

Meeting Agenda and Notice Community Advisory on Public Safety Commission

Thursday, December 19, 2024 at 4:00 pm – 5:30 pm

McCloskey Conference Room (#135), Showers Building, 401 N. Morton Street

The public may also access the meeting at the following link:

<https://bloomington.zoom.us/j/85331081403?pwd=JaC6OjleImdpMjj7M8Uf7dqbCNDH9E.1>

- I. ROLL CALL & INTRODUCTIONS
- II. APPROVAL OF AGENDA AND APPROVAL OF MEMORANDA/MINUTES
- III. REPORTS (if any)
 - A. Co-Chairs
 - B. Individual Members
 - C. Committees
 - D. Staff
 - E. Public / Public Comment
- IV. NEW BUSINESS
 - A. Discussion of bylaws
 - B. Collaboration with city and board officials
 - C. Outreach and community engagement
 - D. Housing advocacy concerns discussion
- V. TOPIC SUGGESTIONS FOR FUTURE AGENDAS
- VI. ADJOURNMENT

CAPS Commission Goals and Purpose:

Perform research and gather data on the perceptions and preferences about public safety from community members, with specific focus on perceptions and preference data gathered from minority community members, individuals who are disabled, and other often marginalized community members

Research evidence-based alternatives to traditional policing

Identify best practices in public safety globally and evaluate the efficacy of such practices for implementation in Bloomington.

Make recommendations to the Common Council, the Board of Public Safety, and/or the Mayor or the Mayor's designee on policies and programs that enhance public safety for all community members.

Draft Bylaws - based on Bloomington Commission on the Status of Women

As discussed in CAPS meetings on 7.22 and 7.29.2021

ARTICLE I.

Members.

Section 1. Appointment. The Community Advisory on Public Safety Commission ("Commission") shall be composed of eleven (11) voting members appointed by the Common Council. Each member shall have one (1) vote and shall serve without compensation. Bloomington Municipal Code (BMC) Section 2.12.120 (c) or its successors specifies the appointment mechanism. BMC Section 2.08.020 (5) or its successors specifies filling of vacancies.

Section 2. Qualifications. Commission members must be at least eighteen years of age and reside within the City of Bloomington. In addition to the qualifications stated in BMC Section 2.12.120 (d) or its successors, members are *encouraged* to attend regular monthly meetings and contribute to programs and projects of the Commission.

Section 3. Attendance. BMC Section 2.08.020 (4) or its successors specify attendance requirements. Members shall give prior notice to the Chairperson or the Council Office Liaison if they are unable to attend a regular or special meeting.

Section 4. Removal of Members - A member may be removed for cause. Cause shall include, but not be limited to, failure to attend three consecutive regularly scheduled meetings of the Commission or four regularly scheduled meetings in any twelve-month period. If a member meets these criteria, the Commission shall add to the agenda of the next regular meeting, a removal review. ~~provided, that any member may submit in writing to the appointing authority any extenuating circumstances. Such written submission shall be made within five business days before the formal decision to remove is reached.~~ Acceptance of extenuating factors by the appointing body puts the member on notice that further excessive absenteeism shall result in removal.

Section. 4. Resignation. Resignation shall be communicated to the Chairperson and/or the Office of the Bloomington Common Council.

ARTICLE II.

Facilitators

Suggestion (rotating facilitator?)

Section 1. Positions. Facilitators of the Commission can include but not be limited to the Lead Facilitator, the Supporting Facilitator, the Recorder, and/or whatever the Commission determines best carries out the functioning of the Commission. The Common Council Office staff liaison to the Commission is not a member of the Commission.

----- **End of discussion on 7.21.2021** -----

Section 2. Eligibility. All officers shall be members of the Commission; no member shall hold more than one office at a time; and no member shall be eligible to serve more than two consecutive terms in the same office. The Chairperson shall have been a member for at least six months prior to becoming Chairperson.

Section 3. Election. All officers shall be elected at the annual meeting by a majority of the current membership of the Commission.

Section 4. Term. Officers shall be elected to serve for one year or until their successors are elected, and their term of office shall begin at the close of the annual meeting at which they are elected.

Officers shall deliver to their successors all accounts, papers, records, and other commission property within two weeks of their expired term.

Section 5. Removal. An officer may be removed for cause, provided a member or members of the commission submit(s) a signed statement outlining the charges to the Commission and, following the proper procedure, cause is established. Proper procedure includes distribution of the statement to all Commission members; a written response within ten days of receipt of the stated causes from the officer in question; decision as to removal will be made by majority vote at the next scheduled meeting. Removal from office is not a vote for dismissal from the Commission.

Section 6. Vacancies. If an office becomes vacant, the term shall be filled by election at the next regular meeting. If the officer resigns from the office giving advance notice, the election shall take place at the next regular meeting after the resignation is submitted.

Section 7. Chairperson duties. The Chairperson should prepare an agenda for all meetings, preside over all meetings (except when she/he designates another person, or the Vice Chair); the Chair shall appoint a nominating committee prior to the annual election of officers; the Chair should prepare and distribute an annual report of the previous year's activities.

