

GLYNN COUNTY BOARD OF COMMISSIONERS  
GLYNN COUNTY, GEORGIA

Adoption: April 16, 2020  
Resolution: #R-18-20

At the regular meeting of the Glynn County Board of Commissioners, held virtually via teleconference, there were present:

Michael Browning, Chairman, District 1  
Bill Brunson, Vice Chairman, District 4  
Peter Murphy, Commissioner District 2  
Wayne Neal, Commissioner, District 3  
Allen Booker, Commissioner, District 5  
David O'Quinn, Commissioner, At Large Post 1  
Bob Coleman, Commissioner, At Large Post 2

On the motion of Commissioner Brunson, which carried unanimously the following Resolution was adopted:

**A RESOLUTION OF THE GLYNN COUNTY BOARD OF COMMISSIONERS CREATING AND ESTABLISHING THE GLYNN COUNTY POLICE ADVISORY PANEL; APPROVING AND ADOPTING BYLAWS FOR SAID ADVISORY PANEL; AND FOR OTHER PURPOSES.**

**WHEREAS**, the Glynn County Board of Commissioners believes that Glynn County could benefit from having an advisory panel to provide independent reviews, assessments, and recommendations to the Glynn County Board of Commissioners on Glynn County's Police Department; and

**WHEREAS**, the Glynn County Board of Commissioners would like to create and establish such an advisory panel and adopt bylaws for same.

**NOW, THEREFORE, BE IT RESOLVED** by the Glynn County Board of Commissioners, acting in its capacity as the governing authority of Glynn County, that a committee to be known as the "Glynn County Police Advisory Panel" be and is hereby created;

**BE IT FURTHER RESOLVED** that the attached bylaws establishing and governing the structure, purpose, membership, organization, duties, and other matters pertinent to the operation of the Glynn County Police Advisory Panel be and are hereby approved and adopted by the Glynn County Board of Commissioners.

This Resolution shall become effective immediately upon adoption.

Adopted by the Glynn County Board of Commissioners this the 16th day of April 2020.



**GLYNN COUNTY BOARD  
OF COMMISSIONERS**

By:   
MICHAEL BROWNING, CHAIRMAN

ATTEST:

By:   
DHWANI PATEL, COUNTY CLERK

(SEAL)

**BYLAWS FOR THE  
GLYNN COUNTY POLICE ADVISORY PANEL**

*Adopted by the Glynn County Board of Commissioners April 16, 2020*

**ARTICLE I**

**Name**

The name of this panel is the Glynn County Police Advisory Panel (hereinafter referred to as “Advisory Panel” or the “Panel”). It is a panel created and established by the Glynn County Board of Commissioners (hereinafter sometimes referred to as “Board of Commissioners”) pursuant to Resolution #R-18-20 adopted on April 16, 2020.

**ARTICLE II**

**Purpose**

The purpose and mission of the Advisory Panel is to provide an independent review and assessment of the current structure and operations of the Glynn County Police Department and to make recommendations to the Board of Commissioners for improvements and corrective actions based upon its review and assessment.

**ARTICLE III**

**Membership**

(a) Composition. Membership of the Panel shall consist of eight members, who shall be as follows:

- (i) six citizen members appointed by the Board of Commissioners;
- (ii) one sitting Glynn County Commissioner appointed by the Board of Commissioners; and
- (iii) the County Manager, who shall be an ex-officio member and not eligible to vote on Panel matters.

(b) Appointments. Panel members shall serve a term of two years beginning on May 1, 2020, and ending on April 30, 2022.

(c) Qualifications. The six citizen Members shall be persons who possess or have demonstrated special interest, experience or education in law enforcement. The six citizen members shall not be an employee or elected official or member of Glynn County or the Board of Commissioners.

(d) Resignation. A member that seeks to resign from the Panel shall submit a written resignation to the Chairperson of the Panel and the Board of Commissioners. If possible, the resignation should allow for a thirty (30) day notice period so that a replacement can be appointed to serve the remainder of the unexpired term.

