

NORTHEAST COMMUNITY POLICE ADVISORY BOARD

BY-LAWS

(Approved by General Membership on Monday, November 24, 2008)

**The Northeast Community Policing Advisory Board, serving through Community Policing,
Problem Solving and Information Sharing for the following communities:**



Atwater Village Cypress Park Eagle Rock East Hollywood

Echo Park Elysian Valley-Elysian Park Franklin Hills

Garvanza Glassell Park Hermon Highland Park

Los Feliz Mount Washington Silver Lake Solano Canyon

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NORTHEAST AREA COMMUNITY POLICE ADVISORY BOARD BY-LAWS

ARTICLE I

Section 1 NAME

The name of the organization shall be the **NORTHEAST COMMUNITY-POLICE ADVISORY BOARD** commonly referred to as **C-PAB**.

Section 2 PURPOSE AND MISSION

The mission of the Advisory Board shall be to promote and assist community policing. The Advisory Board shall meet regularly to discuss how the Los Angeles Police Department (LAPD Northeast Area) can more effectively police the communities within the Area and how the citizens of the communities can work with the LAPD Northeast Area to positively affect the quality of life in the communities.

ARTICLE II-MEMBERSHIP

Section 1 APPOINTMENTS

1. The Northeast Area Commanding Officer shall have the authority to appoint members of the Advisory Board. The Northeast Area Commanding Officer shall be a permanent member.

Section 2 ELIGIBILITY

1. Members shall be drawn from residents, business owner operators and existing community organizations within communities in the Northeast Area. Membership criteria shall include knowledge of the conditions within their community and the ability to communicate the activities of the Advisory Board to the public or their constituents. To the extent possible members shall be selected so as to reasonably reflect the economic, ethnic/racial and gender diversity of the Area.

Section 3 TERMS OF OFFICE

1. The regular term of office for Advisory Board Members shall be one year commencing January 1 and ending December 31. Commencing on the date of his or her appointment, each Board Member shall hold office until the expiration of the term for which appointed, unless such member has been reappointed, or until a successor has been appointed as described in Article II, Section 1, or until such term is terminated by a majority vote of the Advisory Board or by the Northeast Area Commanding Officer, or until one of the events described in Article II, Section 5 occurs. The Advisory Board shall consist of not more than 25 members.

Section 4 VACANCIES

1. Vacancies on the Advisory Board shall be filled by appointment by the Northeast Area Commanding Officer with recommendations made by the Advisory Board. Such appointees shall serve the balance of the period of the unexpired term of the Board Member being replaced.

Section 5 TERMINATION OF MEMBERSHIP

1. The death, resignation or expulsion of a member shall terminate the membership and all rights, privileges and duties attendant thereto.

Note: A member may be expelled by the Advisory Board or Northeast Area Commanding Officer for

- (i) good cause, or,
- (ii) failure to carry out duties as defined in Article IV, section 3, or
- (iii) conduct deemed by the Advisory Board or the Northeast Area Commanding Officer to be detrimental to the Advisory Board, or
- (iv) a conflict of interest. A member may also be expelled for failure to attend three (3) regular meetings of the Advisory Board in a calendar year.

Section 6 ALTERNATES

1. Each Advisory Board Member shall have the right to nominate, in writing addressed to the Co-Chairs of the Advisory Board (as described in Article III, Section 1 (a), up to two alternates. Any designated alternate is subject to the approval of the Northeast Area Commanding Officer.
2. Each alternate shall meet the eligibility requirements set forth in Article II, Section 2 for an Advisory Board member.
3. If an Advisory Board Member is unable to attend an Advisory Board meeting, such member shall send one of his or her designated alternates in such member's place. Only one designated alternate sent to a meeting to represent the member shall have the right to vote on the member's behalf.
4. Each Advisory Board Member is responsible for keeping its alternates informed about the matters the Board is working on or discussing and the Board's meeting schedule.
5. Prior to the start of an Advisory Board meeting, the alternate in attendance to represent a member shall verbally notify the Secretary of the Advisory Board.
6. Any alternate shall only serve as long as the Advisory Board Member who designated such alternate remains a member of the Board. An alternate may be replaced or removed from acting as an alternate for the reasons set forth in Article II, Section 5 (except for failure to regularly attend meetings) or by a majority vote of the Advisory Board or by the Northeast Area Commanding Officer.

ARTICLE III – OFFICERS

Section I REQUIRED OFFICERS

1. There shall be two Co-Chairs of the Advisory Board, who shall preside at all meetings of the Advisory Board. The Northeast Area Commanding Officer shall be a permanent Co-Chair. The second Co-Chair shall be a citizen member of the Advisory Board and shall be elected annually by the Advisory Board.

