

PUBLIC SAFETY ADVISORY COMMISSION

Bylaws

ARTICLE I: OFFICERS AND DUTIES

Section 1. The officers of the Public Safety Advisory Commission (PSAC) shall be a Chair and Vice Chair and will be elected annually (AMC 4.05.070), (see ARTICLE II. ELECTION OF OFFICERS).

Section 2. Commissioners may not be elected as Chair for more than two (2) successive terms.

Section 3. The Chair shall preside at all meetings of the PSAC, call special meetings subject to requirements of Article IV, prepare PSAC agendas, and perform all other duties necessary or incidental to the office.

Section 4. In the absence of the Chair, or in the event of the Chair's inability to act, the Vice Chair shall perform the Chair's duties. In the event of the absence or inability to act of both the Chair and the Vice Chair, the remaining members shall appoint one of their members to act temporarily as Chair.

Section 5. The Chair shall decide on all points of order and procedure during meetings and his/her decision shall be final unless overruled by a majority of the members present. The Chair may appoint a parliamentarian for guidance on points of order.

Section 6. The Chair and Vice Chair are entitled to vote on all issues.

Section 7. The Chair or Chair's designee may serve as spokesperson for the PSAC on all matters of community concern that have been duly addressed by the PSAC.

Section 8. The Chair and Vice Chair shall:

- a. conduct orientation of new Commission and committee members;
- b. assist with educating Commission, committee, and Assembly members on procedures and responsibilities;
- c. act as liaisons between the PSAC and all committees; and

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d. at the request of the PSAC, prepare recommendations on Commission bylaws and other administrative matters.

ARTICLE II. ELECTION OF OFFICERS

Section 1. Any member may nominate a candidate from the membership for the position of Chair or Vice Chair. Nominations need not be seconded.

Section 2. A member may withdraw his/her name if placed in nomination, announcing that, if elected, s/he would not be able to serve; s/he may not withdraw in favor of another member.

Section 3. Any member may move to close the nominations; a second is required to complete the action. The Chair then shall call for the election.

Section 4. The votes of all PSAC members will be recorded by the minutes recorder. The candidate who receives a majority of the votes shall become the new Chair. In the event that no candidate receives a majority of the votes, a run-off election shall be held between the two candidates receiving the most votes. The same procedure is followed for the election of the Vice Chair.

Section 5. The election shall be held no later than the Commission's regular meeting in November. If the Chair cannot serve a full term, the Vice Chair shall assume the office for the remainder of the Chair's term. If the Vice Chair cannot serve a full term, the PSAC shall, at the meeting following the Vice Chair's departure from office, elect a new Vice Chair to complete the unexpired term. If both the Chair and Vice Chair vacate their respective offices prior to the end of their terms, elections to fill both offices must be held at the meeting(s) following their departures.

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ARTICLE III. OPERATING REQUIREMENTS OF COMMISSION AND MEMBERS

Section 1. The PSAC shall submit an annual report and yearly work plan in writing to the Assembly by July 1. The report shall list the activities and accomplishments of the past year and assess these against the Commission's mission and against past yearly work plans.

Section 2. All regularly scheduled meetings will be announced on the MOA Boards & Commissions and PSAC Web pages, in the Journal of Commerce, and on the MOA Public Meetings phone recording at least one week prior to the meeting. Meetings will also be posted near the entrance of City Hall. Each meeting will include a time for public comment.

Section 3. The PSAC may make and alter rules for its conduct and procedure, providing they are consistent with state law and applicable provisions of the MOA charter, ordinances, and policies.

ARTICLE IV. MEETINGS, VOTING AND PROCEDURES

Section 1. The PSAC shall monthly meetings to conduct regular business, with additional meetings as deemed necessary. Additional meetings may include, but are not limited to, annual work planning and process sessions. Meeting times will continue as required to serve the public.

Section 2. A majority (five commissioners) shall constitute a quorum for the transaction of official business. In the absence of a quorum at any meeting, that meeting shall be canceled fifteen minutes after the scheduled time by any member present. If no member is present by fifteen minutes after the scheduled time, the meeting is automatically adjourned.

