

**RESOLUTION NO. 2020-82**

**RESOLUTION ESTABLISHING CITY OF FOREST GROVE  
COMMUNITY POLICING ADVISORY COMMISSION**

**WHEREAS**, City Council Rules § 14.1 authorizes the Council to establish advisory boards and commissions (B/C) deemed necessary and in the best interest of the City and § 14.15, requires each B/C to adopt Bylaws by Council Resolution following a standard template provided by the City; and

**WHEREAS**, in response to public input regarding racial and social justice in the practice of community policing, the City Council held Work Sessions on June 22 and July 13, 2020, to discuss the membership, purpose, and establishment of a City of Forest Grove Community Policing Advisory Commission (CPAC); and

**WHEREAS**, the creation of a CPAC benefits the Forest Grove Police Department in their strategic decision-making process by relying on these members to focus attention on specific issues, weigh community values in making recommendations to the Chief of Police and City Council, and thoroughly research and review alternatives to accompany formal recommendations to the same; and

**WHEREAS**, the proposed Bylaws (Exhibit A) prescribe the Commission's duties and responsibilities and provide for the proposed membership, which is inclusive and diverse, composed of underserved and geographic representation including LGBTQ (lesbian , gay , bisexual , transgender and queer or questioning), racial justice, mental health, police, and community members at large.

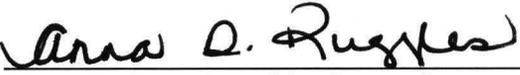
**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:**

**Section 1.** The City of Forest Grove Community Policing Advisory Commission is hereby established.

**Section 2.** The City Council hereby accepts and adopts the City of Forest Grove Community Policing Advisory Commission Bylaws (Exhibit A).

**Section 3.** This resolution is effective immediately upon its enactment by the City Council.

**PRESENTED AND PASSED** this 10<sup>th</sup> day of August, 2020.

  
\_\_\_\_\_  
Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 10<sup>th</sup> day of August, 2020.

  
\_\_\_\_\_  
Peter B. Truax, Mayor



*A place where families and businesses thrive.*

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## **FOREST GROVE COMMUNITY POLICING ADVISORY COMMISSION ADOPTED BYLAWS**

**Section 1:** Forest Grove Community Policing Advisory Commission (CPAC)

**Section 2:** Established by Council Resolution No. 2020-82, August 10, 2020.

**Section 3: Purpose**

1. The purpose of the advisory B/C is to encourage broad-based community representation and to advise City Council on public policy issues affecting Forest Grove and Council-adopted Goals and Objectives. The B/C is directly responsible to the Council.
2. The CPAC members serve as ambassadors to strengthen the relationship between the Forest Grove Police Department (FGPD) and the Forest Grove community through education, awareness and open dialogue.

**Section 4: Powers and Responsibilities/Objectives**

1. Advise City Council and make recommendations regarding public safety policy, social justice and restorative justice.
2. Seek input on social equity challenges attributed to public safety.
3. Advise City Council on matters pertaining to educating the community and the FGPD about social justice issues, policies and plans.
4. Review and recommend public safety policies, trainings and plans.
5. Facilitate community involvement and input on public safety matters.

**Section 5: Organization and Structure**

1. Membership:
  - a. Members of the B/C shall be composed of 12 Forest Grove residents to include one student member who shall be appointed by City Council.
  - b. Members are required to attend training courses as assigned and approved by City Council.
  - c. An individual member may not act in official capacity.
  - d. The City Council may in its discretion at any time remove a member for any reason, including inefficiency, neglect in duty, or malfeasances in office.
  - e. B/C members serve without compensation.