2. There shall be one Asst. Co-Chair of the Advisory Board, who shall preside at meetings of the Advisory Board, when the citizen/second Co-Chair is unable to attend. The Asst. Co-Chair shall be elected annually by the Advisory Board. If the Northeast Area Commanding Officer is unable to attend a meeting he or she shall designate a member of the LAPD Northeast Area to act as Co-Chair in his or her absence.
3. The Co-Chairs shall perform all duties incident to the office in carrying out the function and purpose of the Northeast Area Community–Police Advisory Board as enumerated in these Bylaws.
4. The Secretary will be responsible for taking minutes at all of the General Meeting of the Northeast C-PAB and Northeast C-PAB Executive Committees. The Secretary will assume and perform any other duties as are authorized by the Area Commanding Officer and the Executive Committee.
5. The Northeast Area C-PAB Coordinator shall be the designated *Custodian of Records* and shall be responsible to maintain copies of all C-PAB minutes and other administrative documents.
6. There shall be other such offices created by the Advisory Board as may be required from time to time.

Section 2 ELECTION OF OFFICERS

1. The Advisory Board shall by majority vote of those in attendance who constitute a quorum, elect a Co-Chair at the beginning of each New Year. Upon election, the Co-Chair shall immediately assume the duties of the office. In the event any office remains unfilled, the prior officers (s) in such positions shall continue in their office until such election has occurred.

Section 3 VACANCIES

1. If the office of the civilian Co-Chair becomes vacant, the Assist Chair shall become the Co-Chair. If the office of the Assist Chair becomes vacant, or if any other office becomes vacant, it shall be promptly filled from the membership of the Advisory Board through an election held by the members.

ARTICLE IV- DUTIES AND RESPONSIBILITIES

Section 1 MEETINGS

1. The Advisory Board shall meet no less than once each calendar month, with other special meetings of the Advisory Board as may be needed. Each regular meeting shall be held the fourth Monday of the each month, or as scheduled by the Co-Chairs. Members may designate alternates to attend in their place, subject to the requirements of Article II, Section 5 (b). Meetings may be open to the public.

Section 2 QUORUMS

1. At least one-half of the total number of members of the Advisory Board or their alternates plus

one shall constitute a quorum with full authority to transact business. Except as otherwise provided in Article IV, Section 4 and Article VI, any action of the Advisory Board approved by a simple majority of the regular Board Members present shall be binding as an action of the entire Advisory Board; the designated alternate in attendance shall be allowed to vote on any action in the absence of the member. (Only one designated alternate of a member may vote in place of that member). Any member, or their alternate, who abstains from voting shall be considered for purpose of voting to have cast a NO vote. Veto power shall be retained by the Northeast Area Commanding Officer.

Section 3 DUTIES

1. In accepting the appointment as a Board Member of the Northeast Area Community-Police Advisory Board, the member shall accept certain obligations and responsibilities relating to that office. In connection therewith, it is expected that each Board Member shall:
 - a. Assist in every reasonable way possible in promoting the interests and activities of the Advisory Board, its members and the community at large which the Board serves; and
 - b. If reasonably possible, accept appointment to, and service on, any regular or special committee as may be designated by the Co-Chairs, and see that such committee meets regularly as required to perform its functions; and
 - c. Not use their position with the Advisory Board, nor any identification as may be provided, in order to obtain preferential treatment, either from other community members or from law enforcement officers; and.
 - d. Not divulge information related to them in confidence during Advisory Board meetings, particularly but, not limited to, planned police operations.
2. Any member of the Advisory Board who fails to substantially carry out the duties as outlined above shall be subject to termination of membership effective as of any date set by the Advisory Board.

Section 4 BOARD ACTIONS WITHOUT A MEETING

1. Any action that the Advisory Board is required or permitted to take may be taken without a meeting if all members of the Advisory Board consent in-writing to the action. Such action by written consent shall have the same force and effect as any other validly approved action of the Advisory Board. All such consents shall be filed with the minutes of the proceedings of the Advisory Board.

ARTICLE V – COMMITTEES

1. There shall be established by the Co-Chairs or the Advisory Board such Standing or Special Committees as may be deemed necessary to carry out the functions of the Advisory Board.

Note: All Committees shall meet to organize as soon as possible after establishment, and shall meet on a regular basis to carry out the function for which the Committee has been created. The Committee may

appoint a Secretary and such other officers as may be required. The Committee shall keep minutes of all meetings, and shall submit copies of such minutes to the Advisory Board.

