CITY OF COFFEYVILLE
BOARD OF COMMISSIONERS AGENDA ITEM

MEETING DATE	2-25-14	
RESOLUTION OR ORDINANCE NUMBER	n/a	
AGENDA TITLE	Discussion and action to appoint one person to the Citizens Advisory Board and to receive a report from the Board.	
REQUESTING DEPARTMENT	Police Department, Citizen Advisory Board	
PRESENTER	Anthony Celeste, Chief of Police	
FISCAL INFORMATION	Cost as recommended:	$0
	Budget Line Item:	
	Balance Available	
	New Appropriation Required:	[] Yes [X] No
PURPOSE	Action to reappoint Nellie Briggans and Paul Price to the Citizen Advisory Board. Presentation and discussion by the Citizen Advisory Board.	
BACKGROUND	In 2010, a resolution was passed creating a Citizen Advisory Board. The purpose of the board is to advise and assist in policy development, education, community outreach, and communications related to racial profiling by law enforcement officers.	
SPECIAL NOTES	Members of the Citizen Advisory Board will be attending this commission meeting to give a report to the city commission. The Citizen Advisory Board will also be proposing the attached draft of board by-laws for discussion. The next Citizen Advisory Board meeting is scheduled for March 27th at 2:30 pm at City Hall.	

ANALYSIS	
PUBLIC INFORMATION PROCESS	Public discussion is encouraged.
BOARD OR COMMISSION RECOMMENDATION	N/A
STAFF RECOMMENDATION	N/A
REFERENCE DOCUMENTS ATTACHED	Board applications Draft Citizen Advisory Board By-Laws

DRAFT

BYLAWS
CITIZENS ADVISORY BOARD
COFFEYVILLE, KANSAS 67337

ARTICLE I: AUTHORITY

These bylaws have been adopted pursuant to authority evidenced by K.S.A. 22-4610, as amended in 2011.

ARTICLE II: NAME AND PURPOSE

The name of this board shall be **City of Coffeyville Citizens Advisory Board.** The purpose of this board shall be to "advise and assist in policy development, education and community outreach and communications related to racial or other biased-based policing by law enforcement officers and agencies."

ARTICLE III: OBJECTIVES

The objectives of this board shall be to:

1. Monitor general policing activities of the City.

2. Evaluate how equitable and effective the Coffeyville Police Department (CPD) has been in their policing of the community.

3. Assist the leadership team of the CPD in developing programs of community outreach and communications which should be regularly monitored and evaluated.

4. Develop and maintain a schedule of training in "fair and impartial policing and comprehensive plans for law enforcement agencies."

ARTICLE IV: MEMBERSHIP

The City of Coffeyville Citizens Advisory Board shall consist of five persons appointed by the Coffeyville City Commission. Board members shall serve at the

pleasure of the Commission. In the initial creation of the Board, three members shall be appointed for three years and two members for two years. Each subsequent appointment necessitated by the expiration of any term of any member shall be for a period of three years. Terms will expire on June 30 of each year. *Appointees filling the unexpired term of a resigned member shall be appointed for a period of time necessary to complete that term*. Members may be appointed for a partial term or a full term and then reappointed for a second term, not to exceed six years total.

A member desiring to resign from the Board shall submit his/her resignation in writing to the City Clerk.

When a Board member is absent, without appropriate excuse, from twenty-five percent (25%) or more of the regularly scheduled meetings of the Board within any twelve (12) month period, they shall be contacted, in writing, by the Board chairperson and the City Clerk and be advised that further absences may be cause for their removal from the Board.

Whenever a Board member is absent, without appropriate excuse, from fifty percent (50%) or more of the regularly scheduled meetings of the Board within any twelve (12) month period, they may be removed from the Board by an affirmative vote of a majority of the City Commission. Prior to the Commission meeting at which such issue will be considered, they shall be notified of the absences and of their right to appear at the meeting of the Commission and speak on their behalf.

The provisions of this section shall not be construed to limit or restrict the act that all Board members of the City serve at the pleasure of the Commission and may be removed at any time, with or without cause.

