

**RULES OF PROCEDURE
COMMUNITY POLICING ADVISORY BOARD**

I. AUTHORITY

These rules are adopted pursuant to § 2-223 of Chapter 2, Administration, of the Rockville City Code (“City Code”).

II. GENERAL PROCEDURES FOR COMMUNITY POLICING ADVISORY BOARD MEETINGS

1. Regular meetings of the Community Policing Advisory Board (CPAB or Board) are subject to the Maryland Open Meetings Act (“Act”) and are, generally, public meetings. However, the CPAB may, at its discretion, hold executive sessions in accordance with the provisions of the Act.
2. Each regular meeting shall be noticed in writing, by posting the agenda on the City web site.
3. Pursuant to Section 2-224 of the City Code, a majority of the members of the CPAB shall constitute a quorum for the transaction of business. As the CPAB is composed of eleven (11) members with one (1) alternate member, a quorum shall consist of at least six (6) members of the CPAB.
4. Motions put to a vote must be seconded and then voted upon.
5. The CPAB requires at least a majority of the members present to vote either for or against a motion in order to decide a motion. An abstention does not count as a vote. If due to abstentions there is a lack of a quorum to vote on a motion, the motion fails.
6. Proxy voting shall not be allowed.
7. A tie vote by the CPAB shall be interpreted as a defeat of the motion upon which the vote was taken.

III. CPAB OFFICERS

1. Chairperson: Pursuant to Section 2-219, the CPAB must elect a chairperson and any other officers deemed advisable from among its appointed members.
2. At the beginning of each fiscal year, the CPAB shall elect a Chairperson, approved by a majority vote of the CPAB, but with no less than at least six (6) members of the Board voting for a single Chairperson. The chair serves a term of one (1) year and is eligible for reelection. In the absence of the Chairperson, a temporary Chairperson shall be elected to preside at the meeting by a majority of the CPAB (i.e., by at least six (6) members). The temporary Chairperson’s designation ends at the conclusion of the meeting at which he or she was elected. A Chairperson may be removed only by a vote of at least nine (9) members.
3. The duties of the Chairperson shall be as follows:
 - a. Preside at all meetings of the CPAB;
 - b. Decide on all points of order and procedure subject to these rules unless overruled by a majority of Board members present;
 - c. Participate in discussions and vote on motions, however, the Chairperson cannot make or second any motion; and,
 - d. Have the authority to postpone a meeting for good cause.

4. A CPAB member will not appear before any group or body to speak for the CPAB except as authorized by the Board. In any public or private statement concerning CPAB affairs, members will expressly indicate whether they are speaking for the CPAB or for themselves.

IV. COMMITTEES

1. The CPAB may appoint committees made up of Board members for specific purposes.
2. Appointment-The Chair shall appoint the Chair and members of the committee with the concurrence of a majority of the CPAB.
3. Dissolution-The committee can be dissolved at any time at the discretion of a majority of the members of the Commission.
4. Rules-Committees shall adopt informal procedural rules for conduct of their business.
5. The purpose of the committees are to allow for detailed discussion of issues and information gathering on topics relevant to the City of Rockville Community Policing Advisory Board and not to substitute for the business of the Board.
6. Committees meetings may proceed as long as at least 3 and not more than 5 Board members are present.
7. Committee meetings must be approved by the full Board and committee activities will be limited to the scope approved by the Board.
8. Committees cannot make any commitments, statements, or decisions on behalf of the Board.
9. Any actions or activities beyond those specified here must be specifically approved by the full Board according to established Board Rules of Procedure.
10. Committees will have one Chair, responsible for development of meeting agendas, assignment of responsibilities for recording of minutes, and reporting on committee activities to full Board at the next meeting of the full Board.
11. Members of the committees will be appointed by the Board for a period not to exceed one year.
12. Committee meetings must comply with Maryland Open Meetings Act requirements.

The following committees were approved to meet during our summer recess;
Data Requests, Monitoring and Evaluation
Policies and Procedures
Mental Health Responses and Officer Wellness
Outreach and Community Engagement

V. ALLOWING INDIVIDUALS TO PRESENT OR PROVIDE TESTIMONY TO THE BOARD

1. The CPAB may allow any person, speaking for themselves or on behalf of an organization, to present or provide a brief to the Board on any topic the Board deems necessary or helpful; this is separate from instances when a member of the public would like to address the CPAB. The Board will decide by a majority (at least six (6) members) when and for how long a person will brief the board.
2. There may be instances where members of the public may want to address or provide testimony to the CPAB. Unless the CPAB votes for alternate procedures in those cases, an individual member of the public, whether speaking for themselves or on behalf of an organization, will be allotted 3 minutes to address the Board at the next available meeting wherein that individuals would like to address the Board. The Board may accept written comments by a majority vote. If

the Board determines there is insufficient time at any individual Board meeting to allow all members of the public seeking to address the Board to do so, the CPAB by a majority (at least six (6) members) may curtail the public testimony and reschedule that testimony for the next scheduled Board meeting.

VI. PARLIAMENTARY RULES

Parliamentary procedure in a meeting of the CPAB is informal. However, if required to keep order, the Chairperson may apply Robert's Rules of Order to resolve any parliamentary issue not specifically covered by these rules.

VII. AMENDMENTS

Amendments to these rules of procedure may be introduced at any meeting of the CPAB and voted on at any subsequent meeting.