Section 3. Each voting member of the PSAC shall be entitled to vote at all regular and special meetings of the Commission. A member shall not vote or take part in discussions if any conflict of interest exists. If a member wishes to abstain in a situation where there is a potential conflict or no direct

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conflict of interest, but where the public might construe that such a conflict exists, or if a member has a conflict deriving from his or her relationship with persons involved in the issue, then he or she may ask to abstain. In this case, it is up to the Commission to decide whether the abstention is necessary. If members are in doubt about the nature of a conflict, they may ask for the advice of the Municipal Clerk or the Ethics Commission. In addition to conflict of interest, members may have other reasons for abstaining from a vote.

Section 4. All members of the PSAC shall be involved in Commission and committee activities, including regularly attending Commission and committee meetings. A vacancy shall occur if a member misses more than three (3) regular PSAC meetings without an excuse, is absent from six regular meetings, or fails to attend a two-thirds majority of regular meetings in any 12-month period while in office. If members are unable to attend a meeting of the Commission or a committee, they shall notify the Commission Chair or staff prior to the meeting proposed to be missed. The Chair or designated staff shall keep attendance records of all meetings, and immediately report the failure of any official to meet the attendance requirements to the Mayor or his designee. The Mayor or his designee shall notify the official of his delinquency and remove the official from office within 15 days of receiving notification of the official's noncompliance. The Assembly shall be promptly notified of the removal of any official under this section. Vacancies created pursuant to the provisions of this section shall be filled by appointment to the unexpired term of the member whose office becomes vacant. Commission may allow attendance and full participation by members using telephonic equipment if they are unable to be physically present at a meeting.

Section 5. The Chair shall establish the meeting agenda. An item may be placed on the agenda or removed by a majority vote of the Commission at that meeting. Requests to place an item on the agenda may be made by individual Commission members, the Assembly, Municipality of Anchorage (MOA) staff, or members of the public by

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contacting the Chair. All public speakers must register with the Commission staff 15 minutes prior to the beginning of the meeting and will be limited to three minutes to speak.

Section 6. Special meetings may be called by the Chair, an Ex Officio staff member, or a majority of the Commission members. The subject, time, and place of meetings attended by a quorum of the Commission shall be listed with the Municipal Clerk at least 48 hours prior to the meeting, except that the subject may be omitted for regular meetings. The subject, time, and place of any meeting attended by more than three members of the Commission when the gathering is prearranged for the purpose of considering a matter upon which the body is empowered to act shall be listed with the Municipal Clerk at least 24 hours prior to the meeting.

Section 7. Members shall not vote on a question unless they are present, in person or telephonically, when their names are called by the Chair. Proxies are not permitted.

Section 8. Members may at any time explain their votes, or file in writing explanations of such votes after the result of the voting has been announced and recorded.

Section 9. Except for the right to vote and to move a motion, the privilege of the floor, at the discretion of the Chair, may be granted to any member of the public.

Section 10. To accomplish its mission, the Commission may ask specific group representatives, citizens, or staff to participate with the Commission in the evaluation, discussion, and problem solving of specific issues or policies.

Section 11. Meetings of the Commission, committee, and work groups shall abide by state and municipal law as outlined in Anchorage Municipal Code (AMC 4.05.010-4.90.040) and Alaska Statutes (AS 44.62.310).

Section 12. Commission members will refer to Robert's Rules of Order regarding rules of procedure for guidance with respect to the conduct of meetings or points of order.

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ARTICLE V. MUNICIPALITY OF ANCHORAGE PSAC PARTICIPANTS

Section 1. The Police Chief, Fire Chief, and Emergency Services Manager or her/his designee are invited to attend all regularly scheduled Commission meetings and to keep the Commission informed about all major public safety issues which may be of concern to the community. MOA staff members are not voting members of the Commission and shall not be counted for purposes of obtaining a quorum.

Section 2. The Municipal Manager may appoint a MOA employee as an ex-officio member to the Commission or to the Commission's committees (AMC 4.05.140).

Section 3. At each meeting, a MOA staff member shall take minutes or summarize the proceedings. At least two (2) days in advance of the next meeting, the staff member will mail or electronically provide the minutes or summary of the previous meeting with the current meeting agenda (provided by the Chair). The written minutes or summary shall include at least the following information:

- a. all members of the Commission present;
- b. all motions, proposals, resolutions, orders, ordinances, and measures proposed and their disposition;
- c. the results of all votes and the vote of each member by name;
- d. the substance of any discussion on any matter;
- e. reference to any document discussed at the meeting (subject to laws relating to public records); and
- f. Call to Order and Adjournment times.

