

**BYLAWS FOR THE LITTLE ROCK  
PUBLIC SAFETY COMMISSION**

**ARTICLE I.**

**NAME**

The name of this organization shall be the Little Rock Public Safety Commission (the "Commission").

**ARTICLE II.**

**PURPOSE**

The purpose of the Commission, as adopted by City of Little Rock Ordinance 22,316 (October 2, 2023), is to make specific recommendation to the Board of Directors regarding the broader issues of social, economic, and environmental conditions that affect public safety and result in violent crime.

**GOALS**

The goals of the Commission are as follows:

- a) To contribute to the overall safety and security of communities in the City of Little Rock by recommending polices, programs, and initiatives to the Board of Directors that work to reduce crime; and,
- b) To promote community engagement by fostering strong relationships between Law Enforcement and Little Rock communities;
- c) To inform the Board of Directors and the public about holistic efforts to address violent crime in the City of Little Rock.
- d) To encourage problem solving and partnerships between people, neighborhoods, and other agencies and Law Enforcement; and
- e) To work in collaboration with the Little Rock Police Department.

**ARTICLE III.**

**MEMBERSHIP**

Section 1. The Commission shall consist of thirteen (13) qualified people to be appointed by the Mayor, subject to confirmation by the City Board of Directors. The Commissioners shall hold the qualifications prescribed in the ordinance which created the Commission.

Section 2. The Commissioners shall have terms of four (4) years, except that the initial members shall have staggered terms to be decided by drawing lots. Five (5) members shall have four (4) year terms, and four (4) members shall have two (2) year terms. A Commissioner shall serve until his or her successor is selected. Commissioners shall be limited to the number of consecutive terms that can be served as set forth in City ordinances, resolutions, or policy statements.

Section 3. Vacancies shall be filled by the Mayor, subject to confirmation by the City Board of Directors.

Section 4. Pursuant to Little Rock, Ark., Rev. Code ("LRC") § 2-262(c), when a member of the Commission has missed more than 25% of all regular meetings in one (1) calendar year, or more than three (3) consecutive regularly scheduled meetings, the Commissioner is automatically removed from his or her position. If, prior to the next scheduled meeting of the City Board of Directors, the Commissioner submits in writing his or her desire to remain on the Commission, the City Board of Directors, by a majority vote, shall allow the member to continue to serve.

#### **ARTICLE IV.**

##### **MEETINGS**

Section 1. Regular meetings of the Commission shall be held on the third Thursday of every month at 6:00 p.m., in the Willie L. Hinton Neighborhood Resource Center (Auditorium Room), 3805 West 12<sup>th</sup> Street, Little Rock, Arkansas 72204, or such other place as designated by the Chair of the Commission.

Section 2. Special meetings of the Commission may be called by the Chair, or in the absence of the Chair, by the Vice-Chair, or upon written request of five (5) or more Commissioners. Notice of a special meeting shall be given as prescribed by the Arkansas Freedom of Information Act ("FOIA").

Section 3. A quorum required for the transaction of business shall be defined as a simple majority of the existing members of the Commission. The affirmative vote of a majority of the members present at a meeting shall be necessary for any action taken. No vacancy in the membership of the Commission shall impair the right of the quorum to exercise all the rights and perform all the duties of the Commission. All meetings of the Commission shall be conducted according to the latest revision of Robert's Rules of Order.

Section 4. An agenda for each regularly scheduled meeting and the minutes of the last meeting shall be sent to each Commission member in advance of the meeting. The Chair shall approve the agenda for each meeting and additional items may be proposed by any member of the Commission. The agenda shall consist of the following topics:

- (a) Roll Call
- (b) Finding of a quorum
- (c) Approval of minutes of previous meeting
- (d) Citizen communication (limited to 3 minutes per person, with a maximum of 21 minutes allowed for citizen communication)
- (e) Old Business
- (f) New Business
- (g) Adjournment

Section 5. The Commission shall act as a body in making its decisions and announcing them. No Member other than the Chair shall speak or act for the Commission without prior authorization.

Section 6. All meetings of the Commission shall be open to the public, and notice of these meetings shall be provided in compliance with FOIA.

Section 7. A record of the proceedings of the Commission shall be maintained. The record may consist of written minutes, or sound video, or digital recording or a combination. The record of a meeting, whether preserved in written minutes, or sound, video, or digital recording or a combination, must provide a true reflection of the meeting and must, at a minimum, contain the following information:

- a. All members of the Commission present;
- b. All motions, proposals, resolutions, orders, ordinances, and measures proposed and their disposition;
- c. The results of all votes and the vote of each member by name;
- d. The substance of any discussion on any matter;
- e. A reference to any document discussed at the meeting.

Section 8. Commission members may refer to Robert's Rules of Order regarding rules of procedure for guidance with respect to the conduct of meetings and points of order.

