



Special Meeting Notice - Port Angeles Public Safety Advisory Board

Notice is hereby given that the Public Safety Advisory Board will hold a virtual special meeting on Wednesday, July 21st, 2021 starting at 6:00 p.m. Listening and webcast options will be available at www.cityofpa.us. The special meeting will be conducted virtually.

The purpose of the special meeting is for Public Safety Advisory Board to vote on proposed Bylaw revisions. The meeting will be open to the public and public.

To attend the meeting virtually, follow the instructions below, or visit www.cityofpa.us for more info regarding our virtual meetings.

For audio only please call 1-844-992-4726
Use access code: 182 356 7357

If you wish to make a comment or public testimony during the regular meeting, press *3 to raise your virtual hand and you will be notified when it is your turn to speak.

Follow this link to join through WebEx:

<https://cityofpa.webex.com/cityofpa/j.php?MTID=mab9ab3ec3e6270ac4072490af3435b73>

Event Number: 182 356 7357

Event Password: PSAB072121 (77220721 from phones)

More ways to join

Join by video system

Dial 1823567357@cityofpa.webex.com

You can also dial 173.243.2.68 and enter your event number.

Join by phone

1-844-992-4726 United States Toll Free

+1-408-418-9388 United States Toll

Access code: 182 356 7357

The access code and link are good for the July 21st, 2021 meeting only.

Closed captioning can be made available. Please contact Board Secretary Catherine Dewey at 360-417-4650, or by email at cdewey@cityofpa.us for instructions if this option is needed.

Catherine Dewey

Board Secretary

(p) 360-417-4650

Issued: 07/20/2021



Public Safety Advisory Board

July 21, 2021 – 6 p.m.

City of Port Angeles – Special Meeting - Virtual

Attendees:

Members

1. Gayle Brauner
2. Evan Brown
3. Jesse Charles
4. Jesse Driese
5. Kathleen Graf
6. Kelsey Lane
7. Michael McGuire
8. Andrew Schwab - Chair
9. Shana Scott – Vice Chair
10. Octavia Smith
11. Joseph Turrey
12. Viola Ware

Staff

Police Chief, Brian Smith
Fire Chief, Ken Dubuc
Catherine Dewey, Board Secretary

Guest(s):

Agenda

1. Roll Call.....Andrew Schwab
2. Communications and Letters
 - a. Public Comment
3. New Business.....Andrew Schwab
 - a. Vote on Bylaw Revisions
4. Adjournment

The next scheduled meeting will be on Wednesday, September 15th, 2021 at 6:00 pm

PSAB Board Members,

As noted in the June PSAB Meeting the Bylaws are our self-written rules City Code requires us to follow, but ours have not been reviewed in some time. Currently, we're not following at least 2 of our bylaws. Article IV, Section 3 states that a Police or Fire Department employee serves as the secretary. Article V, Section 4 specifies the order of business and agenda headings. The grammatical corrections noted in the June meeting have also been made.

BYLAWS
of
THE CITY OF PORT ANGELES, WASHINGTON
PUBLIC SAFETY ADVISORY BOARD

ARTICLE I - BOARD ESTABLISHMENT

Section 1. Board Establishment

The official name of the organization shall be "Public Safety Advisory Board" and is established and organized as specified by PAMC 2.26.

ARTICLE II MEMBERS

Section 1. Members

The Board shall consist of twelve (12) members as specified by PAMC 2.26.020. They shall serve their appointed terms as provided for under PAMC 2.26.030

ARTICLE III - OFFICERS

Section 1. Officers

The elective officers of the Public Safety Advisory Board shall consist of a Chair and Vice-Chair.

Section 2. Nomination and Election of Officers

Nomination of elective officers shall be made from the floor at the annual election meeting which shall be held at the last regular meeting of March of each year. The election shall follow immediately thereafter. A nominee receiving a majority vote of those present at the election meeting shall be declared elected. If meetings cannot occur because of an unforeseen circumstance, nominations and elections shall take place at the next available meeting.

