



METROPOLITAN POLICE DEPARTMENT

FIFTH DISTRICT CITIZENS ADVISORY COUNCIL

ORGANIZATION AND BY-LAWS

**METROPOLITAN POLICE DEPARTMENT
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Organization and By-Laws

ARTICLE I

ORGANIZATION NAME

The name of this organization shall be Metropolitan Police Department Fifth District Citizens Advisory Council (MPD-5D-CAC). The MPD 5D-CAC is a non-profit group establish in partnership with the *Fifth District Police Headquarters*.

ARTICLE II

OBJECT

The purpose of the MPD-5D-CAC is two-fold: to enable the citizens to assist in and make less hazardous the task of reducing crime and promoting public safety; and to function in an advisory capacity to the Fifth District Commander.

A. OBJECTIVES:

1. To plan and implement programs to develop neighborhood awareness, cohesiveness, and responsibility for crime problems among citizens of the Fifth District community;
2. to support and expect the highest police standards of service and efficiency;
3. to conduct a continuing survey of community needs which affect law enforcement and maintenance of peace in the community; to publicize these needs as they are discovered; and
4. to implement within the Fifth District the Council's objectives and programs on Police-Community relations, and to represent this District on the Chief's Citizens Advisory Council.

B. POWERS AND RESPONSIBILITIES:

1. Seek to involve as many persons and community organizations as possible in activities which will maintain the public safety and improve police community relations;
2. advise the District Commander and other appropriate government officials on matters such as public safety, health, streets and sanitation which affect the Fifth Police District;
3. recommend policy changes to the proper oversight authority of District of Columbia pertaining to issues of police-community relations;
4. make recommendations concerning the police coverage of the Fifth District area.;

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5. refer complaints, in writing, regarding police service or police officers' conduct to the complaint process currently in existence;
6. coordinate, suggest and promote Para-police volunteer activities, such as Police Reserve Corps, and the Police Cadet Corps;
7. On or before January 30th of each year, the Council shall file an annual report to the Chief of Police. Such report shall include, in order of priority, (a) the Council's accomplishments (b) summary of important problems, activities and statistical reports, etc.;
8. the council shall keep its membership abreast of activities and programs related to public safety;
9. the Council shall record and forward for resolution complaints related to law enforcement, and ensure that resolutions are received and reported to the membership during the next general meeting; and
10. adopt rules of procedures necessary to carry out the objectives above.

ARTICLE III

MEMBERSHIP

- Sec. 1. Membership in this Council shall be open to any person having a place of residence, business or employment within the Fifth District area.
- Sec. 2. Membership dues shall be \$10.00 per calendar year and become payable in the month of January. Dues will remain in effect until changed by the membership.
- Sec. 3. To be eligible to vote during the election of officers, a member shall have paid their dues and have attended at least two meetings of the Council in the past twelve(12) months prior to the election.
- Sec. 4. Dues are not required of the Metropolitan Police Department personnel assigned to the Council and they shall be considered as ex-officio members.

ARTICLE IV

OFFICERS

The elected officers of this organization shall be: Chairperson, Vice Chairperson, Recording Secretary, Corresponding Secretary, and Treasurer. Appointed officers shall be the Parliamentarian, Archivist, and Sergeant - at- Arms. The officers of the Council shall perform the duties prescribed by the by-laws and the Parliamentarian authority adopted by the council.

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ARTICLE V

DUTY OF OFFICERS

The Chairperson shall preside at all meetings of the Council and of the Executive Committee and assign Council members to standing and special committees with the exception of the nominating committee. The Chairperson shall appoint a Parliamentarian, Archivist, Sergeant-at-Arms and all special committees other than those appointed to such committees by standing committee chairpersons. He/she shall represent the Council to the community and at the Chief of Police Advisory Council, and file an annual report to the Chief of Police.

The Vice Chairperson shall perform such duties as the Chairperson may designate and in the absence of the Chairperson, shall assume all of the functions and powers of the Chairperson and discharge the duties of that office.

