have as their primary residence a City of Pullman address with the directional indicator of Northeast, which is commonly known as College Hill.
- b. Military Hill Constituency: Shall have as their primary residence a City of Pullman address with the directional indicator of Northwest, which is commonly known as Military Hill.
- c. Pioneer Hill Constituency: Shall have as their primary residence a City of Pullman address with the directional indicator of Southeast, which is commonly known as Pioneer Hill.
- d. Sunnyside Hill Constituency: Shall have as their primary residence a City of Pullman address with the directional indicator of Southwest, which is commonly known as Sunnyside Hill.
- e. Business Community Constituency: Shall be a member of the Pullman business community and nominated by the Pullman Chamber of Commerce.
- f. Multicultural Community Constituency: Shall be a representative of the multicultural community and shall have their primary residence within the City of Pullman.
- g. WSU Faculty/Staff Constituency: Shall be a current faculty or staff member of Washington State University. Preference shall be given to residents of the City of Pullman.
- h. Associated Students of Washington State University (ASWSU) Constituency: Shall be a WSU student nominated by the ASWSU president.

- i. Pullman School District Constituency: Shall be an employee of the Pullman School District nominated by the Office of the Superintendent.
- j. Pullman School District Parent Constituency: Shall have at least one (1) child enrolled as a student at either Pullman High School, Lincoln Middle School, or Pullman School District's Flex Ed Program and shall either reside or have a child who resides within the Pullman School District.
- k. Pullman High School Student Constituency: Shall be enrolled as a student at either Pullman High School or Pullman School District's Flex Ed Program and shall reside within the Pullman School District.
- l. At-Large Constituency: Shall be a resident of the City of Pullman.

### **III. Member Appointment and Duties**

- a. Applications for membership shall be submitted in writing to the Chief of Police.
- b. To determine eligibility to serve on the Committee, all applicants for membership shall undergo a local records check conducted by the Chief of Police or his/her designee.
- c. Upon completion of the local records check, eligible applicants will be contacted to schedule an in-person interview with Chief of Police and the Committee Chair (or designee), except as provided for in subsection "F" below.
- d. The Chief of Police will confer with the Mayor and City Supervisor regarding the applicant's potential appointment to the Committee
- e. The Chief of Police and the Committee Chair will present their recommendations to the Committee at the next regularly scheduled meeting. The Committee will vote to approve or deny the appointment of the applicant by a two-thirds (2/3) majority of eligible voting members, except as provided for in subsection "F" below. A quorum must exist for the Committee to vote on an applicant's membership.
- f. As an exception to subsections "C" and "E" above, applicants who are nominated by the ASWSU president, the Chamber of Commerce, or the Pullman School District superintendent will not be required to have the face-to-face interview or have their appointment to the Committee confirmed by a Committee vote. Instead, these applicants will be appointed by mutual consensus of the Chief of Police and the Committee Chair, having already been vetted by their nominating organization.
- g. Any member who ceases to meet the qualifications outlined in Section II for their respective constituency shall be deemed to have forfeited his or her office.
- h. Reassignment of Constituency Representation:
  - 1) When a change in circumstances means that a Committee member no longer meets the qualifications outlined in Section II for their respective constituency, but the member would still like to serve on the Committee, the member can petition the Committee Chair to change their constituency assignment. The Committee Chair will evaluate such petitions by the following criteria: The Committee member's past attendance and participation on the Committee, **and**  
Whether approval would unduly hamper positive changeover in Committee membership, **and**  
There is a current vacancy on the Committee for which the petitioning member does meet the qualifications outlined in Section II, **or**  
The petitioning member meets the qualifications outlined in Section II for another constituency **and** the Committee member currently serving that constituency also qualified for the position being

vacated by the petitioning member, and all parties involved are agreeable to switching constituencies.

2) Additionally, the primary representative and alternate representative of a constituency can petition the Committee Chair to change their respective representative functions within the constituency. The Committee Chair will only accept such petitions when both representatives agree to the proposed change.