Section 8. Vice Chairperson duties. The Vice Chairperson shall serve as the Chairperson in the absence of the Chairperson; shall perform all duties that may be delegated by the Chairperson; shall aid the Chairperson on request; and such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Commission.

Section 9. Secretary duties. In addition to the duties stated in BMC Section 2.08.020 (10) or its successors, the elected Secretary shall be responsible for overseeing and maintaining the minutes of all meetings and handling correspondence of the Commission. The Secretary shall ensure that copies of all minutes, committee reports, etc. are kept on file in the Community and Family Resources Department of the City of Bloomington.

Section 10. Community and Family Resources Department staff duties. CFR staff will provide notice of all Commission meetings as required by IND. CODE 5-14-1.5-1 through 7 or its successors; and provide other support for Commission activities as agreed to by the Director of Community and Family Resources.

ARTICLE III.

Meetings.

(Suggestion - Round Robin style debate)

Section 1. Regular meetings. Regular meetings of the Commission shall be held monthly. (4th Thursday of each month?)

Section 2. Annual meetings. The regular meeting in April shall be known as the annual meeting and shall be to elect officers and for any other business that may arise.

Section 3. Special meetings. BMC Section 2.08.020 (II) or its successors specifies requirements for calling special meetings. Notice of special meetings must be given in advance and the purpose of a special meeting shall be set forth in the notice thereof.

Section 4. Notice. Notice of each regular meeting shall be conveyed to Commission members before each meeting and shall include the agenda.

Section 5. Quorum. BMC Section 2.08.020 (7) or its successors specify requirements for a quorum. (Specify?)

Section 6. Votes. Each member shall be entitled to one vote. All business of the Commission shall be conducted by majority vote of those present except where otherwise specified in these bylaws.

ARTICLE IV.

Parliamentary Authority.

BMC Section 2.08.020 (8) or its successors specifies requirements for Parliamentary Authority.

ARTICLE V.

Amendment of Bylaws.

BMC Section 2.23.060 (4) or its successors describes the procedure required to change these bylaws or any other rules of the Commission. In addition, amendments shall be discussed at the regular meeting immediately prior to the meeting in which the vote is taken on the proposed amendment. Notice of such a meeting shall be given to all members not less than 14 days before such meeting.

Bylaws of the Community Advisory on Public Safety Commission

DRAFT

Article I. Members

Section 1: Appointment – The Community Advisory on Public Safety Commission (“Commission”) shall be composed of eleven (11) voting members appointed by the Common Council. Each member shall have one (1) vote and shall serve without compensation.

Section 2: Qualifications – Commission members must be at least eighteen years of age and reside within the City of Bloomington.

Section 3: Terms – The initial terms of five city resident appointments shall expire on January 31, 2022. The term of the remaining initial six city resident appointments shall expire on January 31, 2023. Thereafter, all terms of city resident appointments shall be for two years and expire on January 31.

Section 4: Meetings – The Commission shall meet one time each month, every month of the year unless it decides to cancel the meeting. At least four meetings shall be held each year.

Section 5: Attendance – Members shall give prior notice to the Chairperson or the staff liaison appointed by the Council Office if they are unable to attend a regular or special meeting.

Section 6: Resignation - A member wishing to resign shall do so by providing written notice to the appointing body.

Section 7: Removal of Members - A member may be removed for cause. Cause shall include, but not be limited to, failure to attend three consecutive regularly scheduled meetings of the Commission or four regularly scheduled meetings in any twelve-month period; provided, that any member may submit in writing to the appointing authority any extenuating circumstances. Such written submission shall be made within five business days before the formal decision to remove is reached. Acceptance of extenuating factors by the appointing body puts the member on notice that further excessive absenteeism shall result in removal.

Section 8: Vacancies – Vacancies on the Commission, whether due to resignation, disqualification, removal for cause, or any other reason, shall be filled pursuant to Bloomington Municipal Code (“BMC”) Chapter 2.02 and Section 2.08.020.

Article II. Officers.

Section 1: Positions - Officers of the Commission may include but are not limited to the Chairperson, the Vice-Chairperson, and the Secretary.

Section 2: Eligibility - All officers shall be members of the Commission. No member shall hold more than one office at a time. No member shall be eligible to serve more than two consecutive terms in the same office. The Chairperson shall have been a member for at least six months prior to becoming Chairperson (except for the first Chairperson of the Commission).

Section 3: Election - All officers shall be selected by a vote of the Commission at the annual meeting.

Section 4: Term - Officers shall be elected to serve for one year or until their successors are elected, and their term of office shall begin at the close of the annual meeting at which they are elected. Officers shall deliver to their successors all accounts, papers, records, and other commission property within two weeks of their expired term.

Section 5: Vacancies – If an office becomes vacant, the term shall be filled by election at the next regular meeting. If the officer resigns from the office giving advance notice, the election shall take place at the next regular meeting after the resignation is submitted.

Section 6: Chairperson Duties - The Chairperson shall prepare an agenda for all meetings, preside over all meetings (except when she/he designates another person, or the Vice Chair); the Chair should prepare and distribute an annual report of the previous year's activities.