The Recording Secretary shall be responsible for recording of the minutes of all the Council and Executive Committee meetings, and the preparation and distribution of same to all officers before the next Executive Committee meetings; for maintaining an accurate list of membership of the Council and for recording the attendance at all meetings of the Council and the Executive Committee, and maintaining said list for at least two years.

The Corresponding Secretary shall conduct the general correspondence of the Council, provide monthly meeting notices to Fifth District CAC members and local organizations, and perform such other duties as may be required by the Chairperson and Executive Committee.

The Treasurer shall receive and be responsible for all monies due the Council; shall deposit all funds within seven days of receipt; shall disburse all funds upon order of the Council and with the Chairperson and/or the Secretary's signature on all checks drawn on the treasury; shall make a detailed monthly report of all transactions to the Council and file it for audit; and shall maintain an up-to-date list of members whose dues have been paid.

The Parliamentarian shall provide appropriate rulings on parliamentary procedures to the presiding official upon request in accordance with Robert's Rules of Order.

The Archivist shall ensure the proper storage and protection of the Council's records and other historical documents. Storage facilities shall be provided at the Fifth District.

The Sergeant-at-Arms shall enforce the commands of the Council and preserve order at all meetings of the Council.

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ARTICLE VI

MEETINGS

- Sec. 1. Regular meetings of the Council shall be the fourth (4th) Thursday in each month except November and December (Dates to be set by Chairpersons with the Council).
- Sec. 2. The Council will recess during the months of July and August.
- Sec. 3. Special meetings of the Council may be called at any time for special purposes by the Chairperson or on the written request of any five (5) members of the Council.
- Sec. 4. A quorum to conduct business by the Council shall be ten (10) members.
- Sec. 5. Notices of special meetings shall be sent to the membership, provided that five (5) days notice is given there-to by the Chairperson.
- Sec. 6. Voting on all matters before the Council shall be limited to paid members.
- Sec. 7. The Council may establish such mechanism that will ensure the broadest dissemination of information with respect to the Council meeting, positions, and action.

ARTICLE VII

ELECTION

- Sec 1. Only members in good standing who have attended at least two (2) of the preceding three (3) meetings prior to the election year shall be eligible to be nominated for an elected office.
- Sec 2. At the regular meeting in October of each odd year the Council shall elect a nominating committee of three (3) members. It shall be the duty of this committee to nominate candidates for the offices to be filled at the bi-annual meeting in November. The nominating committee shall report at the regular bi-annual meeting in December, at which time additional nominations from the floor shall be made, provided prior permission has been obtained of each person so nominated.

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Sec. 3. The officers shall be elected by ballot to serve for two (2) years or until the successors are elected, and their term of office shall commence no later than at the beginning of the January meeting at which they shall be officially installed. The elected officers shall be limited to serve no more than two (2) consecutive terms or four (4) years.

Sec. 4. Within one (1) week of the meeting in November of each odd year, the membership committee shall mail a written notice to all members of the council listing the nominees to be elected at the December meeting, including a one paragraph background and position statement (limited to 75 words) for each nominee.

Sec. 5. Special Elections

In the event that a vacancy shall occur in any office listed in Article IV Section 1 following the bi-annual elections, the Chairperson shall call for a Special Election at the next regular meeting of the Council. This election will be held at the next regular monthly meeting.

Notice of the Special Election shall also be included in mailings to all members announcing the agenda for the meeting. Nominations for the office shall be taken from the floor, provided prior permission has been obtained for each person being nominated.

ARTICLE VIII

EXECUTIVE COMMITTEE

The Executive Committee shall be responsible for planning, developing and implementing all general programs of the Council; for coordinating the programs and activities of the Council with other District Advisory Councils and appropriate groups, organizations or individuals.