(e) Termination. Members shall serve at the pleasure of the Board of Commissioners and may be removed at any time, with or without cause, by the Board of Commissioners. In addition, failure to attend three (3) consecutive regularly scheduled meetings shall constitute termination from the Panel, unless the Panel or Board of Commissioners waives this attendance provision in each specific instance.

(f) Vacancies. If a vacancy on the Panel occurs by reason of a Panel member's death, resignation, removal, termination, or otherwise, the vacancy shall be filled by the Board of Commissioners in the same manner as appointments are made. The Board of Commissioners shall appoint a member to fill such a vacancy and serve for the remainder of the previous member's unexpired term.

(g) Compensation. Members shall serve without compensation.

#### **ARTICLE IV** **Organization**

(a) The officers of the Panel shall be a Chairperson, Vice-Chairperson, and Secretary, all of whom shall be members of the Panel, except that the Secretary need not be a member. Notwithstanding anything to the contrary in Article III(c) above, the office of Secretary may, at the discretion of the Panel and with the consent of the Board of Commissioners, be held by an employee of Glynn County. In the event that a Glynn County employee is elected to hold the office of Secretary, he/she will be an ex officio member of the Panel and will not be eligible to vote on Panel issues. Officers should be elected by the members of the Panel at the first meeting of the Panel and shall serve until the Panel is dissolved in accordance with Article X hereof. Members may not hold more than one office at a time. Any officer may be removed either with or without cause by a vote of the majority of the entire membership of the Panel eligible to vote. Vacancies in the offices of chair, vice-chair, and/or secretary shall be filled by vote as quickly as possible at a regular meeting of the Panel, which should be no later than the next regular meeting of the Panel after the vacancy occurs.

(b) The Chairperson shall preside at all meetings, call special meetings, render reports and designate a specific member or members to perform Panel functions and distribute agenda as appropriate prior to regular meetings. The Chairperson shall be permitted to vote on matters before the Panel similar to other members and is not restricted to voting only on matters where there is a tie vote.

(c) The Vice-Chairperson shall perform the duties of the Chairperson in his/her absence and shall assist the Chairperson as requested at other times.

(d) The Secretary shall prepare and post agendas and notices of meetings, prepare and keep summaries and minutes of meetings, prepare and provide notices of special called meetings to the legal organ, notify members of meetings, and provide clerical support to the other officers. The Secretary shall work with Glynn County staff to ensure compliance with the Georgia Open Meetings and Open Records Laws. Copies of agendas, minutes, notices, reports, documentation, and correspondence should be provided to the County Clerk for his or her file.

## ARTICLE V Meetings

(a) Regular. The Panel shall hold at least four regular meetings per year, including at least one meeting each calendar quarter, in accordance with a regular schedule at a time and place designated by the Panel; provided, however, nothing shall prohibit the Panel from scheduling and holding more than four regular meetings per year should it decide to do so. At the first meeting of the Panel, the Panel should adopt a schedule prescribing the time, place, and dates of regular meetings of the Panel. Once scheduled, a regular meeting may be canceled or postponed to a day and time certain by the chairperson or by a majority vote of the Panel. If a regular meeting is postponed, the meeting held upon the postponement date shall be deemed to be a regular meeting.

(b) Special. In addition to holding regular meetings in accordance with paragraph (a) of this Article, special meetings may be called at the Chairperson's discretion or at the request of three (3) or more members. At least twenty-four (24) hours' notice shall be given of the time and place of such meetings.

(c) Quorum. Four or more voting members of the Panel shall constitute a quorum. No official business may be conducted at a meeting without a quorum present at the meeting.

(d) Agendas. The Chairperson shall determine the agenda for each regular or special meeting and shall give directions to the Secretary with respect thereto; provided, however, any Panel member may place an item on the agenda of a regular meeting by oral or written request to the Secretary at least five days before the meeting. Any member of the Panel, with the approval of a majority of the Panel, may place an item on the agenda at any time prior to the adjournment of the meeting, if the item becomes necessary to address during the course of a meeting. Items requiring action by the Panel which are not part of the posted agenda (or properly added to the agenda by the Panel prior adjournment of a meeting) shall not be considered or acted upon by the Panel.