2. Membership (proposed):

The CPAC membership shall be composed of 13 members from each of the following interests:

1. Forest Grove School District
2. Centro Cultural
3. LGBTQ (lesbian, gay, bisexual, transgender and queer or questioning)
4. Stand Up For Racial Justice
5. Adelante Mujeres
6. Pacific University
7. Business Representative
8. Homeless Representative
9. Community At-Large
10. Community At-Large
11. Community At-Large
12. Community At-Large
13. Student Member

1. Terms of Office:

- a. B/C members shall be voting members and shall serve a four (4) year term.
- b. Student members shall be voting members and shall serve two (2) year terms. Student appointees must be high school grade level and residing or attending school, including home-schooled, in Forest Grove.
- c. Terms shall be staggered evenly amongst the membership, beginning January 1 and ending December 31.
- d. Once the assigned term of office is completed, the member is excused from the appointment unless City Council reappoints the member for another term of service.
- e. B/C members must apply during open recruitment and be interviewed by City Council after each term to continue service. B/C members who fail to attend a scheduled interview may forfeit the opportunity for appointment or reappointment.
- f. Members may not serve on more than two (2) B/C at the same time.
- g. Appointments to vacant positions shall be filled by City Council for the unexpired term.

2. Officers:

The Chair and Vice Chair shall be elected by the voting members at the first regularly scheduled B/C meeting of each year. The Chair may not serve more than 48-consecutive months.

3. Powers and Duties of Officers:

In the absence of the Chair and Vice Chair, at a meeting where a quorum is present, the member with the longest continuous service shall serve as Presiding Officer pro tem until such time the meeting is adjourned.

(1) Chair shall:

- a. Preside over and facilitate all meetings, preserve order, enforce rules and determine the order of business.
- b. Compose the meeting agenda in consultation with the staff liaison, specifying the time, place and purpose of the meeting and listing the subjects anticipated to be considered.
- c. A B/C member may propose placing an item on the agenda at a regularly scheduled meeting. If approved by a majority of voting members present, the agenda item will be placed on the next regularly scheduled meeting agenda or an agreed upon future meeting agenda.
- d. The agenda shall follow a standard template provided by the City.
- e. Ensure that all actions are properly taken and recorded and, if required, sign findings and decisions.
- f. Present recommendations to the City Council and other bodies as designated by the Mayor, Council, or Council Liaison.
- g. The Chair shall submit and present an Annual Report to the City Council listing the B/C's major activities for the past year and objectives for the coming year.

(2) Vice Chair shall:

Preside in the absence of the Chair and acts as Chair when the Chair is unable to perform duties.

## Section 6: Meeting Procedures and Quorum

1. Meetings:

- a. Unless otherwise required by state law or city code, the B/C shall hold meetings no less than four (4) times a year unless more frequently as established by the B/C.
- b. In January of each year, the B/C shall adopt a schedule of its meetings and schedule its Annual Report presentation to City Council for the upcoming year, including meeting dates for holidays and canceled meetings.
- c. The B/C meeting agenda and packet shall be distributed to the B/C at least five (5) days prior to the meeting.
- d. All meetings are open to the public. Anyone wishing to speak to the B/C may do so under *Citizen Communications*. In the interest

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- of time, comments may be limited to three (3) minutes unless additional time is granted by the presiding officer.
- e. The student member may provide a report at every meeting.
  - f. A public meeting is defined as two (2) or more members meeting who have been delegated authority by the B/C to advise or make recommendations to the B/C.
  - g. Special meetings may be called by a vote of the B/C at any regularly scheduled meeting, by the request of the Chair, Council Liaison, or written petition by three (3) or more B/C members.
  - h. All meetings and hearings shall be held at a designated date, place and time in compliance with Public Meetings Law (ORS Chapter 192) and subject to Public Records Law (ORS Chapter 192).
2. Minutes:
- a. The B/C may appoint a secretary at the first regularly scheduled B/C meeting of each year to take the B/C meeting minutes.
  - b. Written minutes are required for all meetings.
  - c. The minutes shall follow a standard template provided by the City.
  - d. The meeting minutes shall briefly summarize what took place and must include: 1) any action items, 2) attendance, and 3) vote of each member. Verbatim minutes are not required.
  - e. Staff may take minutes if the B/C requests the City to do so.
  - f. Staff shall review the minutes to assure compliance with state law.
  - g. Staff shall post the B/C approved minutes to the website as soon as possible.
3. Attendance:
- a. Members are expected to attend every meeting.
  - b. Members shall notify the staff liaison prior to the regular meeting to report an absence.
  - c. The Chair, with the consent of the B/C, may submit a recommendation to City Council to deem a member's position vacant for three (3) or more absences in a 12-month period.
  - d. The City Recorder's Office shall notify any member who has three (3) or more absences in a 12-month period that their position may be subject to vacancy.
4. Quorum:
- Unless otherwise required by state law, a majority of the total number of voting B/C members constitutes a quorum.
5. Voting and Decision Making:
- a. *Roberts Rules of Order Newly Revised* shall govern all proceedings unless they conflict with these rules.

