



8-20-03

BYLAWS  
OF  
THE POLICE ADVISORY BOARD  
CITY OF JOHNSTOWN

ARTICLE I

NAME

Section 1. The name of this committee shall be the Police Advisory Board; hereinafter referred to as the *PAB*.

Section 2. This Board is under the guidance of the Johnstown City Manager.

ARTICLE II

PURPOSE

Section 1. MISSION STATEMENT

The Police Advisory Board is organized to engage in an open forum with appropriate Johnstown City staff, for the purpose of establishing an effective liaison between the City and the community. Whereas issues of mutual concern can be properly and thoroughly discussed with specific goals of developing appropriate recommendations for administrators in the City of Johnstown, to utilize in fostering improved understanding, respect and trust between City government and the people they serve.

Section 2. GOALS

- (a) To ensure that the City provides diversity/sensitivity training for all police officers.

- (b) To monitor the effectiveness of the revised complaint process.
- (c) To institute mechanisms and procedures that will contribute to increasing and retaining the number of women and minorities.
- (d) To increase liaison and communications between the police and community.
- (e) To increase the level of involvement of police with the youth in the Community.
- (f) To establish appropriate means of providing feedback to the community on the work and progress of the *PAB*.

### ARTICLE III

#### MEMBERSHIP

Section 1. The individuals to participate on the PAB will be selected by the PAB with a total membership not to exceed twenty-one (21) persons.

Section 2. The term for PAB members shall be unlimited but respective to their positions held in the sponsoring organization.

Section 3. The membership will be reflective of civic, social and religious organizations in the City.

Section 4. The following organizations shall have continuous membership representation on the PAB: Johnstown Branch-NAACP, President of the FOP, Johnstown Housing Authority, Johnstown School District and Public Safety Committee Chairperson.

### ARTICLE IV

#### OFFICERS

##### Section 1. ELECTION

The *PAB* shall have a president, vice-president and secretary; all of who are to be elected every two years at the January meeting.

## Section 2. TERM

*PAB* Officers will serve a term of two years.

## Section 3. RESPONSIBILITIES

### (a) President

The president shall call to order and preside at meetings. He/she is to announce in proper sequence the order of business to come before the *PAB* in accordance with the agenda.

He/she shall state and put to vote all questions that legitimately come before the *PAB* as motions or that otherwise arise in the course of proceedings, and to announce the result of each vote.

He/she shall adjourn the meeting at the appropriate time.

### (b) Vice President

The vice-president shall assume the duties of the president in his/her absence. The vice-president shall also perform duties as delegated by the president.

### (c) Secretary

The secretary shall record the minutes of all meetings. He/she shall also prepare correspondence as requested by the president. Prepare and send minutes of previous meetings with agenda prior to the next scheduled meeting; and also maintain copies of all reports and all pertinent records of the *PAB*.

## ARTICLE V

### COMMITTEES

## Section 1. MEMBERSHIP

The Membership Committee shall consist of a minimum of three members of *PAB*, including the Chairperson. The Chairperson shall be appointed by the President. The membership Committee shall nominate new members of *PAB* and present the names to *PAB* for approval.

## Section 2. COMPLAINT REVIEW

The Complaint Review Committee shall consist of a minimum of three members of *PAB*, including the Chairperson. The Chairperson shall be appointed by the President.

The Complaint Review Committee shall be the spokesperson for citizens who may otherwise be reluctant to present a complaint. Members of *PAB* shall notify the City Manager immediately upon receipt of a complaint to hasten a timely investigation. The Chief of Police shall inform the Chairperson about the outcome of the investigation.

## Section 3. POLICE RECRUITING

The Police Recruiting Committee shall consist of a minimum of three members of *PAB*, including the Chairperson. The Chairperson shall be appointed by the President.

*PAB* shall assist the City Management in the process to outreach and network for the recruitment of police officers.

## Section 4. PUBLIC RELATIONS

The Public Relations Committee shall consist of a minimum of three members of *PAB*, including the Chairperson. The Chairperson shall be appointed by the President.

*PAB* activities and information dissemination will be funded with City resources. The City Manager's office must approve all *PAB* correspondence, including, but not limited to press articles, flyers and other publications before release.

## ARTICLE VI

### MEETINGS

- Section 1. Meetings will be conducted under Robert's Rules of Order.
- Section 2. Regular meetings will be held every other month; excluding July, August and December. Other meetings will be called by the president as necessary.
- Section 3. The location of the PAB meetings will be in Council Chambers of the Public Safety Building; 401 Washington Street; Johnstown, PA
- Section 4. Meetings will be scheduled on the Third Monday of the month at 5:15pm.
- Section 5. QUORUM
- Seven (7) PAB members must be present to conduct business at a meeting.