

Police Advisory Review Commission Guidelines

A. AUTHORITY

1. The Police Advisory Review Commission shall have the following powers and duties as delegated by the Board of Selectmen:
 - a. The Police Advisory Review Commission shall coordinate with the Police Chief the search and interview process and make recommendations for the hiring of law enforcement officers for the Town of Lanesborough.
 - b. The Police Advisory Review Commission shall advise the Board of Selectmen on issues relative to the Police Department in the Town of Lanesborough and community relations and concerns.
 - c. Additional ad hoc powers and duties may be requested by the Board of Selectmen and will be delegated in writing by the Board of Selectmen.

B. MEMBERSHIP

1. The Police Advisory Review Commission shall consist of five (5) members appointed for five (5) year staggered terms. All members are required to complete mandatory State Ethics and Open Meeting Law training and provide completion certificates to the Town Clerk as required by State Law.
2. The Police Advisory Review Commission shall elect a Chairperson and Secretary at the first meeting held after the Annual Town Election. The officers shall serve until the next Annual Town Election.
3. Chairperson: The Chairperson shall preside at all Police Advisory Review Commission meetings. The Chairperson shall have the responsibility of posting notices of meetings as required by law. In the absence of the Chairperson, the Police Advisory Review Commission shall appoint an acting Chairperson. The Chairperson shall call for a vote on all motions that have been proposed and seconded. The Chairperson shall submit a summary report for inclusion in the Annual Town Report.
4. Secretary: The Secretary shall keep the Police Advisory Review Commission's records of attendance, meeting Minutes, agendas and motions. The Secretary shall also process all correspondence required by the Police Advisory Review Commission and will file meeting Minutes with the Town Clerk after Police Advisory Review Commission approval. The Secretary will also maintain any necessary files and records of the Police Advisory Review Commission.
5. When a member voluntarily vacates his/her position in the Police Advisory Review Commission, the following procedures shall be followed:
 - a. The Police Advisory Review Commission will make it known to the community and the Town Manager that a vacancy exists and thereby solicit interested parties.
 - b. A new member may be recommended by the remaining members of the Police Advisory Review Commission and brought before the Board of Selectmen for an interview.
 - c. Should a Police Advisory Review Commission member have more than six (6) absences within a consecutive 12 month period without cause, the Police Advisory Review Commission Chair shall notify the Town Clerk, who shall mail a notice to the Police Advisory Review Commission member stating that said member is considered to have vacated the position.

C. MEETINGS

1. The Police Advisory Review Commission shall meet monthly or as needed. Meetings shall be run according to parliamentary rules of order. Additional meetings as required shall be scheduled by the Chairperson.
2. The Police Advisory Review Commission shall give notice of any meeting for posting by the Town Clerk at least 48 Town Hall working hours prior to said meeting. All Police Advisory Review Commission members will be individually notified by email or phone, also 48 hours prior to said meeting by the Chairperson.
3. All meetings of the Police Advisory Review Commission shall follow Open Meeting laws.
4. The presence of three (3) members shall constitute a quorum. Endorsement of a motion requires a vote of at least three (3) members.