

# BYLAWS

## Police, Employment, Accountability, & Community Engagement (PEACE) Commission

### Article I: Purpose, Mission, and Duties

The Commission shall be an advisory commission to the City Council.

A. *Mission.* It shall be the PEACE Commission's mission to help the Police Department, as defined in City Code section 2-130, innovate and transform its provision of public safety services based on community input and needs, and to assure that the department provides inclusive, community-centered service. The Commission shall carry-out this mission by:

- (1) Establishing transparency and accountability to the public;
- (2) Enhancing communication and understanding between the Police Department, and the people it serves through community dialogue and engagement; and
- (3) Ensuring the Police Department applies practices that promote equity and inclusion and prioritize hiring and retaining officers with diverse backgrounds.

B. *Duties.* It is the duty of the PEACE Commission to advise and make recommendations to the Council on matters relating to and affecting policing in the City of Golden Valley for the purpose of furthering the Commission's mission. All of the Commission's work shall be performed pursuant to an annual work plan approved by the Council. Specifically the Commission may:

- (1) Conduct programs of research and study, in conjunction with the Police Chief and City Manager that analyze Police Department practices, internal controls, and compliance with applicable law and regulation relating to: police policy and procedure; community engagement and attitudes toward policing; training, recruitment and retention initiatives; and other matters related to the mission of the Commission. Research and study includes programs that collect, review, and audit summary data and compile aggregate statistics relating to the Commission's mission.
- (2) Present the results of programs of research and study on a periodic basis to the City Manager, Police Chief, or City Council for the purpose of ensuring Police Department operations are conducted in a lawful, effective, transparent, and nondiscriminatory manner.
- (3) Make recommendations to the City Council, City Manager, and Police Chief relating to internal controls, police policy and procedure; community engagement and attitudes toward policing; training, recruitment and retention initiatives; and other matters contained within a program of research and study.
- (4) Celebrate exemplary police work and highlight examples of positive contributions to public safety by community members.
- (5) Educate and learn from the community. Create and implement a community engagement and outreach program for the purpose of building trust and communication between the police and community members and facilitate community space in response to current



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events related to public safety. Community engagement includes but is not limited to: community forums to facilitate discussions with community members about their experiences with the Golden Valley Police Department, programs to educate the community about policing, and informal relationship building activities.

- (6) Collaborate with the Community, City Manager, Human Resources Director, and Police Chief to develop and maintain equitable and inclusive recruitment and hiring processes.
- (7) In August of each year as part of its annual report, review and provide feedback to the City Council on:
  - i. The previous year's hiring data;
  - ii. The hiring and promotion processes employed by the department in the previous year;
  - iii. The Commission's previous year goals and how the goals were advanced;
  - iv. The Police Department's previous year goals and how the goals were advanced; and
  - v. The City's prosecution philosophy, data, and goals, and how the goals were advanced.

## **Article II: Membership, Appointments, Terms, and Officers**

### **A. Membership.** The Commission shall consist of:

- (1) Three individuals that represent populations historically and presently harmed by policing
- (2) Two employees of the Police Department which shall include:
  - i. One licensed Peace Officer, as defined in Minnesota Statutes section 626.84, subdivision 1(c), that supervises other licensed Peace Officers in the Police Department, such as a commander, sergeant, or the Chief; and
  - ii. One Police Department employee (staff or licensed Peace Officer) in a non-supervisory role.

The two Police Department members shall be non-voting, ex officio members and shall not be counted in determining the number required for a quorum. If an ex officio member leaves City employment, their membership shall automatically terminate. In appointing ex officio members, the Council shall endeavor to include a variety of perspectives, experience, and roles.

- (3) At least one and no more than two youth, 21 years old or younger, who live, work, or attend school in the City of Golden Valley;
- (4) One individual with professional human resources or recruitment experience;
- (5) One individual or social service provider with knowledge or experience of mental health, substance use disorder, or homelessness;
- (6) One individual or caregiver with knowledge of or experience working or living with the senior population in Golden Valley;

- (7) One parent, teacher, or administrator at a school that serves Golden Valley residents;
- (8) One individual who is a renter or lives in multi-family housing or group housing in Golden Valley; and
- (9) At least one individual that has been impacted by the criminal justice system for example, a criminal defendant or criminal defense attorney.

