

**BYLAWS**  
**OF**  
**THE CHULA VISTA POLICE DEPARTMENT**  
**COMMUNITY ADVISORY COMMITTEE**

**ARTICLE I. MISSION AND PURPOSE**

Section 1. Mission. The mission of the Community Advisory Committee (“CAC”) is to act as a conduit between the community and the City of Chula Vista Police Department (“Department”) to improve cross-communication and maintain high community confidence in the performance of the Department.

Section 2. Purpose. The Advisory Committee CAC shall advise the Chief of Police on Police/Community Relations and efforts to deter and prevent crime and disorder problems in the community. It shall function as a method of community participation in recommending and reviewing policies, practices, and programs to educate the community and to assist the Department in being sensitive, effective and responsive to the needs of the City. It shall actively encourage and foster citizen participation in community engagement activities to promote positive relations and confidence in the Department. The Advisory Committee CAC shall promote and encourage open communication, transparency and cooperation between the Department and residents and other community stakeholders of the City, recognizing that policing of the City is a shared responsibility.

Parameters- The CAC is not an oversight body, but is an advisory body and will not have power or authority to investigate, review, or otherwise participate in matters including specific cases, CVPD personnel, or play a role in civil or criminal litigation or investigation.

**ARTICLE II. MEMBERSHIP**

Section 1. Eligibility. Members shall reside, work, own property or a business in Chula Vista, or have demonstrated a commitment to the welfare of the community and the Department. Members are volunteers who shall serve without compensation.

Section 2. Minimum Qualifications. All members shall meet the following minimum qualifications: (i) be a law-abiding individual with no felony convictions or convictions involving crimes of moral turpitude within the past 10 years; (ii) be willing to commit to two years of service to the CAC Advisory Committee; (iii) be willing to be an active participant in serving the purpose of the CAC Advisory Committee, as defined herein; (iv) to the extent reasonably possible, work productively with other members of the CAC Advisory Committee and with the Department toward the purpose of the CAC Advisory Committee, as defined herein; and (v) be willing to serve as an advocate on behalf of the community. All members shall be subject to a background investigation, which includes fingerprinting, and certification by the Chief of Police that the member meets the minimum qualifications outlined herein.

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Section 3. Desired Qualifications. To the extent reasonably possible, members shall be selected to reflect the diversity of the community and be comprised of community stakeholders.

Section 4. Appointments. Members of the CAC Advisory Committee and the Chief of Police may nominate candidates to the CAC Advisory Committee, and members of the public may submit letters of interest to the Department, with the Chief of Police having final appointment authority.

Section 5. Number of Members. The CAC Advisory Committee shall consist of an odd number, no less than 7, no more than 13.

Section 6. Terms of Office. All members shall be appointed to serve a two-year term, commencing on the date of appointment to the CAC Advisory Committee. Members may serve a maximum of five (5) terms. Commencing on the date of his or her appointment, each member shall hold office until the expiration of the term for which appointed, or until one of the events described in Article II, Section 8 occurs. For members serving on the date of adoption of these Bylaws (2018) by the CAC Advisory Committee, the date of appointment for a two-year term shall be the date of adoption of the Bylaws.

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Section 7. Vacancies. Vacancies on the CAC Advisory Committee shall be filled by nomination and appointment as described in Article II, Section 4.

Section 8. Termination of Membership. The death, resignation or expulsion of a member shall terminate the membership and all duties attendant thereto. A member may be expelled by the Chief of Police for (i) good cause, or, (ii) failure to carry out duties as defined in Article IV, Section 4, or (iii) conduct deemed by the Chief of Police to be detrimental to the CAC Advisory Committee, or (iv) a conflict of interest. **A member also may be expelled for failure to attend two (2) consecutive regular quarterly meetings of the CAC Advisory Committee. (Discussion with Committee on excused versus unexcused absence/consideration of a form).**

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### ARTICLE III. OFFICERS

Section 1. Required Officers. The required officers of CAC Advisory Committee shall be two Co-Chairs, one Assistant Chair and one Secretary.

Section 2. Co-Chairs. There shall be two Co-Chairs of the CAC Advisory Committee, who shall preside at all meetings of the CAC Advisory Committee. The Chief of Police or his/her Police Department designee shall be a permanent Co-Chair. The second Co-Chair shall be a civilian member of the CAC Advisory Committee and shall be elected annually by the CAC Advisory Committee. The Co-Chairs shall perform all duties incident to the office in carrying out the function and purpose of the CAC Advisory Committee as enumerated in these Bylaws.

Section 3. Assistant Chair. There shall be one civilian Assistant Chair of the CAC Advisory Committee, who shall preside at meetings of the CAC Advisory Committee, when the civilian /second Co-Chair is unable to attend. The civilian Assistant Chair shall be elected annually by the CAC Advisory Committee. If the Chief of Police or Department

designee is unable to attend a meeting he or she shall designate a member of the Chula Vista Police Department to act as Co-Chair in her or his absence.