Section 4. All printed information to be distributed to the members with the minutes will be made available to the public. All meeting minutes and agenda items shall be posted on the PSAC Web page for the Commission a minimum of five (5) days prior to the meeting.

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ARTICLE VI. COMMITTEES, PROGRAMS & WORK GROUPS

Section 1. The Commission may establish temporary committees for specific tasks. A quorum is required to form a committee. No temporary committee shall continue for more than six months without the approval of the Commission.

Section 2. The size, term, membership, and duties of a committee shall be established by the Commission at the time the committee is approved. Committee membership may include Commission members, citizens, and MOA staff, but the Committee Chair must be a Commission member.

Section 3. Vacant positions on a committee shall be filled by Commission appointment of a person nominated by the committee. A position shall be considered vacant under the same conditions as set forth for a vacancy on the Commission.

Section 4. The officers of each committee shall be a Chair and a Vice Chair elected by the committee. The Chair shall preside over meetings of the committee and shall have the right to vote. The Vice Chair shall perform the duties of the Chair in her/his absence or disability. The officers shall serve for terms of one (1) year or for the term of the committee, whichever is less.

Section 5. Each committee shall meet as it deems necessary to properly perform its duties.

Section 6. Each committee may make and alter rules for its conduct and procedure, providing they are consistent with state law and applicable provisions of the Municipal charter, ordinances, and policies.

Section 7. A majority—fifty-percent plus one—of the current membership of a committee shall constitute a quorum for the transaction of official business.

Section 8. The Commission may recommend that the Assembly establish any additional committee or task force which the Commission feels will assist the Commission and the Municipality of Anchorage in meeting the goals of the Commission.

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Section 9. Committee Chairs and members shall make all committee recommendations or reports to the Commission.

Section 10. The Chair assigned to the committee shall be responsible for calling and developing agendas for all meetings.

Section 11. Committees may base their recommendations upon a consensus or upon majority and minority points of view.

Section 12. Committees may take public action only with the approval of the Commission.

Section 13. Committee Chairs shall submit names of committee members who are frequently absent from the committee meetings to the Commission Chair, who may replace them.

Section 14. With their permission, the Commission Chair may appoint individuals to perform specific tasks.

ARTICLE VII. FISCAL POLICIES

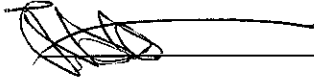
Section 1. The PSAC may expend funds from time to time, with prior written approval of the Mayor or Municipal Manager.

ARTICLE IX. AMENDMENT OF THE BYLAWS

Section 1. These bylaws may be adopted, by a majority vote at any session of the Commission and will continue in force for the Commission until rescinded or amended. They may be suspended, rescinded, or amended by a majority vote of the Commission at a regular scheduled meeting, in accordance with Anchorage Municipal Code and State law. Public notice of proposals to amend the bylaws shall be included on a regularly scheduled agenda with notification as outlined in Article III.

**Public Safety Advisory Commission Bylaws
DRAFT #1**

14 day of Sept, 2005
Adopted this ~~10 Day of August, 2005~~



Michael L. Smulski, Chair

Excused

Anthony Piper, Vice Chair

Absent

Robyn Birkedal, Member

Absent

Precyous Council, Member

Excused

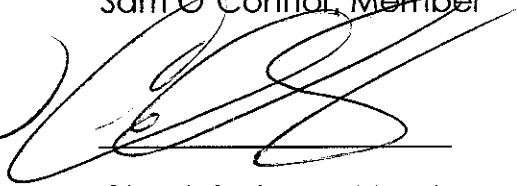
Mark Mew, Member



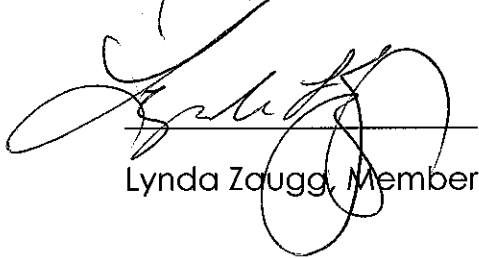
Sam O'Connor, Member



Elsa Sargento, Member



Chuck Springer, Member



Lynda Zaugg, Member