If the City does not receive qualified applications from one or more of the above categories, the remaining spots may be filled with any qualified applicant with substantial ties to the City of Golden Valley.

In making appointments to the commission, the Council shall endeavor to maintain a membership that reflects the many different social identities represented in the City of Golden Valley, including but not limited to race, color, creed, religion, ancestry, national origin, sex, sexual orientation, gender identity, disability, age, marital status, status with regard to a public assistance program, socioeconomic status, or familial status.

B. *Appointments and Terms.* Appointments are made effective May 1 of each year. The Council shall appoint regular members of the Commission for three-year staggering terms. Youth members may be appointed for one, two, or three year terms. The terms of Commission members shall be fixed and determined at the time of appointment by the governing ordinance. City Council shall appoint the members of the Commission and to fill vacancies for unexpired terms.

Commissioners may serve up to two consecutive three year terms. Partial terms shall not be counted toward this term limit. Former commissioners may be re-appointed for additional terms so long as they have not been on the commission during the twelve months prior to the effective date of any subsequent appointment.

C. *Participation, Expectations & Sentiment.* The City of Golden Valley has a history of confronting the impact of policing of racially marginalized groups in the City and in the Twin Cities Metro Area. It is in this spirit, the City Council requested a Task Force to develop a framework for community members to provide recommendations to further equity in all facets of policing. The Task Force recommended the creation of the Police Employment, Accountability, and Community Engagement (PEACE) Commission and were initially responsible for drafting the Commission's Mission and Bylaws. The Task Force worked together from November 2020 to June 2021. The work of the Task Force was influenced by the social context of the murder of George Floyd in the summer of 2020 civil unrest and subsequent trials of the involved officers.

In this complex social context, the Task Force worked hard to reconcile many different views of community policing and systemic racism in public safety. In that spirit, the Task Force envisions this commission and its members will accept the following sentiment as the foundation of their work: Commissioners should approach their duties and responsibilities with a growth mindset. They should create opportunities for mutual respect, listen to understand, and value the perspectives and opinions of all stakeholders.

D. *Officers.* The Commission shall elect officers of Chair and Vice-Chair from the Commission membership by its votingmembers at its regular annual meeting, (no later than the second meeting after May 1 in each year). The Chair and Vice Chair positions rotate, and members may only serve

two consecutive years as the Chair or Vice-Chair. Should the office of Chair or Vice-Chair become vacant, the Commission shall elect a successor from its membership at the next regular meeting and such election shall be for the unexpired term of said office. Officers may also delegate the duties of their position to other Commissioners as deemed appropriate by the Commission.

Chair responsibilities include:

- (1) work with staff liaison to develop meeting agendas
- (2) conduct and preside at all meetings in a productive and time-efficient manner
- (3) ensure the Commission conducts its activities within the stated mission and bylaws of the Commission
- (4) appoint Commissioners to subcommittees
- (5) monitor and ensure the progress of the Commission
- (6) report to the City Council

Vice-Chair responsibilities:

- (1) perform the duties of the Chair in the absence or incapacity of the Chair
- (2) perform all other duties as prescribed by the Commission

### **Article III: Meetings and Attendance**

A. *Meetings.* All meetings of the Commission shall be conducted in accordance with the Minnesota Open Meeting Law and City code. This means all business and discussion occurs at a meeting that has been posted and is open to the public.

The presence of a majority of all regular members currently appointed to the Commission shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes. In the event a quorum is not reached, a smaller number of members may meet to have informal discussion, however, formal action shall not be taken and must be reserved for such time as when a quorum of the Commission is reached. A quorum of the members should not discuss Commission business by email, forms of social media, telephone, or informal meetings. If there are no items on the agenda, the meeting shall be cancelled and the staff liaison shall communicate the cancellation to the commissioners.

The proceedings of meeting should be conducted using standard parliamentary procedure.

(1) Regular Meeting.

