

Interim Police Chief's Vehicle Stop Committee: Procedure Checklist

Meetings

Schedule

Setting a regular day, time and location helps create more certainty for members, staff and the public. Can meet at the interval of your choice: monthly, every other week, some other interval.

Location

City Hall has many features that make it easy to work with: accessible; can schedule through City staff; has restrooms and versatile meeting space; no fees. Can also look at other meeting sites, either City-owned or not.

Much will depend on room availability!

Transparency

Granicus

The online database that posts meeting notices on website; publishes agendas; records member attendance and actions; publishes minutes; and archives meeting materials. City staff manages this information on the committee's behalf. These are permanent, public records.

Agendas

There are some standard items on all agendas, plus other items at committee's discretion. Agendas are posted at least 24 hours (excluding weekends) before the meeting is scheduled.

Minutes

Minutes reflect each item on the meeting agenda, including member attendance; motions; discussions and other notes. Minutes prepared for one meeting are submitted for member approval at the next meeting.

Meeting Materials

Accessible as links within agendas and minutes that are posted online. May be made available in other formats. These, too, are public records.

Conducting Business

Chair

Normally convenes the meeting, calls the roll and determines if a quorum is present – a quorum is a majority of the membership (for example, 6 of 10 members are a quorum) – business cannot be conducted without a quorum – Chair also guides discussion according to the agenda.

Motions

A motion, second and vote are needed to approve the agenda; approve the minutes; take necessary actions; and adjourn a meeting. The names of those who "move" and "second" are recorded in the Granicus database.

Attendance

To encourage continued attendance, the committee may want to consider limiting the number of absences during a calendar year. In the Granicus database, attendance is noted as "present;" "excused" absence; and "unexcused" absence. An excused absence normally requires notifying the Chair or the staff liaison before the meeting.

Subcommittees

Subcommittees also require quorums to conduct business. They are subject to meeting notice, agendas and minutes requirements.

Communication

Members typically communicate with each other through a staff liaison to avoid the appearance of conducting business out of the public eye.