



ADVISORY BODY ANNUAL REPORT

Advisory Body Name: _____
Advisory Body Meeting Time/Location: _____
Chair (during the reporting period): _____
Staff Person (during the reporting period): _____
Reporting Period: _____

I. Activities

(estimated response length: 1/2 page)

Describe the activities for the past year including areas of study, work, special events, collaborations, etc.

II. Accomplishments

(estimated response length: 1/2 page)

Describe the accomplishments for the past year, particularly in reference to your work plan and objectives.

III. Attendance/Representation

(estimated response length: 1/4 page)

Describe your membership in terms of seat vacancies, diversity, level of participation, and frequency of achieving a quorum at meetings.

IV. Training/Certification

(estimated response length: 1/4 page)

Describe any training that was provided or conducted, and any certifications received, either as a requirement or done on an elective basis by members. NOTE: Please forward copies of any training certifications to the Clerk of the Board.

V. Proposed Work Plan/Objectives for Next Year

(estimated response length: 1/2 page)

Describe the advisory body's workplan, including specific objectives to be achieved in the upcoming year.

BY-LAWS
Of
BLACKHAWK POLICE SERVICES ADVISORY COMMITTEE
CONTRA COSTA SERVICE AREA P-2, ZONE A

ARTICLE 1

Name of the Council

The name of the council shall be the Blackhawk Police Services Advisory Committee (hereinafter referred to as "BPSAC").

ARTICLE 2

Officers

- A) Officers: The officers are Chairperson, Vice-Chairperson, and Secretary.
- B) The Chair shall conduct meetings, develop and distribute agendas, interact with the public, and represent BPSAC as needed.
- C) The Vice-Chair shall act for the Chair in his/her absence.
- D) The Secretary shall record, produce and distribute the minutes of the meetings.
- E) Officers shall be elected annually at the first regular meeting on or after January 1st. All officers shall be members of and elected by the membership of the committee.
- F) Designated officer positions shall not be allowed to hold an officer or executive position within another Blackhawk community entity during their term.

ARTICLE 3

Membership

- A) Membership: BPSAC shall consist of seven (7) members who shall be residents of the Blackhawk Community, and who shall be selected and appointed by the Board of Supervisors, upon nomination by the County Supervisor representing the geographic area that oversees the Blackhawk area.
- B) Members shall serve for a term of ____ years.

ARTICLE 4

Duties

BPSAC shall study problems of general or special interest with respect to police services for the County Service Area and make reports and recommendations thereon to the County Board of Supervisors. It is understood that the Board of Supervisors is the final decision making authority with respect to issues concerning the Community and that BPSAC shall serve solely in an advisory capacity.

ARTICLE 5

Meetings and Notice

- A) All regular meeting shall be held at 1092 Eagle Nest Place, Blackhawk, unless proper notice of a meeting at an alternate location is given.
- B) Open public meetings shall be conducted in accordance with the provisions of the "Brown Act" including the pre-posting of the agenda, and the Better Government Ordinance Code.
- C) Meetings shall take place at 6PM on the second Tuesday of each month, unless otherwise required and given proper notice.
- D) A quorum shall be a majority of the total number of authorized positions on BPSAC, not a majority of the total number of filled positons. BPSAC may only take action by a majority vote of the total number of authorized positions, not by a majority vote of the quorum.
- E) Agendas of each meeting shall be posted at a minimum of ___ public locations: (1,2,3?) Agendas shall be posted at least ninety-six (96) hours before each meeting
- F) BPSAC may hold Special Meetings as necessary to ensure timely and effective input for urgent matters. Special meetings may be called by the Chair or by a majority of BPSAC members, but a quorum is required for any meeting to

- proceed. Agendas shall be posted at least twenty-four (24) hours prior to each Special Meeting. (????)
- G) A regular meeting may be rescheduled by any two (2) Officers of BPSAC if necessary to insure attendance by either the Chair or Vice-Chair.
 - H) A regular meeting may be cancelled by the Chair or Vice-Chair.
 - I) The Chair shall conduct all meetings in a fair and proper manner, and shall make all procedural rulings.
 - J) Every speaker addressing the committee shall state his/her name and address if speaking as a resident of the County Service Area, or he/she shall state his/her name and identify the property or organization that he/she is representing.
 - K) A copy of all minutes, resolutions and reports shall be sent to the County Supervisor for the district in which the County Service area is contained.

ARTICLE 6

Adoption of By-Laws

By-Laws and By-Law amendments shall be recommended by BPSAC and be effective upon approval by the Board of Supervisors of Contra Costa County.