

# **By-Laws of the Prince William County Racial and Social Justice Commission**

## **ARTICLE I - Name**

This public body's name shall be the Prince William County Racial and Social Justice Commission (RSJC).

## **ARTICLE II - Mission**

**Section 1.** The Racial and Social Justice Commission's initial mission is to examine the state of racial and social justice for people of color in the areas of policing, the provision of government services, and public education, subject to the establishment of a partnership with the Prince William School System. The Commission will examine, among others, the police department's policies and practices, including its hiring practices and use of force protocols. The Commission will assess how the county government delivers its services and the diversity and inclusion of the workforce providing these services. In partnership with the Prince William School System, the Commission will examine how the public school system's policies impact children of color. Meetings of the Commission are subject to the open meetings requirement of the Freedom of Information Act (FOIA), and the records of the group are likewise subject to FOIA.

**Section 2.** To accomplish its mission, the Commission will:

Review the police department's policies, practices, and interactions with the communities of color, including its hiring practices and use of force protocols, by conducting activities that will help it understand the current policing perspective in Prince William County from the professional policing perspective and the community perspective.

Assess how the county government delivers its services and the diversity and inclusion of the workforce providing these services.

In partnership with the school system, assess how public education policies impact children of color in the areas of discipline, academic achievement, and access to resources.

### **ARTICLE III - Membership**

**Section 1.** The Racial and Social Justice Commission shall have not more than twelve (12) members. All members will serve without compensation. The County Board of Supervisors will appoint eight members, one per each magisterial district and one at-large. The Prince William School system will appoint a representative and an alternate. The Chief of Police, the County Executive, and the Chair of the Human Rights Commission or their corresponding designees will be members ex officio of the Commission. All ex-officio members and the school representative shall enjoy all the rights and privileges of other members except being elected Chair or Vice-Chair. The Commission will elect a Chair and a Vice-Chair among themselves. All Commission members serve at the pleasure of the Board of County Supervisors.

### **ARTICLE IV - Officers**

**Section 1.** The Commission's officers shall be a Chair and a Vice-Chair who will be elected every year. The Commission may decide to have additional officers as necessary, including a secretary and a parliamentarian.

#### **A. Chair**

The Chair shall preside over the meetings of the Commission. The Chair shall represent the Commission at whatever times and places appropriate to the Commission's objectives. The Chair shall be the primary spokesperson for the

Commission and may, from time to time, designate other officers or members to speak for the Commission on specific matters.

**B. Vice-Chair.**

In the Chair's absence, the Vice-Chair shall assume all the duties and responsibilities of the Chair. The Vice-Chair shall also assume duties and responsibilities as the Chair may delegate to that office from time to time.

**Section 2. Election of Officers**

**A.** The officers shall be elected annually to serve a term of one year or until their successors are elected.

**ARTICLE V - Committees**

**Section 1.** The Commission may create committees to assist it in achieving its mission.

**Section 2.** The Commission Chair will appoint the committee members, its leadership, and assign its tasks.

**ARTICLE VI - Meetings**

**Section 1.**

The Commission will meet regularly, at least once a month, at a place and time designated by the Commission. Notice of such meetings shall be given to the public and all Commissioners at least three days in advance. The Commission may also hold special meetings at the Chair's call or request in writing of at least 2/3 of the Commissioners. The Chair may cancel a scheduled meeting for a good cause. Such cancellation should be notified to the Commissioners as soon as possible.

## **Section 2. Agendas**

For each of the above-described meetings, the Chair shall determine the meeting agenda. Upon receipt of a written request from two or more members of the Commission or by any commissioner at a present meeting, the Chair shall add the requested agenda item. The Commission's Staff shall provide a copy of the meeting agenda to the members by electronic means and a hard copy to the Commissioners in attendance at the beginning of each meeting. No vote is required for adoption of the agenda.

## **Section 3. Minutes**

The Commission shall keep minutes of its proceedings. Minutes will include members in attendance, the place and date of the meeting, and a summary of the Commission's actions. After approval, the minutes will be posted on the website.

## **Section 4. Quorum**

To conduct Commission's business, a majority of the members of the Commission must be present, excluding any vacancies.

## **ARTICLE VII - Parliamentary Authority**

The rules contained in the latest edition of *Robert's Rules of Order* shall govern the conduct of meetings of the Commission in all cases where they are not inconsistent with these bylaws or any special rules of order the Commission.

## **ARTICLE VIII– Decorum**

All Commissioners should always treat each other with due respect. Commissioners should address the Chair and not each other when debating an issue,

asking a question, or raising a point of order. Members of the audience will also address the Commission with respect and express their views without offensive or disrespectful language.

#### **ARTICLE IX - Amendments**

These bylaws may be amended from time to time at any general or special meeting of the Commission if notice is given to the Commissioners at least five days before the meeting, specifying the time, place, and the specific language of the proposed amendments. The amendment will be approved if it receives at least 2/3 of the members' affirmative votes at the meeting, provided there is a proper quorum.