

AURARIA CAMPUS POLICE DEPARTMENT COMMUNITY ADVISORY BOARD BYLAWS

ARTICLE 1 -- PURPOSE AND INTENT

The Auraria Campus Police Department (“ACPD”) Community Advisory Board is an independent review committee whose members are appointed by Auraria Campus partner institutions. The ACPD Community Advisory Board will make recommendations related to campus issues and concerns, community outreach programs, training, policy development, and how to help the ACPD best support the goals and initiatives of the Auraria Campus. The ACPD Community Advisory Board conducts informal reviews of policies, procedures, practices, and accountability issues. The ACPD Community Advisory Board may provide feedback on specific incidents involving the ACPD. The topics addressed by the ACPD Community Advisory Board may include issues of equity, racial justice, proportionate enforcement of laws, fiscal management, training, programs, recruitment and retention, and strategic planning. The Board may also conduct research and generate new ideas or solutions for consideration by the ACPD and Auraria Board of Directors.

ARTICLE 2 -- RESPONSIBILITIES

To carry out its duties and responsibilities, the ACPD Community Advisory Board will at a minimum:

1. Demonstrate ongoing and active participation and communication within the Auraria Campus community and partnerships with relevant external community organizations.
2. Promote and engage in two-way communication with each member’s institutional or campus constituency, advocating for their perspectives, ideas, and concerns;

serving as a responsible conduit for communicating, and updating their constituency on police actions and decisions.

3. Assume an active role in ACPD-community discussions, recommendations, and strategies to enhance both the safety and social interests of the Auraria Campus community.
4. Build coalitions intended to strengthen the ongoing relationships between the ACPD and the Auraria Campus community.
5. Function as part-think tank and part-action group, making recommendations to the Auraria Higher Education Center (“AHEC”) leadership and the Auraria Board of Directors about relevant issues within the Auraria Campus community.

ARTICLE 3 -- ORGANIZATION AND MEETINGS

Section 1. Composition

The ACPD Community Advisory Board is a representation of the students, faculty, staff of the Auraria Campus, and members of the surrounding Denver community, comprised of up to fifteen (15) members. Each institution’s executive office will appoint:

- Two Students
- One Faculty
- One Staff **or** Community Member*

Since AHEC does not enroll student constituents or employ faculty members, AHEC will select three AHEC staff and/or community members to serve on its behalf.

**Examples of a community member include, but are not limited to, any individuals from St. Elizabeth of Hungary Church, campus vendors, or individuals from the City and County of Denver.*

The executive office of each constituent institution and AHEC will approve the final membership for their organizational representation. ACPD Community Advisory Board members serve at the will of their respective institutions and may be removed or replaced by their appointing institution at any time.

The Chief of Police of the Auraria Campus Police Department and the Chief Executive Officer of the Auraria Higher Education Center will serve as ex-officio members on the ACPD Community Advisory Board.

Section 2. Appointment and Terms

After the inaugural year, the Board's faculty and staff members shall serve two-year terms, and each member shall serve until a successor is duly appointed and qualified. Terms begin on July 1st of each year. Members are limited to a maximum of four years in office.

After the inaugural year, the Board's student members shall serve one-year terms, and each member shall serve until a successor is duly appointed and qualified. Terms begin on July 1st of each year. Members are limited to a maximum of 2 years in office.

The expiration date of all terms shall be June 30. Any vacancy shall be filled for the remainder of the unexpired term.

Section 3. Compensation

Members of the Board shall serve without compensation.

Section 4. Meetings

The Board will meet at least once a month at a place and time to be determined by simple majority vote. Special meetings may be called at any time by the Chairperson or Vice Chairperson. All meetings of the Board shall be open to the public and electronically recorded in accordance with the Colorado Open Meetings Law, C.R.S. § 24-6-401, et seq. The Board shall be governed by Robert's Rules of Order, Newly Revised.

