

Interim Police Chief's Vehicle Stop Data Subcommittee: Procedure Checklist

Meetings

- Schedule** While a regular schedule is preferred, subcommittee meetings are likely to depend on the availability of members, and meeting rooms, tasks assigned by the full Committee and the subcommittee's own work process.
- Location** City Hall has many features that make it easy to work with: accessible; can schedule through City staff; has restrooms and versatile meeting space; no fees. It is standard City practice to make City Hall the first choice. If needed, we can look at other meeting sites, either City-owned or not and preferably without cost.

Transparency

- Granicus** The online database that posts meeting notices on website; publishes agendas; records member attendance and actions; publishes minutes; and archives meeting materials. City staff manages this information on the subcommittee's behalf. These are permanent, public records.
- Agendas** There are some standard items on all agendas, plus other items at subcommittee's discretion. Agendas are posted at least 24 hours (excluding weekends) before the meeting is scheduled.
- Minutes** Minutes reflect each item on the meeting agenda, including member attendance; motions; discussions and other notes. Minutes prepared for one meeting are submitted for member approval at the next meeting.
- Meeting Materials** Accessible as links within agendas and minutes that are posted online. May be made available in other formats. These, too, are public records.

Conducting Business

- Chair** Normally convenes the meeting, calls the roll and determines if a quorum is present – a quorum is a majority of the membership (for example, 3 of 5 members are a quorum) – business cannot be conducted without a quorum – Chair also guides discussion according to the agenda.
- Motions** A motion, second and vote are needed to approve the agenda; approve the minutes; take necessary actions; and adjourn a meeting. The names of those who "move" and "second" are recorded in the Granicus database.
- Attendance** The full Vehicle Stop Committee has no attendance policy at this time. A subcommittee member who is unable to attend should notify the chair (if one is selected) or staff liaison in advance of the meeting, so that a quorum may be assured.
- Communication** Members typically communicate with each other through a staff liaison to avoid the appearance of conducting business out of the public eye.