The regular meeting of the Commission shall be held on the second Thursday of the month at City Hall at 6:30 pm. The Commission may, by a majority vote, change its regular meeting dates for any reason provided proper public notice of the changed meeting is provided.

(2) Annual Meeting.

The Annual Meeting of the commission shall be a regular meeting, typically the first meeting after May 1 of each year, at which time officer elections will be held.

(3) Special Meetings.

A special meeting of the Commission may be called by the Chair or two commissioners, or by the City Council, for the purpose of transacting any business designated in the meeting notice. The notice for a special meeting shall be posted in compliance with the Minnesota State Statutes governing public meetings. The staff liaison shall notify Commissioners at least three days prior to the meeting of the date, time, place and purpose of the special meeting. A special meeting must also be posted in accordance with the requirements of the Minnesota Open Meeting Law.

B. *Attendance.* Members are expected to attend all meetings, including the annual board and commission joint meeting. If a member is unable to attend a meeting, they should contact the staff liaison, who will inform the chair. If it is known in advance that a quorum will not be attained, the meeting will be canceled. Staff liaisons will track attendance at each meeting. Each April, the City Manager's office will review attendance records for the preceding calendar year (April-March) and send a standardized letter of warning to any member that has missed:

- two consecutive or three total meetings for groups that meet once a month; or
- two consecutive or five total meetings for groups that meet twice a month.

Because attendance is so important to the work of the City's boards and commissions, the City Manager may ask the member to explain the reasons for their absences. If circumstances prevent the member from committing to consistently attending future meetings, the member may be asked to step down. The City Manager will not ask the member to step down if their inability to attend meetings is due to health reasons. If the member's attendance does not improve within 3 months after receiving a warning, the City Manager or their designee shall ask the member to step down. If the member chooses not to step down, the Council may take action to remove the member.

## Article IV: Rules

### A. Agenda

(1) Preparation of the Agenda

The agenda for regular and special meetings of the Commission shall be prepared by the staff liaison. Items to be placed on the agenda may be proposed by the Chair, a Commission member, the staff liaison or at the request of the City Council. Residents, businesses, or other interested parties may contact the staff liaison to request that an item be placed on the agenda for consideration. All agenda topics presented by the City Council will be placed on an appropriate agenda; requests from other parties will be placed on an appropriate future agenda at the discretion of the staff liaison.

(2) Approval of the Agenda

The agenda shall be approved at each meeting prior to discussion of any item on the agenda. At the time of agenda approval, items may be removed and the order of business may be modified by a majority vote of members present at the meeting. No items shall be added to the agenda unless deemed as urgent by the staff liaison.

(3) Future Agendas

At each meeting, the staff liaison shall provide a list of future agenda items. Commission members present may communicate items recommended for inclusion on future agendas. All items must be consistent with the Commission's mission and annual work plan. The Commission may ask the Council to amend its work plan if it wishes to add or remove items from its work plan during the year.

*B. Records.* All minutes and resolutions shall be in writing and shall be kept in accordance with City procedures, Minnesota Statute and Rules regarding preservation of public records and the Minnesota Government Data Practices Act. The following is an inexhaustive list of Commission records. The Commission may approve any document or record not listed to be retained as an official record by a majority vote.

- GVPD Organizational chart
- Anonymized recruitment and retention demographic report by position maintained by the Human Resources Department
- Records of classification studies, actions and job descriptions (describing typical duties, responsibilities and minimum qualifications)
- Documents produced as a result of commission work or relied on by the commission to carry out its work
- All data published by the Golden Valley Police Department on the GVPD window or similar data portal.

*C. Work Plan.* The Commission will draft an annual work plan that details activities and projected timelines for the upcoming year.

- The Chair may appoint Commissioners to be primarily responsible for each work plan activity.
- The Commission may establish subcommittees to oversee work plan activities. The subcommittees will be chaired by Commissioners appointed by the Chair.
- The Commission's work plan will be submitted to the City Council, typically during the first quarter of the calendar year. The Chair and/or Commissioners will attend a Council/Manager meeting to discuss the annual work plan with the City Council.
- The Commission's work plan must be agreed upon by the City Council.

