

**REHOBOTH BEACH AND LEWES
POLICE ACCOUNTABILITY COMMITTEE (PAC)
BYLAWS**

Article I. Authorization

The Rehoboth Beach and Lewes Police Accountability Committee (hereinafter referred to as the "PAC") is established under Delaware legislation requiring the formation of Police Accountability Committees by all police agencies within the state.

Article II. Mission Statement

The mission of the PAC is to serve as an advisory body that facilitates constructive dialogue between the community and the police departments of Rehoboth Beach and Lewes. The PAC aims to enhance public safety, promote transparency, and strengthen community trust in law enforcement by providing recommendations on police practices and policies.

Article III. Powers and Duties

Section 1. The PAC serves as an advisory body only, without any decision-making authority. The PAC is responsible for bringing community issues and concerns to the attention of the police departments and presenting potential solutions to enhance public safety and trust.

Section 2. The PAC shall not involve itself in specific personnel matters, disciplinary actions, or police misconduct investigations. Its role is strictly to provide recommendations on general policing practices and community engagement strategies.

Article IV. Composition

Section 1. The PAC shall consist of three community representatives from each of the two jurisdictions: Rehoboth Beach and Lewes. An additional member from any of the two communities may be selected by the PAC members to serve as the chairperson. The total number of members shall not exceed nine.

Section 2. Additional 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.

Section 3. Police Chiefs from the involved jurisdictions, or their designees, shall serve as non-voting members of the PAC.

Section 4. Members shall serve a term of three years, with the possibility of reappointment.

Section 5. The PAC may establish committees as needed to assist in fulfilling its duties.

Article V. Chairperson

Section 1. The Chairperson shall lead the PAC, preside at all meetings, set meeting agendas, and act as the primary liaison between the PAC and the police departments.

Section 2. In the absence of the Chairperson, the Vice-Chairperson shall assume the duties of the Chairperson.

Section 3. The Chairperson may vote on any motion pending before the PAC.

Article VI. Meetings

Section 1. The PAC shall meet quarterly, with additional meetings scheduled as necessary.

Section 2. Meetings shall be open to the public, with time allocated for public comment. The PAC is subject to the requirements of the Freedom of Information Act, Chapter 100 Title 29 (FOIA), as per HB 206.

Section 3. Minutes from each meeting shall be recorded and made available to the public within a reasonable timeframe. The PAC must provide the Police Officers Standards and Training (POST) Commission with copies of all agendas, minutes, and other PAC documentation.

Section 4. The Order of Business for meetings shall be as follows:

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Previous Meeting Minutes
5. Old Business
6. New Business
7. Reports of Committees
8. Report of Staff
9. Public Comments
10. Adjournment

Section 5. A quorum, consisting of a majority of voting members, is required to conduct business at any meeting.

Section 6. The PAC may establish time limits for presentations during meetings. The Chairperson will advise presenters of any time limits at the outset of the meeting.

Section 7. All meetings and proceedings of the PAC, with the exception of executive sessions, shall be open to the public.

Section 8. The rules contained in Robert's Rules of Order, latest revised edition, shall govern the parliamentary procedure of the PAC meetings.

Article VII. Staff Support

Section 1. Both Rehoboth Beach and Lewes Police Departments shall provide staff to support the PAC as needed.

Section 2. Responsibilities of the PAC staff shall include:

1. Recording the proceedings of meetings, including agendas and minutes.
2. Disseminating information to members of the PAC and the POST Commission.
3. Maintaining records related to the PAC.
4. Ensuring FOIA compliance.
5. Establishing and maintaining a PAC website.

Section 3. All PAC agencies will share the costs associated with operating the PAC.

Article VIII. Training and Development

Section 1. All non-officer members are required, within one year of appointment, to complete 20 hours of community training. This training may consist of ride-alongs, field trips, participation in a Citizens Police Academy, demonstrations, or other equivalent courses of instruction.

Article IX. Annual Review and Reporting

Section 1. The PAC shall prepare an annual report summarizing its activities, recommendations, and outcomes over the past year. This report shall be presented to the police departments and made available to the public.

Section 2. The PAC's operational guidelines shall be reviewed annually to ensure they remain relevant and effective. Amendments to the guidelines may be proposed and adopted by a majority vote of the PAC members.