

Police Community Relations Committee (PCRC) Bylaws

I. Creation:

At the request of the Greenville City Council an ad hoc Community Relations Committee (CRC) was formed to act as a liaison between the community at-large and the Greenville Police Department.

II. Purpose:

The PCRC, as a liaison between the community and the Greenville Police Department and consistent with the intent of the actions of the Community Relations Council, states that its purpose is:

1. To serve as a liaison between the community and police over issues of common interest.
2. To serve as an advocate for programs, ideas, and methods to promote working relationships between the community and the police.
3. To disseminate information to the community and the City with regard to the state of relations between the community and the Greenville Police Department.
4. To assist and promote community education efforts concerning safety awareness and community and individual awareness.

III. Membership:

The PCRC shall be composed of seven (7) members [one (1) from each district, one (1) at-large, and one (1) appointed by the Mayor]. The Police Chief and the Police Attorney shall serve as ex-officio advisors to the PCRC. Members of the PCRC should not hold any elected office.

IV. Terms of Office:

A term shall consist of two (2) years. PCRC members may be reappointed once. PCRC members may serve no more than two (2) consecutive terms. A vacancy in the seat appointed by the Mayor shall be filled by appointment by the Mayor. A vacancy in the seat appointed to the at-large seat shall be appointed by City Council. Similarly, a vacancy in a district-appointed seat shall be filled by that corresponding district Councilmember. For example, a vacancy to the District 1 seat shall be appointed by the District 1 Councilmember.

V. Officers and City Staff Liaison:

At the December PCRC meeting, the membership shall elect a chairperson and a vice-chairperson. These officers shall serve a one (1) year term beginning upon their election. The chairperson shall be responsible for the conduct of each meeting. The vice-chairperson shall perform the duties of the chairperson, in the event of the absence of the chairperson. The City

staff liaison, or designee, will be responsible for taking the minutes of each PCRC meeting. The officers previously elected are eligible for reelection to the same or different office. Should an officer fail for any reason to fulfill his/her term, there shall be a special election to fill the vacancy. An officer elected during a special election shall serve the remainder of the term, and shall be eligible for reelection in accordance with these bylaws.

VI. Meetings:

The PCRC shall meet on the second Tuesday of every month. The meeting time shall be 6:00 p.m. The PCRC will not meet during the months of July and August. The December meeting shall be used to elect officers for the coming year and to plan the schedule of meetings. At the request of three (3) members of the PCRC or the chairperson, the chairperson may call a special meeting of the PCRC to conduct a specific item or specifically named items of special and immediate interest to the community and the Greenville Police Department.

Rules of Procedure:

1. The PCRC agenda and minutes of the previous meeting should be made available at the City Clerk's office five (5) days prior to the scheduled PCRC meeting.
2. The minutes of the previous meeting, notice of meeting, and agenda will be provided to the PCRC members seven (7) calendar days prior to the scheduled PCRC meeting.
3. Notice of the regularly scheduled meeting with the location and time shall be placed in the City Page not less than ten (10) calendar days prior to the regular PCRC meeting and repeated not less than the next printing of the City Page in *The Daily Reflector*.
4. Special meetings of the PCRC shall be called and notice provided not less than seventy-two (72) hours prior to the special meeting. The notice of hearing and agenda for the special meeting of the PCRC shall be posted on the City Hall bulletin board and notice provided to all those who have previously requested notice through the City Clerk's Office. Only those item(s) on the agenda of the special meeting of the PCRC may be addressed during the special meeting.
5. The meeting should begin promptly at 6:00 p.m. on the second Tuesday of every month except during the months of July and August.
6. A meeting of the PCRC is not an official meeting unless a quorum of at least four (4) PCRC members exists.
7. The PCRC welcomes participation of the citizens during the monthly meetings. Anyone wishing to address the PCRC should do so during the "Public Expression" segment of the agenda. Comments should be confined to police issues or community concerns related to police issues. Public expression should be from 3-5 minutes per person.
8. Amendments to these bylaws will be introduced at one meeting and approved at the next meeting by a majority of the PCRC members.

VII. Attendance:

In order to insure that the regular business at the PCRC meeting is effectively carried out and in consideration of the fact that its members serve voluntarily, it is necessary to require attendance. Attendance requirements shall be governed in accordance with the Board and Commission Policy for the City of Greenville.

Approved this the 10th day of September, 2019.


Chairperson

Approved February 5, 2000
Amended, February 9, 2005
Amended, February 13, 2008
Amended, January 13, 2015
Amended, February 15, 2017
Revised and Approved, September 10, 2019

**Police Community Relations Committee (PCRC)
Code of Conduct**

PCRC members agree to conduct their work in accordance with the following guidelines:

As a member of the PCRC, I WILL:

- Work formally and informally to be aware of the perspective of the citizens in my district.
- Be willing to accept feedback from citizens via a private published telephone number, email, and other forms of communication.
- Communicate with citizens and other PCRC members as I seek to define and revise my perspectives.
- Keep the Councilmember who appointed me informed about my work and the work of the PCRC.
- Function in a non-partisan fashion.
- Work independently with the Chief of Police, Police Attorney, and other Greenville Police Department officers to resolve or clarify specific citizens concerns.
- Strive to read information of the Greenville Police Department, attend the Greenville Police Department Citizens Police Academy, and engage in all avenues of education in the procedures and operations of the Greenville Police Department.
- Unless specifically designated by a majority of the PCRC members, I *will not* publicly express my views about matters or issues as if representing the PCRC as a whole.