ARTICLE VI-AMENDMENTS

1. These Bylaws may be amended, or repealed, or new Bylaws may be adopted only (a) by a vote of at least two-thirds of the members of the Advisory Board, or their designated alternate, and the consent of the Northeast area commanding Officer, or (b) as required by the Los Angeles Police Department (LAPD) provided that any change required by the LAPD shall not materially increase the obligations of an Advisory Board Member unless approved in accordance with the subsection (a) of this Article VI.

ADDENDUM

Reprinted from:
Los Angeles Police Department
Administrative Order No. 10, December 3, 1993

NORTHEAST COMMUNITY POLICE ADVISORY BOARD

A. RESPONSIBILITIES OF COMMUNITY-POLICE ADVISORY BOARD

1. It is the responsibility of Community Police Advisory Boards to:
 - a. Assist Department leaders, through community input, to make quality decisions. They shall advise and inform the Department of community problems and concerns and provide input to decision making; and
 - b. Help identify short-term and long-term concerns of the community and help identify properties and solutions; Mobilize community resources and strengthen ties within the community; and
 - c. Coordinate with other governmental agencies and community organizations and service centers to resolve community problems; and
 - d. Communicate information on the role and operations of the Police Department to the community; and
 - e. Assist in Community Police Problem Solving to analyze problems, recommend solutions, and review the progress or results of recommended strategies. (Community-Police Problem Solving is Problem-Oriented Policing adapted to the Los Angeles Police Department's needs).

These Community Police Advisory Boards are an essential part of the Department's effort to reinforce its relationship with the community. When properly organized and consulted, they can provide vital information for shaping Area priorities and enhancing the quality and effectiveness of police service.

B. COMMUNITY- POLICING DEFINITION

1. Community Policing is a partnership between the police and the community. It is a partnership in which the police and the community share responsibility for identifying, reducing, eliminating and preventing problems which impact the community. By working together, the police and the community can reduce the fear and incidence of crime and improve the quality of life in the community. In this effort the community and police, as partners, identify and prioritize problems of crime and disorder and share responsibility for development and implementation of proactive problem-solving strategies to address the identified issues. The strategies used combine the

Efforts and resources of the police, the community and local government.
(Paper No. 2 4/7/95, Chief of Police)

C. COMMUNITY-POLICE ADVISORY BOARD (C-PAB)

1. In partnership with the Northeast Area Commanding Officer, the members of the Northeast C-PAB are to identify crime problems, or problems of disorder and neglect that can breed serious crime, develop strategies to address these issues, and mobilize community and governmental resources that can help solve these problems. C-PAB Members will provide feedback to the community regarding the operations of the C-PAB.
(Based on Page No 2, 4/7/95, and Administrative Order No. 10, 12/3/93).

D. MISSION OF THE ADVISORY BOARD

1. The mission of the Advisory Board shall be to promote and assist community based policing initiatives; and
(Bylaws, Art. 1, Sec 2).
2. The role of the Advisory Board is to advise and inform Northeast commanding officers of community problems and concerns, to focus and mobilize community and police resources to solve identified problems and concerns and to elicit Northeast Community feedback regarding Northeast police operations and community peace and safety needs. It is the charge of this Advisory Board to assist Northeast commanding officers in making decisions by providing cogent, informed and persuasive advice, in consultation with the community we serve. It is the duty of the Northeast commanding officers to make effective and efficient command decisions after thoughtful and knowledgeable consideration of that advice, in light of their professional training experience and available resources.

E. INDIVIDUAL ROLE AND RESPONSIBILITY OF A C-PAB MEMBER

1. C-PAB members are to make every effort to attend all the monthly Advisory Board meetings. Alternates may attend the monthly Advisory Board meetings. The member should be prepared to devote approximately two hours to the meeting, plus the time necessary to prepare for the meeting; and
2. If a C-PAB member is unable to attend a meeting, the C-PAB member is responsible for educating his or her alternate concerning the matters before the Advisory Board and for designating an alternate to attend in the members place.

F. COMMUNICATION AND EDUCATION

1. Each C-PAB member is responsible for knowing the conditions within the Northeast community in which they live or work, and for considering ways to improve the relationship between the community and the police. A C-PAB member must be willing to spend the time and effort

required to learn about the concerns of the Northeast Area community and to communicate to the community the efforts and projects of the Advisory Board. This may require meeting with community members and organizations, establishing new lines of communication and reaching out to involve persons representing the diverse economic, ethnic/racial and gender make-up of the Northeast community in the activities of the Advisory Board.