- b. The Chair has the right to vote whenever a vote is cast. In the case of a tie vote with the Chair voting, the motion fails.
  - c. The B/C shall operate in the general public interest serving the community as a whole. The B/C shall serve no special interest(s) or endorse any commercial product or enterprise.
6. Conflicts of Interest and Ethics Law:
- a. B/C members are considered public officials subject to the Oregon Government Ethics Law (ORS 244), which seeks to prevent a public official from receiving financial gain or avoiding a financial detriment because of their status as a public official.
  - b. B/C members are subject to the Restrictions on Political Campaigning when acting in official capacity (ORS 260.432).
  - c. A civil penalty may be imposed by the State for each violation of any provision of the ORS.
7. Role of Council Liaison:
- a. The Council liaison shall be appointed by the Mayor, with the consent of the City Council, and shall be a non-voting member.
  - b. Council Liaison's role is to collaborate between the City Council and the B/C to assure each group's collective interest is accurately and effectively represented to the other, including actively attending and reporting to each entity at their regular scheduled meetings.
  - c. The Council Liaison shall have the freedom of the floor at all times to present Council's views and to comment or suggest actions to the B/C.
8. Role of Staff Liaison:
- (1) The staff liaison shall be appointed by the City Manager and shall be non-voting. The staff liaison shall assist the B/C by utilizing their expertise regarding city policy and process.
  - (2) The staff liaison shall:
    - a. Orient newly-appointed members prior to the first meeting on the duties and responsibilities of being a B/C.
    - b. Review the agenda in consultation with the B/C Chair. The agenda shall follow a standard template provided by the City.
    - c. Prepare, post and distribute the B/C packet at least five (5) days prior to the meeting. Post the final agenda on the bulletin board at the meeting location.
    - d. Prepare B/C meeting minutes, briefly summarizing what took place and must include any action items, attendance and vote of each member.
    - e. Report any member who has three (3) or more absences in a 12-month period to the City Recorder's Office.

9. Registry:

The City Recorder's Office shall maintain a current roster of all members, including appointment date, length of unexpired term, and contact information. The roster may be subject to Public Records Law (ORS Chapter 192). A copy of the roster shall be provided to Council and staff liaison at least once per year or upon any substantial change in membership.

10. Amending Bylaws:

- a. A majority of all members must vote affirmatively to modify the B/C bylaws on at least two separate readings at two separate meetings.
- b. A final decision on a bylaw change shall not be made until at least the next regular meeting following the introduction and second of the motion.
- c. All bylaws or rules, including changes, must be approved by the City Council.
- d. Bylaws shall follow a standard template provided by the City.

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<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	10.
MEETING DATE:	08/10/2020
FINAL ACTION:	RESO 2020-82

[Council Amended to Increase Membership to 13 Members: Added: 3 At-Large & 1 Homeless Representative]

**CITY COUNCIL STAFF REPORT**

**TO:** *City Council*

**FROM:** *Jesse VanderZanden, City Manager*

**MEETING DATE:** *August 10, 2020*

**PROJECT TEAM:** *Henry Reimann, Police Chief*

**SUBJECT TITLE:** *Resolution Establishing FG Community Policing Advisory Commission*

**ACTION REQUESTED:**

<input type="checkbox"/>	<b>Ordinance</b>	<input type="checkbox"/>	<b>Order</b>	<input checked="" type="checkbox"/>	<b>Resolution</b>	<input type="checkbox"/>	<b>Motion</b>	<input type="checkbox"/>	<b>Informational</b>
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*X all that apply*

**BACKGROUND:**

In response to public input regarding racial and social justice in the practice of community policing, the City Council held Work Sessions on June 22 and again on July 13, 2020, to discuss the membership, purpose, and possible establishment of a Forest Grove Community Policing Advisory Commission (CPAC). Discussion centered on CPAC’s purpose to provide a voice, venue, and process to build relationships between the Forest Grove Police Department (FGPD) and the Forest Grove community through education, awareness and open dialogue.