Section 7: Vice Chairperson Duties - The Vice Chairperson shall serve as the Chairperson in the absence of the Chairperson, shall perform all duties that may be delegated by the Chairperson, shall aid the Chairperson on request, and shall perform such other duties applicable to the office

Section 8: Secretary Duties - In addition to the duties stated in BMC Section 2.08.020(10) or its successors, the elected Secretary shall be responsible for overseeing and maintaining the minutes of all meetings and handling correspondence of the Commission. The Secretary shall ensure that copies of all minutes, commission reports, etc. are kept on file in the Office of the Bloomington Common Council

Section 9: Staff Liaison Duties – The Office of the Bloomington Common Council staff liaison shall provide general administrative support for the Commission, including posting all required notices for Commission meetings under the Indiana Open Door Law.

Article III Meetings.

Section 1: Regular Meetings - Regular meetings of the Commission shall be held monthly.

Section 2: Annual Meetings - The regular meeting in January shall be known as the annual meeting and shall be held to elect officers and to take up any other business that may arise.

Section 3: Special Meetings - BMC Section 2.08.020(11) or its successors specifies requirements for calling special meetings. Notice of special meetings must be given in advance and the purpose of a special meeting shall be set forth in the notice thereof.

Section 4: Notice - Notice of each regular meeting shall be conveyed to Commission members before each meeting and shall include the agenda, if one is utilized. Notice shall also be provided in accordance with Indiana Code Chapter 5-14-1.5 et seq.

Section 5: Quorum - BMC Section 2.08.020(7) or its successors specify requirements for a quorum. A majority of the members serving on the Commission constitute a quorum for purpose of conducting the official business of the Commission.

Section 6: Votes - Each member shall be entitled to one vote. All business of the Commission shall be conducted by majority vote of those present except where otherwise specified in these bylaws. Majority vote means a majority of the members of the Commission who are present and voting.

Section 7: Parliamentary Authority - BMC Section 2.08.020(8) or its successors specifies requirements for Parliamentary Authority. Meetings of the Commission shall be conducted according to procedures set forth in Roberts Rules of Order.

**Bylaws of the
Bloomington Commission on the Status of Women**

**ARTICLE I.
Members.**

Section 1. Appointment. Bloomington Municipal Code (BMC) Section 2.23.060 (2) or its successors specifies the appointment mechanism. BMC Section 2.08.020 (5) or its successors specifies filling of vacancies.

Section 2. Qualifications. In addition to the qualifications stated in BMC Section 2.23.060 (3) or its successors, members are expected to attend regular monthly meetings and contribute to all programs and projects of the Commission.

Section 3. Attendance. BMC Section 2.08.020 (4) or its successors specifies attendance requirements. Members shall give prior notice to the Chairperson or the Special Projects Coordinator of the Community and Family Resources Department if they are unable to attend a regular or special meeting.

Section 4. Resignation. Resignations shall be in writing by the resigning member, and shall be conveyed to the Chairperson and the appointing office of the resigning member.

**ARTICLE II.
Officers.**

Section 1. Positions. Officers of the Commission can include but not be limited to the Chairperson, the Vice-Chairperson, the Secretary, and/or whatever the Commission determines best carries out the functioning of the Commission. Community and Family Resources Department (CFR) staff to the Commission is not a member of the Commission.

Section 2. Eligibility. All officers shall be members of the Commission; no member shall hold more than one office at a time; and no member shall be eligible to serve more than two consecutive terms in the same office. The Chairperson shall have been a member for at least six months prior to becoming Chairperson.

Section 3. Election. All officers shall be elected at the annual meeting by a majority of the current membership of the Commission.

Section 4. Term. Officers shall be elected to serve for one year or until their successors are elected, and their term of office shall begin at the close of the annual meeting at which they are elected. Officers shall deliver to their successors all accounts, papers, records, and other commission property within two weeks of their expired term.

Section 5. Removal. An officer may be removed for cause, provided a member or members of the commission submit(s) a signed statement outlining the charges to the Commission and, following the proper procedure, cause is established. Proper procedure includes distribution of the statement to all Commission members; a written response within ten days of receipt of the stated causes from the officer in question; decision as to removal will be made by majority vote at the next scheduled meeting. Removal from office is not a vote for dismissal from the Commission.

Section 6. Vacancies. If an office becomes vacant, the term shall be filled by election at the next regular meeting. If the officer resigns from the office giving advance notice, the election shall take place at the next regular meeting after the resignation is submitted.

Section 7. Chairperson duties. The Chairperson should prepare an agenda for all meetings, preside over all meetings (except when she/he designates another person, or the Vice Chair); the Chair shall appoint a nominating committee prior to the annual election of officers; the Chair should prepare and distribute an annual report of the previous year's activities.

Section 8. Vice Chairperson duties. The Vice Chairperson shall serve as the Chairperson in the absence of the Chairperson; shall perform all duties that may be delegated by the Chairperson; shall aid the Chairperson on request; and such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Commission.