Section 3. Terms of Officers

The term of office for elective officers shall begin in April and shall continue for a term of one year, or until nominations or elections have taken place at the next available meeting date. Elective officers shall serve no more than two consecutive terms in the same office.

Section 4. Vacancies in Offices

Vacancies in elective offices shall be filled immediately by regular election procedure for the unexpired portion of the term.

Section 5. Duties of Officers

(a) Chair

The Chair shall preside at all meetings of the Public Safety Advisory Board and shall call special meetings when they deems it necessary or is required to do so. They shall appoint all committees, shall be an ex-officio member of each, without the power to vote. They shall sign the minutes of Public Safety Advisory Board meetings and all official papers and plans involving the authority of the Public Safety Advisory Board which are then transmitted to the City Council. The Chair shall have the privilege of discussing all matters before the Public Safety Advisory Board and voting thereon. They shall have all the duties normally conferred by parliamentary usage on such officers and shall perform such other duties as may be ordered by the Public Safety Advisory Board except as otherwise provided in these Bylaws or in City Ordinances.

(b) Vice-Chair

The Vice-Chair shall assume the duties and powers of the Chair in his or her absence. If the Chair and Vice-Chair are both absent, the Public Safety Advisory Board members may elect a temporary chair by a majority vote of those present at a regular, recessed, or special meeting, who shall assume the duties and powers of the Chair or Vice-Chair during their absence.

(c) Executive Secretary

The Executive Secretary is a staff appointed position. The Executive Secretary shall keep the minutes of all regular, recessed, and special meetings of the Public Safety Advisory Board; such minutes shall be approved by the Public Safety Advisory Board. They shall also keep the minutes of Public Safety Advisory Board committee meetings when requested to do so. They shall give notice of all regular and special meetings to Public Safety Advisory Board members, shall prepare with the Chair the agenda of regular and special meetings, shall serve proper and legal notice of all public hearings, and shall draft and sign the routine correspondence of the Public Safety Advisory Board. The Executive Secretary shall maintain a file of all studies, plans, reports, recommendations, and official records of the Public Safety Advisory Board and perform such other duties as are normally carried out by a secretary and as the Public Safety Advisory Board may determine.

ARTICLE IV - MEETINGS

Section 1. Regular Meetings: Time and Place

Regular monthly meetings shall be held on the third Wednesdays of each month beginning at 6:00 P.M. in City Hall except as otherwise designated by the Public Safety Advisory Board unless a meeting has been noticed as taking place virtually. The Board shall have at least one regular meeting per month except as modified by a majority vote of the Board. Special meetings may be held as often as the Board deems necessary. All meetings of the Board shall be open to the public, except as otherwise provided in the Open Public Meetings Act, Ch. 42.30 RCW. If a stay at home order or other disruptive event has occurred that affects Port Angeles and precludes the Public Safety Advisory Board from meeting in City Hall, meetings shall be noticed and the alternative physical or virtual location shall be specified in the notice.

Any change in the hour, date, and place of regular meetings shall be given wide publicity for the convenience of persons having business before the Board. When the regular meeting day falls on a legal holiday, the replacement date will be designated by the Public Safety Advisory Board with notice posted to the public per the Open Public Meetings Act.

Section 2. Recessed Meetings

Any regular meeting may be recessed to a definite time, place, and date by a majority vote of the Public Safety Advisory Board members present at the meeting.

Section 3. Special Meetings

Special meetings may be called by the Chair or staff with approval of the Chair.

Section 4. Cancellation of Regular Meetings

In the event it is necessary to cancel a meeting due to lack of agenda issues, staff will contact the Chair and each Board member prior to the meeting and will provide notice to the public per the Open Public Meetings Act.

Section 5. Notice of Meetings

Notice of all regular and special meetings shall be given by the Executive Secretary to the members of the Public Safety Advisory Board and members of the public in accordance with current RCWs. Notice to members

of the Public Safety Advisory Board and to members of the public of all special meetings shall be provided at least 2 days (48 hours) prior to the special meeting.

