



Lansing Police Department Manual

200.4 – BOARD OF POLICE COMMISSIONERS – MEETINGS

Operational Procedure

Adopted by the Board: 02/2020

Rescinds: 01/2017

1 **PURPOSE**

2

3 The purpose of this administrative procedure is to establish the protocol for the Board of Police
4 Commissioners meetings.

5

6 **SCHEDULING**

7

8 All meeting notices will be prepared and posted, in compliance with the Open Meetings Act, by a
9 person the Board designates as the Board Secretary/ Designee.

10

- 11 • The Board will schedule their regular monthly meetings on the third Tuesday of each month,
12 beginning at 5:30 pm.
- 13
- 14 • Public notice of any special meeting will be posted at least eighteen (18) hours before the
15 special meeting.
- 16
- 17 • In the case of a special meeting, which may be called by the Board Chairperson, Vice-
18 Chairperson, or Acting Chairperson, each Board member will be notified in advance of the
19 time and place of such meeting.
- 20
- 21 • All meetings of the Board will be governed by the [Open Meetings Act of 1976, PA 267](#),
22 [MCLA 15.261](#); [MSA 4.1800](#). Public notice of meetings will be given in accordance with this
23 Act.

24

25 **ELECTION AND TERMS OF OFFICE**

26

- 27 • Biennially at its regular meeting in June, the Board will elect a Chairperson and Vice-
28 Chairperson to serve for two-year terms. If a June meeting is not held, the current officers
29 will continue to serve, and the Board will elect a Chairperson and Vice-Chairperson at the
30 next meeting held by the Board.
- 31
- 32 • Any member of the Board is eligible for election or re-election as the Chairperson or Vice
33 Chairperson.
- 34
- 35 • The Chairperson will preside at all Board meetings. In the event the Chairperson is absent,
36 the Vice-Chairperson will preside. If both the Chairperson and Vice Chairperson are
37 absent, the members present will elect an Acting Chairperson to preside for that meeting
38 only.

39

- 40
- 41
- 42
- 43
- 44
- If the Chairperson position becomes vacant prior to the end of the term, the Vice-Chairperson will become Chairperson for the remainder of the term. The Board may elect a new Vice-Chairperson to complete such a term.

45

46

CHAIRPERSON'S RESPONSIBILITIES

- 47
- 48
- 49
- 50
- 51
- 52
- 53
- 54
- 55
- 56
- 57
- 58
- 59
- 60
- The Chairperson will appoint such standing committees or ad-hoc committees, as are necessary to perform the administrative duties of the Board. Once standing committee or ad-hoc committee appointments are made by the Chairperson, those committee appointees will remain in place to coincide with the Chairperson's two (2) year term of office. When selecting a committee or ad-hoc committee, efforts should be made by the Chairperson to ensure each Board Member can experience various committee assignments during their time on the Board.
 - In addition to presiding at all Board meetings the Chairperson will perform all the duties of Board Chairperson as may be necessary or as described in this procedure.
 - Unless otherwise provided by this procedure, "Robert's Rules of Order" will govern the conduct of all Board meetings.

61

62

TERMS, QUORUM AND ATTENDANCE

- 63
- 64
- 65
- 66
- 67
- 68
- 69
- 70
- 71
- 72
- 73
- 74
- 75
- 76
- 77
- 78
- 79
- 80
- 81
- 82
- 83
- 84
- 85
- 86
- 87
- 88
- 89
- Elected officers of the Board will serve for two (2) year terms, or until they are replaced in an election.
 - A quorum at all meetings will consist of five (5) members of the Board, when there are no vacancies. If there are vacancies, quorum shall consist of a majority of the filled positions.
 - Attendance: The Lansing City Charter provides that, "The rules will define the extent to which non-attendance at meetings may be grounds for removal from office" [Lansing City Charter, Section 5-105.7](#).
 - The Board Secretary will record the attendance of members at every regularly scheduled or special Board meeting and maintain attendance records for the Board.
 - A violation of either of the following attendance requirements may constitute grounds for removal from office:
 - Absence from three consecutive regularly scheduled meetings.
 - Absence from four or more regularly scheduled meetings in any calendar year.
 - If a meeting is cancelled due to a lack of a Quorum, no Board member shall be considered absent for the meeting that was cancelled.
 - If a Board member violates the attendance policy, the Board Chairperson will submit a written notice of the violation to the Mayor. If the Chairperson is in violation of the attendance policy, the Vice-Chairperson will submit the same notification of violation to the Mayor.

- In addition to the above notification, the Board may, within its discretion, include a recommendation to the Mayor regarding a proposed sanction or solution for any attendance violation. The Board may also submit a recommendation that no action be taken due to any mitigating circumstance. In either case, the content of the recommendation must be approved by a majority of the members serving. A notification of violation may be submitted regardless of whether the Board decides to include a recommendation.

BOARD SECRETARY

The Board will appoint a Board Secretary to record meeting minutes of all meetings. The Board Secretary will submit a copy of the proposed minutes to the City Clerk within seven (7) days of the meeting. Once the meeting minutes are approved by the Board the Board Secretary will submit a copy to the City Clerk within 5 days.

(**Under OMA the Board has 8 *business* days to make proposed minutes available, and 5 *business* days to make approved minutes available from approval.)

MEETING AGENDA

The meeting agenda for regularly scheduled Board meetings, or Special meetings, shall be available and posted in compliance with the Open Meetings Act.

PUBLIC COMMENT

While the Board encourages public attendance and comment at meetings, in order to facilitate the orderly conduct of business at each meeting, every individual's time for comment is limited to three (3) minutes. This time limit may be extended by majority vote of the Board Members present.

The scope of Public Comment is as follows:

- Public Comment at the beginning of the meeting will be limited to those items which fall within the authority of the Board or appear on the Agenda.
- Public Comment at the end of the meeting may include any topic of interest that is directly related to the Lansing Police Department.