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City of Modesto

Safer Neighborhoods Community Advisory Board

BY-LAWS



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SAFER NEIGHBORHOODS COMMUNITY ADVISORY BOARD

BY-LAWS

ARTICLE I - NAME, PURPOSE AND MISSION

Section 1: NAME

The name of the organization shall be the **SAFER NEIGHBORHOODS COMMUNITY ADVISORY BOARD**.

Section 2: PURPOSE AND MISSION

The mission of the Safer Neighborhoods Community Advisory Board shall be to promote and assist in Community-Oriented Governance. The purpose of the Advisory Board is to enhance partnerships and collaboration in order to achieve quality of life improvements for all those who live, work and visit the City of Modesto. The Advisory Board will:

1. Provide “community insight”, which will influence the City’s policies, strategies and practices in Public Safety.
2. Assist in increasing collaboration with residents, businesses, community groups and schools to achieve safer neighborhoods.
3. Support community self-reliance and problem solving.

ARTICLE II - MEMBERSHIP

Section 1: APPOINTMENTS

The inaugural eleven (11) members of the Advisory Board will be appointed by the City Council. Once the eleven (11) members of the Advisory Board are selected, any future appointments will be made by the City Manager with recommendations made by the Advisory Board.

Section 2: ELIGIBILITY

Members shall be chosen from residents, business owner operators and existing community organizations within the city limits of Modesto

1. It is intended that the Advisory Board will include neighborhood representatives from each of the City’s four (4) area commands (Northwest, Central, Northeast and South) in order to have a balanced representation of the various segments of the City.
2. Membership criteria shall include knowledge of the conditions within their community and the ability to communicate the activities of the Advisory Board to the public or their constituents.

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3. To the extent possible, members shall be chosen so as to reasonably reflect the diversity of the community.
4. The Members of the Advisory Board shall reside within the city limits of Modesto or shall be business or community operators within the city limits of Modesto at the time of appointment and must maintain residence/business operations within the City at all times during their service on the Board.
5. No member of the Advisory Board shall be a current City employee.
6. No member of the Advisory Board shall be a lobbyist or other person with business before the City that represents an economic interest in excess of the limit for material financial effect as established by local ordinance for the time periods established by local ordinance.
7. No member of the Advisory Board shall be a relative by blood or marriage within the third degree of the Mayor, Councilmember, Charter Officer, or any department director or deputy department director.

Section 3: TERMS OF OFFICE

1. The inaugural eleven (11) members of the Advisory Board shall be appointed by the City Council. Their appointment will commence on December 9, 2015.
2. Of the inaugural eleven members, five (5) members shall be appointed for a two (2) year term, which will expire on December 31, 2017, and six (6) members shall be appointed for a four (4) year term, which will expire on December 31, 2019.
3. Commencing December 2017 and again on December 2019, new appointments shall be made during the month of December. Such appointments shall be for regular terms of four (4) years commencing on the January 1 and expiring on December 31.
4. Members may be re-appointed after their initial term, but in no event shall any person who has served two (2) consecutive terms on the Advisory Board be eligible for re-appointment to the Advisory Board. Advisory Board members are eligible for re-appointment to the Advisory Board after a two (2) year absence from the Advisory Board.
5. Serving any portion of an unexpired term shall not be counted as service of one term. Members not eligible for re-appointment may continue to serve until their successors are appointed and meet all of the qualifications outlined in these By-Laws.

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6. Commencing on the date of his or her appointment, each Board Member shall hold office until the expiration of the term for which appointed, unless such member has been reappointed, or until a successor has been appointed, or until such term is terminated by the City Manager.
7. The Advisory Board shall consist of not more than eleven [\(11\)](#) members.
8. The Members of the Advisory Board shall receive no compensation for the performance of their official duties.

Section 4: VACANCIES

Vacancies on the Advisory Board shall be filled by appointment of the City Manager with recommendations made by the Advisory Board. Such appointees shall serve the remainder of the period of the unexpired term of the Board Member being replaced.

Section 5: TERMINATION OF MEMBERSHIP

The death, resignation or expulsion of a member shall terminate the membership and all rights, privileges and duties attendant thereto. [Members must submit their resignation in writing to the City Manager.](#)

Note: A member may be expelled by the City Manager for:

- i. good cause, or
- ii. failure to carry out duties as outlined in these By Laws, or
- iii. conduct deemed by the City Manager to be detrimental to the Advisory Board, or
- iv. a conflict of interest.
- v. A member may also be expelled for failure to attend three (3) regular meetings of the Advisory Board in a calendar year.

