

THE CONNECTICUT RACIAL PROFILING PROHIBITION PROJECT ADVISORY BOARD BYLAWS

Article I: Establishment and Authority

Section 1.1. Name, Establishment, and Authority. The CONNECTICUT RACIAL PROFILING PROHIBITION PROJECT ADVISORY BOARD (the “board”) is an advisory body of the State of Connecticut, established in 2012 by action of the General Assembly approved by the Governor. The board derives its authority from C.G.S. § Section 54-1s.

Section 1.2. Purpose. The board is established for the purpose of advising the Office of Policy and Management with respect to the adoption of standardized methods and guidelines pursuant to section 54-1m. The board shall be within the Institute for Municipal and Regional Policy (IMRP) at the University of Connecticut for administrative purposes only.

Section 1.3. State Law. These Bylaws supplement applicable law and, where inconsistent with Connecticut law, Connecticut law shall take precedence.

Section 1.4. Severability. Should any part, provision, section, or article of these Bylaws be found to be inconsistent with applicable law or held to be invalid, the remainder of these Bylaws shall nevertheless be deemed valid and binding upon the Board.

Section 1.5. Supplemental Authority. The Board may make rules or adopt policies and procedures that supplement these Bylaws.

Article II: Membership

Section 2.1. Composition. The board shall consist of no more than twenty-five (25) total members. The following members shall constitute the board, as defined in C.G.S. § 54-1s and these Bylaws:

a. Board members authorized by statute:

(1) The Chief State's Attorney, or a designee;

(2) The Chief Public Defender, or a designee;

(3) The president of the Connecticut Police Chiefs Association, or a designee;

(4) The Executive Director of the Commission on Women, Children, Seniors, Equity and Opportunity, or a designee;

- (5) Two members of the Commission on Women, Children, Seniors, Equity and Opportunity, designated by the Executive Director;
- (6) The Executive Director of the Commission on Human Rights and Opportunities, or a designee;
- (7) The Commissioner of Emergency Services and Public Protection, or a designee;
- (8) The Commissioner of Transportation, or a designee; and
- (9) The Director of the Institute for Municipal and Regional Policy at The University of Connecticut, or a designee.

b. Standing board members authorized under C.G.S. 54-1s (b) (10)

- (1) The Colonel of the Connecticut State Police, or a designee;
- (2) The Commissioner of the Department of Motor Vehicles, or a designee;
- (3) A representative of the Centralized Infractions Bureau appointed by the Chief Court Administrator;
- (4) A representative of the Commission on Human Rights and Opportunities appointed by the Executive Director of the Commission;
- (5) Representative of the Connecticut National Association for the Advancement of Colored People;
- (6) Representative of the American Civil Liberties Union of Connecticut; and

c. Board members nominated in accordance with section 2.3

- (1) Chief of Police representing a community with a population of less than 25,000 residents;
- (2) Chief of Police representing a community with a population of greater than 25,000 residents and less than 50,000 residents;
- (3) Chief of Police representing a community with a population of 50,000 or more residents;
- (4) Three community members

(5) Such other members as the board may prescribe.

Section 2.2. Designee. Board members with the authority to appoint a designee shall submit such designation in writing to the Chairpersons no less than 48 hours prior to any regular meeting. Designees shall serve at the discretion of the appointing authority.

Section 2.3. Other Members. Members outlined in Section 2.1(c) may be nominated by any voting member of the board. Nominations shall be provided to the Chairpersons in writing no less than 48 hours prior to a regular meeting. These members shall be approved by a two-thirds (2/3) vote of those members present and voting of the board.

Section 2.4. Term of Membership. Members in elected or appointed positions shall serve for a term coterminous with his or her term of office. Members outlined in Section 2.1(c) shall serve a term of two years, and there is no limit on the number of terms they can serve.

Section 2.5. Appointed Member Vacancy. In the event of a vacancy of an appointed board position, the Chairpersons shall promptly request the appointing authority to select a replacement. The replacement shall meet the established qualifications for the position being vacated. In the event of a vacancy of a member outlined in Section 2.1(c), the Chairpersons shall open nominations until the vacancy is filled.

Section 2.6. Resignation. Any member may resign upon written notice to both Co-Chairpersons and the appointing authority.

Section 2.7. Removal. Any member described in Section 2.1(c) may be removed from the board by a two-thirds (2/3) vote of the full board membership. The reason for removal must be presented in writing by the Chairpersons at the regular board meeting immediately preceding the vote. Additionally, any board member who fails to attend three (3) consecutive regular meetings within a calendar year shall be subject to review by the Chairpersons for potential removal.

Section 2.8. Compensation. Members of the board will serve without compensation. However, members may be reimbursed for any actual and necessary travel expenses incurred in the performance of their duties and pursuant to the rules and regulations of the State for such reimbursement.

Section 2.9. Board Staff. Administrative support for the board, including meeting preparation, report writing, research, and other tasks the board may assign, shall be performed by the Institute for Municipal and Regional Policy at the University of Connecticut.

Section 2.10. Historical Membership. Upon adoption of these bylaws, all existing board members shall be granted membership status for a term of one (1) year, irrespective of the eligibility requirements set forth in Section 2.1.

Article III: Officers

Section 3.1. Officers. The Chairpersons of the joint standing committee of the General Assembly, having cognizance of matters relating to the judiciary, shall select two Chairpersons of the board from among the board members.