The objective of CPAC is to help define community norms and standards and to reflect the diverse interests of the City and its residents in the practice of community policing. The proposed membership is inclusive and diverse, composed of underserved and geographic representation including LGBTQ, racial justice, mental health, police, and community members at large. Members would be appointed by City Council and serve as a community voice for programs, ideas, and methods to improve the relationship between the FGPD and the community.

The discussion regarding the purpose of CPAC centered on providing ongoing citizen input and recommendations to major police policy areas such as use of force, community policing, and community relations. The creation of a CPAC benefits the FGPD in their strategic decision-making process by relying on these members to focus attention on specific issues, weigh community values in making recommendations to the Chief of Police and City Council, and thoroughly research and review alternatives to accompany formal recommendations to the same.

In addition, this positive link between the Community, City Council and the FGPD will provide an avenue to engage and support our underserved community members to better understand and utilize the services of the FGPD. This link is supported by the Chief of Police and assigned members of the FGPD that participate in activities and are available to support the specific needs of the marginalized and minority communities in Forest Grove.

With the principles of understanding and compassion at the center of CPAC, our marginalized and at-risk populations will be brought together to share their stories. It is in these stories that we will begin to build a foundation to develop educational materials which will be used as a Police Officer's Guide in working with these populations. In addition to this guide, CPAC will offer cultural awareness, social justice and anti-racism awareness training to FGPD, educators, community advocates, staff, and the general public.

**BYLAWS: PURPOSE and MEMBERSHIP**

As noted above, the purpose of CPAC would be to strengthen the relationship between the FGPD and the community through education, awareness and open dialogue. Further, CPAC would advise the City Council on public safety policy, social justice and restorative justice concerns, as well as seek input about social equity challenges attributed to public safety. CPAC would also advise City Council on educating the community and the FGPD about social justice issues, policies and plans. Finally, CPAC is proposed to review and recommend public safety policies, trainings and plans to City Council and the FGPD and to facilitate community involvement and input

Staff recognizes the City Council rules requesting Boards and Commissions be 9 members or less unless otherwise authorized by City Council. Based on feedback from the Work Sessions, staff is proposing a 9 member Commission, however, recognizes there was discussion to increase the number of Community at Large positions to reflect upwards of 4 police quadrants from each corner of the City. This increase can be done by amendment to the resolution to reflect the membership the Council desires.

The proposed membership as written in the bylaws is as follows:

**CPAC Membership: 9 members**

Forest Grove School District	x1
Centro Cultural	x1
Adelante Mujeres	x1
LGBTQ	x1
Stand Up For Racial Justice	x1
Pacific University	x1
Business Representative	x1
Community At Large	x1
Student	x1

In an effort to assure applicants were not excluded due to potential time conflicts, discussion also centered on assuring CPAC meet in the evening; the time and day to be determined by the CPAC membership.

Lastly, the attached bylaws template is based on the Council Rules and with the exception of language in **RED**, mirrors the bylaws for other Boards and Commissions that have used the same template.

**FISCAL IMPACT:**

Adoption of the resolution has no fiscal impact.

**STAFF RECOMMENDATION:**

Staff recommends City Council consider and approve the attached resolution.

**ATTACHMENTS:**

Proposed Resolution establishing CPAC

Proposed CPAC Bylaws

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## FOREST GROVE COMMUNITY POLICING ADVISORY COMMISSION DRAFT BYLAWS

**Section 1:** Forest Grove Community Policing Advisory Commission (CPAC)

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**Section 3: Purpose**

1. The purpose of the advisory B/C is to encourage broad-based community representation and to advise City Council on public policy issues affecting Forest Grove and Council-adopted Goals and Objectives. The B/C is directly responsible to the Council.
2. The CPAC members serve as ambassadors to strengthen the relationship between the Forest Grove Police Department (FGPD) and the Forest Grove community through education, awareness and open dialogue.

**Section 4: Powers and Responsibilities/Objectives**

1. Advise City Council and make recommendations regarding public safety policy, social justice and restorative justice.
2. Seek input on social equity challenges attributed to public safety.
3. Advise City Council on matters pertaining to educating the community and the FGPD about social justice issues, policies and plans.
4. Review and recommend public safety policies, trainings and plans.
5. Facilitate community involvement and input on public safety matters.