Section 4. Secretary. The Secretary shall be responsible for taking minutes at all of the general meetings of the Advisory Committee and other meeting-related tasks required by the Ralph M. Brown Act, Cal. Government Code section 54950 et seq. The Secretary shall be the designated Custodian of Records and shall be responsible to maintain copies of all ~~CAC Advisory Committee~~ minutes and other administrative documents. The Secretary shall be a Department staff member appointed by the Chief of Police. The Secretary is not a Committee Member and has no voting powers.

Section 5. Election of Officers. The ~~CAC Advisory Committee~~ shall by majority vote of those in attendance who constitute a quorum, elect a Co-Chair and Assistant Chair before or at the beginning of each calendar year. Upon election, the Co-Chair and Assistant Chair shall immediately assume the duties of the office. In the event any office remains unfilled, the prior officers in such positions shall continue in their office until such election has occurred.

Section 6. Vacancies. If the office of the civilian Co-Chair becomes vacant, the Assistant Chair shall become the Co-Chair. If the office of the Assistant Chair becomes vacant, it shall be promptly filled from the membership of the ~~CAC Advisory Committee~~ through an election held by the members, by majority vote of those in attendance who constitute a quorum.

#### **ARTICLE IV. DUTIES AND RESPONSIBILITIES**

Section 1. Education and Experience. In order to acquire and maintain a background to reasonably evaluate efforts and programs at crime prevention and police/community relations, members of the ~~CAC Advisory Committee~~ shall attend a qualifying community training program in law enforcement operations (such as a "Citizens Police Academy" or similar program authorized by the Chief of Police) within the first eighteen months of appointment. This is a one-time requirement. Additionally, members shall participate in a minimum of six (6) hours each calendar year in civilian ride-along programs with the Department. This requirement may be fulfilled by volunteering in a community or Department activity approved by the Chief of Police. In recognition that some members may possess sufficient previous experience or knowledge that satisfies the intent of this requirement, the requirement may be waived by the Chief of Police at his/her discretion. (Consideration of a Form of service to secretary/examples NNO/EWH)

Section 2. Meetings. The ~~CAC Advisory Committee~~ shall meet no less than twice each calendar year, with additional meetings scheduled as may be needed. Each regular meeting shall be scheduled by the Co-Chairs, with the assistance of the Secretary. The Co-chairs shall cooperatively set the agenda. Meetings must be open to the public and conducted in compliance with the Ralph M. Brown Act.

Section 3. Quorum. At least one-half of the total number of members of the ~~CAC Advisory Committee~~ plus one shall constitute a quorum with full authority to transact business, such as approving minutes or bylaws. Any member who abstains from voting shall be considered for purpose of voting to have cast a NO vote. (Unless conflict of interest)

Section 4. Duties. In accepting the appointment as an CAC Advisory Committee member, the member shall accept certain obligations and responsibilities relating to that office. In connection therewith, it is expected that each member shall:

- a. Assist in every reasonable way possible in promoting the interests and activities of the CAC Advisory Committee, its members and the community at large which the Committee serves; and
- b. To the extent reasonably possible, accept appointment to, and service on, any standing or special working group as may be designated by the Co-Chairs, and see that such working group meets regularly as required to perform its functions; and
- c. Not use their position with the CAC Advisory Committee, nor any identification as may be provided, in order to obtain preferential treatment, either from other community members or from CVPD law enforcement officers.
- d. Complete training as prescribed in Article IV, Section 1.
- e. Attend CAC meetings.

Section 5. Failure of Duties. Any member of the CAC Advisory Committee who fails to substantially carry out the duties as outlined in Article IV, Section 4 shall be subject to termination of membership pursuant to Article II, Section 8.

#### **ARTICLE V. WORKING GROUPS**

Section 1. Establishment of Working Groups. There shall be established by the Co-Chairs or the CAC Advisory Committee such Standing or Special Working Groups, as may be deemed necessary to carry out the functions of the CAC Advisory Committee.  
Need Ad-Hoc group language and definition

Section 2. Meeting of Working Groups. All Working Groups shall meet to organize as soon as possible after establishment, and shall meet on a regular basis to carry out the function for which the Working Group has been created. The Working Group shall appoint a Chair or Secretary and such other officers as may be required. The Working Group shall keep minutes of all meetings and shall submit copies of such minutes to the CAC Advisory Committee. Meetings of Standard Working groups must be open to the public and conducted in compliance with the Ralph M. Brown Act.

#### **ARTICLE VI. AMENDMENTS**

Section 1. Amendment of Bylaws. These Bylaws may be adopted, amended, or repealed, or new Bylaws may be adopted, by a majority vote of those in attendance who constitute a quorum.

THIS IS TO CERTIFY: That the foregoing Bylaws were duly adopted as the Bylaws of the Department Police/CAC Community Advisory Committee on the \_\_\_th day of \_\_\_\_\_, 201\_\_.

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Co-Chair Norma Cazares

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Co-Chair Roxana Kennedy, Chief of Police

[Approved as to Form](#)

[City Attorney Signature](#)

[History](#)

[By-Laws Adopted September 19, 2018](#)

[First Draft 7-11-2024](#)

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