Section 3.2. Chairperson Duties: In addition to other duties prescribed by these Bylaws and by the appointing authority, the Chairpersons shall:

- a. Preside over meetings. In the absence of both Co-Chairpersons, a Sub-committee Chairperson may preside over the meeting at the request of the Chairpersons.
- b. Set the agenda;
- c. Provide leadership to the board, helping to set goals and objectives, and guiding the board in achieving them;
- d. Appoint sub-committee Chairpersons upon approval from the board;
- e. Act as the primary liaison between the board and the Office of Policy and Management; and
- f. Monitor progress of action items from previous meetings, ensuring tasks are completed and goals are met.

Section 3.3. Appointment. Any voting member of the board is eligible for selection to an officer position, upon approval of the Chairpersons of the joint standing committee of the General Assembly, having cognizance of matters relating to the judiciary.

Section 3.4. Removal from office. Officers serve at the discretion of the Chairpersons of the joint standing committee of the General Assembly, having cognizance of matters relating to the judiciary. Officers shall serve until replaced by the Chairpersons or until they no longer meet the criteria for membership outlined in Article 2.1

Article IV: Meetings

Section 4.1. Regular Meetings. Regular meetings shall occur at least once during each calendar quarter. The schedule of meetings for the year shall be determined at the last meeting of the Board in the preceding year.

Section 4.2. Special Meetings. Special meetings may be called by Chairpersons with 24 hours' notice if called by both Chairpersons or with 72 hours' notice if called by one Chairperson. The purpose of the meeting shall be stated in the call.

Section 4.2. Voting. Each member of the board present at a meeting shall be entitled to one vote. Votes shall typically be conducted verbally or by show of hands during meetings. A roll call vote may be conducted at the discretion of the Chairpersons or upon request by any member, especially for significant decisions. Proxy voting is strictly prohibited. Members must be physically or virtually present to cast their votes. Members with a conflict of interest

shall abstain from voting on the affected matter, and the abstention shall be recorded in the meeting minutes.

Section 4.3. Quorum. Ten (10) members of the Board shall constitute a quorum. A quorum shall be required for the Board to act. If a quorum is not present, the meeting may proceed for discussion purposes only, but no votes or official actions may be taken.

Section 4.4. Resolutions. Members of the Board shall strive for consensus on official recommendations whenever possible. Official recommendations concerning data collection and analysis, annual reports, or legislation shall be approved by a two-thirds vote of membership present and entitled to vote, with dissenting opinions recorded.

Section 4.5. Minutes. The Chairpersons shall be responsible for recording, maintaining, and distributing the minutes for all board meetings. Draft minutes shall be prepared and distributed to all board members within seven days after the meeting. Members shall have an opportunity to review and suggest corrections before approval. Minutes shall be formally approved by a majority vote at the next meeting. Meeting minutes shall be made available to the public upon request, with the exception of any executive session minutes, which may be restricted as permitted by law.

Section 4.5. Public access. All board and committee meetings shall be open to the general public, in accordance with the Connecticut Freedom of Information Act (FOIA), unless otherwise provided by law.

Article V: Committees

Section 5.1. Standing Committees. The board will maintain the following standing committees to support its work. These committees shall focus on ongoing responsibilities and make recommendations to the full board.

- a. Community Outreach;
- b. Policy; and
- c. Data Collection and Analysis

Section 5.2. Ad Hoc Committees. Ad hoc committees may be established by the board to address specific tasks, issues, or projects that fall outside the scope of the standing committees. These committees are temporary and shall dissolve upon the completion of their assigned work.

Section 5.3. Committee Chairs. Each committee shall have one (1) Chair. The Chairpersons shall appoint the committee chair with approval from the full board.

Section 5.4. Membership. Each board member will serve on at least one committee. Non-board members may serve at the direction of the sub-committee Chairperson with the approval of the board Chairpersons. Non-board members serving may not exceed the number of board members serving on any one committee.

Section 5.5. Quorums. A quorum of a committee shall consist of a simple majority of its voting members. No official action may be taken without a quorum present.

Section 5.6. Duties and Powers. Committees shall be responsible for:

- a. Carrying out duties and assignments delegated by the board;
- b. Researching and analyzing specific issues within its area of focus;
- c. Formulating recommendations for consideration by the board;
- d. Reporting regularly to the board on progress, findings, and proposals; and
- e. Engaging stakeholders and subject matter experts as needed, consistent with board policies and mission.

Article VI: Conflict of Interest

Section 6.1. Disclosure. Any board member who is present at a meeting at which any matter is discussed in which he or she has a private, pecuniary, or property interest shall declare that he or she has a potential conflict of interest. He or she shall refrain from attempting to influence the decisions of the other members of the Board in voting on the matter and shall abstain with respect to such matter.

Section 6.2. Recusal. A board member who is present at a meeting at which any matter is discussed in which he or she has a private, pecuniary, or property interest shall declare that he or she has a potential conflict of interest. He or she shall refrain from attempting to influence the decisions of the other members of the board in voting on the matter and shall abstain with respect to such matter.

Article VII: Amendment of Bylaws

Section 7.1. Amendment Procedure and Approval. These Bylaws may be amended at any regular meeting of the board by a two-thirds (2/3) vote of the full membership of the board, provided that the amendment has been submitted in writing at the previous regular meeting.

Article VIII: Parliamentary Authority

Section 8.1. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Board in all cases in which they are applicable and in which they do not conflict with State laws and regulations; these Bylaws; and any rules, procedures, or resolutions the Board may adopt.

Article IX: Adoption of Bylaws

Section 9.1. These Bylaws are effective upon adoption.