



Southwest Community Policing Council's (SW CPC) **Procedures** for compliance with City of Albuquerque Twenty Fourth Council Bill No. O-20-27, known as the Community Policing Council Ordinance.

## COUNCIL LEADERSHIP

The Lead officers of the SW CPC will work as a "Team" and will be Co-Chairs - two people serving together as Lead - and a Secretary. The Team will serve a two-year term. The SW CPC will elect this Team in January every even-numbered year.

The Team will consist of a 1st Chair and the 2nd Chair with equal duties. The 1st Chair will be the member to **cycle out** of the Team when elections are held, and a council member is elected as Secretary.

- 2nd Chair becomes 1st Chair
- Secretary becomes 2nd Chair
- new Secretary elected.

If a Team member steps down or resigns from the Council, the next Planning Session of the Council will include an election to fill the Team vacancy. The succession will remain the same, with the newly elected council person taking the position of Secretary.

### DUTIES of the Leadership Team

- A) 1<sup>st</sup> Chair
  - a. Primary Lead for Planning Sessions
  - b. Primary Lead for public meetings
  - c. Contact public meeting guests
  - d. Attend the Council of Chairs meetings
  - e. Go between CPC Liaison and Council
- B) 2<sup>nd</sup> Chair
  - a. Support the 1<sup>st</sup> Chair during Planning Sessions
  - b. Support the 1<sup>st</sup> Chair during public meetings

- c. All responsibilities of the 1<sup>st</sup> Chair as needed
  - d. Contact public meeting guests
  - e. Attend the Council of Chairs meetings
  - f. Go between CPC Liaison and Council
- C) Secretary
- a. Support 1<sup>st</sup> & 2<sup>nd</sup> Chair for Planning Sessions
  - b. Support 1<sup>st</sup> & 2<sup>nd</sup> Chair for public meetings
  - c. Prepare Planning Session and public meeting notes
    - i. Meeting Notes will include
      - 1. The date, time, and location of the session or meeting
      - 2. Names of Council members in attendance
      - 3. Note excused or unexcused absence from Planning Sessions and public meetings
      - 4. List of guests or speakers invited to participate in discussions
      - 5. The substance of each proposal considered
      - 6. Record votes taken
  - d. Attend the Council of Chairs meetings if the 1<sup>st</sup> or 2<sup>nd</sup> Chair is unavailable
  - e. Go between CPC Liaison and Council
  - f. Contact the individuals submitting a Statement of Interest as stated in the Onboarding New Council Members section of these Procedures
  - g. Contact individuals that indicated they would like more information regarding the CPC with registration for the public zoom meetings.
    - i. Establish a standard form letter supplying information and giving the contact's name and email address for further requests for information
    - ii. Send the letter within ten (10) days of the public meeting
  - h. Maintain a list of all email addresses available for community participants
    - i. Email notification of public meetings to the list of community participants at least seventy-two (72) hours before the public meeting

## ONBOARDING NEW COUNCIL MEMBERS

- 1) The Statement of Interest is an online form completed by community participants to become council members. ~ <https://www.cabq.gov/community-policing-council/community-policing-council-application>
- 2) The Statement of Interest is forwarded to the leadership Team by the CPC Liaison.
- 3) **Availability** to add to the Council (see O-20-27 for requirements):
  - a) The Team as soon as practicable:
    - i) Reviews the Statement of Interest and forwards the information to the full Council membership.
    - ii) Forwards an email to the individual
      - (1) acknowledging the Statement of Interest
      - (2) includes a copy of these Procedures

- (3) directs them to smartCASA.org to review ¶¶ 266 thru 270 of the Court Approved Settlement Agreement (CASA)
  - (4) refers them to the City Ordinance O-20-27 ~ <https://www.cabq.gov/clerk/documents/o-20-27.pdf>
  - (5) schedules a Planning Session to talk with the individual within thirty (30) days
    - (a) asks the standard questions regarding participation as a Councilperson (See Appendix A)
    - (b) discusses the need for willingness to fully participate in Council activities beyond the once-a-month public meeting
- 4) **No availability** for new members (see O-20-27 for requirements)
- a) The Team:
    - i) Forwards an email to the individual
      - (1) Acknowledging the Statement of Interest
      - (2) Includes a copy of these Procedures
      - (3) Directs them to smartCASA.org to review ¶¶ 266 thru 270 of the Court Approved Settlement Agreement (CASA)
      - (4) Directs them to the City Ordinance O-20-27
      - (5) Informs them that the Statement of Interest will be retained, and they will be contacted when a Council position is available
      - (6) Asks if they would like to participate with the Council as a member of a Working Group until a position on the Council becomes available
  - 5) Discussion with the individual and community participants will be at the first available public meeting. A vote for inclusion in the Council will be at the public meeting
  - 6) See the *Community Policing Council Guidelines* <https://www.cabq.gov/cpoa/documents/cpc-guidelines-version10.pdf> for information regarding appeal rights

## *Quorum*

1. **Planning Session:** quorum *is not necessary* for council Planning Sessions. The SW CPC will make decisions regarding the forward progress of the Council based on a majority vote *of those in attendance, and absentee ballots timely received*. The Team will distribute items for voting via email, #slack, or other means of communication used by the Council to council members in advance
2. **Monthly Public meeting:** *50% of the Council is needed* in attendance before a vote on SW CPC business during monthly public meetings and for recommendations to be sent to the Albuquerque Police Department.

