

**BYLAWS
PORTLAND POLICE BUREAU TRAINING ADVISORY COUNCIL**

Article 1

NAME AND NATURE OF ORGANIZATION

The name of the organization is the Portland Police Bureau (“PPB”) Training Advisory Council (“TAC”). The TAC was created as an advisory group pursuant to Resolution No. 36912, adopted by the City of Portland’s City Council on March 14, 2012.

Article 2

MISSION STATEMENT AND GENERAL OBJECTIVES

SECTION 1. Mission Statement. The mission of the TAC is to provide ongoing advice to the Chief of Police and the Training Division in order to continuously improve training standards, practices, and outcomes through the examination of training philosophy, content, delivery, tactics, policy, equipment and facilities.

SECTION 2. General Objectives. The general objectives of the TAC reflect those outlined in Resolution No. 36912 attached hereto and incorporated herein, including, but not limited to the following:

1. Provide observations and recommendations regarding the effectiveness and adequacy of the PPB’s employee training programs, initiatives, and facilities.
2. Review training “best practices” and emerging training strategies and make recommendations on their applicability to the PPB.
3. Propose recommendations for training enhancements that could improve the Bureau’s delivery of policing services to the community.

Article 3

MEMBERSHIP

SECTION 1. Eligibility and Application. Individuals must submit an application. All applicants will undergo a background investigation to determine their eligibility to serve on the TAC. Everyone appointed to membership on the TAC shall maintain their background eligibility to serve and shall inform the Police Chief if a change in their eligibility occurs.

SECTION 2. Appointment. Portland Chief of Police shall appoint members. Those eligible for appointment shall live, work, study, worship, travel, play or have a demonstrable stakeholder’s interest in the delivery of policing services within the city of Portland.

SECTION 3. Term. The TAC members shall serve two years each, except one-half of the initial membership shall serve three years. Members may reapply to serve additional terms.

SECTION 4. Participation Requirements. To maintain membership, each year, members shall:

- (1) Attend at least 50 percent of the TAC meetings, and
- (2) Participate in two training activities.

SECTION 5. Resignation or Removal. All members of the TAC serve at the pleasure of the Chief of Police. A member who fails to satisfy the participation or eligibility requirements may be asked to resign, or may be removed at the Police Chief's discretion.

SECTION 6. Vacancies. Any vacancy occurring for any reason in TAC's membership may be filled during the annual application process.

SECTION 7. Election of Chair. The Chair of the TAC shall be elected by a majority of the TAC's members present at a regular meeting. The Chair shall serve a two year term and shall not serve consecutive terms. The Chair shall also serve as Chair of the steering committee.

SECTION 8. Communications. The Chair or their designee shall be the spokesperson of official pronouncements related to TAC business.

Article 4

STEERING COMMITTEE

SECTION 1. Election. At a regular meeting, a majority of the TAC present shall elect 5 members to serve on a steering committee.

SECTION 2. Term. Each member of the steering committee shall hold office for one year or until a successor is duly elected.

SECTION 3. Duties. The steering committee works with the Training Division to form and monitor the progress of task forces and develop TAC's work plans.

SECTION 4. Authority. The steering committee does not have any authority to act for or on behalf of TAC's membership without express authorization by a majority vote of TAC's members present and called upon to vote at a meeting.

Article 5
MEETINGS

SECTION 1. Quorums. A quorum is required to conduct business. A majority of the TAC's membership shall constitute a quorum. A majority vote of the members present shall be required to carry a motion, proposal, or resolution.

SECTION 2. Regular Meetings. TAC's full membership shall meet at least quarterly. The steering committee and task forces shall meet as frequently as needed to accomplish their objectives.

SECTION 3. Special Meetings. The steering committee or a quorum of the membership may call a special meeting at a time and place designated by the calling party.

SECTION 4. Notice of Meetings. Notice of the time, date and place of all meetings shall be emailed or otherwise given to each member at least five (5) days before such meeting unless the nature of the meeting is such that shorter notice cannot be avoided. If a special meeting, the notice shall specify the nature of the business to be presented and no other business shall be conducted.

SECTION 5. Rules of Order. The rules of order (in the order stated):

- (a) Resolution No. 36912 and these bylaws;
- (b) Standing Resolutions passed by TAC's membership;
- (c) The most current available edition of Robert's Rules of Order, Revised.

Article 7
AMENDMENTS

These bylaws may be altered, amended or repealed and new bylaws adopted by three fourths of TAC's members present at a regular or special meeting. Notice of the proposed amendments shall be sent ten days before the meeting.

Article 8
RECORDKEEPING

SECTION 1. TAC's Records. TAC must maintain the following books and records in a notebook at the training facility:

- (a) The original copy of its bylaws including all amendments and alterations;

(b) The minutes of TAC's quarterly meetings and all resolutions adopted by TAC;

(c) All task force reports.

SECTION 2. Right of Inspection. Any TAC member may examine the records related to any of TAC's proceedings.

Article 9
EFFECTIVE DATE

These bylaws will be effective upon adoption by a majority of TAC's members at a regular meeting.

These bylaws were adopted by TAC on _____

These bylaws are endorsed by the Chief of Police and the Captain of the Training Division.



Portland Police Chief, Mike Reese

12/18/13
Date



Portland Police Captain, Bryan Parman

01/02/2014
Date