ARTICLE V: OFFICERS

The officers of the Board shall be Chairman, Vice Chairman, and Corresponding Secretary. Election of officers will by simple majority vote of a quorum of Board members. Officer's terms will be for one year ending on June 30 of each year.

ARTICLE VI: MEETINGS

The meetings of the Board will be held as often as the Board deems necessary. Meetings will be held at a time and place selected by the Board which allows for maximum attendance of Board members. Notice of all meetings shall be given

by the City Clerk either personally, by US mail, e-mail, or telephone. Notice of meetings need not declare the nature of business to be transacted at the meeting except in those case where amendments to these bylaws are to be voted upon. Notification will also be sent to the mailing list of media and those who have requested the City Manager's Office to supply notification of meetings.

All meetings of the Board shall be open to the public and will comply with the provisions of the Kansas Open Meetings Law. Hearings will comply with the provisions of the GUIDELINES FOR PUBLIC HEARINGS adopted by the Board and made a part of these by laws. Members shall not conduct Board business outside of these meetings.

A quorum shall consist of a majority of those currently appointed. In the event that a quorum is not present, business will not be conducted.

Except as otherwise by its bylaws, the Board shall be governed in its proceedings by Robert's Rules of Order, provided, that in all instances, the chairman shall have a vote.

ARTICLE VII: FISCAL AFFAIRS

The Board shall not collect or dispense any monies. All financial assistance to the Board shall be provided by the staff of the City of Coffeyville.

ARTICLE VIII: AMENDMENTS

Amendments of these bylaws, not inconsistent with the City Resolution establishing the Board, may be adopted during any meeting of the Board at which a quorum is present. The corresponding secretary shall provide a two week notice to all members informing them of a vote on any changes to these bylaws. Amendments of these bylaws shall be approved by the Commission.

APPROVED BY THE CITY COMMISSION OF THE CITY OF COFFEYVILLE, KANSAS, THIS ____DAY OF _____2014.

CITY OF COFFEYVILE:

CITY OF COFFEYVILLE, KANSAS
BOARD APPLICATION

Date _____

Board or Commission: **Citizen Advisory Board**

Term: **2-Year Terms**

Meeting Times: **Determined By Committee**

Purpose and Membership: **To advise and assist in policy development, education and community outreach and communications related to racial profiling by law enforcement officers.**

The five (5) member committee shall include participants who reflect the racial and ethnic community. There are no residency requirements stated.

Name Nellie L. Briggans

Address 509 East Fourth St

620-Cell - 515-1170
620 **Phone** H. 251-7118 **E-mail** none.

Work Experience and Training Since the Advisory board is rather a new board which was organized near three years ago, it is time to select others who are interested is serving. I am applying to serve as a member of the Advisory board

Interest in Board there is an opening, and I hope that we could get a ~~diverse~~ diverse group of citizens that would be willing to work together for the building sence and trustworthy legal that will work for the greater good of our community

Nellie L. Briggans
Signature

Note: As this is a newly created board, two participants shall be appointed to serve 2-year terms and three participants shall be appointed to serve 3-year terms.

RECEIVED

FEB 21 2014

CITY CLERK

CITY OF COFFEYVILLE, KANSAS
BOARD APPLICATION

Date 21 February 2014

Board or Commission: **Citizen Advisory Board**

Term: **2-Year Terms**

Meeting Times: **Determined By Committee**

Purpose and Membership: To advise and assist in policy development, education and community outreach and communications related to racial profiling by law enforcement officers.

The five (5) member committee shall include participants who reflect the racial and ethnic community. There are no residency requirements stated.

Name Paul S. Price

Address 109 Oakwood Drive, Coffeyville, KS 67337

Phone 620-870-1862 **E-mail** paulprice@wildblue.net

Work Experience and Training Retired Academic Librarian
Records Administrator
Substitute Teacher - USD 445
Member, People for Institutional and Communal Harmony
Military Policeman - U.S. Army

Interest in Board I would like to continue working with Chief Celeste in making the Coffeyville Police Department the best it can be.

Paul S. Price
Signature

Note: As this is a newly created board, two participants shall be appointed to serve 2-year terms and three participants shall be appointed to serve 3-year terms.