**Section 5: Organization and Structure**

1. Membership:
  - a. Members of the B/C shall be composed of ~~nine~~ <sup>[12]</sup> Forest Grove residents to include one student member who shall be appointed by City Council.
  - b. Members are required to attend training courses as assigned and approved by City Council.

- c. An individual member may not act in official capacity.
- d. The City Council may in its discretion at any time remove a member for any reason, including inefficiency, neglect in duty, or malfeasances in office.
- e. B/C members serve without compensation.

2. Membership (proposed):

[13]

The CPAC membership shall be composed of ~~9~~ members from each of the following interests:

1. Forest Grove School District
2. Centro Cultural
3. LGBTQ (lesbian, gay, bisexual, transgender and queer or questioning)
4. Stand Up For Racial Justice
5. Adelante Mujeres
6. Pacific University
7. Business Representative
8. Homeless Representative (Added)
9. Community At-Large (Added)
10. Community At-Large (Added)
11. Community At-Large (Added)
12. Community At-Large
13. Student Member

1. Terms of Office:

- a. B/C members shall be voting members and shall serve a four (4) year term.
- b. Student members shall be voting members and shall serve two (2) year terms. Student appointees must be high school grade level and residing or attending school, including home-schooled, in Forest Grove.
- c. Terms shall be staggered evenly amongst the membership, beginning January 1 and ending December 31.
- d. Once the assigned term of office is completed, the member is excused from the appointment unless City Council reappoints the member for another term of service.
- e. B/C members must apply during open recruitment and be interviewed by City Council after each term to continue service. B/C members who fail to attend a scheduled interview may forfeit the opportunity for appointment or reappointment.
- f. Members may not serve on more than two (2) B/C at the same time.
- g. Appointments to vacant positions shall be filled by City Council for the unexpired term.

2. Officers:  
The Chair and Vice Chair shall be elected by the voting members at the first regularly scheduled B/C meeting of each year. The Chair may not serve more than 48-consecutive months.
  
3. Powers and Duties of Officers:  
In the absence of the Chair and Vice Chair, at a meeting where a quorum is present, the member with the longest continuous service shall serve as Presiding Officer pro tem until such time the meeting is adjourned.
  - (1) Chair shall:
    - a. Preside over and facilitate all meetings, preserve order, enforce rules and determine the order of business.
    - b. Compose the meeting agenda in consultation with the staff liaison, specifying the time, place and purpose of the meeting and listing the subjects anticipated to be considered.
    - c. A B/C member may propose placing an item on the agenda at a regularly scheduled meeting. If approved by a majority of voting members present, the agenda item will be placed on the next regularly scheduled meeting agenda or an agreed upon future meeting agenda.
    - d. The agenda shall follow a standard template provided by the City.
    - e. Ensure that all actions are properly taken and recorded and, if required, sign findings and decisions.
    - f. Present recommendations to the City Council and other bodies as designated by the Mayor, Council, or Council Liaison.
    - g. The Chair shall submit and present an Annual Report to the City Council listing the B/C's major activities for the past year and objectives for the coming year.
  
  - (2) Vice Chair shall:  
Preside in the absence of the Chair and acts as Chair when the Chair is unable to perform duties.

## **Section 6: Meeting Procedures and Quorum**

1. Meetings:
  - a. Unless otherwise required by state law or city code, the B/C shall hold meetings no less than four (4) times a year unless more frequently as established by the B/C.
  - b. In January of each year, the B/C shall adopt a schedule of its meetings and schedule its Annual Report presentation to City Council for the upcoming year, including meeting dates for holidays

