

~~ORIGINAL VERSION APPROVED 12.27.17~~

~~AMENDED 8.23.18~~

~~AMENDED 9.13.18~~

~~AMENDED 5.19.19~~

~~AMENDED 2.25.21~~

CITY OF OAKLAND

POLICE COMMISSION

RULES OF ORDER

~~Resolution Adopting Amended Rules of Order
for the Oakland Police Commission~~

ORIGINAL VERSION APPROVED 12.27.2017

AMENDED 8.23.2018

AMENDED 9.13.2018

AMENDED 5.19.2019

AMENDED 2.25.2021

AMENDED 9.23.2021

~~Resolution Adopting Amended Rules of Order
for the Oakland Police Commission~~

~~Introduced by Oakland Police Commission Ad Hoc Rules Committee
(Commissioner Henry Gage, Co-Chair, Commissioner Brenda Harbin-Forte,
Co-Chair, and Commissioner Sergio Garcia)~~

~~WHEREAS, the Police Commission of the City of Oakland hereby declares that the business before it is to be conducted in an orderly, efficient and collaborative manner to facilitate sound Commission and public deliberation and decision making; and~~

~~WHEREAS, the following Rules of Order seek to provide for: (1) reasonable time for public input and comment on agenda items at Commission meetings; (2) thorough consideration of policy proposals; (3) problem-solving opportunities among staff, Commissioners and the public; (4) an agenda that is managed efficiently and effectively; and (5) predictable discussion times for debate regarding agenda items; and~~

~~WHEREAS, in recognition of these goals, the Commission desires to establish these Amended Rules of Order for the conduct of Commission operations and meetings; and~~

~~WHEREAS, the Brown Act (Government Code Section 54950, et seq.) and Oakland's Sunshine Ordinance (Oakland Municipal Code Section 2.45.040) authorize the Commission to prescribe reasonable rules and regulations for conducting its meetings; and~~

~~WHEREAS, in December 2017, August 2018, September 2018, and May 2019, the Commission properly previously adopted and amended various rules of procedure, and now desires to further amend those rules; now therefore be it~~

~~RESOLVED: That the Commission hereby adopts these Amended Rules of Order in their entirety; and be it~~

~~FURTHER RESOLVED: That in accordance with the Oakland City Charter and the Oakland Municipal Code, the following are established as the Amended Rules of Order for the conduct of Oakland Police Commission operations and meetings.~~

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CHAPTER 8 - AD HOC COMMITTEES

Rule 8.1 **Formation of Ad Hoc Committees.** The Commission Chair shall appoint and remove members of committees in accordance with Rule 2.15 of the Commission's Rules of Order. When forming an ad hoc committee ("Committee"), the Chair shall clearly state the Committee's task and purpose. When making appointments, the Chair shall ensure a balanced allocation of Committee assignments so that all Commissioners handle a fair share of Commission work.

Rule 8.2 **Ad Hoc Committee Chair.** Commissioners serving on a Committee shall select one of their number to serve as Committee Chair. Committee Chairs shall have responsibility and discretion for the preparation and presentation of committee reports, the scheduling and management of Committee meetings, the scheduling and management of any public hearings conducted by the Committee, and the solicitation of Featured Community Participants.

Rule 8.3 **Authority of Commissioners Serving on Ad Hoc Committees.** Commissioners serving on a Committee have full voting authority on each such Committee. Only Commissioners may make motions or engage in other parliamentary procedures, and only Commissioners may vote on motions.

Rule 8.4 **Featured Community Participants in Ad Hoc Committees.** Upon recommendation of a Committee Chair, the Commission Chair shall appoint members of the public, including former Commissioners, to serve on Committees. Such appointees shall be referred to as Featured Community Participants in a particular Committee. Featured Community Participants shall provide advice and suggestions for the consideration of the Committee, and may participate in discussions and debate. Featured Community Participants are not considered "public officials" when serving on a Committee, and shall not make motions, vote on Committee action, or engage in other parliamentary procedures. Individuals who serve as Featured Community Participants shall follow the direction of the Committee Chair, and shall not disseminate Committee information or documents without the express written permission of the Committee Chair.

Rule 8.5 **Ad Hoc Committee Meetings.** Committees shall meet at least once per month, unless the Committee votes that a particular monthly meeting is unnecessary. The Committee Chair shall set the schedule and frequency of Committee meetings, and shall have discretion to determine how to engage public participation, and whether a meeting of the Committee shall be open to the public generally or limited to Featured Community Participants.

Rule 8.6 **Ad Hoc Committee Recommendations.** A Committee shall determine, by majority vote of its voting members, all proposals and recommendations to be presented to the Commission for review and adoption. Committee recommendations to the Commission shall be accompanied by a brief memorandum that includes: (1) the Committee's recommendation and the action requested of the Commission, (2) a summary of the effect of the recommendation, if adopted, and (3) the Committee's reasoning in support of its recommendation.

Rule 8.7 **Ad Hoc Committee Status Updates.** The Chair of the Commission shall agendize a status update from each Committee at least once per month, unless the Committee has presented or will present a formal recommendation for final Commission action within the same month. Status updates shall be accompanied by a brief memorandum that includes, at minimum: (1) an explanation of the current status of the Committee's projects, (2) the steps necessary to bring the project back to the Commission for further action, (3) the date by which the Committee plans to present a proposal for recommended action to the Commission, and (4) a draft of any proposal the Committee intends to present to the Commission for action at the next or a subsequent Commission meeting. If the Committee has completed its task, the update shall also include a request for the Commission to dissolve the Committee.

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