Sec. 1. The Executive Committee of the Council shall consist of the following members:

1. Chairperson
2. Vice Chairperson
3. Recording Secretary
4. Corresponding Secretary
5. Treasurer
6. District Commander or his/her Representative
7. Chairpersons of the Standing Committees
8. Archivist
9. Parliamentarian
10. Sergeant-at-Arms

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- Sec. 2. Chairpersons of special and ad hoc committees as well as other resource persons may be invited by the Chairperson to attend an executive meeting on a non-voting basis.
- Sec. 3. The Executive Committee shall hold regular meetings on the second Monday of the month, or at a time convenient for the majority of its members, or at a time and place designated by the chairperson.
- Sec. 4. The Executive Committee shall prepare agenda items for the monthly meeting.
- Sec. 5. Special meetings of the Executive Committee may be called by the Chairpersons when deemed necessary or shall be called upon written request of three (3) members of the Executive Committee.
- Sec. 6. The Executive Committee shall have emergency power to act on behalf of the Council during the months of July and August.

ARTICLE IX

STANDING COMMITTEES

The Chairperson of the Council, shall assign members of the Council to the following standing committees and shall designate a chairperson of each committee. Each Standing Committee shall meet on call of the Committee Chairperson. The Chairperson of each Standing Committee shall have authority to assign members of the Committee and to appoint chairpersons of appropriate sub-committees.

- Sec. 1. The Membership Committee shall be responsible for developing programs for action throughout the Council's jurisdiction to acquaint citizens of the community with their responsibility in relation to good law enforcement, and to stimulate participation of citizens in activities and programs of the Council.

The Committee shall also be responsible for ensuring that membership of the MPD-5D-CAC includes the broadest possible representation of all interests within the community.

The Membership Committee shall focus on obtaining representation from civic and citizens associations, public housing associations, churches, recreation and roving leader program workers and such other groups as can assist in promoting improved law enforcement within the community, and who are willing to work for the objectives of the MPD-5D-CAC.

- Sec. 2. Human Relations Committee shall be responsible for identifying, preventing, reducing, and eliminating inter-group tension. This Committee shall also be responsible for reducing and eliminating areas of potential conflict between the police department and the community, and for development of constructive programs within these areas of responsibility.

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- Sec. 3. The Crime Prevention and Reduction Committee shall develop programs which outline ways for citizens to assist police in crime prevention and reporting crime; serve as witnesses; assist the police in the apprehension of criminals; assist in identifying and reporting potential crime-breeding areas within the District, and for developing **general** and specific programs for prevention and reduction of crime.
- Sec. 4. The Youth Committee shall be responsible for identifying and developing programs to cope with problems of youth as they relate to law enforcement within the community; for developing positive programs to establish and to continue the closest **possible favorable relationship** between the police department and youth of the community; for identifying and developing proposals for eliminating potential youth delinquency activities and areas within the city.
- Sec. 5. The Environmental Protection and Sanitation Committee shall be responsible for identifying and maintaining continuous surveillance over problems of sanitation, including problems of rat infestation and abandonment of automobiles; for educating citizens in their responsibilities in preventing such problems; for developing programs to assist appropriate agencies in eradication of sanitation problems within the District; shall have primary responsibility for evaluating environmental and public health issues as related to public safety, as well as to make recommendations for improvements. The committee shall also interface with local authorities on environmental, sanitation and related issues.
- Sec. 6. The Public Affairs Committee shall have the responsibility for public relations, internal and external communications relations. The committee function will include a CAC newsletter, coordination and planning with the police service areas (PSA) to strengthen community policing.

ARTICLE X

AMENDMENTS OF BY-LAWS AND ADOPTION OF STANDING RULES

Amendment of these By-Laws may be made by the Fifth District Citizens Advisory Council upon majority vote of the members present at a meeting of the Council; provided that notice of the proposed amendment has been made to all members of the Council at least ten (10) days prior to the meeting at which the amendments are presented. Standing rules not in conflict with these By-Laws may be adopted at any regular meeting of the Council by a vote of a majority of the members present. Copies of such standing rules shall be forwarded by the District Commander to the Community Relations Division of the Metropolitan Police Department for the attention of the Chief of Police.

ARTICLE XI

PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order shall govern the Council in all cases to which they are applicable and are not inconsistent with these By-Laws.