*D. Annual Report.* The Commission shall submit an annual report to the City Council summarizing the past year's activities. The report may highlight information the Commission finds appropriate to convey to the City Council.

- The Chair or Vice-Chair will prepare the report for approval by the Commission. Commission members may submit signed addenda presenting alternative conclusions or perspectives.
- The report and addenda are submitted to Council with the current year work plan in the first quarter of the calendar year or as soon thereafter as possible.

*E. Subcommittees.* The Commission may create subcommittees to plan and direct activities related to the duties and responsibilities of the Commission and to facilitate and implement work plan activities.

- Subcommittees will be chaired by Commissioners appointed by the Chair and shall not consist of a majority or more of currently appointed Commission members.
- A majority of the subcommittee must be present to conduct business, including the subcommittee chair.
- The Commission may consolidate or dissolve subcommittees at any time.
- The subcommittee chair may appoint other Commissioners and community members to the subcommittee, provided that the subcommittee at no time consists of a majority or more of currently appointed Commissioners.
- The subcommittee chair shall report back to the Commission about its activities as an agenda item at regular Commission meetings.
- Subcommittee meetings shall be held at a date and time that does not conflict with the Commission's regular and special meetings. The staff liaison shall be notified of the date, time, location and topic of all Subcommittee meetings.

*F. Performance of Duties.* Commissioners are expected to adequately prepare for meetings. Commissioners unable to complete an assigned task should notify the commission chair or subcommittee chair as soon as possible. All members are expected to actively participate in the substantive work or participate in a subcommittee. The staff liaison may ask the City Council to review a Commissioner's appointment based upon its assessment of significant lack of performance.

## **Article V: Amendments and Revisions**

The Commission will review these bylaws no later than the second meeting after May 1 every three years. Members may present recommendations for changes and amendments. These bylaws can be altered or amended at any regular monthly Commission meeting with a majority of members present, provided that notice of the proposed changes and amendments is provided to each member at least 10 business days before the meeting. The Council must review and approve any changes to, and has final authority regarding, these bylaws.

## **Article VI: Definitions**

For purposes of the PEACE Commission's work, the following terms shall have the meanings given below:

- *Accountability:* A range of actions to mitigate harm and to restore mutual respect, as defined by impacted parties and the Commission.
- *Community:* Residents, visitors, businesses owners, workers and members of surrounding communities that interact and utilize GVPD services.

- *Community Engagement*: Conversations and activities that promote reciprocal communication of knowledge, perspectives and ideas to build trust and mutual respect between community members and GVPD.
- *Data*: Quantitative and qualitative information, including narratives from all perspectives, gathered, synthesized and published by GVPD, the PEACE Commission or other organizations relevant to the work of the Commission.
- *Gender fluid*: Individuals whose gender varies over time. A gender fluid person at any time may identify as male, female, gender, or any other non-binary identity or some combination of identities.
- *Gender non-conforming*: Individuals who do not adhere to the traditional gender expectations for appearance and behavior of people of their assigned gender. Some identify as transgender, but others do not.
- *Historically harmed*: Individuals and groups associated with social identities that have been historically and presently harmed by the American system of policing (i.e. LGBTQ+, American Descendants of Slaves (ADOS), Black, Indigenous and Latina/o/x community members, individuals with mental and physical dis/abilities, immigrants, refugees, etc).
- *Public Safety Services*: Programs, responses, and interactions provided to meet the safety and wellness needs of all community members, including both the providers and recipients of the services, with the intent to maintain dignity, build respect, detect and prevent crime, or enforce the law. The term Public Safety Services reflects the evolution of the role of peace officers from a focus on criminal detection, prevention, and enforcement, to a community-driven service model that values learning from and sharing power with community and aims to reduce trauma responses traditionally associated with policing in historically harmed communities like members of the Black, Brown, Indigenous and LGBTQ+ communities.
- *Racism*: The normalization and legitimization of an array of dynamics – historical, cultural, institutional, and interpersonal – that routinely advantage Whites while producing cumulative and chronic adverse outcomes for Black, Indigenous, and People of Color ([racialequitytools.org](http://racialequitytools.org)).
- *Transparency*: A principle of institutional commitment to be open and forthcoming with data and information.