Section 5. Quorum

A simple majority of eight members of the 15 on the Board must be present to constitute a quorum for the conduct of Board business. Official action may be taken by a simple majority.

Section 6. Docketing of Items for Agenda

Any Board member may request that an item be placed on the agenda by notifying the AHEC-appointed staff person or the Board Chairperson, in writing, on the Thursday prior to each meeting. Final determinations regarding docketing of agenda items will be made by the Chairperson in consultation with the appointed staff person.

Section 7. Notice of Agenda, Time, and Place of Meetings

Agendas containing information as to time, place, and business of the Board shall be e-mailed to all Board members and posted by Board staff at least seventy-two (72) hours prior to each regular meeting on the AHEC web pages. Meeting agendas will be uploaded there when possible. Board members will be given at least twenty-four (24) hours' notice prior to any special meeting of the Board.

Section 8. Frequency of Meetings

Beginning on July 1, 2021, the Board shall meet a minimum of four (4) times per year, but no more than once a month. (Additional meetings may be scheduled at the discretion of the Chairperson or the ex-officio members.)

Section 9. Officers

Chairperson

At its inaugural meeting, and then at the first regular meeting of each state fiscal year, the Board shall designate one member as Chairperson. In the absence of such designation, the

Board at each meeting shall endeavor to designate a Chairperson from among its members by majority vote of the Board.

The Chairperson's duties include serving as Chair for all meetings of the Board; spokesperson for the Board; coordinating with AHEC staff on communication between the Board, the Auraria Board of Directors, and the Auraria Campus community.

Vice Chairperson

At its first inaugural meeting, and then at the first regular meeting of each state fiscal year, the Board shall designate one member as Vice Chairperson. In the absence of such designation, the Board at each meeting shall endeavor to designate a Vice Chairperson from among its members by majority vote of the Board.

The Vice Chairperson's duties include serving as chair for all meetings of the Board in the absence of the Chair; and other duties as requested by the Chair.

Secretary

At its first inaugural meeting, and then at the first regular meeting of each state fiscal year, the Board shall designate one member as Secretary. In the absence of such designation, the Board at each meeting shall endeavor to designate a Secretary from among its members by majority vote of the Board. The Secretary will receive assistance from a member of the AHEC staff, who will serve as Recording Secretary.

The Secretary's duties include editing written minutes of each Board meeting; emailing draft minutes to AHEC staff within five business days of such meeting; maintaining the Board's calendar of events; coordinating with the Chair in the scheduling of guest speakers and external presentations; and other duties as may be requested by the Chair. The Recording Secretary will schedule and host meetings, record the meetings electronically and take the minutes of each meeting.

The Secretary will work with the Chair to prepare a report twice a year of the activities and actions Auraria Campus Police Department Advisory Committee. The report will first be presented to all Board members for review, then the Auraria Board of Directors, and will be made available to the public after it has been reviewed by the Auraria Board. One report will be due within two weeks of the final meeting in June of each year, and will detail the activities and actions of the Auraria Campus Police Department Community Advisory Board for the period of January 1st to the end of the last meeting in June. The second report will be due within two weeks of the final meeting in December of each year, and will detail the activities and actions of the Auraria Campus Police Department Community Advisory Board for the period of July 1st to the end of the last meeting in December.

Section 10. Vacancies

The Board shall find that a vacancy exists upon receipt of a resignation in writing from one of its members.

The Board, by a majority vote, may recommend to a member's appointing authority the removal of a Board member who is absent for three (3) or more consecutive meetings, unless good and valid reasons for such absences are presented to and approved by the appointing authority.

Section 11. Staff

AHEC shall provide to the Board necessary technical and administrative assistance, including a Recording Secretary, as follows:

- Preparation of and posting of public notices as required by these Bylaws and the Colorado Open Meetings Law, and electronic recording of all Board meetings.
- Preparation and copies of any documentary meeting materials, such as agendas and reports; and
- Retention of all Board records and providing public access to such records.
- Appropriate meeting space or remote meeting capabilities if necessary.

