

By-Laws of the Rehoboth Beach/ Lewes Police Accountability Committee

ARTICLE I – NAME

Section 1. The name of this organization as established by the Executive Staffs of the Rehoboth Beach and Lewes Police Departments shall be the **Rehoboth Beach/ Lewes Police Accountability Commission** (hereafter referred to as the “PAC”).

Section 2. The PAC may also have meetings, at such other places as the members may, from time to time direct, or the business of the PAC may require. In all cases, meetings will be properly advertised, conducted and documented in compliance with the adopted standards of the City of Rehoboth Beach, City of Lewes and as directed by any applicable law of the State of Delaware.

ARTICLE II – GOVERNANCE & PURPOSE

Section 1. The activities of the PAC will be governed first by the applicable laws of the State of Delaware; second, by the applicable regulations of the Police Officer Standards and Training (POST) Commission; third, by the Charters and applicable Ordinances of the City of Rehoboth Beach and the City of Lewes; fourth, by the appropriately adopted By-Laws of the PAC; and lastly, by *Roberts Rules* of parliamentary procedure in the event no other guidance is available for governance.

Section 2. The purpose of the PAC is to establish a Police Accountability Committee which will provide advice to the department on policy, training, how the department engages in diverse communities, and other issues related to or affecting the department and the communities served by the department. The PAC is solely an advisory entity.

ARTICLE III – MEMBERS

- Section 1. The membership shall be in accordance with the legal authority governing the Chief of Police of the specific agency. The business of this PAC shall be managed by its members, the number of which shall be determined by the PAC. The number shall not be less than five (5), nor more than nine (9), at any given time.
- Section 2. Members need not be residents of the City of Rehoboth Beach or City of Lewes. Members that do not reside in the City must have a full time interest in the success of the City. They shall be approved by the Chief of Police and per policy of the specific jurisdiction upon the completion of a standard vetting process.
- Section 3. Each member shall serve for a term of Three (03) years or until their earlier resignation or removal. Members have the option to extend additional terms with the approval of the Chief of Police and per policy of the specific jurisdiction.
- Section 4. Ex-Officio members: The Chiefs of Rehoboth Beach and Lewes Police Departments are a permanent consulting member of the Board and will designate an alternate, Executive Staff Officer, to be available as a proxy, on command-level concerns, in the event of an unavoidable absence.
- The Chief's may assign a frontline supervisor, and designated alternate, as a second consulting member of the PAC to represent the perspective of operational Police Officers.
- Section 5. Removal: A member may be removed by the Chief of Police upon participation in activity unworthy of or detrimental to the best interest of the Rehoboth Beach or Lewes Police Departments and/or the PAC.

ARTICLE IV – OFFICERS

- Section 1. A Chairperson has been selected for the inaugural PAC by the Chief of Police. Herein after, the members of the PAC shall choose a Chairperson and Vice-Chairperson.
- Section 2. Compensation: Members of the PAC shall serve without compensation.
- Section 3. Chairperson: The Chairperson (Chair) shall preside at all meetings. The Chair shall have general management responsibilities and serve as the point of contact for the PAC. The Chair will see that all **advisory** decisions will be documented and forwarded to the Chiefs of Police for consideration, subject, however, to the right of the Chair to delegate any specific powers to the Vice Chairperson or other member in good standing. The Chair shall be an Ex-Officio member of all sub-committees, and shall have the general power and duties of supervision and management usually vested in the Chairperson of a private entity.
- Section 4. Vice-Chairperson: The Vice-Chairperson shall assist the Chair as requested and shall perform the functions of Chair when the Chairperson is absent or on leave.

ARTICLE V – FUNCTIONS

- Section 1. Policy: Discussions and recommendations may arise from items brought to the PAC by any stakeholder or from the Office of the Chief of Police of any participating agency. The PAC is solely an advisory entity and serves in an advisory capacity.

Section 2. To accomplish its purpose, the PAC shall consider, and advise on the following:

1. Any duty or responsibility assigned to the PAC by statute or public law.
2. Policing service topics within the Rehoboth Beach and Lewes Police Departments.
3. Engage concerns related to the Police Department training programs when necessary.
4. Disciplinary policy process within the Rehoboth Beach and Lewes Police Departments. (The PAC will have no role regarding specific employee personnel issues.)
5. Community perceptions of Law enforcement in the State of Delaware, Rehoboth Beach and Lewes.
6. Ways of fostering better community relations with law enforcement.

Section 3. Sub-Committees: The PAC has the authority to establish sub-committees as might be deemed necessary to study specific matters and report to the full forum.

ARTICLE VI -MEETINGS

Section 1. Regular Meetings: Regular meetings of the members shall meet as often as necessary but at least quarterly per calendar year. A schedule of regular meetings for each calendar year shall be adopted prior to the commencement of the calendar year.

Section 2. Special Meetings: Special meetings may be scheduled by a majority vote of the members or called by the Chairperson and shall be called by the Chairperson upon the written request of a majority of the members of the PAC.

Section 3. Notice: Written or electronic notice of all meetings shall be provided to each member at least seven (7) calendar days prior to the date set for such meeting. These meetings dates, times and locations shall also be accessible for public notice at least seven (7) calendar days prior to the date set for such meeting.

Section 4. Public Comment: Any regular or special meeting must provide an opportunity for public comment. These comments shall begin each meeting with a maximum of thirty (30) minutes and each public comment shall not exceed three (3) minutes. Public comment is such that it cannot be afforded active conversation between members of the PAC. If public comment exceeds the (3) minutes, the commenter shall be given the option to submit their comment in writing to an email address determined by members of the PAC.

Section 5. Recessed Meetings: Any regular or special meeting may be recessed upon a majority vote of the members and may be reconvened without additional notice provided that the date, time, and place at which the meeting shall be reconvened is determined and announced in open session at the time of the recess.

Section 6. Agenda: The Chairperson shall ensure an agenda is prepared for each regular and special meeting and the agenda shall, in general, be as follows:

1. Call to Order
2. Roll call to determine the presence of a quorum
3. Public comment
4. Presentation of minutes from the previous meeting
5. Presentation of Officers' and Committee Reports
6. Discussion of Old Business
7. Discussion of New Business
8. Adjournment

Section 7. Quorum and Voting: Except as otherwise provided by law or direction of the Chief of Police, a majority of the members established in accordance with the legal authority governing the PAC shall constitute a quorum for the transaction of business at any meeting. All decisions shall be made by majority vote of the members present at any meeting where a quorum is present.

ARTICLE VII – AMENDMENTS

Section 1. These By-Laws may be amended, or repealed, in whole or in part, by a majority vote of the members. Any alteration shall be considered and passed in two consecutive meetings before it is considered valid. One of the two consecutive meetings may be a special session, but at least one meeting will be a regularly scheduled one.

Section 2. Should any section of the By-Laws be recognized as unlawful, that section alone will become invalid upon the recognition of the deficiency and an update to the By-Laws will be prepared as soon as practical. A simple majority vote of members present will be enough to adopt a temporary resolution at the time the defect is recognized. Once a temporary resolution is adopted, the Chair will ensure that a draft of a permanent solution is prepared for consideration at the next regularly scheduled meeting. The process outlined in Section 1 of this Article will then be followed.

ARTICLE VIII – TRAINING AND ORIENTATION

Section 1. Non- police officer members shall be required within 1 year of appointment, to complete twenty (20) hours of community training with the department overseen by this committee, which may be but not limited to include a ride along(s) or a citizens’ police academy. Additional mandates for membership or structure may be included.

ADOPTED by the **Rehoboth Beach/ Lewes Police Accountability Commission**

this ____ day of _____ 2025, to be effective on _____, 2025.

ATTEST:

Keith W. Banks
Chief of Police

Chairperson

Thomas Spell
Chief of Police