ANN ARBOR NEIGHBORHOOD WATCH CITIZEN ADVISORY PANEL BYLAWS

ARTICLE I: NAME

The name of this organization shall be the Neighborhood Watch Citizen Advisory Panel.

ARTICLE II: OBJECTIVES

Section 1. Nationally and internationally, the Neighborhood Watch concept has become the mainstay of progressive police and other community agencies in their efforts to reduce crime. Where they have been instituted, Neighborhood Watch programs have had the measurable effect of reducing crime.

Equally important is the effect neighborhood watch activities have on the way citizens feel about their safety. By working together for mutual protection, they become involved in and have control over their homes and neighborhoods.

Section 2. Neighborhood Watch has grown into an effective contribution to community safety that can be made by all members of our society. It has evolved to occupy a position of strength based on positive action and partnership reflecting positive aspects of citizenship. Its members actively play a part in society by looking after their homes, their neighborhoods, and communities.

Section 3. In support of the concepts and statements made in Article II, Section 1, and Article II, Section 2, the objectives of the Ann Arbor Police Department?s Neighborhood Watch Program, staffed by the Crime Prevention Specialist, are:
a. To promote pro-active strategies to enhance public safety and to build a sense of community.
b. To initiate community problem solving in established neighborhoods and in response to public safety concern in targeted program areas.
c. To maintain public safety communications networks in all neighborhoods.
d. To continue to promote outreach programs in neighborhoods.

Section 4. The objectives of the Panel are:
a. To advise the Crime Prevention Specialist of the City of Ann Arbor Police Department on matters that support the objectives stated by that Office in Article II, Section 3.
b. To assist, in ways identified by the Crime Prevention Office, the effective functioning of that office. Such assistance shall come through creation of suitable Working Committees, as set forth in Article XI.

ARTICLE III: ELIGIBILITY

Section 1. Membership on the Panel shall be open to all citizens who are members of

Neighborhood Watch and have completed all Block Captain training.

Section 2. Prospective members of the Panel are subject to a mandatory Ann Arbor Police
Department background check. They must agree to be fingerprinted and to have a fingerprint placed on a special identification card.

ARTICLE IV: BEHAVIOR AND ETHICS

Section 1. Members of the Panel are appointed by the Crime Prevention Specialist. Membership on the Panel shall be accepted as a public service.

Section 2. Panel members shall serve without pay. Panel members attending meetings for
the benefit of the Panel, the Crime Prevention Office of the Ann Arbor Police Department,
or for Ann Arbor Neighborhood Watch in general may or may not be reimbursed for expenses
incurred. When reimbursement is to occur, it must receive prior approval by the Panel at a regular meeting.

Section 3. On all matters in which a Panel member has a direct financial interest and/or on matters involving property owned either in part or in total by a member, that member shall abstain from discussion and voting on the matter. Members abstaining shall disclose, except where it violates a confidence, the general nature of the conflict, and the minutes shall so record the conflict and abstention. On other matters which could involve a conflict of interest, members shall disclose all pertinent facts relating to the potential conflict, except where it violates a confidence, which facts shall be included in the minutes of the proceedings. The member may then abstain from discussion
and voting on the matter. If a question is raised under this section at a Panel meeting concerning the eligibility of a member of the Panel to vote on any matter, such questions shall be finally determined by the concurring vote of a simple majority of the Panel, not including the member with the potential conflict.

Section 4. A Panel member, when speaking to individuals, groups, or organizations, on matters related to Panel concerns and activities, shall indicate representation of the Panel. When speaking for personal purposes, the Panel member shall indicate that the stated opinions and beliefs are not necessarily the opinions and beliefs of the Panel as a whole.

Section 5. The Panel or its individual members shall not intrude into the management of the City of Ann Arbor Police Department?s Crime Prevention Office or into those matters
that are best handled administratively within the Office.

Section 6. Panel members shall not engage in any employment or endeavor, or in any business transaction, wherein the membership on the Panel would be a qualification for such employment or endeavor, or a significant reason for the business transaction.

Section 7. Panel members shall not use their Neighborhood Watch identification cards for
any purpose other than for those stated by the Crime Prevention Office or by the Ann Arbor Police Department.

Section 8. Panel members shall not misuse any special telephone numbers, facsimile addresses, e-mail addresses, websites, passwords, or other communications outlet supplied
to them by the Crime Prevention Office or the Ann Arbor Police Department. The Crime Prevention Office or the Ann Arbor Police Department will determine the nature of correct
usage. Termination of service to the Panel shall require termination of any special privileges.

Section 9. Panel members shall not accept gifts or other favors from persons or institutions concerned with matters that have been, are now, or might come before the Panel.

Section 10. Panel members shall conduct themselves at Panel meetings in a fair, courteous, and understanding manner. Panel members shall avoid interchanges involving personality differences.

Section 11. Panel members are encouraged to call the Crime Prevention Office prior to any meeting at which they expect to be absent or tardy. The Crime Prevention Office shall
maintain attendance records.

ARTICLE V: OFFICERS AND THEIR DUTIES

Section 1. The officers shall be a Chair, a Vice Chair, and a RecordingSecretary. The Crime Prevention Specialist is the Panel Advisor.

Section 2. The Chair shall preside at all meetings and hearings of the Panel and shall have the duties normally conferred by parliamentary usage on such officers.

Section 3. The Chair shall have the privilege of discussing all matters before the Panel and to vote thereon.

Section 4. The Vice Chair shall act for the Chair in the Chair?s absence.

Section 5. The Recording Secretary shall perform such duties as the Panel may

determine.

ARTICLE VI: ELECTION OF OFFICERS

Section 1. The election of officers shall be held at the first regular meeting in September.

Section 2. Nominations shall be made from the floor at the first regular meeting in September. Voting shall be by secret ballot.voting shall take place within one week by Panel members contacting the Crime Prevention Specialist with their vote.

Section 3. A candidate receiving a majority vote of the entire membership of the Panel shall be declared elected and shall serve a term of one year or until the candidate?s successor shall take office.

Section 4. Vacancies in office shall be filled immediately by regular election procedures.

ARTICLE VII: MEETINGS

Section 1. The Panel shall hold monthly meetings.

Section 2. Regular meetings shall not generally be open to the public.

Section 3. The Crime Prevention Office shall give written or electronic notice of all meetings to all members of the Panel at least 48 hours in advance of the meeting.

Section 4. Except for election of officers, voting shall be by voice and shall be recorded by yeas and nays.

Section 5. Robert?s Rules of Order, as amended, shall govern parliamentary procedure in Panel meetings.

ARTICLE VIII: COMMUNICATIONS

Section 1. The Panel shall invite persons concerned with items the Panel is to consider to address written communications to the Panel and to the Crime Prevention Office. It is requested that these communications be sent at an early enough date to give the Crime Prevention Office sufficient time for careful consideration of materials prior to distributing them to the Panel. Communications may also be sent to individual Panel members.

Section 2. Communications from the public shall be made available to Panel members

prior
to Panel meetings. Members may request that the contents of certain communications be read before the entire Panel.

ARTICLE IX: AGENDAS AND MINUTES

Section 1. Agendas for all regular meetings of the Panel, and related materials, shall be available to concerned parties 48 hours preceding each regular meeting.

Section 2. The Panel shall maintain files and records that adequately and appropriately reflect the Panel?s consideration and actions. These materials may be in written or electronic form.

ARTICLE X: COMMITTEES

Section 1. The Chair may appoint working committees, with the concurrence of the Panel,
for purposes and terms that the Panel and Crime Prevention Office approve.

Section 2. The Committee Chair shall report on Committee activities, to the entire Panel, at regular Panel meetings.

ARTICLE XII: MISCELLANEOUS

Section 1. The Bylaws may be amended or altered by the affirmative vote of a majority of
the Panel members present provided notice of the proposed change is given to the Panel at
a preceding regular meeting.

Section 2. The Panel annually, at the first regular meeting in September, shall review the provisions of these Bylaws.