

**Rules Committee Meeting
Police Accountability Board
April 5, 2022 at 6:30 PM
Conducted Over Zoom**

Attendees

Board Members: Harrison, Brown, Setel
Staff: Pacheco-Walker

Item	Details	Vote	Time
Start of Meeting	<u>Welcome & Introductions:</u> Committee Chair Harrison called the meeting to order.	N/A	6:31PM
Meeting Discussion	<p>Harrison explained that the Committee was meeting tonight to discuss and decide what their recommendation will be in regards to the Board Meeting Rules. Harrison noted that he believes they are largely a straightforward copy of Robert’s Rules of Order and as such he does not see a reason to wordsmith them.</p> <p>Pacheco-Walker shared the document ‘Roles, Rules, and Structure for Board Meetings’ on screen.</p> <p>Setel noted that in light of the Board attempting to be receptive to people who may not have any kind of Board training, and in light of the collaborative nature that they are attempting to establish, that it would be prudent to have certain things such as facilitating the meeting be a rotating responsibility. Noted other facilitation responsibilities such as time-keeping, reading the room, that can be split up amongst Board Members and allow for co-facilitation of the meeting. Setel explained that she is not sure it needed to be in the rules, but that the language could be changed to say that the Chair will ‘facilitate or designate someone to facilitate’ meetings.</p> <p>Harrison stated that the request is reasonable, though he favors leaving the document alone. Setel replied that she believes this is important and wants to move away from the Chair doing everything. Harrison responded that that seemed reasonable.</p> <p>Harrison noted that the Chair facilitating the discussion does not mean that they are leading the discussion. Setel disagreed. Harrison responded that the Chair can facilitate the discussion by designating someone to lead the discussion. Setel replied that the language does not read in that way. Setel read aloud the language that stated “the Chair’s role is to facilitate discussion by recognizing speakers, keeping track of motions, and calling votes”. Explained that what she is saying is that the Board can have a structure where the facilitator rotates every month or every</p>		XXX

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	<p>meeting. Noted that doing so gives everyone the opportunity to have the skill to facilitate and creates environment of cooperative leadership over hierarchical leadership.</p> <p>Brown stated that she understands the point being made and is fine with amending the language to include that the Chair may facilitate 'or designate a facilitator'. Further stated that she is not in agreement with the function rotating every meeting or once a month. Noted it seemed like an additional burden. Brown stated that currently it is the Vice Chair who keeps time, but that someone else could be designated to do that and that she is not in favor of naming someone specifically once a month.</p> <p>Setel agreed that naming someone on a regular basis could be left out, but noted that she feels the responsibility must rotate. Brown agreed.</p> <p>Harrison mentioned that it has occurred to him that the Board does not have a solid communication protocol. Explained that he believes the current method of communication is haphazard and suggested having an Executive Committee to be the point-people for interactions with the rest of the City. Setel asked if the Committee could finish what they were discussing before moving onto this. Harrison noted that he felt it was relevant. Setel responded that a 9-member Board is not big enough for everyone on the Board and that to go about communicating in this way may lead to cronyism and 'closed-door' private decision making that the Board wishes to avoid.</p> <p>Harrison replied that he felt a 4-member committee would make sense for their Board and that he did not mean to imply that the rest of the Board would be excluded, to the contrary he believed the rest of the Board would be included. Noted that City Council President Miguel Melendez felt the need to organize City Council in a similar manner and that he thought that PAB might do the same.</p> <p>Setel asked Harrison what he thought this Committee would do. Harrison responded that they would be the point-people for the rest of the Board. Right now, there are communications and negotiations going on that only one or two Board Members are aware of. Stated that with this arrangement everything would go through the Committee before being referred on, that it would be a distribution system.</p>		
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	<p>Setel stated that she was still not clear and asked what the problem was that he was attempting to address. Further stated that she sees two different issues; one being that no one can speak on behalf of the Board without the Board being consulted. Harrison agreed. Setel responded that that is something that can be clarified. Harrison replied that in order to clarify, the Board needed an entity on their end. Setel contended that instead what was needed is a process. Noted that for her, the Board must get away from only having one or two people interacting with others on behalf of the Board. If the whole Board is interacting, then there is a different dynamic.</p> <p>Brown stated that she thought the process in place is what the Board was doing, as there are only 9 members, emails go out from the Staff and each Member has the opportunity to participate. Asked if the Committee had finalized the wording on the language about the Chair's facilitation responsibilities.</p> <p>Pacheco-Walker made the change to the language.</p> <p>Harrison noted this is the only change the Committee will recommend.</p> <p>Brown asked if Harrison could re-state what the problem is that he is attempting to address with a new 4-person Committee. Harrison replied that he thinks the Board needs a more organized, Committee driven, approach to the handling of its business. As it is now, he believes that duties are assigned on the fly, things are taken care of, but in a haphazard, disorganized way. Explained that he didn't think of the Committee as a ruling Committee, but instead as a distribution piece of the existing Committee structure. This Committee would ensure that information gets to other Committees so that they can report back to the Board at large.</p> <p>Brown replied that right now when something comes in, it is the Executive Director's job to assign it to a Committee and asked if he was proposing to handle that in a different way. Harrison stated that could be another point, that he thinks the Board needs to be ready and able to decide on issues of policy and oversight and that requires some structure.</p> <p>Brown asked if Harrison would be willing to write up a framework for that so that all Committee members can have something to refer to.</p>		
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	<p>Setel stated that before doing any of this, she felt the Committee needed to read the memo that came out from the staff today, as they had a structure in mind for the Board. Stated that they might be jumping the gun a bit here and should review that email first.</p> <p>Brown asked Setel if she wanted Harrison to write up his proposal. Setel answered not until he has read the memo that came out from Staff today.</p> <p>Harrison explained that he had not read the memo, but had a conversation with a Staff member with regard to changes in the Board structure that he believes is this same topic, and that he does not approve of the idea. Asked why Staff is telling the Board how it should be organized.</p> <p>Setel replied that the Board asked the Staff to do this. Harrison stated that he did not recall that. Setel explained that the Board had ask the Staff to look into how other similar Boards are structured. Added that she encourages the Committee to review the memo and stated that with the exception of the Executive Director evaluation, the Board would not have time for Committee work once they begin working on policy and holding hearings. Noted that she'd be happy to review a write-up on his proposal but that some of his concerns may already be addressed in the memo.</p> <p>Harrison asked if the Committee will be recommending approval of the document 'Roles, Rules, and Structure for Board Meetings', with the aforementioned amendment to language regarding meeting facilitation. Committee Members agreed.</p> <p>Harrison mentioned that he had a note from the Board Chair that he didn't quite understand, a request to discuss Board evaluations. Setel replied that she was not aware of that request and she was not present to explain. Added that the request can be discussed the next time the Committee meets.</p>		
<p>End of meeting</p>	<p>Meeting adjourned.</p>	<p>N/A</p>	<p>7:00PM</p>

Recording Clerk: Marina Pacheco-Walker