

PUBLIC SAFETY COMMITTEE BYLAWS

ARTICLE 1 - ORGANIZATION

Section 1-1. Name.

The organization shall be known as the Public Safety Committee (the “PSC”).

Section 1-2. Object.

Following recommendation by the Fire and EMS Commission to disestablish its existence as a County Commission, the Spotsylvania County Board of Supervisors (BOS) wishes to establish a Public Safety Committee to advise them of top level public safety needs including law enforcement, fire and rescue, and emergency management issues affecting the County and its citizens.

The PSC mission shall be to monitor, evaluate, and propose policies, actions, priorities, programs, and innovative responses to challenges and opportunities that enhance the efficiency and effectiveness of County government, specifically regarding public safety issues.

ARTICLE 2 - MEMBERS

Section 2-1. Number and Term.

The PSC shall initially be comprised of 9 members approved by the BOS. There shall be six standing members and three rotating members appointed by the BOS for a two (2) year term.

a. Standing Members. Standing members of the PSC shall consist of the Sheriff or designee, County Administrator or designee, the Fire Chief or designee, Emergency Management Coordinator, 911 Communications Manager, and a representative from the Department of Information Services.

b. Rotating Members. Two members of the BOS and one County Citizen at large shall be rotating members (“Rotating Members”). All rotating members shall be residents of Spotsylvania County.

ARTICLE 3 – OFFICERS

Section 3-1. Selection of Officers.

Members shall annually elect a Chairman and Vice-Chairman.

Section 3-2. Chairman.

The Chairman shall preside at all meetings, and coordinate with all stakeholders.

Section 3-3. Vice-Chairman.

The Vice Chairman shall conduct the activities of the Chairman during his/her absence and shall perform other duties as directed.

ARTICLE 4 – MEETINGS

Section 4-1. Regular Meetings.

Meetings shall typically occur quarterly, with notice to BOS and the public via the County website and the public meetings bulletin board.

Section 4-2. Special Meetings.

Special meetings may be called by the Chair with the consent of a majority of members, and with 72-hour notice to all members and the public.

Section 4-5. Quorum.

A quorum of 5 members shall be required to conduct formal business. Informal discussions at meetings that lack a quorum shall not include decisional actions.

Section 4-6. Open to the Public.

Meetings are open to the public unless the PSC passes a closed meeting resolution.

Section 4-7. Conduct of Meetings

Meetings shall conform to a published agenda, as may be amended. Minutes shall be taken at all meetings.

Section 4-8. Order of Business.

Typical agendas shall include.

- a. Call to order, confirmation of attendance and quorum (as appropriate)
- b. Approval of minutes of prior meeting(s)
- c. Public comment
- d. Reports of projects and/or activities
- e. New /old business
- f. Tasking and agenda for next meeting

ARTICLE 5 – DUTIES AND RESPONSIBILITIES

Section 5-1. Operation.

The PSC will make recommendations regarding current and future financial, organizational, policy, communication, preparedness, and/or other related public safety issues.

The PSC shall be organized around the Fiscal Year budget cycle, and shall have access via the County Administrator and Department Directors to financial, operational, staffing, policy, program, and related information regarding County activities. The PSC shall provide reports to the BoS at such time and in such format as requested by the BOS or suggested by the PSC.

ARTICLE 6 – REPORTS

Section 6-1. Reports.

The PSC shall provide reports to the BOS at such time and in such format as requested by the BOS or suggested by the PSC.

ARTICLE 7 – AMENDMENT OF BYLAWS

Section 7-1. Board Approval Required to Amend.

From time to time, it may be advantageous and appropriate to modify the provisions of these Bylaws. If approved by the PSC, the proposed change shall be sent to the BOS for consideration. If approved by the BOS, the change shall be incorporated into these bylaws.

Adopted September 25, 2018