(e) Actions of the Panel. Actions of the Panel shall be accomplished at any meeting by a majority vote of the entire Panel membership eligible to vote. No item, action, motion, or business before the Panel at any meeting shall be considered approved or adopted unless it receives the affirmative vote of at least four Panel members. Votes shall be determined by a show of hands. Neither the Panel nor its members shall be authorized to enter into and/or execute contracts or agreements on its own behalf or on behalf of Glynn County, or otherwise bind or obligate the Glynn County, the Board of Commissioners, or its officers, officials, employees, agents, contractors, or boards, but rather, the Panel should develop recommendations and work with Glynn County staff to present same to the Board of Commissioners for proposed action, as appropriate, as to such matters.

(f) Parliamentary Procedure. Meetings of the Panel should be conducted in accordance with the current edition of Robert's Rules of Order Newly Revised, unless and except when same is in conflict with these Bylaws or other rules of procedure or order as may be adopted by the Panel.

**ARTICLE VI**  
**Duties and Responsibilities**

The Panel shall have the following duties and responsibilities:

- (a) The Panel shall review the 2018 IACP Operations and Management Study to ensure that progress is being made in accordance with the recommendation of the study;
- (b) The Panel shall review the current process towards accreditation certification;
- (c) The Panel shall review the Internal Affairs function and process and make recommendations for improvement;
- (d) The Panel shall develop and recommend goals and objectives for the future operations of the Panel;
- (e) The Panel shall recommend policy and make recommendations to the Board of Commissioners on matters relevant to the purpose and mission of the Panel, including, but not necessarily limited to those matters identified and listed above in this Article;
- (f) Members of the Panel have the duty to attend Panel meetings;
- (g) The Panel shall carry out and pursue the purpose of the Panel, consistent with these Bylaws;
- (h) The Panel shall notify the Board of Commissioners of a vacancy on the Panel so that a person may be appointed to complete unexpired or full terms; and
- (i) The Panel shall annually prepare a written report to the Board of Commissioners. Such annual report should be presented by the Panel to the Board of Commissioners in March or April of each year and should include:
  - (i) information of how the Panel has discharged its duties and met its responsibilities for the preceding year;
  - (ii) the Panel's findings and conclusions on each of the matters reviewed and undertaken by the Panel;
  - (iii) any recommendations of the Panel on the matters reviewed and undertaken by the Panel. Recommendations made by the Panel to the Board of Commissioners should be detailed and identify the specific corrective action needed or recommended. If specific policies or procedures are recommended by the Panel, the Panel should develop proposed policies and procedures for consideration by the Board of Commissioners and include drafts of same in the Panel's report to the Board of Commissioners; and

(iv) any other information or materials that the Panel deems relevant to the purpose and mission of the Panel.

**ARTICLE VII**  
**Staff Support**

The County Manager shall direct that County staff support be provided to the Panel as needed for publishing notices of meetings, taking of minutes, keeping of records, and such other staff support services that the Panel may require.

**ARTICLE VIII**  
**Open Meetings and Open Records**

All meetings of the Panel shall be open to the public and conform to the specifications and requirements of the Georgia Open Meetings Law (O.C.G.A. §§ 50-14-1 et seq.). If there is any conflict between these Bylaws and the Georgia Open Meetings Law, the Georgia Open Meetings Law shall govern. Records of the Panel shall be subject to the Georgia Open Records Law (O.C.G.A. §§ 50-18-70 et seq.). If there is any conflict between these Bylaws and the Georgia Open Meetings or Open Records Laws, the Georgia Open Meetings and Open Records Laws shall govern.

**ARTICLE IX**  
**Amendments**

These Bylaws may be amended at any time only upon approval by the Board of Commissioners.

**ARTICLE X**  
**Dissolution**

The Panel shall remain in existence until April 30, 2022, at 11:59 P.M., and shall be automatically dissolved at that time, unless such date of dissolution is eliminated or extended or the Panel is dissolved earlier by the Board of Commissioners.

**ARTICLE XI**  
**Effective Date**

These Bylaws shall become effective upon adoption by the Board of Commissioners and shall remain in effect unless and until amended by the Board of Commissioners, or until dissolution of the Panel in accordance with Article X hereof, whichever occurs first.