## **ARTICLE V.**

### **OFFICERS**

Section 1. The officers of the Commission shall consist of a Chair, Vice-Chair and Secretary. The Chair and Vice-Chair shall be elected by the Commission. The Secretary shall be a designated representative of the Mayor who shall serve in an ex-officio capacity.

Section 2. Terms of officers shall be for one (1) year and officers may succeed themselves.

Section 3. The duties of the officers shall be as follows:

**CHAIR.** The Chair shall preside over all meetings and is responsible for establishing the monthly meeting agenda. The Chair shall have the authority to call special meetings provided the proper notices are given. The Chair shall appoint the members of all committees and is considered an ex-officio member of all committees. The Chair shall sign all approved minutes and, when authorized, other documents on behalf of the Commission.

**VICE-CHAIR.** In the event of the absence of the Chair, the Vice-Chair shall assume the duties of the Chair.

SECRETARY. The Secretary shall keep accurate records of all proceedings of the Commission. Minutes of all Commission meetings shall be promptly recorded and maintained and shall be open for public inspection. The Secretary shall keep an accurate record of attendance. The Secretary shall also be responsible for:

- (1) Preparing routine correspondence.
- (2) Maintaining the files of the Commission
- (3) Keeping track of the current membership of the Commission and the terms of office of the individual members.
- (4) Maintaining a record of the organization of the Commission and its staff.
- (5) At the direction of the Chair, prepare the agenda of items to be considered at meetings of the Commission.
- (6) Attesting documents of the Commission.

#### **ARTICLE VI.**

##### **DUTIES AND POWERS**

Section 1. The Commission shall have all the duties, powers and authority provided for in LRO No. 22,316.

Section 2. The Commission shall submit a quarterly report of its work in writing to the Board of Directors. The report shall list the activities and accomplishments of the Commission and shall provide an update of its objectives, progress and/or outcomes.

#### **ARTICLE VII.**

##### **COMMITTEES**

The Commission may establish standing and special committees as deemed necessary and appropriate. Standing committees shall be composed of two (2) or more Commissioners, but less than a quorum of the full Commission, and shall hold membership for one (1) year or until succeeded. Special committees shall be dissolved when the function with which the special committee was charged has been completed. No special committee shall exist for a period of more than twelve (12) consecutive months, except on the direction of the full Commission. The Chair also has the discretion to create subcommittees to assist standing and special committees with specific projects or functions. The subcommittees would consist of private citizens appointed by the Chair, with the advice and counsel of the full Commission, who are determined to possess expertise in an area that would be of benefit to a standing or special committee. These subcommittees shall be dissolved upon completion of their work, as determined by the Chair, with the advice and counsel of the full Commission. All committees are advisory in nature and

do not have the authority to make final decisions on Commission policy regarding any Commission business. Such decisions are reserved for the Commission itself and must be considered at a regular or special meeting.

## **ARTICLE VIII.**

### **STAFF**

1. The Mayor may, within his or her discretion, furnish staff assistance to the Commission or to the Commission's committees. The staff's main responsibilities are to assist the Commission in its function and to represent the City of Little Rock.
2. The Police Chief or his designee shall attend all regularly scheduled Commission meetings. The Chief is not a voting member of the Commission and shall not be counted for the purpose of obtaining a quorum. The Chief shall take all reasonable steps to ensure that the Commission is kept fully informed about all major police issues that may be of concern to the community.
3. The City Attorney or his designated Deputy City Attorney shall serve as legal counsel to the Commission. The City Attorney or designee is not a voting member of the Commission and shall not be counted for the purpose of obtaining a quorum. The Commission may not commence or respond to any litigation matters without the express consent and involvement of the City Attorney.
4. A city staff member shall work with the Board Secretary to mail or electronically provide minutes of the previous meeting with the agenda for the next meeting to all members at least five (5) business days in advance of the meeting date. All printed information to be distributed to the members with the minutes will be submitted to staff ten (10) days before the meeting so that the materials may be made available to the public. Only material related to the upcoming meeting agenda will be distributed in the meeting packet.
5. Official city stationery may only be used for official communications authorized by the Commission.

## **ARTICLE IX.**

**AMENDMENTS OF BYLAWS.** Subject to compliance with Arkansas law and the municipal codes of the City of Little Rock, these bylaws may be amended at any regular business meeting of the Commission by a two-thirds vote of the entire membership of the Commission, provided

the amendment has been submitted in writing at the previous regular business meeting, and shall become effective when approved by the Little Rock Board of Directors.

**ATTEST:**

**Secretary:**

  
\_\_\_\_\_

**Chair:**

  
\_\_\_\_\_

Approved and Adopted this 21<sup>st</sup> day of March 2024, by the Little Rock Public Safety Commission.