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- and canceled meetings.
- c. The B/C meeting agenda and packet shall be distributed to the B/C at least five (5) days prior to the meeting.
  - d. All meetings are open to the public. Anyone wishing to speak to the B/C may do so under *Citizen Communications*. In the interest of time, comments may be limited to three (3) minutes unless additional time is granted by the presiding officer.
  - e. The student member may provide a report at every meeting.
  - f. A public meeting is defined as two (2) or more members meeting who have been delegated authority by the B/C to advise or make recommendations to the B/C.
  - g. Special meetings may be called by a vote of the B/C at any regularly scheduled meeting, by the request of the Chair, Council Liaison, or written petition by three (3) or more B/C members.
  - h. All meetings and hearings shall be held at a designated date, place and time in compliance with Public Meetings Law (ORS Chapter 192) and subject to Public Records Law (ORS Chapter 192).
2. Minutes:
- a. The B/C may appoint a secretary at the first regularly scheduled B/C meeting of each year to take the B/C meeting minutes.
  - b. Written minutes are required for all meetings.
  - c. The minutes shall follow a standard template provided by the City.
  - d. The meeting minutes shall briefly summarize what took place and must include: 1) any action items, 2) attendance, and 3) vote of each member. Verbatim minutes are not required.
  - e. Staff may take minutes if the B/C requests the City to do so.
  - f. Staff shall review the minutes to assure compliance with state law.
  - g. Staff shall post the B/C approved minutes to the website as soon as possible.
3. Attendance:
- a. Members are expected to attend every meeting.
  - b. Members shall notify the staff liaison prior to the regular meeting to report an absence.
  - c. The Chair, with the consent of the B/C, may submit a recommendation to City Council to deem a member's position vacant for three (3) or more absences in a 12-month period.
  - d. The City Recorder's Office shall notify any member who has three (3) or more absences in a 12-month period that their position may be subject to vacancy.
4. Quorum:
- Unless otherwise required by state law, a majority of the total number of voting B/C members constitutes a quorum.

5. Voting and Decision Making:
  - a. *Roberts Rules of Order Newly Revised* shall govern all proceedings unless they conflict with these rules.
  - b. The Chair has the right to vote whenever a vote is cast. In the case of a tie vote with the Chair voting, the motion fails.
  - c. The B/C shall operate in the general public interest serving the community as a whole. The B/C shall serve no special interest(s) or endorse any commercial product or enterprise.
  
6. Conflicts of Interest and Ethics Law:
  - a. B/C members are considered public officials subject to the Oregon Government Ethics Law (ORS 244), which seeks to prevent a public official from receiving financial gain or avoiding a financial detriment because of their status as a public official.
  - b. B/C members are subject to the Restrictions on Political Campaigning when acting in official capacity (ORS 260.432).
  - c. A civil penalty may be imposed by the State for each violation of any provision of the ORS.
  
7. Role of Council Liaison:
  - a. The Council liaison shall be appointed by the Mayor, with the consent of the City Council, and shall be a non-voting member.
  - b. Council Liaison's role is to collaborate between the City Council and the B/C to assure each group's collective interest is accurately and effectively represented to the other, including actively attending and reporting to each entity at their regular scheduled meetings.
  - c. The Council Liaison shall have the freedom of the floor at all times to present Council's views and to comment or suggest actions to the B/C.
  
8. Role of Staff Liaison:
  - (1) The staff liaison shall be appointed by the City Manager and shall be non-voting. The staff liaison shall assist the B/C by utilizing their expertise regarding city policy and process.
  - (2) The staff liaison shall:
    - a. Orient newly-appointed members prior to the first meeting on the duties and responsibilities of being a B/C.
    - b. Review the agenda in consultation with the B/C Chair. The agenda shall follow a standard template provided by the City.
    - c. Prepare, post and distribute the B/C packet at least five (5) days prior to the meeting. Post the final agenda on the bulletin board at the meeting location.

- d. Prepare B/C meeting minutes, briefly summarizing what took place and must include any action items, attendance and vote of each member.
- e. Report any member who has three (3) or more absences in a 12-month period to the City Recorder's Office.

9. Registry:

The City Recorder's Office shall maintain a current roster of all members, including appointment date, length of unexpired term, and contact information. The roster may be subject to Public Records Law (ORS Chapter 192). A copy of the roster shall be provided to Council and staff liaison at least once per year or upon any substantial change in membership.

10. Amending Bylaws:

- a. A majority of all members must vote affirmatively to modify the B/C bylaws on at least two separate readings at two separate meetings.
- b. A final decision on a bylaw change shall not be made until at least the next regular meeting following the introduction and second of the motion.
- c. All bylaws or rules, including changes, must be approved by the City Council.
- d. Bylaws shall follow a standard template provided by the City.