

CRIME SOLUTIONS COMMITTEE ~~RULES AND PROCEDURES~~ By-Laws

I. ORGANIZATION AND OFFICERS

101. Organization

The Crime Solutions Committee shall consist of one City Council Member, one member from each Council District, and one at-large from the within the Killeen City Limits or ETJ (appointed by the City Council); a representative from Bell County, a representative from Fort Cavazos, a representative from KISD, upon signing of MOU; one representative each from : a business in Killeen, a community organization, a faith based organization, youth organization; and a-an ad-hoc non-voting representative from the Youth Advisory Council five (5) regular members, and shall be organized and shall exercise such powers as prescribed by the Ordinances of the City and the Memorandum of AgreementUnderstanding.

102. Officers

A Chair and Vice-Chair shall be elected annually from among the Committee's membership at the first available meeting after the appointment of members and at such other times as these offices may become vacant. A Secretary shall be appointed from the members of the Committee or from staff personnel by any of the participating municipalities to serve the Committee.

103. Duties

A. The Committee shall act under the authority of the Memorandum of AgreementUnderstanding, the Governance Standards, and State statutes presently adopted or subsequently amended.

B. The Chair, or in the Chair's absence the Vice-Chair, shall preside at all meetings, and shall decide all points of order or procedure. All decisions of the Committee shall be over the signature of the Chair.

C. The secretary shall be custodian of the minutes and other official records, shall attend to the correspondence of the Committee, and shall cause to be given such notices as are required and in the manner prescribed by law.

104. Rules and Order

Roberts Rules of Order, latest revision, shall be the Committee's final authority on all questions of procedure and parliamentary law not covered by these ~~Rules and Procedures~~By-laws.

105. Suspension of Rules

Any provision of these rules not governed by the Memorandum of AgreementUnderstanding, or state law may be temporarily suspended by a favorable two-thirds vote of all members of the Committee, which vote shall be entered upon the minutes.

II. MEETINGS

201. Quorum

A quorum shall consist of a majority of members and the Chair shall count towards the quorum. Lacking a quorum, a meeting, members can proceed strictly for information and discussion, but a meeting may not be called to order and no votes can be taken-except to adjourn.

202. Agenda

An agenda shall be prepared by the Secretary for each meeting of the Committee. There shall be attached to each agenda a report of matters pending further action by the Committee. A copy of the agenda shall be posted ~~in-at~~ Killeen City Hall, the Police Department, and the City of Killeen website for at least seventy-two (72) hours before the scheduled meeting. Committee members, staff, or subject matter experts may propose future agenda items.

203. Meetings

When there is business to be considered by the Committee, meetings shall be held on a time or date determined by the membership at its annual meeting in October or as soon as possible thereafter, the _____ month at _____. The fourth Wednesday of every month at 4:00 p.m. A meeting may be canceled if there is not business to discuss.

204. Special Meetings

Special meetings for any purpose may be held: (1) on the call of the Chair, or (2) on request of two or more members and by giving written notice to all members deposited in the mail at least seventy-two (72) hours before the meeting, or (3) as may be scheduled by a majority of the Committee at any previous meeting. The time and place of the special meeting shall be determined by the convening authority. Meetings called on less than seventy-two (72) hours' notice must meet all provisions for emergency meetings as required by state law.

205. Public Meetings

All meetings shall be held in full compliance with the provisions of state law, Memorandum of AgreementUnderstanding, and these Rules and ProceduresBy-laws. Any party in interest may appear in his own behalf or be represented by counsel or agent.

III. OFFICIAL RECORDS

301. Definition - Official Records

The official records shall be these Rules and Procedures and the minutes of the Committee, together with all findings, decisions, and other official records of the Committee.

302. Recording of Vote

The minutes of the Committee's proceedings shall show the vote of each member, or if absent or failing to vote, shall indicate that fact.

303. Files - Retention

All matters coming before the Committee shall be filed in the City's records. Original papers, or electronic copies of the original papers, of all requests and proposals shall be retained as part of the permanent record.

304. Public Record

The official records and citizen requests filed for Committee action in regular or special meetings shall be on file in the city records and shall be open to public inspection during customary working hours.

IV ORDER OF BUSINESS

401. Order of Business

The Chair shall call the Committee to order, and the members present and absent shall be recorded. The minutes of any preceding meeting shall be submitted for approval. The public shall be advised of the procedures to be followed in the meeting.

~~The Secretary shall publicly advise the Committee of any communications received pertaining to any matter before the Committee. The Committee shall then hear and act upon those proposals scheduled for consideration or public hearing together with such other matters of business and report as the Committee or Secretary finds to require Committee consideration.~~

402. Presentation or Proposals

A. The Chair shall call, or cause to be called by the Secretary, each proposal in such order as to be in accord with the time specified in the notice as appropriate for such notice.

B. The Chair shall then call on persons present who wish to speak to the proposal and shall direct that they speak in the following order:

1. The applicant or their representative. It shall be the responsibility of the applicant, or their representative, to present their case to the Committee. Such presentation shall include both what is being requested and the reasons that the request should be granted.

2. Those in support.

3. Those persons in opposition. Whenever necessary the Chair shall direct that all remarks shall be germane to the proposal. No rebuttal shall be permitted by either side, but the Committee may direct questions to any speaker in order to clarify statements and facts presented.

C. The Chair shall then declare the public presentation closed, as to that proposal.

403. Motions

A. A motion may be made by any member other than the presiding officer.

C. A motion to approve any matter before the Committee shall require a majority of the members present and entitled to vote.

404. Disqualification From Voting

A. A member shall disqualify themselves from voting and file an affidavit of conflict of interest with the Secretary prior to the meeting whenever they find that they have a personal or monetary interest in the proposal under appeal, or they will be directly affected by the decision of the Committee, as provided in the Memorandum of Agreement-Understanding and State Law.

B. Members may disqualify themselves from voting whenever any applicant, or their agent, has sought to influence the vote of the member on their application, other than in the public hearing.

V. CERTIFICATION AND AMENDMENT

501. ~~Certified Copy~~By-Laws Filed with City Secretary

A ~~certified~~ copy of these ~~Rules and Procedures~~By-laws, and of any amendments thereto shall be filed in the office of the City Secretary within ten days following their date of adoption.

502. Repealing Clause

All previously adopted ~~Rules and Procedures~~By-laws of the Committee shall be and are hereby expressly repealed.

503. Amendments

During consideration of amendments of these Rules, all members shall be allowed to vote. Amendments to these ~~Rules and Procedures~~By-laws may be adopted by the Committee at any meeting, upon affirmative vote of a majority of the entire membership; provided such amendment is proposed at a preceding meeting and stated on the minutes of such meeting. By unanimous vote of the entire Committee membership, amendments may be adopted at the meeting at which introduced but shall not become effective until the next meeting.

ADOPTED: _____

Chair

Attest:

Secretary

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Filed in the Office of the City Secretary this ____ day of _____ 20__.

City Secretary City of Killeen, Texas