Section 12. Training

Members are expected to complete the training recommended by the Board in order to participate in a meaningful way and make informed decisions on matters that come before the Board.

Each new member of the ACPD Community Advisory Board will be required to complete a departmental orientation course, which will be coordinated by the Auraria Campus Police Department. The basic course will consist of a 4-hour block of instruction, a diversity training session, and a 4-hour ride-along with an Auraria Campus Police Officer. The intent of the orientation is to provide each member with a basic understanding of ACPD responsibilities and protocols, and the ACPD's approach to policing and public safety, so that members have a true foundation from which to begin their tenure.

Section 13. Bylaws

The ACPD Community Advisory Board may propose amendments to these Bylaws which amendments shall be subject to approval by the AHEC and institutional executives.

ARTICLE 4 -- COMMITTEES

Ad hoc committees may be formed to maintain functions necessary to sustain the Board. Committees are limited to no more than seven (7) members and their business is limited to the purpose identified at their inception. Members may serve on more than one (1) committee, but no more than three (3). Committees are advisory to the Board and shall conduct their business in a manner consistent with these Bylaws. All committee appointments shall be for a term of one calendar year unless the Chairperson designates a shorter time period. The Chairperson shall be an ex-officio member of all committees.

ARTICLE 5 -- COMMUNITY RELATIONS

The Board Chairperson shall be the only official spokesperson for the Board. They shall be empowered to represent to the public any positions or views which have been decided upon by the Board. In those instances where the Board has an established position or view, and the Chairperson is unavailable, the Chairperson may designate a Board member to represent the Board's position or view. When circumstances require public comment from the Board on an issue or event about which the Board has not yet taken a position, the Chairperson may respond. While no other member of the Board shall speak publicly for or on behalf of the Board without the express consent of the Board, Board members are encouraged to update their respective communities on the activities of the Board and to solicit feedback from their respective communities.

ARTICLE 6 -- ORDER OF BUSINESS

Meetings will be conducted in accordance with these Bylaws, including Robert's Rules of Order, Newly Revised. Public comment may be taken at each meeting. Generally, the order of business for regular Board meetings shall be as follows:

- Call to Order/Roll Call
- Approval of Minutes
- Public Comment (limited to 5 minutes or less per person, without the ability to designate time to another individual)
- Chairperson's Report
- Information Items
- Action Items
- Board Comments/Announcements
- Proposed Agenda Items for Future Meetings
- Adjournment

The Vice Chairperson will conduct the meeting in the absence of the Chairperson. The appointed staff person will conduct the meeting in the event that both the Chairperson and Vice Chairperson are absent.

ARTICLE 7 – CONFIDENTIALITY & BACKGROUND CHECK

Certain sensitive matters discussed by and information shared with the ACPD Community Advisory Board may be confidential, and details relating to specific response capabilities and plans and other security related matters may not be suitable for public release. Respecting this confidentiality will enable all members to share information and concerns in an open and secure setting. Any ACPD-specific information which is requested to be released or made public must go through the standard Colorado Open Records Act (CORA) request process.

The ACPD, in partnership with the Auraria Higher Education Center and its constituent institutions, seeks to establish a Community Advisory Board which can openly engage in diverse dialogues among its members, bringing together those with different perspectives, experiences and perceptions of public safety and campus relations. As standard practice, AHEC will perform a non-invasive background check on those considered for membership, working with each institution to obtain any background information already gathered upon hiring, if applicable. This process and its outcomes will not explicitly preclude any individual from membership on the ACPD Community Advisory Board. Criminal history involving crimes of moral turpitude or criminal histories showing open investigations or pending prosecutions may disqualify an individual from appointment. The AHEC commits to the highest standards of integrity and confidentiality in any background or criminal history checks conducted in relation to Board membership.

Adopted: