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## Community Advisory Committee for Law Enforcement Oversight

### **Bylaws for the Community Advisory Committee for Law Enforcement Oversight**

Approved by CACLEO on April 20, 2023

#### **ARTICLE I: GENERAL**

1. Name.
  - 1.1. This King County committee is named the Community Advisory Committee for Law Enforcement Oversight (“CACLEO”).
2. Authority.
  - 2.1. Pursuant to King County Charter Section 265, CACLEO is established and authorized by King County Code section 2.36.050.

#### **ARTICLE II: PURPOSE**

1. CACLEO is an advisory committee to the Office of Law Enforcement Oversight (“OLEO”). Its members conduct activities that inform the public and support the work and position of OLEO.
2. CACLEO members shall serve as liaisons between OLEO and the communities it serves, reporting on the activities of OLEO and collecting information about public perceptions and concerns relating to the King County Sheriff’s Office (“Sheriff’s Office”).
3. CACLEO provides review, advice and reporting on policies, procedures, and practices relating to policing in King County based on personal experience, community feedback, and knowledge attained through service on the committee.
4. CACLEO advises the Sheriff’s Office and the King County Council on matters of equity and social justice related to law enforcement including opportunities to reduce criminal justice involvement, decrease recidivism, abate inequities, and enhance fairness in the justice system.
5. CACLEO advises the Sheriff’s Office and the King County Council on systemic problems and opportunities for improvement in the law enforcement practices of the Sheriff’s Office.
6. CACLEO members shall not review or advise the OLEO director on individual complaints, investigations or disciplinary actions.

#### **ARTICLE III: MEMBERSHIP**

1. Representation.

- 1.1. CACLEO members shall be appointed by the King County Executive and confirmed by the King County Council.
  - 1.2. CACLEO shall be composed of up to eleven members of the public who represent the geographic and demographic (i.e., racial, ethnic, language, gender, and economic) diversity of the sheriff's service area.
2. Reporting requirements. All appointees must satisfy the requirements of King County Code 2.28 and the King County Administrative Policies and Procedures as specified in LES 7-1 AEP "Boards and Commissions – Annual Reporting and Appointments."
3. Term of Office.
  - 3.1. CACLEO members shall serve three-year terms.
  - 3.2. CACLEO members shall be limited to serving no more than two (2) consecutive terms on the Committee Policy LES 7-1 (AEP).
  - 3.3. In accordance with King County Code 2.28.003(C), CACLEO members whose terms have expired may continue to serve until reappointed or replaced.
4. Compensation.
  - 4.1. CACLEO members may be compensated for their time and expertise.
5. Nominations.
  - 5.1. CACLEO members may advise OLEO during the recruitment process and provide feedback and recommendations for making new appointments.
  - 5.2. CACLEO may suggest to OLEO candidates for appointment to CACLEO and help assess potential nominees at the request of OLEO staff.
  - 5.3. OLEO staff shall select and forward to the King County Liaison for Boards and Commissions the names of nominees for appointment by the King County Executive and confirmation by the King County Council.
  - 5.4. CACLEO members shall maintain the confidentiality of potential nominees throughout the appointment process.
6. Vacancies.
  - 6.1. The King County Executive may relieve a CACLEO member of their duties for failing to meet board member expectations.
  - 6.2. CACLEO members may resign by submitting a letter of resignation to the CACLEO Chair, effective upon receipt. Resignation may also occur through nonattendance as provided in Article V, Section 2.3 of these Bylaws.
  - 6.3. A person appointed to fill an unexpired term shall be appointed to serve only to the completion of the original term of office. K.C. Code 2.28.004(D).

## **ARTICLE IV: OFFICERS**

1. Officers.
  - 1.1. In January of each year, CACLEO shall elect a chairperson and a vice chairperson to:

- 1.1.1. Preside over the CACLEO meetings;
  - 1.1.2. Establish the meeting agendas;
  - 1.1.3. Appoint subcommittees as needed;
  - 1.1.4. Make determinations about accepting public comment;
  - 1.1.5. Act as official spokesperson for CACLEO; and
  - 1.1.6. Ensure that the work of CACLEO accomplishes the objectives listed in Article II.
2. Subject to renewal by the CACLEO, a chairperson's term of office shall be for one year.

## **ARTICLE V: MEETINGS**

1. Regular Meetings.
  - 1.1. CACLEO shall meet at least quarterly on a schedule and location determined by the members. The Chairperson may change the date, time and location of meetings when necessary and may cancel any meeting deemed unnecessary due to the lack of agenda items or proximity of the regular meeting date to legal holidays
  - 1.2. CACLEO members are expected to participate in regular CACLEO activities. Such participation includes consistent attendance, timely completion of tasks and activities, and necessary advance preparation for meetings.
  - 1.3. CACLEO members are expected to at least four hours per month of service excluding travel time.
  - 1.4. Meetings that lack the number of members required to reach quorum will not be considered official meetings of the CACLEO and will either be cancelled or considered informal conversations with members or with the public.
2. Absences and Leave.
  - 2.1. CACLEO members who anticipate an absence from a CACLEO meeting shall notify the appropriate OLEO staff member as soon as possible and no less than three (3) days prior to the meeting date to be considered excused.
  - 2.2. Absence notifications may be made by email, telephone, or text message.
  - 2.3. A CACLEO member who is absent from three consecutive meetings or who has four or more unexcused absences in a calendar year will be deemed to have resigned from their position.
  - 2.4. CACLEO members may apply in writing to the committee Chairperson(s) for one leave of absence during their appointment, not to exceed a majority of any schedule meetings in a calendar year and/or no more than six consecutive meetings. During an approved leave of absence, the member position shall not be counted towards the total number of board members in determining whether a majority of the members are present for quorum purposes.
3. Staff.
  - 3.1. OLEO staff shall provide administrative assistance to CACLEO, including taking minutes and distributing notices, agendas, and minutes.
4. Minutes and Agendas.
  - 4.1. Minutes of all CACLEO meetings shall be kept by OLEO staff and distributed to the members prior to the next regular meeting.