ARTICLE III – OFFICERS

Section I: REQUIRED OFFICERS

1. Officers shall consist of a Chair and Vice-Chair, elected by a majority vote of the Members of the Advisory Board. Officers shall serve a 2-year term.
2. There shall be one Vice-Chair of the Advisory Board, who shall preside at meetings of the Advisory Board when the Chair is unable to attend.

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3. The Chair shall preside at all meetings, shall appoint all ad-hoc committees, and shall ensure that the bylaws, rules and regulations are properly enforced.
4. The Vice-Chair shall assist the Chair in his/her duties and in the absence of the Chair, shall perform all duties usually performed by the Chair.
5. The City of Modesto shall provide a staff member to serve as Secretary. He/she shall keep a record of the minutes of all meetings and such other duties as usually performed by a secretary. He/she shall supply the Members of the Advisory Board with copies of all records taken within three days after a meeting takes place. He/she shall also assist in publicity releases concerning Advisory Board activities.

ARTICLE IV- DUTIES AND RESPONSIBILITIES

Section 1: MEETINGS

1. The Advisory Board will meet a minimum of four (4) times a year, however have the ability to meet more often based on needs, issues and current events.
2. Special meetings shall be called by the Chair as necessary. [Special meeting notices shall be posted at least 24 hours in advance.](#)
3. Notices of all meetings, including an agenda, shall be given to all members of the Advisory Board, to the City Clerk, to the City Manager and to all others as provided by law. All such notices shall be furnished to the Advisory Board in writing at least seventy-two (72) hours prior to the time of such meeting.
4. All meeting agendas shall be posted at Tenth Street Place.
5. All meetings shall comply with the requirements of the Ralph M. Brown Act.
6. A quorum is necessary for the Advisory Board to transact any business. A quorum shall be defined as a simple majority of active Advisory Board Members.
7. All meetings of the Advisory Board shall be open to the public and shall be held at a public facility, which is accessible in accordance with the regulations of the Americans with Disabilities Act (ADA).

Section 3: DUTIES AND RESPONSIBILITIES

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In accepting the appointment as a member of the Safer Neighborhoods Community Advisory Board, the member shall accept certain obligations and responsibilities relating to that office. In connection therewith, it is expected that each Board Member shall:

1. Assist in every reasonable way possible in promoting the interests and activities of the Advisory Board, its members and the community at large, which the Advisory Board serves; and
- ~~1.2.~~ If reasonably possible, accept appointment to, and service on, any regular or special committee as may be designated by the Chair and see that such committee meets regularly as required to perform its functions; and
- ~~2.3.~~ Not use their position with the Advisory Board, nor any identification that may be provided, in order to obtain preferential treatment, either from other community members or from law enforcement officers; and
- ~~3.4.~~ Not divulge information related to them in confidence during Advisory Board meetings, particularly but, not limited to, planned police operations.
- ~~4.5.~~ Any member of the Advisory Board who fails to substantially carry out the duties as outlined above, shall be subject to termination of membership effective as of any date set by the City Manager.

ARTICLE V – COMMITTEES

There shall be established by the Chair or the Advisory Board such Standing or Special Committees as may be deemed necessary to carry out the functions of the Advisory Board.

Note: All Committees shall meet to organize as soon as possible after establishment, and shall meet on a regular basis to carry out the function for which the Committee has been created. The Committee may appoint a Secretary and such other officers as may be required. The Committee shall keep minutes of all meetings, and shall submit copies of such minutes to the Advisory Board.

ARTICLE VI – ORDER OF PROCEEDINGS

1. Sturgis' Standard Code of Parliamentary Procedure shall be the guide for parliamentary procedures in the conduct of the Advisory Board meetings.
2. The order of proceedings of all meetings shall be as follows, subject to majority vote of the Members present:

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- i. Call to order
- ii. Approval of Minutes
- iii. Written Communications
- ~~iii.~~iv. [Public Comment](#)
- ~~iv.~~v. Old Business
- ~~v.~~vi. New Business
- ~~vi.~~vii. Oral Communications
- ~~vii.~~viii. Matters Too Late for the Agenda
- ~~viii.~~ix. Adjournment

3. Members of the public shall not speak unless recognized by the Chair and shall [be asked to](#) state their name and address before making any statement, which shall become a part of public record. The Chair may remove any person who refuses to follow these rules.

ARTICLE VII - AMENDMENTS

The By-Laws and any future amendments shall be subject to the final approval of the City Council and shall not, and are not, intended to go beyond any of the powers and duties given to the Advisory Board by the City Council.