#### **IV. Officer Election and Duties**

a. The Committee shall elect a Chair and Vice Chair to lead the Committee.

b. Elections for Committee officers shall occur in years where the last two digits are divisible by three (3), i.e. 2012, 2015, 2018, etc.

c. Nominations of members for the position of Chair and/or Vice Chair can be made in writing prior to the scheduled September meeting, or can be submitted verbally or in writing at the September meeting.

d. Members can be nominated to be on the ballot for either the Chair or Vice Chair position or both positions as they desire.

e. For the purposes of Committee officer elections **only**, every Committee member who is physically present at the election meeting will be eligible to vote, regardless of whether they are a primary or alternate representative of their constituency. Absentee voting by members unable to attend the meeting will not be allowed.

f. Voting will occur by written ballot, prepared in advance by the Committee Secretary from the nominations received at the September meeting.

g. Voting for the position of Committee Chair will occur first.

h. Ballots will be tabulated by the Chief of Police and the Committee Secretary (or designee). The Chief of Police, Committee Secretary, or designee will announce the results of the ballot to the Committee.

i. Voting for the position of Committee Vice Chair will follow the announcement of the results for the Chair position, following the same procedure.

j. The newly elected Chair and Vice Chair shall assume their full duties and responsibilities at the next subsequent meeting. The Committee Secretary shall confer with both the outgoing Committee Chair and the Chair-Elect during the interim period to address setting agenda items, etc.

k. If the Committee Chair vacates the position prior to the end of their term, the Vice Chair will be promoted to the position of Chair and a special election shall be held to elect a new Vice Chair. The Vice Chair has the option to decline this promotion. If the Vice Chair declines the promotion to the position of Chair, a special election shall be held to elect a new Chair.

l. If the Committee Vice Chair vacates the position prior to the end of their term, a special election shall be held to elect a new Vice Chair.

m. Special elections shall follow the same procedures as regular elections.

n. Officers elected by special election shall serve to the end of the original officer's term to preserve the normal schedule of elections.

o. The Committee Chair shall run the Committee meetings.

p. The Committee Chair or his/her designee shall submit an annual report in writing each January to the Chief of Police regarding the Committee's activities. This report shall be posted on the Committee's web page for public inspection.

q. The Committee Vice Chair shall run Committee meetings when the Chair is absent or otherwise unable to do so.

## **V. Term Limits**

a. There shall be no limit to the length of term a member may serve on the Committee as a constituency representative and/or alternate, provided that they continue to meet the qualifications outlined in Section II.

b. The term of service for the Chair and Vice Chair positions shall be three (3) years. There is no restriction on the number of consecutive terms a member can serve as Chair and/or Vice Chair.

## **VI. Meetings and Procedures**

a. The Committee shall have regular meetings on such days and times as determined by the Committee.

b. Special meetings may be held as often as the Committee deems necessary.

c. The Committee is an ad hoc committee formed by the Chief of Police and is not subject to the Washington State Open Public Meetings Act (RCW 42.30). However, the Committee chooses to use RCW 42.30 as a guideline for conducting public meetings. All meetings of the Committee shall be open to the public, except when a majority of the Committee determines that the subject matter calls for a closed meeting.

d. Meetings can be cancelled by the Committee Chair, or his/her designee, when circumstances require (lack of a quorum, inclement weather, lack of agenda, etc.). The Committee Secretary will attempt to post a notice of cancelation on the Committee website and at the entrance to the Committee meeting location.

e. The Committee Secretary (as designated by the Chief of Police) shall keep minutes of all meetings held and all business transacted. Approved meeting minutes shall be posted to the Committee website.

f. The agenda for each meeting shall be emailed to Committee members and posted on the Committee website.

g. Any citizen input received since the last meeting shall be compiled and submitted to Committee members for review.

h. For purposes of conducting Committee business, exercising its powers, and all other purposes, a quorum of the Committee shall consist of fifty percent (50%) or more of its active constituencies. An active constituency is defined as a constituency for which representatives have been appointed. A constituency for which both the primary and alternate representative positions are vacant shall be considered an inactive constituency and shall not count toward the total number of constituencies used to determine quorum.

i. Constituencies are represented by a primary representative and an alternate representative. When both the primary and alternate representatives are in attendance at a meeting, only the primary representative will be considered the voting member for that constituency. When the

primary representative is absent, the alternate representative will be considered the voting member for that constituency, except as provided for in Section IV (e) for officer elections.

j. Any action taken by a majority of voting members, when those present constitute a quorum, shall be deemed and taken as the action and decision of the Committee.

## **VII. Compensation**

No Committee member shall receive compensation for services performed. Membership on the Committee does not entitle members to any special or preferential treatment by the Pullman Police Department.

## **VIII. Document Purpose**

a. This document provides guidelines for conducting the business of the Pullman Police Advisory Committee. These guidelines can be reviewed and revised as often as the Committee deems necessary and appropriate.

b. A copy of this document shall be posted on the Committee website for public inspection.