

ATLANTA CITIZEN REVIEW BOARD BYLAWS

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1. Review Board Composition, Term of Membership, Compensation and Vacancies

All matters pertaining to the composition and selection of members, term of membership, compensation of members and vacancies which arise on the Review Board shall be governed by law, pursuant to Chapter 2, Article XVI, Division 13, Section 2202, et. seq., of the Code of Ordinances of the City of Atlanta, Georgia..

2. Facilitator for Meetings of the Board

The Director of the Review Board shall be the designated facilitator for all meetings of the full Board and Screening Panels. However, the Director shall not participate in the deliberations or decisions made by the Board or Screening Panels. It shall be the responsibility of the Director to ensure the orderly proceeding of all full Board and Screening Panel meetings and to prepare and present the agenda, in consultation with the Chair. The Director shall ensure that all parliamentary proceedings at said meetings are in accordance with Robert's Rules of Order, and that the rules and policies of the Board are complied with in addition to performing such other tasks necessary for said meetings.

3. Records of the Review Board

The office of the Director shall maintain custody of all records, documents and materials of the Review Board. The Director shall be responsible for timely providing all evidentiary materials, including but not limited to, physical evidence, photographs, diagrams, police reports and witness statements to Panels reviewing Complaints, or to the General Board, in the case of the Board review of Panel or staff recommendations or public hearings. The Chair shall submit all requests in writing to the Office of the Director for preparation of subpoenas and for production of documents, as well as any other administrative requests for evidence to be forwarded to any person, agency, or to the Committee on Council for action.

4. Review Board Meetings

In all meetings of the General Board and Screening Panels, Robert's Rules of Order, Newly Revised, shall govern such meetings, unless otherwise provided for by these rules, or by the enabling ordinances of the Atlanta Municipal Code.

5. Special Meetings of the Review Board

Upon petition of five (5) members of the Review Board, Special Meetings may be held at the call of the Chair (or Vice chair in the absence of the Chair) or the Director (or her/his designee in the absence of the Executive Director). Board members shall be given at least forty-eight (48) hours notice prior to any Special Meeting. The notice and agenda for any special meeting will be posted and distributed in accordance with the Georgia Open Meetings Act.

6. Review Board Staff

The Director shall supervise the administrative, clerical, investigative, or any other personnel as necessary to discharge the functions of the Review Board. The Executive Director shall promulgate internal office procedures and prepare necessary standardized forms for the intake of Complaints and the conduct of investigations, reviews and hearings by the Screening Panels and the General Board. The daily operations of the Review Board shall be managed by the Executive Director who shall oversee the regular functioning of the staff assigned to help carry out the duties of the Review Board.

7. Orientation and Training

The Director is responsible for the establishment of an orientation and training program for new Review Board members. All new Review Board members shall complete the orientation and training program within ninety (90) days of confirmation as a member of the Review Board by Council.

8. Duties of Chair

The Chair shall preside at all meetings of the Board. The Chair shall sign all official documents which require the signature of the Chair. The Chair shall appoint Screening Panels committees as necessary to carry out the business of the Board and shall perform all other duties which may be prescribed by law or by these bylaws or delegated by the Board.

9. Duties of Vice Chair

In the absence of the Chair or in the event of the Chair's or inability or failure to act, the Vice Chair of the Board shall perform the duties of the Chair and, when so acting, shall have all the powers of the Chair.

Additional duties of the Vice Chair shall be as follows:

- 1) Assist, with the Chair and Executive Director, in planning the agenda for the Board General Meetings; and,
- 2) Assume any other duties delegated by the Chair.

10. Duties of Secretary

The Secretary of the Board shall:

- 1) Record the minutes of each General Meeting;
- 2) Submit the minutes of each General Meeting to the Board for approval;
- 3) File a copy of the approved minutes with the Executive Director of the Board; and,
- 4) Assume any other duties delegated by the Chair.

11. Public Participation in Board Meetings

Public participation at General Board meetings is welcomed. Citizens shall sign up to give comments in advance of each meeting and comments by each citizen shall be limited to three minutes. Public comment shall not be permitted at hearings.

12. Removal of Board Members

Any Board member who fails to regularly attend meetings and Review Board proceedings without good cause or grossly fails to perform her/his duties may be recommended for removal from the Board upon a vote of seven (7) members of the Board. Any vacancy which results from removal from the Board shall be filled in accordance with Article XVI, Division 11, Sections 2-2202 and 2-2206 of the Code of Ordinances, City of Atlanta.

13. Yearly Report of Attendance at Review Board Meetings

The Executive Director shall report yearly to the appointing authority of each Review Board Member the attendance of that member at all meetings of the Review Board.

14. Code of Ethics

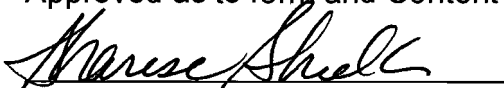
All Board members shall be bound by the City of Atlanta Code of Ethics, as set forth in Chapter 2, Article VII, Division 2, Section 2-801, et. seq., of the Code of Ordinances, City of Atlanta, Georgia.

15. Amendment of Bylaws

A proposed alteration, amendment, repeal, enactment of a new provision of the Bylaws must be submitted in writing to the Board at General Board meeting. No proposed alteration, amendment, repeal, or new provision shall be voted upon until a General Board meeting subsequent to the meeting at which the proposal is offered. In order for any proposed alteration, amendment, repeal or new provision to become effective, it must receive the affirmative vote of a minimum of seven (7) members of the Board. No such alteration, amendment, repeal, new provision shall be retroactive, but shall become operative at the time such affirmative vote is made or at such time in the future as the Board may designate.

WHEREAS, there being a quorum present of the Review Board, and the members having voted to approve these provisions, the foregoing Bylaws are hereby adopted as amended by the Review Board this 14th day of August, 2008.

Approved as to form and Content


Sharese Shields

Chair
Atlanta Citizen Review Board



Roderick E. Edmond
Secretary
Atlanta Citizen Review Board