

**CITY OF ALEXANDRIA
INDEPENDENT COMMUNITY POLICING REVIEW BOARD
BYLAWS**

Adopted by the City of Alexandria Independent Community Policing Review Board at its June 7, 2023 meeting to govern the conduct of such business as may come before the Board.

ARTICLE I. NAME

The name of this organization shall be the City of Alexandria Independent Community Policing Review Board, hereafter referred to as “the Board.”

ARTICLE II. PURPOSE

The Board’s purpose is to enhance policing legitimacy and to increase and maintain trust between and among the Police Department, City Council, the City Manager and the public by providing timely, fair and objective review, investigation and evaluation of policing policies, practices, procedures, and outcomes in Alexandria; providing meaningful assessments and corrective recommendations intended to remedy discriminatory practices, including racial and social inequities, that it may find; ensuring the protection of all communities through recommended actions and reform, including in the criminal justice system; and recommending strategies for effectively implementing these reforms in our community.

ARTICLE III. MEMBERSHIP AND TERMS OF OFFICE

The Board’s creation, composition, qualifications and terms of service are outlined by the City of Alexandria ordinance, City Code Article 2, Chapter 4, Article AA.

- A. Board members serve at the pleasure of the Alexandria City Council.
- B. By a supermajority vote of at least 70% of the board members, the Board may request that the Alexandria City Council remove a Board member for misfeasance, malfeasance, or excessive absences from Board meetings.
- C. Any Board member may resign from the Board at any time by delivering written notice of their resignation to the City Council’s Clerk of Council with a copy to the Board Chairperson. The resignation will be effective upon receipt by the Clerk of Council unless the written notice specifies an effective date of the resignation.
- D. The Alexandria City Council shall appoint a new Board Member for the unexpired Board Member’s term resulting from a vacancy that occurs for any reason. In filling a vacancy for

the remainder of the term, the Alexandria City Council will consider the composition of the Board consistent with the Board requirements as outlined in the City Code.

- E. The Board shall be composed of seven voting members appointed by the City Council, which shall endeavor to create a fair, objective, independent, diverse, and representative body which shall reflect the demographic diversity of the City.
- F. The seven voting members of the Board shall be residents of the City of Alexandria and shall demonstrate fairness, integrity, and objectivity and will be chosen on the basis of expertise and personal experience relevant to the performance of the duties of the Board. City Council shall appoint voting members who are representatives of the following groups (though one member may be representative of more than one group):
 - 1. At least three members who come from historically, racially, or socially marginalized communities that have commonly experienced disparate policing in Alexandria or the Commonwealth of Virginia; and
 - 2. At least one member who represents an organization, office, or agency that seeks racial or social justice or that otherwise advocates on behalf of historically, racially, or socially marginalized communities, particularly communities that have experienced disparate policing.
- G. The Board shall have at least one nonvoting, ex-officio member who shall have past experience in law enforcement but shall not be a current employee of or immediate family member of a current employee of a law enforcement agency and shall be at least three years honorably removed from service.
- H. No voting or nonvoting member shall be a current or former City employee, a current or former City elected official, a current candidate for public office, a current employee of a law enforcement agency, or an immediate family member of any of the preceding. When used in this section, the definition of “former” means less than three years separated from service.
- I. Except as to the inaugural Board, members shall be appointed for terms of three years each. Board members’ terms shall be staggered. To that end, the City Council shall appoint three voting members of the inaugural board to 18-month terms and four voting members to three-year terms. A Board member may be appointed to no more than two consecutive three-year terms.
 - 1. If Council appoints a member to complete the remainder of a predecessor’s term, and the remainder is longer than 18 months, the new member may be appointed to a full three-year term after the remainder of the current term but may not serve a second consecutive three-year term.

- J. In the event of the resignation, removal, death, or incapacitation of a member of the Board, any replacement member shall serve the remainder of that Board member's term.
- K. Board members shall be provided a City email address to be used exclusively for Board-related matters.
- L. Board members shall be required to fulfill training requirements pursuant to City of Alexandria ordinance, City Code Article 2, § 2-4-226.
- M. Board members shall be required to review and execute the Standards of Professional Conduct Agreement.
- N. Board members must attend at least 75% of all Board meetings in a calendar year. The Board Chair is responsible for keeping a record of each member's attendance at Board meetings. Board members shall notify the Board Chair prior to the Board meeting of the Board member's absence. Absences may be excused because of personal illness or serious illness of members of the immediate family, death of a family member, unscheduled business trips and emergency work assignments only. All other absences will be recorded as unexcused. Failure to do so may result in termination from the Board.

ARTICLE IV. MEETINGS

Board meetings and voting are outlined by the City of Alexandria ordinance, City Code Article 2, Chapter 4, Article AA. Meetings shall be guided by Robert's Rules of Order, Revised, except where such would be inconsistent with provisions of law.