Section 9. Secretary duties. In addition to the duties stated in BMC Section 2.08.020 (10) or its successors, the elected Secretary shall be responsible for overseeing and maintaining the minutes of all meetings and handling correspondence of the Commission. The Secretary shall ensure that copies of all minutes, committee reports, etc. are kept on file in the Community and Family Resources Department of the City of Bloomington.

Section 10. Community and Family Resources Department staff duties. CFR staff will provide notice of all Commission meetings as required by IND. CODE 5-14-1.5-1 through 7 or its successors; and provide other support for Commission activities as agreed to by the Director of Community and Family Resources.

ARTICLE III.

Meetings.

Section 1. Regular meetings. Regular meetings of the Commission shall be held monthly.

Section 2. Annual meetings. The regular meeting in April shall be known as the annual meeting and shall be to elect officers and for any other business that may arise.

Section 3. Special meetings. BMC Section 2.08.020 (11) or its successors specifies requirements for calling special meetings. Notice of special meetings must be given in advance and the purpose of a special meeting shall be set forth in the notice thereof.

Section 4. Notice. Notice of each regular meeting shall be conveyed to Commission members before each meeting and shall include the agenda. The news media shall also be notified in accordance with IND. CODE 5-14-1.5-1 through 7 or its successors.

Section 5. Quorum. BMC Section 2.08.020 (7) or its successors specify requirements for a quorum.

Section 6. Votes. Each member shall be entitled to one vote. All business of the Commission shall be conducted by majority vote of those present except where otherwise specified in these bylaws.

ARTICLE IV.

Parliamentary Authority.

BMC Section 2.08.020 (8) or its successors specifies requirements for Parliamentary Authority.

ARTICLE V.

Amendment of Bylaws.

BMC Section 2.23.060 (4) or its successors describes the procedure required to change these bylaws or any other rules of the Commission. In addition, amendments shall be discussed at the regular meeting immediately prior to the meeting in which the vote is taken on the proposed amendment. Notice of such a meeting shall be given to all members not less than 14 days before such meeting.

EXHIBIT "A"
BY-LAWS AS AMENDED

City of Bloomington, Indiana
Parking Commission
BYLAWS

Article I.
MEMBERS

I.1. Appointment. Bloomington Municipal Code (BMC) §2.12.110 (b), or its successors specifies the appointment mechanism. BMC §2.08.020 or its successors specifies filling of vacancies.

I.2. Qualifications of Voting Membership. BMC §2.12.110 (c), or its successors, specifies the composition of the Commission and Qualifications for voting Membership.

I.3. Appointment of Non-Voting Advisory Members. BMC §2.02.040, or its successors, sets forth the guidelines and requirements to expand the Commission by adopting and filing with the City of Bloomington Common Council a motion which states the Commission's intention to expand membership by as many as four (4) non-voting advisory Members. As directed by BMC §2.08.020 (2), the motion shall set forth the initial period of staggered terms and, after that period, the terms shall be the same length as other positions on those entities.

I.4. Meetings. The commission shall meet at least one time each month unless the Commission votes to cancel a meeting. Changes to dates and times may be approved by the Chairperson including cancellations and the scheduling of the special meetings.

I.5. Attendance. Members shall give prior notice to the Chairperson or to the staff liaison appointed by the Transportation and Traffic Services Division of the Planning and Transportation Department if they are unable to attend a regular or special meeting.

I.6. Resignation. Resignations shall be in writing by the resigning Member and shall be conveyed to the Chairperson and the appointing office of the resigning Member.

I.7. Removal of Members. Except for appointees who serve at the pleasure of the Mayor, a member of the Commission may be removed for cause. Cause shall include, but not be limited to, failure to attend three consecutive regularly-scheduled meetings of the commission or four regularly-scheduled meetings in any twelve-month period, provided that any member may submit in writing to the appointing authority any extenuating circumstances. Such written submission shall be made within five business days before the formal decision to remove is reached. Acceptance of extenuating factors by the appointing official or body puts the member on notice that further excessive absenteeism shall result in removal. The Chairperson shall provide notice of absenteeism

of Mayoral appointees to the Office of the Mayor. *BMC §2.08.20 (4)*.

I.8. Vacancies by Death In the event that a vacancy occurs through resignation or death, the appointing authority shall appoint a person to fill the unexpired term of the resigned or deceased member. If a Member's term has expired, but the appointing authority has failed to act, the appointment of the Member whose term has expired carries over for sixty days or until the appointing authority reappoints or appoints a successor. *BMC § 2.08.20 (5)*.

Article II. MEETINGS

II.1. Regular Meetings. Regular meetings of the Commission shall be held monthly.

II.2. Annual Meeting. The regular meeting in February shall be known as the annual meeting and shall be to elect officers and for any other business that may arise.