- 4.2. Meetings minutes shall be approved by a majority vote of members present. Agendas shall be prepared by the Chairpersons, with the assistance of staff, and distributed to members at least seven (7) days in advance of any regular scheduled meeting.
- 4.3. Agendas and approved minutes shall be posted on the OLEO public website in a timely manner.
5. Quorum and Voting Procedures.
  - 5.1. All officially appointed members have voting privileges.
  - 5.2. A quorum shall be a simple majority of the appointed members of CACLEO. Whenever possible decisions shall be reached through consensus. When consensus is not possible a vote shall be taken.
  - 5.3. Members may register their abstention on any vote. The abstention shall be reflected in the minutes. Members are required to abstain on matters that pose a conflict of interest for them.
  - 5.4. For meetings in which voting takes place, any member not physically present may participate in discussions and may vote on any matter by telephone or other means of electronic telecommunications, provided that all members can hear each other speak and such participation is audible to or viewable by other meeting attendees.
  - 5.5. The outcome of CACLEO votes shall be reflected in meeting minutes.
  - 5.6. Secret ballots are not allowed.
6. Rules of Order.
  - 6.1. CACLEO members shall adhere to these rules of order and decorum.
  - 6.2. CACLEO members shall use approved channels of communication (King County email) and respond to messages in a timely manner.
  - 6.3. CACLEO meetings shall begin and end on time.
  - 6.4. CACLEO members shall come prepared to each meeting and review the provided materials and agenda ahead of time.
  - 6.5. CACLEO members shall focus their comments on the specific agenda item under discussion, and respect the time allocated to each agenda item.
  - 6.6. During meetings CACLEO members shall silence their electronic devices and endeavor not to attend to communications unrelated to the business of CACLEO.
  - 6.7. Issues that cannot be addressed at one meeting will be put in a “parking lot” to be addressed at subsequent meetings.
  - 6.8. When speaking for CACLEO in public forums, members shall endeavor to speak with a unified voice, bringing a common message to their stakeholders and to the community.
  - 6.9. Only the Chairperson(s) or designees are authorized to speak to the press on behalf of CACLEO. The chairs will coordinate with the OLEO Director or designee on such communications.
  - 6.10. If speaking as private citizens to the press about law enforcement, the Sheriff’s Office, or the work of oversight, members shall refrain from associating their comments with the CACLEO. If OLEO or CACLEO is mentioned, the member must clarify that the views they are expressing are their own.
  - 6.11. Some form of Roberts Rules of Order, shall govern all proceedings of the meetings of CACLEO and subcommittees.

## **ARTICLE VI: SUBCOMMITTEE AND TASK FORCES**

1. Subcommittees and Task Forces.
  - 1.1. CACLEO may form subcommittees and task forces as needed for the purpose of exploring issues before CACLEO in more detail than the regular meetings may allow.
2. Subcommittee and Task Force Nominations.
  - 2.1. The Chair has the authority to convene or dissolve standing and temporary committees, as they see fit.
  - 2.2. The Chair will call for volunteers or nominations from the floor.
  - 2.3. After nominations are received, the Chair will announce that nominations are closed.
  - 2.4. CACLEO members will then vote to approve or reject the subcommittee.

## **ARTICLE VII: RECOMMENDATIONS**

1. Recommendations.
  - 1.1. Recommendations to the King County Office of Law Enforcement Oversight, Sheriff's Office, King County Council, or any other entity in the name of CACLEO shall be approved by a majority vote of the CACLEO members present.
  - 1.2. Minority opinions may also be forwarded with majority recommendations.
  - 1.3. Subcommittee recommendations shall not be considered recommendations of CACLEO unless the full CACLEO has acted to approve them.

## **ARTICLE VIII: BYLAWS AND AMENDMENTS**

1. CACLEO shall adopt bylaws and submit a proposed motion for their approval to the council.
  - 1.1. Bylaws must be approved by a majority vote of CACLEO members.
  - 1.2. Bylaws may be amended at any regular meeting by a majority vote of the CACLEO members, provided that at least fourteen days' notice of the proposed bylaw amendment has been given. Amendments that substantially modify Bylaw terms that were affirmed by the council shall not take effect until approved by the Council.

## **ARTICLE IX: CONFLICT OF INTEREST**

1. Any member that has a potential conflict of interest concerning any matter before CACLEO shall inform the members before participating in a discussion and shall refrain from voting on the matter.
2. A conflict of interest shall be defined as any issue in which a potential incompatibility between a member's public obligation and private interests may interfere with the member's proper discharge of CACLEO duties or otherwise impair the member's independence of judgment or action in the performance of CACLEO duties

Adopted by the Community Advisory Committee for Law Enforcement Oversight: