



**Independent Office of Law Enforcement Review and Outreach (IOLERO)  
Community Advisory Council (CAC)  
Public Meeting Agenda  
February 7, 2022 6:00 p.m.**

**In accordance with Executive Orders N-25-2 and N-29-20 the February 7, 2022 Community Advisory Council meeting will be held virtually.**

**MEMBERS OF THE PUBLIC MAY NOT ATTEND THIS MEETING IN PERSON.**

The February 7, 2022 Community Advisory Council meeting will be facilitated virtually through Zoom.

Join the Zoom meeting application on your computer, tablet or smartphone:

Go to:

<https://sonomacounty.zoom.us/j/98300093738?pwd=VDN5U2F3aE5BbFZPcjdIL2dNWUxwQT09>

Call-in and listen to the meeting:

By telephone: Dial 1-669-900-9128

Webinar ID: 983 0009 3738

Passcode: (IOLERO) 465376

1. Spanish interpretation will be provided as an accommodation if requested in advance. Please contact the CAC Community Engagement Analyst at (707) 565-1534 or by email [cac@sonoma-county.org](mailto:cac@sonoma-county.org) by Noon on Friday, February 4, 2022. We will make every effort to provide for an accommodation. Spanish interpretation will be provided within the zoom application, you must use version 4.5.0 or later.
2. **Interpretación al español se proveerá si usted lo pide antes de la junta.** Por favor llame a la secretaria al 707-565-1534 o notifícanos por correo electrónico [cac@sonoma-county.org](mailto:cac@sonoma-county.org) antes de las 5:00 p.m., viernes, 4 de febrero del 2022. Haremos todo lo posible para complacerlo. Para traducción en español, se tiene que usar la versión de Zoom 4.5.0 o una versión más adelantada.
3. If you have a disability which requires an accommodation or an alternative format to assist you in observing and commenting on this meeting, please contact the CAC Secretary at (707) 565-1534 or by email [cac@sonoma-county.org](mailto:cac@sonoma-county.org) by Noon on Friday, February 4, 2022. We will make every effort to provide for an accommodation.

**Public Comment at Community Advisory Council Meetings**

Members of the public are free to address the CAC. Public comments:

- Should fall under the subject matter jurisdiction of the CAC (as noted in the founding documents).
- Are time-limited. Time limitations are at the discretion of the Director and Chair and may be adjusted to accommodate all speakers.

In addition to oral public comment at the meetings, the community is also invited to communicate with IOLERO staff and CAC members through email. Members of the public who would like to make statements that may exceed the time limits for public comment, suggest topics to be placed on future agendas, or suggest questions to be raised and discussed by CAC members or staff, may send an email addressing these matters to [CAC@sonoma-county.org](mailto:CAC@sonoma-county.org)

CAC members may not deliberate or take action on items not on the agenda, and may only listen and respond briefly in limited circumstances. Should CAC members wish to deliberate on an issue raised during public comment, that issue may be placed on a future agenda of the CAC for discussion and possible action. Materials related to an item on this Agenda submitted to the CAC after distribution of the agenda packet are available for public inspection in the IOLERO office at the above address during normal business hours or via email.

## **Agenda**

### **1. Welcome and Roll Call**

Facilitated by Chair and Vice Chair

- Agenda Review
- Public Comment
- Approval of Minutes of January 3, 2022 meeting

### **2. Update Regarding County Process for Recruitment of IOLERO Director and Discussion of Formation of CAC Subcommittee to Work With County HR on Survey for Recruitment**

- Panel Discussion
- Public Comment
- Possible roll call vote

### **3. Interim Director's Report**

- Panel Discussion
- Public Comment

### **4. Discussion – Consideration of Passage of Resolution to Remove Sheriff's Office and Labor Unions from Hiring Process for Director**

- Panel Discussion
- Public Comment
- Possible Roll Call Vote

### **5. Bylaw Review and Revision Ad Hoc proposed changes**

- Panel Discussion
- Public Comment
- Possible Roll Call Vote

### **6. Community Advisory Council Ad Hoc Reports**

- Community Engagement
- Extremism in Policing
- Policy Recommendation Review and Update
- Public Comment

7. **Public Comment** for items not appearing on the agenda but within the subject matter jurisdiction of the CAC. Please state your name and who you represent, if applicable. Comments will be limited at the discretion of the chairs based on number of comments and other factors.
8. **Adjournment** The next meeting of the Community Advisory Council will be held on March, 7, 2022 at 6:00pm.

## **Commitment to Civil Engagement**

All are encouraged to engage in respectful communication that supports freedom of speech and values diversity of opinion. CAC Members, staff, and the public are encouraged to:

- Create an atmosphere of respect and civility where CAC members, county staff, and the public are free to express their ideas within the time and content parameters established by the Brown Act and the CAC's standard parliamentary procedures;
- Adhere to time limits for each individual speaker, in order to allow as many people as possible the opportunity to be heard on as many agenda items as possible;
- Establish and maintain a cordial and respectful atmosphere during discussions;
- Foster meaningful communication free of attacks of a personal nature and/or attacks based on age, (dis)ability, class, education level, gender, gender identity, occupation, race and/or ethnicity, sexual orientation;
- Listen with an open mind to all information, including dissenting points of view, regarding issues presented to the CAC;
- Recognize it is sometimes difficult to speak at meetings, and out of respect for each person's perspective, allow speakers to have their say without comment or body gestures, including booing, whistling or clapping.

## **Designed Team Alliance**

All are encouraged to engage in respectful, non-disruptive communication that supports freedom of speech and values diversity of opinion. Our Designed Team Alliance is a list of norms, which describe the way CAC wants to show-up and be in community while modeling collaborative behavior. We request that CAC members, staff, and the public follow the CAC's agreed upon Designed Team Alliance.

### **Our Designed Team Alliance is:**

- Be tough on topic not on people
- Respect others
- Respect other's perspective
- Respect time
- Practice active listening
- Be open minded

- Speak to others as you would Like to be spoken to
- Honor freedom of speech
- Call each other “in”



**Community Advisory Council Meeting Minutes - DRAFT**  
Independent Office of Law Enforcement Review and Outreach  
**January 3, 2022**

**In accordance with Executive Orders N-25-20 and N-29-20 the January 3, 2022 Community Advisory Council meeting was held virtually.**

**PRESENT**

Council Members: Lorez Bailey, Lorena Barrera, Dora Estrada, Max Pearl, Nancy Pemberton, Nathan Solomon, Nzinga Woods, Evan Zelig

IOLERO Staff: Melanie Griffin, Administrative Coordinator; Jade Kim, Administrative Services Officer

SCSO: Lt. Brandon Cutting

Guest Panelists: Christina Cramer, County of Sonoma Human Resources Director; Spencer Keywood, Recruitment & Classification Manager

Absent: Council Members Flores

Members of the Public: 28 members of the public attended via ZOOM.

**Call to Order**

The meeting was called to order at 6:00 p.m.

**Agenda**

**1. Welcome and Roll Call**

Facilitated by CAC Chair Evan Zelig and Vice Chair Lorena Barrera

- Agenda Review
- Public Comment: 1 member of the public addressed the council.
- Approval of Minutes – December 6, 2021 meeting  
Motion to approve: Councilmember Pemberton  
2<sup>nd</sup>: Councilmember Pearl  
Vote:  
Ayes: Barrera, Estrada, Pearl, Pemberton, Solomon, Zelig  
Abstain: Bailey, Woods  
Absent: Flores

**2. Discussion – Recruitment of New IOLERO Director and Consideration of Passage of Resolution Regarding Selection Procedures**

- Christina Cramer, Director of County of Sonoma Human Resources, and Spencer Keyword, Recruitment & Classification Manager, presented information about the process the County will be undertaking to recruit a new director for IOLERO. Human Resources conducts recruitment at the direction of the Board of Supervisors and Bob Murray and Associates has been retained to conduct the IOLERO Director recruitment, which will be based at least in part on the model King County used for its search for a new director for its Office of Law Enforcement Oversight last year. Steps in the process are not finalized yet, but are likely to include a 6-week posting of the job, at least two interview panels, meeting with department staff, and possible community meetings. Ideas discussed included the CAC forming a subcommittee to identify ideal candidate competencies and priorities. Bob Murray and Associates will conduct candidate assessment and present findings to the County Administrator's Office, Human Resources Director, and the CAC subcommittee. Ms. Cramer said that 8-10 applications in the top tier range would be a good recruitment. Interview panels would be made up of up to 9 individuals and include other department heads, stakeholders, community members, and subject matter experts. It will be the Board of Supervisor's decision if a public forum type activity will happen, as there may be issues with confidentiality. The Board of Supervisors ultimately makes the selection as to the appointment of the new director.
- Chair Zelig led the Council in a discussion of the material presented by Ms. Cramer and Mr. Keyword. Ms. Cramer clarified that the recruiter doesn't screen out anyone that could be qualified. Assessment addresses questions of why applicant is interested, are they willing to move, experience, etc. The Council also reviewed the Resolution by Community Advisory Council Regarding Selection Procedures for IOLERO Executive Director and listened to public comment prior to a roll call vote on passage of the Resolution.
- Public Comment: 9 members of the public addressed the council.
- Motion to approve: Councilmember Pemberton  
2nd: Councilmember Estrada  
Vote:  
Ayes: Bailey, Barrera, Estrada, Pearl, Pemberton, Solomon, Woods, Zelig  
Absent: Flores

### **3. Discussion – Consideration of Passage of Resolution of Censure of Sheriff Essick in Violation of Social Media Policies**

- Chair Zelig read a letter to the Council from Sheriff Essick, which was received after the agenda packet had been publicized and included documentation regarding a State of California Fair Political Practices Commission (FPPC) complaint that was filed in this matter. Chair Zelig clarified that the purpose of the proposed resolution was to censure Sheriff Essick as to the political nature of the Facebook post and not about his comments directed at a private citizen. Chair Zelig expressed disagreement with Sheriff Essick's statement that this matter is beyond the purview of the Council. Vice Chair Barrera pointed out that though the FPPC would not be pursuing an enforcement action, they did not point out the specific reason for this decision. The Council listened to public comment prior to a roll call vote on passage of the Resolution.

- Public Comment: 7 members of the public addressed the council.
- Motion to approve: Councilmember Pemberton  
2nd: Councilmember Solomon  
Vote:  
Ayes: Bailey, Barrera, Estrada, Pearl, Pemberton, Solomon, Woods, Zelig  
Absent: Flores

**4. Bylaw Review and Revision Ad Hoc proposed changes**

- Vice Chair Barrera reviewed the proposed changes to the CAC Bylaws. Council members discussed the changes and made suggestions as to additional changes. Councilmember Pemberton Panel Discussion suggested that some language be added to the Ethics section regarding adherence to ethical standards of NACOLE. A vote on approval of the changes was tabled pending further revision.
- Public Comment: 1 member of the public addressed the council

**5. Public Comment for items not appearing on the agenda**

No members of the public addressed the Council.

**6. Closing – Adjournment**

The meeting was adjourned at 8:22pm.

The next meeting of the CAC is scheduled for Monday, February 7, 2022, at 6:00pm via ZOOM.

Proposed Resolution by Community Advisory Council Regarding Role of Sheriff and Sheriff's Deputies' Associations in Selection Process for IOLERO Executive Director

WHEREAS, the role of the IOLERO Executive Director is to audit, and oversee audits of, the investigations into allegations of misconduct by the Sheriff and the staff of the Sheriff's Office; and

WHEREAS, the effectiveness of the IOLERO Executive Director is dependent on their ability to act independently and without fear of retaliation from those whose work they audit; and

WHEREAS, the current Sheriff, the Sonoma County Deputy Sheriffs' Association and Sonoma County Law Enforcement Association have voiced opposition to strengthening the powers and increasing the authority of IOLERO;

BE IT RESOLVED that the Community Advisory Council finds that the Sonoma County Sheriff, the Sonoma County Deputy Sheriff's Association and Sonoma County Law Enforcement Association have demonstrated conflicts of interest in the selection of the IOLERO Executive Director; and

BE IT FURTHER RESOLVED that the Community Advisory Council recommends that the Sonoma County Sheriff, the Sonoma County Deputy Sheriff's Association and Sonoma County Law Enforcement Association not be involved in the selection process for the permanent IOLERO Executive Director.

ALTERNATIVE LAST PARAGRAPH:

BE IT FURTHER RESOLVED that the Community Advisory Council recommends that the Sonoma County Sheriff, the Sonoma County Deputy Sheriff's Association and Sonoma County Law Enforcement Association be invited to participate in the interviews of candidates for IOLERO's Executive Director but not be involved in deciding whom to hire.





# **Independent Office of Law Enforcement Review and Outreach Community Advisory Council Bylaws Adopted xxxxx**

## **Article I. Name**

The name of this Advisory Body is the Independent Office of Law Enforcement Review and Outreach (“IOLERO”) Community Advisory Council, hereafter referred to as the "CAC."

## **Article II. Purpose**

The CAC is established to increase visibility for the public into the delivery by the sheriff-coroner of policing and corrections services, to provide community participation in the review and establishment of sheriff-coroner policies, procedures, practices, training, and initiatives, and to engage the public to better understand the role of IOLERO and of the sheriff-coroner.

Measure P, (passed in November 2020 by the voters of Sonoma County) repealed and replaced Sonoma County Code, Title 2, Article XXVII to expand the role and independence of the CAC and authorize the Board of Supervisors and IOLERO Director to appoint members to the CAC.

Sonoma County Board of Supervisors’ Ordinance Number 6174 (adopted September 13, 2016) and subsequent amendments provide governing direction to the CAC.

Following the guidelines of the Creating Ordinance No. 6174, the CAC will continue to reflect and address the expressed needs of the community. It is the intent of the CAC to retain flexibility in the conduct of its affairs.

## Article III. Organization

### Section 1. Community Advisory Council Membership

The CAC shall consist of eleven (11) members. Each supervisor shall appoint two (2) CAC Members and the IOLERO director shall appoint one (1) Member-at-Large.

#### A. Terms

All appointments shall be for two years. There is no limit to the number of terms for which a CAC Member may be reappointed.

#### B. Composition

The CAC shall reflect and represent the diversity and demographics of the County by way of, including but not limited to, racial, ethnic, cultural, gender, socio-economic, and geographic diversity; and who are representative of the community and of community stakeholders of the law enforcement oversight process, and who reside within the County of Sonoma.

#### C. Qualifications

Members of the CAC must not have been employed by any law enforcement agency for three years prior to appointment. Members should have a demonstrated history of involvement in and engagement with community organizations that work in one or more of the following areas:

- i. Serving or empowering disadvantaged communities;
- ii. Protecting and defending the constitutional rights of individuals;
- iii. Issues concerning the effectiveness or fairness of the criminal justice system;
- iv. Serving or empowering members of communities that experience behavioral or mental health challenges; and/or
- v. Spiritual, faith or religious institutions.

Members of the CAC should have a demonstrated ability to engage in mature, objective decision making. CAC Members should have a demonstrated commitment to transparency and objective decision making and should have a demonstrated commitment to and support for civilian oversight of law enforcement. Members of the CAC should also have residency within the County of Sonoma and must be members of the National Association for Civilian Oversight of Law Enforcement (NACOLE).

#### D. Compensation

Members of the CAC shall serve without compensation but may, with prior approval, be reimbursed for authorized, reasonable, and necessary expenses incurred in the performance of their official duties, should funding become available for this purpose.

#### E. Resignation

The resignation of a CAC Member shall be in writing to the appointing Supervisor (if applicable) the IOLERO Director, the Chair of the CAC, and staff.

#### **F. Removal from The Community Advisory Council**

CAC Members serve at the pleasure of the appointing Supervisor. The CAC Member-at-Large serves at the pleasure of the IOLERO Director. The failure of any CAC Member to fulfill the duties designated herein will be brought to the attention of the appointing Supervisor and the Director by an Officer and/or staff.

### **Section 2. Community Advisory Council Member Role and Duties**

CAC Members are expected to fulfill the role and carry out the duties as described below:

#### **A. Attendance at Regular (Monthly) Community Advisory Council Meetings**

Attendance at Regular CAC meetings is essential, since a Quorum (as defined in Article IV, Section 4) is required to conduct CAC business. Therefore, CAC Members are expected to attend at least three-fourths (3/4) of the Regular CAC meetings held during any twelve (12) month period.

The CAC may participate in and act at any meeting of the CAC via teleconferencing or videoconferencing (as allowed by the State of California) using equipment with which all CAC Members participating in the meeting can communicate with each other at the same time.

Participation in such meetings shall constitute attendance and presence in person at the meeting. Quorum shall be established by roll call and identification of individual members of the CAC. These meetings shall only be held when in person meetings are not possible and as authorized by the State of California. All information for the CAC meeting shall be posted at the time the agenda is sent out for the public to have the opportunity to participate.

CAC Members absent from a Regular CAC meeting on official CAC business (official CAC business must be approved by Officers) will not be counted as having missed a meeting. Instead, any absence due to representation of the CAC at another event that is approved by all Officers is of the same value as being present at a Regular CAC meeting.

However, if it is necessary to miss a Regular CAC meeting, CAC Members are expected to give an Officer or staff prior notice.

Staff will provide a report on attendance at Regular CAC meetings.

The three-fourths requirement is deemed to be met by attending nine (9) of twelve (12) Regular CAC meetings held in a twelve (12) month period.

## **B. Conduct**

### **1. Standards and Guidelines**

At CAC meetings, events and activities, as well as when representing the CAC in any official capacity, CAC Members shall adhere to generally acceptable standards of business conduct and to any specific guidelines/protocols adopted by the CAC. They shall not engage in:

- a. habitual conduct which disrupts the CAC and/or interferes with the conduct of CAC business, or
- b. conduct which would have a negative impact on the integrity of and/or the community's confidence in the CAC.

### **2. Ethics**

The members of the CAC shall adhere to the most current NACOLE Code of Ethics standards in the conduct of their duties. Using those standards, CAC Members shall:

- a. comply with both the letter and the spirit of the laws and policies affecting operations of the CAC;
- b. be independent, impartial and fair in their judgment and actions; and
- c. conduct public deliberations and processes openly, unless legally confidential, and in an atmosphere of mutual respect and civility.

### **3. Conflicts of Interest**

In order to assure their independence and impartiality on behalf of the public good, CAC Members are prohibited from using their official positions to influence decisions in which they have a financial interest, or an organizational responsibility, or where they have a personal relationship that would constitute a conflict of interest.

CAC Members should avoid taking any action that could be construed as, or create the appearance of, using public office for personal gain, including use of the title of CAC Member and/or CAC stationery or other County resources to obtain or promote personal interests and/or business through any means, including personal social media accounts.

### **4. Representation of the CAC**

CAC Members are encouraged to represent themselves as individual CAC Members in community advocacy and activities related to the adopted positions and Work Plan of the CAC, and are not to work to undermine the adopted positions and Work Plan of the CAC while serving as Members. However, they are not authorized to represent, speak or act on behalf of the

CAC as a whole through any means, including through personal social media accounts unless so authorized by the CAC. Members of the CAC should add an opinion disclaimer to their personal accounts in order to establish clarification that opinions shared on social media are not representative of the CAC.

**C. Communication with Appointing Supervisor**

Each CAC Member acts as a liaison between the CAC and his/her appointing Supervisor, and thus is expected to communicate regularly with his/her appointing Supervisor about the CAC's activities.

**D. Contribution to the Work of the Commission**

In addition to the other responsibilities stated in this Section, each CAC Member is expected to support the CAC's goals and activities by serving as an Officer, Liaison and/or as Chair of a committee, or by serving as an active member of an Ad Hoc or a Standing Committee.

**E. Leaves of Absence**

If a Member is unable to fulfill the designated duties due to unusual circumstances, s/he can request a leave of absence from the CAC. Leaves of absence are granted at the recommendation of the Chair and with approval of the appointing Supervisor (or the IOLERO Director for Member-at-Large) and shall not exceed two (2) months.

**Section 3. Governance**

**A. Officers**

The Officers of the CAC shall be a Chair and a Vice-Chair. The duties of these Officers shall be those which generally apply to such officers, stated herein, and/or designated by the CAC.

**B. Term**

The term of Officers and appointments shall be for one (1) calendar year from January 1<sup>st</sup> through December 30<sup>th</sup>.

**C. Qualifications for Officers**

**1. Chair**

To serve as the Chair, a Member shall:

- a. have attended at least four (4) CAC meetings within six (6) months prior to nomination.
- b. be an able and willing communicator.
- c. express the intention to attend and lead at least ten (10) of the Regular CAC meetings during the one-year term.

## 2. Vice-Chair

To serve as the Vice-Chair, a Member shall:

- a. have attended at least four (4) CAC meetings within six (6) months prior to nomination.
- b. be an able and willing communicator.
- c. have expressed a willingness to support the Chair and to fulfill the other duties assigned.

## D. Powers and Duties of Officers

### 1. Chair

The duties of the Chair are listed below.

#### a. Duties for Community Advisory Council Meetings.

At CAC meetings, the Chair shall:

1. preside over CAC meetings, maintain orderly procedure in accordance with these Bylaws, and decide questions of procedure subject to the full CAC.
2. develop the agenda for CAC meetings with the assistance of other CAC Members, Officers and staff.
3. be allowed to participate in discussion relating to any matter s/he deems appropriate.
4. recognize any member of the CAC who desires to speak.
5. set and adhere to time-limits for any member of the public who desires to address the CAC, consistent with the requirements of the Brown Act.
6. rule on all procedural matters or questions not specifically addressed in these Bylaws, subject to the approval of the full CAC.
7. work with Officers and Staff to produce minutes of the meetings.

#### b. Duties Related to Community Advisory Council Operations.

The Chair shall:

1. serve as a primary liaison to the IOLERO Director.
2. serve as an ex-officio member and remain cognizant of the activities and progress of all committees, if any.
3. participate, together with the other Officers and Staff, in creating and monitoring the progress of the CAC's work activities to ensure that CAC goals are met and periodically make a progress report to the CAC.
4. serve as a resource to Members in their efforts to contribute to the CAC's work and, when required, collaborate with other Officers and staff to resolve issues related to a CAC Member's fulfillment of designated duties.
5. represent and speak on behalf of the CAC at public meetings (e.g. Board of Supervisors meeting) on matters relating to the CAC.

6. Create and sustain amicable and effective relationships with County and community leaders/organizations.
7. Advocate for CAC initiatives throughout the County approval process.
8. Remain cognizant of Brown Act requirements, both during meetings and throughout the month; monitor and intervene as needed.

## **2. Vice-Chair**

The Vice-Chair shall:

- a. preside over CAC meetings in the Chair's absence.
- b. assist the Chair in developing the agenda for CAC meetings.
- c. participate, together with the other Officers and staff, in monitoring the progress of the CAC work activities to ensure that CAC goals are met.
- d. serve as a resource to CAC Members in their efforts to contribute to the CAC's work and, when required, collaborate with other Officers and staff to resolve issues related to a CAC Member's fulfillment of designated duties.
- e. fill a vacancy occurring in the office of Chair for the unexpired term.

## **E. Nominations and Elections**

At a Regular CAC meeting prior to the end of the term for current Officers, the Chair will read the duties and qualifications of Chair from the By-Laws, and nominations will be taken from the floor. Any qualified CAC Member is eligible to be nominated (or to nominate him/herself).

The same process shall then be followed for taking Vice-Chair nominations. Elections can be held following the close of nominations, and Officers shall be elected by a simple majority vote. If a CAC Member is unable to attend the CAC meeting, s/he can be nominated and elected, based on prior verbal/written statement that if elected s/he will accept the position and fulfill the duties of the office.

## **F. Vacancies of Elected Office**

### **1. Chair**

Should the office of Chair become vacant during term, the Vice-Chair shall assume the office of Chair for the remainder of the term.

### **2. Vice-Chair**

Should the office of Vice-Chair become vacant during a term, the CAC shall elect a new Vice-chair at its next regular meeting after the vacancy is announced at a public meeting of the CAC.

### **3. Removal From Office**

An Officer may be removed from office prior to the expiration of his/her term by vote of the CAC.

### **Section 4. Staff**

The CAC shall receive support from management and clerical staff as assigned by the Director of IOLERO.

## **Article IV. Meetings**

### **Section 1. Regular Community Advisory Council Meetings**

#### **A. Schedule**

Regular CAC meetings shall be scheduled for the first (1<sup>st</sup>) Monday of each month at 6:00 PM, except as noted in Article IV, Section 1 (E). The time and date will only be changed by the CAC for the purpose of facilitating the conduct of CAC business, and if changed, the date and time will be announced to the CAC and the public with at least thirty (30) days' notice.

Should the meeting fall on a holiday, the meeting will be held on the Monday of the following week (subject to availability), unless the CAC makes other arrangements. This meeting shall be announced with at least thirty (30) days prior notice.

#### **B. Location**

Staff will be responsible for securing a facility deemed appropriate for the Regular CAC meetings. Once selected, the location will be announced to the CAC and the public.

#### **C. Ralph M. Brown Act**

All Regular CAC meetings shall be called, noticed, held and conducted in accordance with the Ralph M. Brown Act, hereafter referred to as the "Brown Act." Pursuant with Section 54954.3 of the Brown Act, the agendas for Regular CAC meetings shall provide an opportunity for members of the public to address the CAC on items of interest to the public that are within the subject matter jurisdiction of the CAC .

#### **D. Agenda**

##### **1. Submission of Items**

Staff or any CAC Member may place an item on the agenda, subject to time limitations on CAC meetings and to the discretion of the Chair. Proposed agenda items should be submitted directly to staff of the Independent Office of Law Enforcement Review and Outreach at least two weeks prior to the Commission meeting. Any member of the public may suggest an item for consideration on a future agenda during public comment at CAC meetings.

##### **2. Preparation and Content**



The Chair will work through staff with Officers, and other CAC Members to prepare the agenda for CAC meetings. The agenda will contain a brief general description of each item of business to be transacted or discussed at the meeting.

**3. Distribution and Posting**

At least seventy-two (72) hours before the Regular CAC meeting, the agenda will be distributed to the CAC Members and posted at a location that is freely accessible to the public, as well as on the internet site for IOLERO.

**4. Additions after Posting**

No action shall be taken on any item not appearing on the posted agenda, except as permitted by Government Code 54954.2 of the Brown Act.

**E. Cancellation of a Regular Meeting**

A Regular CAC meeting can be cancelled by the vote of the CAC or the agreement of the two (2) Officers.

**Section 2. Special Community Advisory Council Meetings**

**A. Call for Special Meeting**

Special meetings may be called by the two Officers or the written agreement of the majority of active CAC Members (i.e. CAC Members not on a Leave of Absence, as defined in Article III, Section 2(E)).

**B. Purpose**

The purpose of the special meeting shall be stated in the call.

**C. Notice**

Except in cases of emergency, at least twenty-four (24) hour notice, and such other notice as directed by the Brown Act, shall be given prior to any special meeting.

**D. Agenda**

The agenda for a special meeting shall be limited to the specific issue(s) for which the meeting was called and will contain a brief general description of the business to be transacted and/or discussed at the meeting.

**E. Conduct of Meeting**

The meeting shall be held and conducted in accordance with the Brown Act.

**Section 3. Rules of Order**

Meetings of the CAC shall be conducted in accordance with fair and orderly procedures such as those described in **Robert's Rules of Order** and/or **Roberta's Rules of Order**,

latest edition, except as required by state law or as provided by these Bylaws.

#### **Section 4. Quorum**

A majority of the duly appointed active CAC Members shall constitute a Quorum. CAC action may be taken only by a majority vote of the active Members.

## **Article V: Structure for Supporting CAC's Goals and Activities**

### **Section 1. Liaisons**

Liaisons act as intermediaries with other organizations/agencies. Liaisons are responsible for determining how to carry out their assignment. They may solicit other CAC Members (totaling less than a quorum) and/or community members, and/or staff to assist them as necessary.

Liaisons are responsible for reporting to the CAC on their activities and their progress toward meeting the goals/objectives established.

### **Section 2. Ad Hoc Committees**

Ad Hoc Committees may be established to carry out a specific objective or activity within a stated time frame.

Ad Hoc Committees are disbanded once the specific objective has been accomplished.

### **Section 3. Standing Committees**

Standing Committees may be established to assume responsibility for the CAC's ongoing work in a general topic area. Standing Committees are created by the CAC and remain active over an extended period. Regular meetings will be held according to regular dates, times and locations. Standing Committee meetings are subject to the requirements of the Brown Act.

## **Article VI: Amendments.**

Proposed amendments to these Bylaws shall be submitted to the Officers and then brought to the CAC for discussion and approval.



# Independent Office of Law Enforcement Review and Outreach Community Advisory Council Bylaws

## Adopted ~~xxxxx~~ **December 5, 2016**

### Article I. Name

The name of this Advisory Body is the Independent Office of Law Enforcement Review and Outreach ("IOLERO") Community Advisory Council, hereafter referred to as the "CAC."

### Article II. Purpose

The CAC is established to increase visibility for the public into the delivery by the sheriff-coroner of policing and corrections services, to provide community participation in the review and establishment of sheriff-coroner policies, procedures, practices, training, and initiatives, and to engage the public to better understand the role of IOLERO and of the sheriff-coroner.

~~The purpose of the CAC is to serve as a bridge between law enforcement, IOLERO and various communities of the County. It also recommends possible changes to policies of the Sheriff's Office in order to better reflect the considered desires of the communities.~~

Measure P, (passed in November 2020 by the voters of Sonoma County) repealed and replaced Sonoma County Code, Title 2, Article XXVII to expand the role and independence of the CAC and authorize the Board of Supervisors and IOLERO Director to appoint members to the CAC.

Sonoma County Board of Supervisors' Ordinance Number 6174 (adopted September 13, 2016) ~~authorized the IOLERO Director to appoint the CAC. That Ordinance and subsequent~~ and subsequent amendments provide governing direction to the CAC.

Following the guidelines of the Creating Ordinance No. 6174, the CAC will

continue to reflect and address the expressed needs of the community. It is the intent of the CAC to retain flexibility in the conduct of its affairs.

## Article III. Organization

### Section 1. Community Advisory Council Membership

The CAC shall consist of ~~nine (9) to~~ eleven (11) members. Each supervisor shall appoint two (2) CAC Members and the IOLERO director shall appoint one (1) Member-at-Large, as appointed by the IOLERO Director.

#### A. Terms

All appointments ~~by the Board~~ shall be for ~~two~~ one years. There is no limit to the number of terms for which a ~~Commissioner~~ CAC Member may be reappointed.

#### B. Composition

The CAC shall reflect and represent the ~~racial, ethnic, cultural, geographic and ideological diversity of Sonoma County~~ diversity and demographics of the County by way of, including but not limited to, racial, ethnic, cultural, gender, socio-economic, and geographic diversity; and who are representative of the community and of community stakeholders of the law enforcement oversight process, and who reside within the County of Sonoma.

#### C. Qualifications

Members of the CAC must not have been employed by any law enforcement agency for three years prior to appointment. Members should have a demonstrated history of involvement in and engagement with community organizations that work in one or more of the following areas:

- i. Serving or empowering disadvantaged communities;
- ii. Protecting and defending the constitutional rights of individuals;
- iii. Issues concerning the effectiveness or fairness of the criminal justice system;
- iv. Serving or empowering members of communities that experience behavioral or mental health challenges; and/or
- v. Spiritual, faith or religious institutions.

Members of the CAC should have a demonstrated ability to engage in mature, objective decision making. CAC Members should have a demonstrated commitment to transparency and objective decision making and should have a demonstrated commitment to and support for civilian oversight of law enforcement. Members of the CAC should also have residency within the County of Sonoma and must be members of the National Association for Civilian Oversight of Law Enforcement (NACOLE).

#### G.D. Compensation

Members of the CAC shall serve without compensation but may, with prior approval, be reimbursed for authorized, reasonable, and necessary expenses incurred in the performance of their official duties, should funding become available for this purpose.

**D.E. Resignation**

The resignation of a CAC Member shall be in writing to the appointing Supervisor (if applicable) the IOLERO Director, the Chair of the CAC, and staff.

**E.F. Removal from The Community Advisory Council**

CAC Members serve at the pleasure of the appointing Supervisor. The CAC Member-at-Large serves at the pleasure of the IOLERO Director. The failure of any CAC Member to fulfill the duties designated herein will be brought to the attention of the appointing Supervisor and the Director by an Officer and/or staff.

**Section 2. Community Advisory Council Member Role and Duties**

CAC Members are expected to fulfill the role and carry out the duties as described below:

**A. Attendance at Regular (Monthly) Community Advisory Council Meetings**

Attendance at Regular CAC meetings is essential, since a Quorum (as defined in Article IV, Section 4) is required to conduct CAC business. Therefore, CAC Members are expected to attend at least three-fourths (3/4) of the Regular CAC meetings held during any twelve (12) month period.

The CAC may participate in and act at any meeting of the CAC via teleconferencing or videoconferencing (as allowed by the State of California) using equipment with which all CAC Members participating in the meeting can communicate with each other at the same time.

Participation in such meetings shall constitute attendance and presence in person at the meeting. Quorum shall be established by roll call and identification of individual members of the CAC. These meetings shall only be held when in person meetings are not possible and as authorized by the State of California. All information for the CAC meeting shall be posted at the time the agenda is sent out for the public to have the opportunity to participate.

CAC Members absent from a Regular CAC meeting on official CAC business (official CAC business must be approved by Officers) will not be counted as having missed a meeting. Instead, any absence due to representation of the

CAC at another event that is approved by all Officers is of the same value as being present at a Regular CAC meeting.

However, if it is necessary to miss a Regular CAC meeting, CAC Members are expected to give an Officer or staff prior notice.

Staff will provide a report on attendance at Regular CAC meetings. The three-fourths requirement is deemed to be met by attending nine (9) of twelve (12) Regular CAC meetings held in a twelve (12) month period.

## **B. Conduct**

### **1. Standards and Guidelines**

At CAC meetings, events and activities, as well as when representing the CAC in any official capacity, CAC Members shall adhere to generally acceptable standards of business conduct and to any specific guidelines/protocols adopted by the CAC. They shall not engage in:

- a. habitual conduct which disrupts the CAC and/or interferes with the conduct of CAC business, or
- b. conduct which would have a negative impact on the integrity of and/or the community's confidence in the CAC.

### **2. Ethics**

The members of the CAC shall adhere to the most current NACOLE Code of Ethics standards ~~CAC Members are expected to adhere to high ethical standards~~ in the conduct of their duties. Using those standards, in such conduct requires that CAC Members shall:

- a. comply with both the letter and the spirit of the laws and policies affecting operations of the CAC;
- b. be independent, impartial and fair in their judgment and actions; and
- c. conduct public deliberations and processes openly, unless legally confidential, and in an atmosphere of mutual respect and civility.

### **3. Conflicts of Interest**

In order to assure their independence and impartiality on behalf of the public good, CAC Members are prohibited from using their official positions to influence decisions in which they have a financial interest, or an organizational responsibility, or where they have a personal relationship that would constitute a conflict of interest.

CAC Members should avoid taking any action that could be construed as,

or create the appearance of, using public office for personal gain, including use of the title of CAC Member and/or CAC stationery or other County resources to obtain or promote personal interests and/or business through any means, including personal social media accounts.

**4. Representation of the CAC**

CAC Members are encouraged to represent themselves as individual CAC Members in community advocacy and activities related to the adopted positions and Work Plan of the CAC, and are not to work to undermine the adopted positions and Work Plan of the CAC while serving as Members. However, they

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are not authorized to represent, speak or act on behalf of the CAC as a whole through any means, including through personal social media accounts unless so authorized by the CAC. Members of the CAC should add an opinion disclaimer to their personal accounts in order to establish clarification that opinions shared on social media are not representative of the CAC.

**C. Communication with Appointing Supervisor**

Each CAC Member acts as a liaison between the CAC and his/her appointing Supervisor, and thus is expected to communicate regularly with his/her appointing Supervisor about the CAC's activities.

**D. Contribution to the Work of the Commission**

In addition to the other responsibilities stated in this Section, each CAC Member is expected to support the CAC's goals and activities by serving as an Officer, Liaison and/or as Chair of a committee, or by serving as an active member of an Ad Hoc or a Standing Committee.

**E. Leaves of Absence**

If a Member is unable to fulfill the designated duties due to unusual circumstances, s/he can request a leave of absence from the CAC. Leaves of absence are granted at the recommendation of the Chair and with approval of the appointing Supervisor (or the IOLERO Director for Member-at-Large) of the Independent Office of Law Enforcement Review and Outreach and shall not exceed twoone (21) months.

## **Section 3. Governance**

**A. Officers**

The Officers of the CAC shall be a Chair and a Vice-Chair. The duties of these Officers shall be those which generally apply to such officers, stated herein, and/or designated by the CAC.

**B. Term**

The term of Officers and appointments shall be for one (1) calendar year from January 1<sup>st</sup> through December 30<sup>th</sup>.

**C. Qualifications for Officers**

**1. Chair**

To serve as the Chair, a Member shall:

- a. have attended at least four (4) CAC meetings within six (6) months prior to nomination.
- b. be an able and willing communicator.
- c. express the intention to attend and lead at least ten (10) of the



Regular CAC meetings during the one-year term.

## 2. Vice-Chair

To serve as the Vice-Chair, a Member shall:

a. have attended at least four (4) CAC meetings within six (6) months prior to nomination.

~~b.~~ be an able and willing communicator.

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~~c.~~ have expressed a willingness to support the Chair and to fulfill the other duties assigned.

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~~c. Powers and Duties of Officers~~

~~E.~~

D. Powers and Duties of Officers

**1. Chair**

The duties of the Chair are listed below.

**a. Duties for Community Advisory Council Meetings.**

At CAC meetings, the Chair shall:

1. preside over CAC meetings, maintain orderly procedure in accordance with these Bylaws, and decide questions of procedure subject to the full CAC.
2. develop the agenda for CAC meetings with the assistance of other CAC Members, Officers and staff.
3. be allowed to participate in discussion relating to any matter s/he deems appropriate.
4. recognize any member of the CAC who desires to speak.
5. set and adhere to time-limits for any member of the public who desires to address the CAC, consistent with the requirements of the Brown Act.
6. rule on all procedural matters or questions not specifically addressed in these Bylaws, subject to the approval of the full CAC.
7. work with Officers and Staff to produce minutes of the meetings.

**b. Duties Related to Community Advisory Council Operations.**

The Chair shall:

1. serve as a primary liaison to the IOLERO Director.
2. serve as an ex-officio member and remain cognizant of the activities and progress of all committees, if any.
3. participate, together with the other Officers and Staff, in creating and monitoring the progress of the CAC's work activities to ensure that CAC goals are met and periodically make a progress report to the CAC.
4. serve as a resource to Members in their efforts to contribute to the CAC's work and, when required, collaborate with other Officers and staff to resolve issues related to a CAC Member's fulfillment of designated duties.
5. represent and speak on behalf of the CAC at public meetings (e.g. Board of Supervisors meeting) on matters relating to the CAC.
6. Create and sustain amicable and effective relationships with County and community leaders/organizations.
7. Advocate for CAC initiatives throughout the County approval process.
8. Remain cognizant of Brown Act requirements, both during meetings and throughout the month; monitor

and intervene as needed.

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### **3.2. Vice-Chair**

The Vice-Chair shall:

- a. preside over CAC meetings in the Chair's absence.
- b. assist the Chair in developing the agenda for CAC meetings.
- c. participate, together with the other Officers and staff, in monitoring the progress of the CAC work activities to ensure that CAC goals are met.
- d. serve as a resource to CAC Members in their efforts to contribute to the CAC's work and, when required, collaborate with other Officers and staff to resolve issues related to a CAC Member's fulfillment of designated duties.
- e. fill a vacancy occurring in the office of Chair for the unexpired term.

### **F.E. Nominations and Elections**

At a Regular CAC meeting prior to the end of the term for current Officers, the Chair will read the duties and qualifications of Chair from the By-Laws, and nominations will be taken from the floor. Any qualified CAC Member is eligible to be nominated (or to nominate him/herself).

The same process shall then be followed for taking Vice-Chair nominations. Elections can be held following the close of nominations, and Officers shall be elected by a simple majority vote. If a CAC Member is unable to attend the CAC meeting, s/he can be nominated and elected, based on prior verbal/written statement that if elected s/he will accept the position and fulfill the duties of the office.

### **G.F. Vacancies of Elected Office**

#### **1. Chair**

Should the office of Chair become vacant during term, the Vice-Chair shall assume the office of Chair for the remainder of the term.

#### **2. Vice-Chair**

Should the office of Vice-Chair become vacant during a term, the CAC shall elect a new Vice-chair at its next regular meeting after the vacancy is announced at a public meeting of the CAC.

#### **3. Removal From Office**

An Officer may be removed from office prior to the expiration of his/her term by vote of the CAC.

## **Section 4. Staff**

The CAC shall receive support from management and clerical staff as assigned by the Director of the Independent Office of Law Enforcement Review and Outreach of IOLERO.

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# Article IV. Meetings

## Section 1. Regular Community Advisory Council Meetings

### A. Schedule

Regular CAC meetings shall be scheduled for the first (1<sup>st</sup>) Monday of each month at ~~5:30~~6:00 PM, except as noted in Article IV, Section 1 (E). The time and date will only be changed by the CAC for the purpose of facilitating the conduct of CAC business, and if changed, the date and time will be announced to the CAC and the public with at least thirty (30) days' notice.

Should the meeting fall on a holiday, the meeting will be held on the Monday of the preceding~~following~~ week (subject to availability), unless the CAC makes other arrangements. This meeting shall be announced with at least thirty (30) days prior notice.

### B. Location

Staff will be responsible for securing a facility deemed appropriate for the Regular CAC meetings. Once selected, the location will be announced to the CAC and the public.

### C. Ralph M. Brown Act

All Regular CAC meetings shall be called, noticed, held and conducted in accordance with the Ralph M. Brown Act, hereafter referred to as the "Brown Act." Pursuant with Section 54954.3 of the Brown Act, the agendas for Regular CAC meetings shall provide an opportunity for members of the public to address the CAC on items of interest to the public that are within the subject matter jurisdiction of the CAC .

### D. Agenda

#### 1. Submission of Items

Staff or any CAC Member may place an item on the agenda, subject to time limitations on CAC meetings and to the discretion of the Chair. Proposed agenda items should be submitted directly to staff of the Independent Office of Law Enforcement Review and Outreach at least two weeks prior to the Commission meeting. Any member of the public may suggest an item for consideration on a future agenda during public comment at CAC meetings.

## **2. Preparation and Content**

The Chair will work through staff with Officers, and other CAC Members to prepare the agenda for CAC meetings. The agenda will contain a brief general description of each item of business to be transacted or discussed at the meeting.

## **3. Distribution and Posting**

At least seventy-two (72) hours before the Regular CAC meeting, the agenda will be distributed to the CAC Members and posted at a location that is freely accessible to the public, as well as on the internet site for IOLERO.

## **4. Additions after Posting**

No action shall be taken on any item not appearing on the posted agenda, except as permitted by Government Code 54954.2 of the Brown Act.

## **E. Cancellation of a Regular Meeting**

A Regular CAC meeting can be cancelled by the vote of the CAC or the agreement of the two (2) Officers.

## **Section 2. Special Community Advisory Council Meetings**

### **A. Call for Special Meeting**

Special meetings may be called by the two Officers or the written agreement of the majority of active CAC Members (i.e. CAC Members not on a Leave of Absence, as defined in Article III, Section 2(E)).

### **B. Purpose**

The purpose of the special meeting shall be stated in the call.

### **C. Notice**

Except in cases of emergency, at least twenty-four (24) hour notice, and such other notice as directed by the Brown Act, shall be given prior to any special meeting.

### **D. Agenda**

The agenda for a special meeting shall be limited to the specific issue(s) for which the meeting was called and will contain a brief general description of the business to be transacted and/or discussed at the meeting.

### **E. Conduct of Meeting**

The meeting shall be held and conducted in accordance with the Brown Act.

## **Section 3. Rules of Order**

Meetings of the CAC shall be conducted in accordance with fair and orderly procedures such as those described in **Robert's Rules of Order** and/or **Roberta's Rules of Order**, latest edition, except as required by state law or as provided by these Bylaws.

#### **Section 4. Quorum**

A majority of the duly appointed active CAC Members shall constitute a Quorum. CAC action may be taken only by a majority vote of the active Members.

### **Article V: Structure for Supporting CAC's Goals and Activities**

#### **Section 1. Liaisons**

Liaisons act as intermediaries with other organizations/agencies. Liaisons are responsible for determining how to carry out their assignment. They may solicit other CAC Members (totaling less than a quorum) and/or community members, and/or staff to assist them as necessary.

Liaisons are responsible for reporting to the CAC on their activities and their progress toward meeting the goals/objectives established.

#### **Section 2. Ad Hoc Committees**

Ad Hoc Committees may be established to carry out a specific objective or activity within a stated time frame.

Ad Hoc Committees are disbanded once the specific objective has been accomplished.

#### **Section 3. Standing Committees**

Standing Committees may be established to assume responsibility for the CAC's ongoing work in a general topic area. Standing Committees are created by the CAC and remain active over an extended period. Regular meetings will be held according to regular dates, times and locations. Standing Committee meetings are subject to the requirements of the Brown Act.

### **Article VI: Amendments.**

Proposed amendments to these Bylaws shall be submitted to the Officers and then brought to the CAC for discussion and approval.