II.3. Special Meetings. *BMC §2.08.020 (11)* or its successors specifies requirements for calling special meetings. A special meeting of the Commission or council may be called by the Chairperson, the Mayor, or by a majority of the duly appointed Members the Commission requesting such meeting in writing to the Chairperson. Upon receiving such request, the Chairperson shall thereafter call a special meeting to be held within twenty days. Notice of special meetings must be given in advance and the purpose of a special meeting shall be set forth in the notice thereof. Public notice of the date, time, and place of any meetings, executive sessions, or of any rescheduled or reconvened meeting, shall be given at least forty-eight (48) hours (excluding Saturdays, Sundays, and legal holidays) before the meeting.

II.4. Notice. Notice of each regular meeting shall be conveyed to Commission Members before each meeting and shall include the agenda. The news media shall also be notified in accordance with I.C. 5-14-1.5-1 through 7 or its successors.

II.5. Quorum. *BMC §2.08.020 (7)* or its successors specify requirements for a quorum. A majority of the duly appointed Members, excepting the nonvoting appointed and *ex officio* Members, shall constitute a quorum for purpose of conducting the official business of the Commission.

II.6. Parliamentary Procedure. *BMC §2.08.020 (8)* or its successors specifies requirements for Parliamentary Procedure.

II.7. Conduct of Meetings. The order of business of all meetings shall be as follows:
 (a) Call to Order;
 (b) Approval of Minutes;

- (c) Reports from Commissioners and City Offices including, but not limited to:
 - 1. Office of the City Controller;
 - 2. Department of Public Works;
 - 3. Parking Enforcement Division of the Police Department;
 - 4. Office of the City Clerk;
 - 5. Department of Planning & Transportation;
- (d) Reports from the Public;
- (e) Discussions of Topics Not the Subject of Resolutions;
- (f) Discussion of Resolutions;
- (g) Member Announcements;
- (h) Adjournment.

The Chairperson may limit the length of time and number of times an individual may comment during public comment. The Chairperson shall explain the limits prior to hearing any public comment. This also may include limitations on repetitive or redundant comments to help ensure each individual has an opportunity to provide their comments.

II.8. Votes. Each voting Member shall be entitled to one vote. Routine business may be conducted by voice vote. The outcome of a vote shall be determined by the majority of the duly appointed Members present and eligible to vote and voting. In no event shall less than four votes cast in the affirmative carry a motion or adopt a Resolution of the Commission. A member who wishes not to vote may remain silent during a voice vote or roll call vote, or may submit a blank ballot during a ballot vote. No member may be forced to vote.

II.9. Minutes. A digital recording of all meetings shall be kept and available for review by Members and the public within a reasonable period of time after a meeting.

Article III. RESOLUTIONS

III.1. Resolutions. The Commission shall have the authority to adopt resolutions. No resolution shall be adopted without at least two-thirds of the duly appointed Members present.

III.2. Recommendations. Published recommendations of the Commission and the Annual Report shall be adopted and approved by Resolution.

III.3. Recorded Votes. For Resolutions considered by Commission, the Secretary shall call the roll and record the votes of each duly appointed and voting Member, the results which shall be published in the minutes of the Commission's meeting.

III.4. Annual Report. BMC §2.12.110 specifies that the Commission shall submit an annual report of its activities and programs to the Mayor and Common Council by September 30 of each year. Such report shall be approved by the Commission by Resolution.

OFFICERS

IV.1. Positions. Officers of the Commission may include but are not limited to the Chairperson, the Vice-Chairperson, and the Secretary.

IV.2. Eligibility. All officers shall be members of the Commission and no member shall hold more than one office at a time. The Chairperson shall have been a member for at least six months prior to becoming Chairperson, unless no current Members have been appointed for a period longer than six months.

IV.3. Election. All officers shall be elected at a regular meeting by a majority of the current membership of the Commission.

IV.4. Term. Officers shall be elected to serve for one year or until their successors are elected, and their terms of office shall begin at the close of the meeting at which they are elected. Officers shall deliver to their successors all accounts, papers, records, and other Commission property within two weeks of their expired term.

IV.5. Removal. An Officer of the commission may be removed from office for cause. Cause shall include, but not be limited to, misuse of office, improper representation of the commission, failure to carry out minimum duties of office, failure to attend three consecutive regularly scheduled meetings in any twelve month period or four regularly scheduled meetings in any twelve month period without just cause as determined by the Commission; provided, that any member may submit in writing to members of the commission any extenuating circumstances. Such written submission shall be made within five business days before the formal decision to remove is reached. A member or members of the commission shall submit a signed statement outlining the charges to the Commission and, following the proper procedure, cause is established. Proper procedure includes distribution of the statement to all Commission members. Decision as to removal will be made by majority vote at the next scheduled meeting. Removal from office is not a vote for dismissal from the Commission.

IV.6. Vacancies. If an office becomes vacant, the term shall be filled by election at the next regular meeting. If the Officer resigns from the office giving advance notice, the election shall take place at the next regular meeting after the resignation is submitted.

IV.7. Chairperson. The Chairperson shall prepare the agenda for all meetings, and preside over all meetings (except when they designate another person or the Vice-Chairperson). The Chairperson shall distribute the agenda and related documents no less than 48 hours prior to a scheduled meeting. The Chairperson shall be responsible for preparing and submitting the Commission's annual report, as required by §III.4 above.