The meeting agenda for the next regular meetings shall be closed on Friday at the close of business five (5) days prior to the next regular meeting of the Public Safety Advisory Board except that urgent matters may be inserted on the agenda later at the discretion of the Chair.

Petitions and communications from the audience and matters brought to the meeting by the Public Safety Advisory Board members, which are not on the agenda for the meeting, may be received and discussed at the meeting. However, no official action may be taken on any matter at a Public Safety Advisory Board meeting which is not included on the agenda for that meeting or which has been added to the agenda after it has been received by the Public Safety Advisory Board members except that this requirement may be suspended at any meeting by the unanimous vote of the members present at the meeting.

Section 6. Order of Business

- (a) Call to order by Chair
- (b) Roll call
- (c) Approval of minutes of preceding meeting
- (d) Public hearings/Other business
- (e) Communications from the Public
- (f) Staff Updates
- (g) Reports of Board Members
- (h) Adjournment

Section 7. Quorum

Quorum shall constitute a majority of the existing membership of the Public Safety Advisory Board shall constitute a quorum for the transaction of business and the taking of official action.

Section 8. Motions

Motions shall be restated by the Chair before a vote is taken. The names of the members making and seconding a motion shall be recorded in the minutes of the meeting.

Section 9. Voting

Any action taken by a majority of those present, when those present constitute a quorum, at any regular, recessed, or special meeting of the Public Safety Advisory Board shall be deemed and taken as the action of the Board.

Section 10. Staff Reports

On all matters considered by the Public Safety Advisory Board, the report and recommendations, if any, of the staff shall be presented to the Board and shall become part of the formal record of the action and recorded in the minutes of the meeting.

Section 11. Attendance

Attendance at regular meetings and executive sessions is expected of all Board members. Any members anticipating absence from an official meeting or executive session shall notify the Chair or Executive Secretary in advance. Any absence may be excused by the Board, even for an extended period, provided the absence is approved in advance.

Section 12. Parliamentary Procedure

Parliamentary procedure in Public Safety Advisory Board meetings shall be governed by Robert's Rules of Order Newly Revised unless it is specifically provided otherwise in these Bylaws, in other Public Safety Advisory Board resolutions, or in City Ordinances.

Section 13. Public Nature of Meetings and Records

All regular, recessed, and special meetings, hearings, records, and accounts shall be open to the public

provided, however, executive sessions may be held by the Board as provided in RCW 42.30.110.

ARTICLE V - COMMITTEES

Section 1. Establishment of Committees

The Public Safety Advisory Board may establish such standing or special committees as it deems advisable and assign each committee specific duties or functions. Each standing committee shall consist of 3 members. No standing or special committee shall have the power to commit the Public Safety Advisory Board to the endorsement of any plan or program without the plan or program submitted and approved by a quorum of the Board.

Section 2. Appointment and Terms of Committee Members

The Chair of the Public Safety Advisory Board shall appoint the members of each standing or special committee and shall name the chair of each committee. The members of each standing committee shall be appointed at the first regular meeting in July for a term of one year. Special committees may be appointed at such times and for such purposes and terms as the Public Safety Advisory Board approves.

Section 3. Committee Vacancies

Vacancies on committees shall be filled immediately by the Chair of the Public Safety Advisory Board for the unexpired portion of the term.

Section 4. Meetings of Committees

The committees shall meet at the call of the committee chairman; in addition the Chair of the Public Safety Advisory Board shall also have the authority to call a special meeting of any committee at any time and upon such notice as they may specify. The staff shall issue notice of committee meetings at the request of a committee chair or the Public Safety Advisory Board Chair.

Section 5. Quorum and Voting

The majority of the members appointed shall constitute a quorum of all committees. The affirmative vote of a majority of the committee membership shall be required for the adoption of a matter before the committee.

ARTICLE VI - AMENDMENTS

Section 1. Amendments

These Bylaws may be amended at any regular meeting by the affirmative vote of seven (7) members of the Public Safety Advisory Board provided that the proposed amendments have been submitted in writing at a previous meeting.