

TITLE 2. ADMINISTRATION AND PERSONNEL

CHAPTER 2.32

PUBLIC SAFETY COMMISSION

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2.32.810 PURPOSE

The purpose of the Stayton Public Safety Commission (PSC) is to provide citizen input to the Stayton Chief of Police and Police Department as to the safety needs of the greater Stayton community. It is also to share the needs of the Police Department so it can better provide public safety to the community. The goals of this Commission include:

1. Creating a stronger partnership between the greater Stayton community and its Police Department;
2. Assisting the Police Department in building trust and enhancing communication between the Department and the greater Stayton community; and,
3. Subject to the approval of the Stayton City Council, the Commission shall recommend necessary regulations and guidelines in relation to the general welfare of the City concerning police and public safety related issues and the property function of the Department. (Ord. 658, section 1 [part], 1989; prior code section 2.560; Ord. 927, July 2010)

2.32.820 COMMISSION MEMBERS

1. The PSC shall be comprised of a minimum of five members representing, but not limited to, to the best extent possible and practicable, the following group types: neighborhood associations, service groups, ethnic and racial groups, religious groups, youth communities and such other individuals and community-based organizations sharing the purposes and goals set forth herein. Residents of the

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Stayton and Sublimity City limits and the Stayton Urban Growth Boundary (UGB) are eligible to be members.

- 2. Vacancies shall be filled by the Mayor’s appointment. The Mayor may receive member recommendations from the City Council, PSC, City Staff, Community groups, Citizens generally. Nominees should show interest/involvement in the Stayton community.
- 3. A member may withdraw from the PSC at any time, upon fourteen (14) days written notice before any meeting, delivered to the Chair, Vice-Chair or Secretary. Members are required to notify the Chair or Staff Secretary prior to a meeting of an intended absence and the reason(s), e.g. illness, vacation, conflicting meetings (exceptions may be made for police officers and other city officials due to the nature of their work, however notification should still be given). A member who misses three consecutive meetings may be removed from the PSC by a majority vote of the members where a quorum is present at a regular meeting held within two months of the missed third consecutive meeting.
- 4. The Mayor will be informed of all vacancies and fill them as soon as practical.
- 5. The term of a member is two years. The member’s terms will be staggered so that each year at least three members will be continuing. The first year the commission is established, three members will be appointed to a three year term for the first term for the purpose of staggering the appointments thereafter. Thereafter member’s terms will be two years. A member of PSC may be reappointed for additional terms.
- 6. A member, other than the Chief of Police, the Chair or Vice Chair of PSC, without the expressed authority from the PSC, may not make comments on behalf of PSC to news media and/or civic organizations. A member who makes comments without such approval to news media and/or civic organization, may identify themselves as a member of PSC, but shall make clear that any opinions expressed are their own, and not that of PSC. (Ord. 927, July 2010)

2.32.830 OFFICERS

- 1. The officers of the Public Safety Commission shall consist of a Chairperson, a Vice-Chair, and the immediate past Chair. In the event of an officer position vacancy a special election will be held by the Commission. The Chair and Vice-Chair shall be elected from the members at a general meeting held in January of

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each year. The immediate past Chair is a person who most recently had been the Chair. The officers shall serve one-year terms and may be re-elected twice without a break in service.

2. Duties of the Chair – The Chair shall have general supervisory and discretionary powers of the activities of the Commission, and shall coordinate communications between members, the Police Department, the Chief of Police, subcommittees, and other interested community groups, and, when necessary, any concerted action undertaken by the PSC. The Chair shall preside at all meetings, and has the primary responsibility thereof. The Chair may delegate tasks and responsibilities to group members or committees as appropriate. The Chair is authorized to speak on behalf of PSC to news media and/or civic organizations to make comments on particular issues.
3. Duties of the Vice Chair – The Vice Chair shall perform all duties as directed by the Chair, and in the absence of the Chair, shall perform all the duties of the Chair. The Vice Chair is authorized to speak on behalf of PSC to news media and/or civic organizations to make comments on particular issues, at the request of or in the absence of the Chair.
4. Duties of the past Chair – In the absence of both the Chair and the Vice Chair, the immediate past Chair shall perform the duties of the Chair.
5. Secretary – The Stayton Police Department shall provide secretarial and staff support, as needed.
6. The Chief of Police is an ex-officio member of the Commission and all standing committees, having the same rights (such as voting) as other Commission members but is not obligated to attend. When the Chief of Police is present, the Chief is counted for quorum requirements. The Chief of Police or authorized representative is authorized to speak on behalf of PSC to news media and/or civic organizations to make comments on particular issues. The Chief of Police shall not hold an officer position. (Ord. 927, July 2010)

2.32.840 NOMINATION AND ELECTIONS

1. At the meeting at which officers are elected, the Chair shall call for nominations from the floor for the purpose of electing a candidate to fill the position for which there are vacancies. Nominees from the floor must be members of PSC.

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2. Elections. The selection of members of PSC may be voice vote or by secret ballot, electing officer(s) those individuals placed on the ballot to fill the vacant office(s) of PSC. A secret ballot shall be made if requested by any member of PSC.
3. The votes shall be tallied and certified by the Secretary and one other member or Chief of Police. The results of election shall be announced by the Secretary.
4. A simple majority of the votes cast, shall constitute election of the officer provided there is a quorum for the election process.
5. The newly elected officer(s) shall take office immediately.
6. A vacancy in one of the offices shall be filled by membership vote no later than following the second consecutive regular meeting. (Ord. 927, July 2010)

2.32.850 MEETINGS

1. Regularly scheduled meetings shall be held quarterly in February, May, August, and November. However, the Chair may call for a vote to suspend certain meetings. The Chair or the Chief of Police or the Chief of Police's Designated Representative may call special meetings of PSC.
2. Official PSC business shall be conducted when a quorum is present. A quorum shall consist of a simple majority of the then current membership of PSC.
3. Any member of PSC may submit agenda items to the Chair and the Secretary at least one week prior to the next scheduled meeting.
4. Meetings will be conducted pursuant to an agenda developed by the member who will be serving as Chair at the next regular meeting.
5. In the event that a vote by the PSC is called for, each PSC member is entitled to one vote. Issues before PSC for vote shall be decided by majority vote, provided there is a quorum present.
6. Other business not on the scheduled agenda may be called for by any member of PSC. However, at the Chair's discretion the Chair reserves the right to accept or reject any other business not scheduled on the agenda to come before the Commission.

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7. Chairs of committees or subcommittees shall notify the Chair, Vice Chair and Chief of Police of the time/place of their meetings. (Ord. 927, July 2010)

2.32.860 COMMITTEES

1. The PSC may establish standing committees to achieve the purposes as set forth in this Chapter.
2. Standing committees may be established and terminated by PSC for specific purposes. Any committee no longer serving its purpose shall be dissolved by the Chair. Committees of all types are appointed by the Chair. Members of committees need not be members of PSC. Each committee shall be required to report to PSC as directed by the Chair. (Ord. 927, July 2010)

2.32.870 PARLIMENTARY PROCEDURE

On any procedural question not addressed by this Chapter, Robert's Rules of Order may provide procedure guidelines. The Chair may appoint a parliamentarian to resolve procedural issues as appropriate. (Ord. 927, July 2010)