IV.8. Vice-Chairperson. The Vice-Chairperson shall serve as the Chairperson in the absence of the Chairperson; shall perform all duties that may be delegated by the Chairperson; shall aid the Chairperson on request; shall post notice of vacancies of the Commission's Advisory Committee positions and the requirements thereof; and shall perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Commission. In the absence of the Secretary, the Vice-

Chairperson shall serve as or appoint a Member to serve as Secretary.

IV.9. Secretary. The Secretary shall keep for every meeting written minutes in which the results of any vote are recorded and, when appropriate, specific findings of facts and conclusions, and shall handle the correspondence of the Commission. A copy of all minutes, committee reports, etc. are to be kept on file in the Transportation and Traffic Services Division of the Planning and Transportation Department or its successor.

IV.10. Executive Committee. The Executive Committee shall consist of the Chairperson, the Vice Chairperson, and the Secretary. The Executive committee shall meet with the Planning and Transportation Department staff liaison to discuss the business and set the agenda in advance of a regular meetings and recommend to the Common Council candidates for nonvoting, advisory membership.

IV.11. Staff Liaison Duties. The Planning and Transportation Department staff liaison shall provide notice of all Commission meetings as required by the Indiana Open Door Law; provide and report in a timely manner on all data requests regarding the City's parking inventory, including usage, capital and operating costs, so long as the data is released in a manner consistent with exemptions from disclosure of public records set forth in Indiana Code § 5-14-3-4; and provide other support for Commission activities as agreed to by the Director of Planning and Transportation or its successor.

Article V. ADVISORY COMMITTEE

V.1. Appointment. BMC §2.02.040 or its successors specifies the appointment mechanism of Advisory Committee members.

V.2. Notice of Vacancy. The Vice-Chairperson shall post notice of vacancy with the Office of the City Clerk.

V.3. Residency Requirement. BMC §2.08.20 or its successors specifies all appointments to city boards, commissions and councils shall be made from residents of the city except those positions that are directed otherwise by state law or city ordinance.

V.4. Terms. As directed by BMC §2.08.020 (2), the motion shall set forth the initial period of staggered terms and, after that period, the terms shall be the same length as other positions on those entities.

Article VI. APPROPRIATIONS

VI.1. Appropriations. BMC §2.12.110 or its successors specifies that the Commission may apply for appropriations through the Mayor, apply for grants, gifts or other funds from

public or private agencies. All monies shall be placed on deposit in accounts designated by the City Controller and may be disbursed by Resolution of the Commission. The Vice-Chairperson shall prepare an annual statement of appropriations, grants, gifts, and expenditures to be presented to the Members at its annual meeting.

Article VII.
AMENDMENT OF BYLAWS

VII.1. Amendment. A two-thirds (2/3) majority of the duly appointed Members of the Commission may vote to amend these by-laws only after discussing proposed amendments during at least two regularly scheduled Commission meetings that have been called with proper notice.

Bylaws of the City of Bloomington Parking Commission, adopted March 28, 2019.

Proposed Bylaws

Attendance. BMC Section 2.08.020 (4) or its successors specify attendance requirements. Members shall give prior notice to the Chairperson(s) or the Council Office liaison if they are unable to attend a regular or special meeting.

Removal of Members – Under BMC Section 2.08.020 (4), a member may be removed for cause. Cause shall include, but not be limited to, failure to attend three consecutive regularly scheduled meetings of the Commission or four regularly scheduled meetings in any twelve-month period. If a member meets these criteria, the Commission may add to the agenda of the next regular meeting a recommendation for removal. Acceptance of extenuating factors puts the member on notice that further excessive absenteeism shall result in removal.

Selection of Chairperson – The Commission shall select a member to serve as Chairperson or may select two members to serve as co-chairs. Members selected to serve as chairperson will serve for three months. At the last regular meeting before the term of the current chairperson(s) has ended, the Commission shall select a new chairperson or new co-chairs. Members selected to serve as chairperson may not serve two consecutive terms in a row.

This appears to be from May 2022.
(Comment added 12/16/2024)

A Guide to Boards and Commissions

Introduction

Welcome! Because your appointment to a City of Bloomington board or commission* requires no prior experience in public service, City staff designed this guide to help you navigate your new role. This page will introduce you to some of the key information that you will need to serve on your board or commission.

The City of Bloomington appoints over 200 people to over 45 boards and commissions that advise and assist in carrying out the functions of local government. These boards and commissions provide a critical reservoir of knowledge and community input that inform City policy decisions and operations.

Most boards and commissions are created by City resolution or ordinance and serve as advisory bodies to the City Council or City Administration. They provide information, analysis, and recommendations to inform the City Council's and City Administration decisions on matters pertaining to the board or commission's specialized knowledge. A few boards and commissions have specific authority to make binding decisions in certain areas, such as the Utility Service Board, Board of Public Works and the Redevelopment Commission. These bodies generally derive their decision making authority from state laws.