## **PLANNING SESSION**

1. will be held 1-3 times per month
2. all Councilpersons are to attend
3. for discussions regarding the health of the SW CPC
4. for decisions regarding the forward motion of the SW CPC
5. for selection of a monthly public meeting topic of discussion
6. for exchange of ideas regarding a recommendation to the Albuquerque Police Department
7. for a preliminary conversation with an individual submitting a statement of interest in the SW CPC

## **ABSENTEE VOTING**

1. will be allowed for Planning Sessions when emergencies require
2. will be allowed no more than once in three (3) month period.

## **PUBLIC MEETINGS**

1. monthly on the 1st Wednesday of the month beginning at 6:00 pm
2. all Council members are to attend
3. Will be held via zoom during public health emergencies - Council members must be available with audio and video during all meeting portions.
4. for conversation regarding the "Topic of Discussion" with the community participants
5. for formal votes on recommendations to the APD
6. for votes to onboard new members

## **REMOVAL FROM THE COUNCIL**

The Council may remove a councilperson for:

- 1) Inappropriate behavior under the standards of civility
- 2) Failure to participate in Planning Sessions
  - a) unless due to an unavoidable emergency and without excuse received in advance of the meeting begin time.
  - b) Notice to be given to a member of the Leadership Team
  - c) Council members may seek dispensation from the notification time limits as necessary.
- 3) Absent from two (2) monthly public meetings

- a) unless due to an unavoidable emergency and without excuse received in advance of the meeting beginning time.
- b) Notice to be given to a member of the Leadership Team or CPC Liaison
- c) Council members may seek dispensation from the notification time limits as necessary.

### **RESIGNATION FROM THE COUNCIL**

The Councilperson will submit a letter stating the desire to resign from the Council to the Leadership Team and the CPC Liaison, Kelly Mensah [kmensah@cabq.gov](mailto:kmensah@cabq.gov), as soon as practicable.

### **RECOMMENDATIONS**

Any Councilperson or community participant may submit a request for a recommendation to be considered. The Community Participant submitting the request and other community participants will be solicited to research the proposal to provide the rationale for the request and supporting evidence. See the *Community Policing Council Guidelines* for additional information regarding the completion of a recommendation (<https://www.cabq.gov/cpoa/documents/cpc-guidelines-version10.pdf>)

## APPENDIX A

### *Standard new member questions:*

- 1) How did you learn about the SW Community Policing Council (SW CPC)?
- 2) Do you have 10-15 hours per month to devote to the SW CPC?
- 3) What are your social media interests?
  - a) Facebook
  - b) Twitter
  - c) #slack
  - d) MailChimp or other mass email program
  - e) Next Door
- 4) Any other skills you enjoy and wish to share, e.g., writing annual reports, creating graphics, pie charts, statistical graphs, etc.?
- 5) Are you familiar with the Court Approved Settlement Agreement and the City Ordinance O-20-27?
- 6) Are you familiar with the concepts of constitutional community-oriented policing?
  - a) Do you support it?
  - b) If not, why?
- 7) What would you like the SW CPC to do to foster constitutional community-oriented policing?
- 8) How do you visualize the activities of the SW CPC?
  - a) Do you think that creates change in the community's perception of the Albuquerque Police Department?
    - i) If so, how?
    - ii) If not, why?

## GLOSSARY

***1st Co-Chair:*** The member of the Leadership Team that will leave the Team each even-numbered year after elections

***2nd Co-Chair:*** The member of the Leadership Team that takes 1st Co-Chair each even-numbered year after elections

***Civility:*** formal politeness and courtesy in behavior or speech

***Community Participant:*** any resident, worker, or business owner in the Area Command, which is the boundary for the Council membership

***Councilmember:*** individuals that have committed to uphold the Duties and Responsibilities as outlined in § 9-4-6-6 of O-20-27

***Dispensation:*** exemption from a rule or usual requirement.

***Excuse:*** reason or explanation put forward to defend or justify

***Foster:*** encourage or promote the development of

***Planning Session:*** a meeting of the Council members without the community participants present, at which time decisions regarding the forward progress of the Council will be voted

***Practicable:*** able to be done or put into practice successfully

***Secretary:*** The council member added to the Leadership Team by the elections in even-numbered years

***Standard:*** used or accepted as typical or average

***Working Group:*** a combination of Council members and community participants working together to move the SW Community Policing Council forward as defined by the Community Policing Council Ordinance (O-20-27). The Working Group may be an ongoing Standard Working Group or have a specific goal upon which the Working Group will dissolve when the goal is attained