A. Regular Meetings

Regular meetings shall generally be held at Alexandria City Hall on the first Wednesday of each calendar month at 7:00 PM unless the Board designates another date, time or place for such meetings. The Board shall provide for public comment at each of its regular meetings. The Chairperson may cancel any meeting if there is no business to conduct or in the event of inclement weather or other emergencies. Any meeting cancelled due to inclement weather or other emergencies may be rescheduled by the Chairperson upon consultation with other Board members.

Unless necessary for training or otherwise, regular meetings shall not be conducted at police facilities.

B. Special Meetings

The Chairperson or any three Board members may call a special meeting for good cause by providing three business days' notice.

C. Attendance

All meetings shall be open to the public at all times, except as noted in paragraph E, below. The record of any meeting, except as noted in E, below, shall be made available to any member of the public on request.

D. Quorum/Voting

To take any action, a quorum, as defined in the City Ordinance, must be present.

E. Executive Sessions

The Board by affirmative vote may exclude the public from its deliberations or briefings pertaining to a pending litigation or for one of the reasons as stated in the Virginia Freedom of Information Act.

The Board by affirmative vote may allow additional persons into closed session as necessary. At the request of the Chairperson or by affirmative vote of the Board, staff may be excluded from executive session. No Board member, voting or non-voting, shall ever be excluded from executive/closed session.

F. Minutes

The Board shall ensure that it records meeting minutes for each Board meeting. The minutes shall contain: the date, time, and place of the meeting; the Board members who are absent and present for the meeting; a brief description of the Board's business conducted at the meeting; and a record of all votes taken at the meeting including each Board member's vote on each issue by name, unless the vote is unanimous.

G. Ethics

The Board's conflict of interest and confidentiality requirements are set out in Virginia's State and Local Government Conflicts of Interests Act, Va. Code § 2.2-3100, *et seq.* and City Code § 3-3-121, *et seq.* and § 2-4-223.

ARTICLE V. OFFICERS

A. Officers

The officers shall consist of a Chairperson, Vice-Chairperson and Secretary to be elected by affirmative vote of the Board.

B. Terms of Officers

Beginning in 2023, the Board shall elect members to these positions in its first meeting of the calendar year to serve a one-year term. No Board Member shall serve more than two consecutive one-year term as Chairperson.

C. Responsibilities of the Chairperson

The Chairperson shall preside over all Board meetings at which he/she is present. Additionally, the Chairperson shall prepare all Board meeting agendas in consultation with professional City staff members. The Chairperson shall also draft all Board communications, execute all documents authorized by the Board, and serve as the Board's media point of contact when authorized. He/she can also call for any special meetings and shall oversee the preparation of the Board's annual report. The Chairperson may assign any of these duties as well as ad hoc tasks to one or more Board members and appoint Committee chairs. Finally, he/she shall perform all duties associated with that office.

D. Responsibilities of the Vice-Chairperson

The Vice-Chair, in the event of the absence or disability of the Chairperson or vacancy in that office, shall assume and perform the duties of the Chairperson and shall perform any other duties delegated to them by the Chairperson. The Vice-Chairperson shall also perform the duties of the Secretary in the absence of the Secretary.

E. Responsibilities of the Secretary

The Secretary shall, in cooperation with the City's professional staff, take minutes at all public Board meetings and prepare the minutes or reports of all meetings or actions of the Board pursuant to Section F of Article 5. At least three days prior to each meeting, the Secretary shall disseminate the meeting minutes of the prior meeting.

F. Vacancies and Special Elections

In the event of a vacancy in either office, the Board must hold a special election within two Board meetings to fill the position for the remainder of the term by affirmative vote of the Board.

G. Removal of Officers

By affirmative vote of the Board, the Board may remove the Chairperson, Vice-Chairperson, or Secretary from their leadership position. In this event, the removed individual will remain eligible for nomination to all three leadership positions.

ARTICLE VI. COMMITTEES

For any tasks not already outlined, the Board by affirmative vote, may create any necessary committees or subcommittees of Board members to accomplish the Board’s objectives. The Board Chairperson may select Board members to participate and chair any committee/subcommittee created by the Board and to attend meetings relevant to civilian oversight of law enforcement.

The Chair of each Committee shall call Committee meetings as deemed appropriate.

ARTICLE VII. EFFECTIVE DATE AND AMENDMENTS

- A. The Bylaws shall become effective upon adoption by the Alexandria City Council. These Bylaws are procedural in nature and govern the conduct of the Board’s operations.
- B. All amendments or changes to these By-laws must first be reviewed by an appointed Bylaws Subcommittee and then must receive the approval of a majority of the Board. Any changes to the By-laws must be publicly noticed prior to a vote by the full Board.
- C. The Board shall review these Bylaws at least annually and may amend them. Notice of any proposed amendment must first be submitted in writing to the Board one week prior to the regular meeting. Any proposed amendment must be presented by a Board member in writing at a regular Board meeting. The Board may adopt the amendment at its next regular meeting upon affirmative vote by the Board. All amendments to the Bylaws shall be subject to public notice and public hearing before adoption by the board and would become effective upon adoption by City Council.

Adopted: _____

JUSTIN M. WILSON
Mayor