Regardless of the specific duties, each board and commission plays an important part in City government. Appointees to boards and commissions perform a public service to their community and have both an obligation and an opportunity to provide wise input that will help shape their government. This requires a thorough understanding of their board or commission's role as well as a willingness to engage constructively with the public, elected officials, and City staff. Although much of learning how to do this will happen on the job, it is hoped that this document will provide useful introductory guidance.

* There are a variety of names for City-created bodies, such as boards, commissions, committees, authorities, etc. This page uses "boards and/or commissions" to mean any such body.

Duties of Boards and Commissions

General Duties and Responsibilities of Appointees

In the broadest sense, the role of an individual appointee is to bring their experience and wisdom to the body and deliberate with other members to reach decisions that fulfill the purpose of the particular board or commission. Here are some general tips and expectations for appointees:

- Act courteously during meetings and treat other members of the body, the public, and City staff with respect. Disagreements are inevitable, but appointees should remain civil and focus on issues rather than personal differences
- Observe good parliamentary practice. The chair's role is to run an efficient meeting while allowing all points of view to be heard and a full discussion. Assist the chair by being concise in making your points and not interrupting others
- Arrive to meetings on time and let your staff liaison and chair know if you will be absent. Unexpected absences can cause a meeting to be cancelled if not enough members are present to establish a quorum. If a quorum is not present the commission will be unable to conduct regular business, so as a courtesy to your fellow commissioners and the public, please provide advanced notice of any absences
- Come prepared. Review proposed minutes, agenda packets, and other information ahead of time to allow for informed deliberation

- Represent your board or commission appropriately. As an appointee, people may perceive you to speak on behalf of the City or your board or commission. Do not speak for your board or commission unless appropriately authorized to do so. Make clear that you are speaking in your personal capacity if there is any doubt

Duties of Specific Members and Information about Member Types

Enabling legislation and bylaws are important documents that delineate member types, below are short descriptions of the various attendees who regularly participate in meetings other than general members.

Officers

Boards and commissions often decide to authorize members elected to offices such as the chair, secretary, or vice-chair to carry out specific functions in order to serve the rest of the board or commission. Major systems of parliamentary procedure define some of these functions, such as the duty of the chair to preside over and keep decorum during meetings.

Bylaws frequently grant other powers and duties. For example, some bylaws allow the chairperson to cancel meetings in the event of dangerous weather without consulting any other members. For more information about the powers of elected officers of boards, commissions, or committees, review the relevant bylaws.

Non-Voting Members

Although non-voting members lack the right to vote on a decision, non-voting members retain all other rights of membership, including the right to make motions and join in deliberation. It is important to read the enabling law that created the board or commission to determine who are the non-voting members. Some common examples of non-voting members include members of the City Council, members of the City staff, or youth members.

Being a non-voting member restricts certain other privileges of membership inherently. However, these restrictions stem from the lack of ability to vote and are consistent for voting members and non-voting members under certain circumstances. For example, a non-voting member can never make a motion to reconsider, as a non-voting member cannot vote on the prevailing side during a motion. However, the lack of authority to make a motion to reconsider is equally restricted from voting members who do not vote with the prevailing side.

Non-Member Council Liaisons

The City Council regularly appoints councilmembers as non-member liaisons to City boards and commissions. Council liaisons will not be enumerated in enacting laws or bylaws, and have no voting rights or ability to make or second motions, but council liaisons provide a valuable resource to boards and commissions and make insightful contributions to discussions.

Other Non-Member Liaisons

Members of the City staff or liaisons from other organizations may be appointed to work with your board or commission. If these liaisons are not included in the enabling law for your board or commission, they may only join in the discussion when invited pursuant to the rules your board or commission has adopted.

Governing Rules

A few key resources provide structure for operating a healthy board and commission. It is important to be knowledgeable about bylaws and other legislation surrounding boards and commissions.

Bylaws

When you are appointed, your staff liaison should provide you with a copy of the bylaws of your board or commission. The bylaws will contain most of the information you need to perform your duties. The City's bylaws are standardized for most boards and commissions, with some specific provisions applicable to each body.

The standard bylaws include sections on duties, ethics and conflicts of interest, and procedural matters, including scheduling, noticing, and conducting meetings and preparation of agendas. If, after reviewing the bylaws, you have questions or want clarification, contact your staff liaison, who will be your conduit to City staff and will get you the information you need. Please note that state law or local nuances regarding the commission you serve can preempt bylaw provisions.

Open Door Law

City commissions are expected to conduct themselves according to the procedures contained in the Indiana Open Door Law. Essentially, this means that City commissions should deliberate and make all their decisions during a public meeting, including a full discussion of the reasons for those decisions. Commissioners should avoid emailing, talking, or otherwise communicating with other members outside of a public meeting about how they will vote, reasons for voting a particular way, or the pros and cons of an issue or petition that may come before the commission.

Commissioners should avoid emailing the entire commission (or a quorum of the commission) about commission business. If commissioners have factual information they wish to communicate to the entire body, they should send it to the staff liaison and request that it be provided to the body. Commissioners should never “reply to all” if they receive such an email.