G. ACTIVITIES

1. Each C-PAB member is expected to establish regular contact with all of the schools, religious groups, community groups (including youths and elderly), business representatives, elected officials and ethnic groups that are located in or make up their community. Each C-PAB member should volunteer to serve on and actively participate in at least one Advisory Board project or activity. At least twice each year, the C-PAB member should sponsor or participate in a community meeting in their area. Each member should actively seek to publicize the existence and activities the C-PAB—by writing articles, distributing information and participating in the community activities. The Senior Lead Officers (or after implementation of the Ideal Plan—the Sergeant Basic Car Coordinators) assigned to the community, the Northeast Area Commanding Officer and the C-PAB members should establish regular communication and work together to address community concerns; and
2. As necessary to promote the activities of the C-PAB, each C-PAB member shall actively recruit residents, business owners and operators, organizations and other entities within the Northeast Area (and outside of the Area, if appropriate) to work with the Board or with an individual C-PAB member to implement the purposes and goals of the C-PAB. Each C-PAB member is expected to work with the alternates (s) in the community and to keep the alternate (s) informed about the Advisory Board meetings and activities.

H. COMMUNITY OUTREACH /C-PAB MEMBERS AND ALTERNATES

1. Being a C-PAB member is a privilege, not a right. In order to be an effective C-PAB member or alternate and retain such membership, each member and alternate is required to participate in Advisory Board and community activities; and
2. Each C-PAB member shall be assigned responsibility for a specific section in the Northeast Area. Certain sections of the Northeast Area will have two members assigned. (An area may be divided by business/residents or geographically—north/south/east/west.) If two members are assigned to an area, each such member is to coordinate their activities and cooperate with other member to ensure that the assigned area is served. Each member is to communicate with and work with their alternates(s), at least once per month, to ensure that the needs of the community are being communicated to the police, and vice versa. C-PAB members and their alternates are encouraged to work with other members of their community, by setting up a sub-group of community members who help fulfill the responsibility of members; and
3. Each C-PAB member is to work with their alternate(s) to prepare a comprehensive list of community resources and groups. The list shall contain the names, addresses, telephone numbers and fax numbers (including the name and telephone number and fax if available of the member or alternates contact person,) of each church, school (graduate through pre-school), and business and

resident organization located in the members community. The list shall also include any known service organizations located in a members community, i.e. recreation center directors, spousal abuse organizations, providers of food for the needy and drug rehabilitation facilities, etc. It is the responsibility of the member to keep the list current; and

4. Each member (either themselves, or through their alternates or members of their sub-group) shall contact each organization on the list at least three times per year. If at all possible, one contact should be in person, the others may be by telephone. The purpose of the contract is to determine the concerns of the community and to distribute information of value to the community as it relates to C-PAB activities. The information gained from such contacts is to be provided to the appropriate LAPD representative (or other community organization that can be of assistance.) If information is needed by the community group/organization, it is the member's responsibility to follow up to see that the information is provided and that the concerns are addressed. If the concerns can not be addressed, then the group or organization should be so informed; and
5. In addition to the organized groups in the community, it is the responsibility of the member and their alternates to identify any informal groups in the community that have concerns that may need to be addressed—such as the elderly, or businesses in areas that are not organized, or gang or tagger groups. Establishing a line of communication and credibility with the parents of gang members, and in some instances the gang members themselves, would be a very valuable asset to community-based policing. Members should strive to include such people in the community activities; and
6. Each member is responsible for participating in or organizing community meetings on behalf of the C-PAB at least twice per year. Participation can range from manning a table at a large event in order to pass out information, to organizing a meeting to address specific concerns. A meeting can be as small as ten people concerned about gang activity in the area; and
7. Each member (either themselves, or through their alternates or members of their sub-group) is responsible for writing (or providing articles written by others or providing information upon which an article can be based) at least two articles, relating to C-PAB activities or seeking community input, to be given to community organizations for publication each year; and
8. Each member and their alternates and members of their sub-group are strongly encouraged to participate in community activities and meetings in order to keep informed about community concerns and in order to provide information to the community; and
9. Each member is expected to participate in or volunteer to serve on or be the representative for the Advisory Board on at least one committee or in at least one activity sponsored by the Advisory Board. Such activities or committees may include Police Appreciation Day, the Summit, the Clergy Committee or participation in various focus groups or task forces formed to address community concerns; and
10. Once per year, each member shall make a report to the Advisory Board at a monthly meeting regarding problems or concerns in their community and activities being under taken to address these problems or concerns.