



CITY OF HOUSTON

Executive Order

Subject: **Public Safety Advisory Committee**

E.O. No:
1-11 Revised

Effective Date:
June 6, 2011

1. AUTHORITY

1.1 Article VI, Section 7a, of the City Charter of the City of Houston

2. PURPOSE

2.1 To create a process whereby appointed residents of the City of Houston may support and advise the Chief of Police, the Fire Chief, the Mayor and the City Council Public Safety and Homeland Security Committee regarding programs, policies and procedures that impact public safety; to provide an opportunity for residents to understand Houston's public safety issues and concerns; and to provide a forum to discuss both immediate and long range solutions.

3. OBJECTIVE

3.1 To provide a system of increased accountability and transparency and to facilitate resident input on matters that affect Public Safety.

4. ORGANIZATION

4.1 Appointment. The Mayor shall nominate six committee members, including the Chair (or "Chairperson") of the committee, and each Council Member shall nominate one committee member, based upon referrals or recommendations.

4.2 Each nominee shall be approved by a majority of the members of Council using the standard City of Houston appointment process.

4.3 Each nominee shall:

4.3.1 Be a United States citizen;

4.3.2 Have resided for at least three years, and continue to reside during the term of his/her appointment, within the corporate limits of the City;

4.3.3 Be willing to make a commitment to serve for up to three years;

4.3.4 Hold no political office;

4.3.5 Not be employed by any law enforcement agency;

4.3.6 Not be an employee of the City of Houston;

Approved:

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- 4.3.7 Not be an immediate family member of any Houston Police or Fire Department personnel;
- 4.3.8 Reflect the demographic and geographic diversity of the City; and
- 4.3.9 Reside in the district of the Council Member who made the nomination, if relevant.

4.4 Appointments shall be for a three-year term. Members may serve for no more than two consecutive terms. Appointments that fill the remainder of an unexpired term of less than 18 months remaining shall not be counted towards the term limits.

4.5 Terms shall be staggered so as to permit the appointment of 1/3 of the members each year following the initial appointment of all members after the effective date of this Executive Order. Members appointed to an initial term of less than three years under this staggering system shall be deemed to have served one full term for purposes of term limits under this Executive Order.

Additional members meeting the above-stated qualifications shall be appointed to represent Houston community organizations. The following organizations shall each be entitled to appoint one representative to the Committee. Additional organizations may be added upon designation by the Mayor, including:

- National Association for the Advancement of Colored People (NAACP)
- League of United Latin American Citizens (LULAC)
- Houston Gay and Lesbian Political Committee (HGLPC)
- Vietnamese Community of Houston and Vicinities
- Anti-Defamation League of B'nai B'rith
- American Arab Anti-Discrimination Committee
- Chinese Community Center
- Urban League
- Mexican American Legal Defense Fund (MALDEF)
- Rotating representation by the:

Hobby Center for Public Policy
 Jordan-Leland School of Public Affairs
 Baker Institute for Public Policy

4.6 Officers

4.6.1 The committee shall have an Executive Board which shall consist of a Chair, Vice-Chair, Secretary and three directors whose terms shall begin on July 1. All members of the Executive Board shall be elected annually by the committee, with the exception of the Chair, who shall be appointed annually by the Mayor, as stated in 4.1, above. The officers shall serve a maximum of two consecutive one-year terms. After serving as the Chair, Vice-Chair or Secretary a one-year waiting period is required before running for a position on the Executive Board.

- 4.6.2 The Executive Board shall meet with the Police Chief quarterly to discuss issues affecting public safety. At least one of these meetings shall take place at a regularly scheduled meeting of the entire committee.
- 4.6.3 The Executive Board shall meet with the Fire Chief quarterly to discuss issues affecting public safety. At least one of these meetings shall take place at a regularly scheduled meeting of the entire committee.
- 4.6.4 The Executive Board shall meet with the Mayor semi-annually to discuss issues affecting public safety. At least one of these meetings shall take place at a regularly scheduled meeting of the entire committee.
- 4.6.5 The Executive Board shall meet with the Public Safety and Homeland Security Committee semi-annually to brief Council Members on the work of the Public Safety Advisory Committee. This briefing will include but is not limited to the issues reviewed, recommendations, lessons learned, recommended changes to policy, process, and procedures and issues on future agendas.
- 4.7 Quorum. A majority of the members of the committee shall constitute a quorum.
- 4.8 Public Meetings.
 - 4.8.1 The committee shall conduct public meetings on a monthly basis at locations throughout the City for the purpose of addressing issues as determined by the Executive Board, and obtaining public input.
 - 4.8.2 All such meetings shall have an agenda that shall be posted and advertised to the public.
- 4.9 Vacancies. A position that becomes vacant through a member's death, disqualification, resignation, or removal from the committee shall be filled by nominee selected by the Mayor or appropriate Council Member for the unexpired portion of the panel member's term, or by the community organization from where the member was appointed.
- 4.10 Removal. The Mayor and Council may remove any committee member for failure to attend meetings or for misconduct.

5. SCOPE

- 5.1 The Committee shall advise the Chief of Police, the Fire Chief, the Mayor and the City Council Public Safety and Homeland Security Committee on issues affecting public safety within the City of Houston.
- 5.2 The Committee shall discuss and provide written and oral input on public safety issues of concern to the community and on any issue requested by the Chief of Police, the Fire Chief, the Mayor and the Public Safety and Homeland Security Committee.

6. RESPONSIBILITIES

- 6.1 Chairperson. The chairperson is responsible for:
 - 6.1.1 Holding monthly meetings;
 - 6.1.2 Creating all agendas for meetings;

- 6.1.3 Providing at least 72 hours public notice;
 - 6.1.4 Presiding at all meetings;
 - 6.1.5 Maintaining a roster of members; and
 - 6.1.6 Maintaining a record of all members and the public in attendance at meetings.
- 6.2 Vice-Chairperson. The vice-chairperson is responsible for:
- 6.2.1 Acting as chairperson when the chair is unavailable; and
 - 6.2.2 Performing other duties as requested by the chair or assigned by the Executive Board.
- 6.3 Secretary. The secretary is responsible for:
- 6.3.1 Keeping official minutes of all meetings;
 - 6.3.2 Keeping official records of all meetings with the Chief of Police, Fire Chief, Mayor and Public Safety and Homeland Security Committee;
 - 6.3.3 Maintaining records of all requests made by the Chief of Police, Fire Chief, Mayor and Public Safety and Homeland Security Committee; and
 - 6.3.4 Maintaining records of all reports and recommendations made to the Chief of Police, Fire Chief, Mayor and Council Homeland Security and Public Safety Committee.
- 6.4 Directors. Directors are responsible for:
- 6.4.1 Fulfilling duties of other board members if they are unavailable; and
 - 6.4.2 Performing other duties as requested by the Chair or assigned by the Executive Board.
- 6.5 Chief of Police, Fire Chief, Mayor, Chair of the Public Safety and Homeland Security Committee. The Chief of Police, Fire Chief, Mayor, Chair of the Public Safety and Homeland Security Committee are responsible for:
- 6.5.1 Attending at least one meeting per year of the committee. The Fire Chief and the Chief of Police will meet with the Executive Board or the entire committee at least quarterly.
 - 6.5.2 Providing input and direction to the Committee through the Executive Board. Request research and citizen opinion about specific Public Safety policy or procedure questions facing the City.
 - 6.5.3 Considering recommendations of the Committee.
- 6.6. The Fire Chief and Chief of Police shall each provide a minimum of one training opportunity for members of the committee each year.