Sometimes, discussion between commissioners outside of a public meeting may be necessary (for example, when developing draft policy recommendations for presentation to the full commission). In such cases, the discussions should involve as few commissioners as possible and never involve a quorum. If the matter warrants substantial discussion with multiple commissioners outside of the regular meeting schedule, a subcommittee may be appropriate, the meetings of which would be posted and open to the public.

Basic Rights of the Public during a meeting governed by the Open Meeting Act:

- The public can attend without a requirement to sign in or identify themselves
- The public can record and/or broadcast the proceedings if they so choose
- The public can address the assembly under the rules prescribed for public comment
- The public can get a full picture of the decision-making process; assemblies avoid exchanging written notes, secret ballots, electronic messages, and telephone calls during meetings

Local Rules Relating to Meeting Documents

Meeting Notices

Advanced Public Notice of meetings are provided, at a minimum, by physical posting a notice, listing the meeting on the City Website, and by direct mail to interested parties who have requested notice be sent to them directly. Work with your staff liaison to ensure these notices are provided before any meeting.

There are two types of meetings: regular meetings and special meetings. Boards and commissions schedule regular meetings at the start of each year. When necessary, commissions reschedule regular meeting dates by vote at a meeting throughout the year. Special meetings supplement the regular meeting schedule and often focus on specific topics. The two types of meeting have different deadlines for informing the public, but scheduling either type of meeting includes many common key points.

Key Points for Scheduling Meetings:

- Each year City boards and commissions cumulatively hold more than 550 meetings. With several dozen active groups competing for a limited number of meeting venues—especially for televised meetings—it is important to start planning for meetings early and collaborate with staff liaisons to make sure the scheduling process goes smoothly
- Avoid scheduling meetings for dates identified as City holidays and/or other recommended holiday observances

- Advanced notice of meetings is required for all meetings: regular meetings, special meetings, and (sub) committee meetings all require meeting notices. Work with your staff liaison to make sure these are published and distributed appropriately. When planning a special meeting, boards, commissions, and committees must provide at least three full business days' advanced notice to the staff liaison to ensure timely public notification
- All meetings must be held in a public building, with adequate public space for the public to observe the proceedings and must be ADA accessible. Accommodations, including interpreters and sign language interpreters, may be arranged by contacting the City Clerk's Office at least two full business days before the date of the meeting

Agendas & Agenda Packets

Agendas are critical documents for keeping meetings on topic and progressing in an orderly manner. With the exception of subcommittee meetings, agendas are required to be posted online for all meetings at least 2 days ahead of each meeting. Staff liaisons help boards and commissions publish agendas online ahead of meetings and print off enough copies for the public.

Agenda packets are the supporting documents relating to items on the agenda and encompass any materials distributed to members for review and action. Under record retention rules, the City keeps all agendas and agenda packets created as a part of the permanent record of each meeting.

Meeting Minutes

Board and Commission members prepare minutes and the proposed minutes will be available for public inspection and for review by members of boards and commissions as well as the general public within 8 business days after the meeting to which the minutes refer. Boards, commissions, and committees review, correct, and approve proposed minutes at the next regular meeting.

Both regular and special meetings are documented by minutes, whenever a meeting is held. Minutes provide a record of the date, time, place and attendance of members at a meeting along with a record of any decisions made or roll call votes conducted at a meeting. Minutes are not a transcription or a set of notes recording discussions leading up to decisions. Members of boards and commissions are encouraged to bring a notebook to document discussions if a more detailed record is desired, but staff liaisons are directed to take action only minutes, including the information above.

Once the board, commission or committee approves a set of minutes, staff liaisons will make approved minutes available for public inspection within five business days after the meeting at which the minutes are approved. Staff liaisons will forward the approved minutes to the next available City Council agenda for filing. For convenience, minutes are typically available on the City Website.

Staff Liaisons

Each board and commission has a staff liaison who provides professional and administrative support. Staff liaisons are the primary conduit for members of boards and commissions to communicate with the City. Your staff liaison should be your first contact if you have any questions related to your board or commission. Staff liaisons perform a variety of roles, including:

- Serving as a channel of communication between the board/commission and other City staff
- Creating meeting notices, preparing minutes, and creating agendas
- Scheduling meetings and booking meeting locations
- Maintaining board/commission records
- Coordinating the collection and distribution of information requested by the board/commission

Conclusion

Hopefully, the information on this page will assist you in preparing to serve on a City board or commission. If you have additional questions, there are many people who can help, including your staff liaison, the City Clerk's Office, and the chair and other members of your board or commission.

RESOURCES TO DISCUSS

[Bloomington Severe Winter Emergency Shelter](#)

The Bloomingtonian - [Guest article: Community Unites to Address Homelessness: The Story of B-SWERS](#)

Herald Times - [After years-long battle, city begins clearing items from Bloomington man's cluttered yard](#)

The Bloomingtonian - [Bloomington Resident's Legal Battle with City Intensifies Over Property Seizure Tuesday](#)

Reddit - [Awareness post: Bloomington violating 4th Amendment rights](#)