Campus Public Safety Advisory Committee

CHARTER AND BYLAWS

ARTICLE 1: NAME

The Campus Public Safety Advisory Committee (CPSAC) is an administrative committee created and appointed by the Vice President for Finance and Administration. The CPSAC is the official advisory committee to the Director of Portland State University's Campus Public Safety Office.

ARTICLE 2: PURPOSE

The purpose of the CPSAC is to provide the Director of the Campus Public Safety Office (CPSO) and the University administration with regular input on the Office of Campus Public Safety and its impact on the campus community. The primary role of the CPSAC is to advise and consult, with an emphasis on building and maintaining communication between the university community and the Campus Public Safety Office.

Daily operations of the Campus Public Safety Office shall remain the managerial responsibility of the Director of Campus Public Safety. The CPSAC may be asked at times to review and evaluate CPSO new or existing policies, to deal with campus community concerns or issues, and to recommend changes if they are needed. The CPSAC will also function as an external advisory and review board for the Director of Campus Public Safety to aid in addressing community concerns.

Work performance issues and disciplinary actions will continue to fall under the purview of the Director of Campus Public Safety, in accordance with collective bargaining agreements and University policy.

ARTICLE 3: CPSAC CHARGE

The CPSAC is a permanent body responsible to the Director of Campus Public Safety. Typical functions of the CPSAC include:

1. Receiving and relaying comments and suggestions from the campus community.
2. Facilitating communication between relevant parties, especially between student, faculty, staff and the Campus Public Safety Office.
3. Offering community perspectives relating to law enforcement, service, community relations, and an overall sense of partnership with the campus community.
4. Actively supporting CPSO measures that enhance the foundations of safety and security at the University, including working with other campus groups in understanding CPSO policies and/or procedures.
5. Engage the public in community-based problem solving to assist CPSO in its endeavor to better serve the campus community.
6. Reviewing actions or questions raised regarding activities of the Campus Public Safety Office and/or its members, examining the relevant policies and circumstances, and making recommendations when appropriate.
7. Assist in the evaluation of CPSO policies, procedures and programs, and in appropriate instances, recommend changes that enable CPSO and the campus community to work together in a climate of mutual respect and cooperation.

ARTICLE 4: CPSAC MEMBERSHIP

Section 4.1 – Appointed Members

The CPSAC will be comprised of voting members and ex-officio members. Ex-officio are non-voting members and serve/attend meetings at their leisure or when invited by voting members.

Students, faculty and staff will be appointed to a one-year term on the CPSAC by the Vice President of Finance and Administration. Upon a majority vote of the group, the term of appointment may be extended annually, with a maximum four years for any member.

Section 4.2 – Members

- Two faculty members
- Three students (to be appointed by ASPSU)
- One classified staff member
- One professional staff person from the Office of Student Affairs

Section 4.3 – Ex-Officio Members (non-voting)

- Director of Campus Public Safety
- Vice Provost for Student Services
- Vice President for Finance and Administration
- Office of Affirmative Action
- Office of the Ombudsman
- Additional campus professionals or external community members may be invited to attend particular meetings in which their expertise is requested by the CPSAC in conjunction with an agenda item.

ARTICLE 5: CPSAC OFFICERS

Section 5.1 – CPSAC Chair

The position of CPSAC Chair shall be available for any voting member and will be elected by a majority vote of the committee's membership. The Chair shall serve for one year and may be re-elected once, not to serve more than two consecutive years. The outgoing Chair of the CPSAC or the Director of Campus Public Safety shall convene the first meeting of the body at the beginning of each academic year.

Section 5.2 – Duties of the Chair

1. Preside over all CPSAC meetings.
2. Prepare and distribute the meeting agenda at least forty-eight hours prior to meetings.
3. Assure the business of the CPSAC is carried out.
4. Represent the CPSAC to the campus community.

Section 5.3 – Vice Chair/Duties

The Vice Chair shall assume the duties of the Chair in his/her absence or if the position is vacant, in which case the Vice Chair shall assume Chair responsibilities until the position is filled. The Vice Chair shall be responsible for reporting vacancies to the Vice President for Finance and Administration.

Section 5.4 – Secretary

The Secretary will record minutes of all CPSAC meetings and is responsible for the distribution of minutes to all group members within seven days following a CPSAC meeting. The secretary shall also keep attendance.

Section 5.5 – Election of CPSAC Officers

CPSAC Officers shall be elected at the first meeting of the academic year to a one year term. Elections shall be constituted by majority vote of those members present and constituting a quorum. Officers may be re-elected to serve in the same position for not more than two consecutive terms (years). Ex-officio members may not serve as CPSAC officers.

ARTICLE 6: CPSAC MEETINGS

Section 6.1 – Frequency of Meetings

The CPSAC shall convene at least (3) times during the academic school year avoiding dead week and finals week, and adjusting the schedule as necessary to accommodate student schedules.

The CPSAC Chair or the Director of Campus Public Safety may convene the CPSAC during the summer months if an immediate issue needs to be resolved.

Section 6.2 – Special subcommittee Meetings
Any three members and/or the Director of Campus Public Safety may request a special subcommittee meeting of the CPSAC. Ex-officio members may submit a request for a special subcommittee meeting to the Director of Campus Public Safety.

Section 6.3 – Public Meetings
All CPSAC meetings are public meetings. Notice of regularly scheduled meeting locations, dates and times shall be posted in the daily calendar of events, SMSU announcement board and the lobby of the Campus Public Safety Office. The CPSAC shall make time at the beginning of each meeting for students, faculty or staff to provide public testimony on issues relating to Campus Public Safety.

Section 6.4 – Quorum
A quorum of the CPSAC shall be a simple majority (4) of the eleven (7) voting members.

Section 6.5 – Voting
Any official action taken by the CPSAC will require a majority vote of the members at meetings in which a quorum has been met. Members who are absent from a meeting where a vote is taken and who were not represented by an alternate at the meeting shall have 48 hours (two business days) to cast their vote.

ARTICLE 7: BYLAWS

1. A quorum for conducting business shall be a majority of the voting membership (4).
2. Matters requiring a vote shall be passed upon approval of a majority of the voting members, provided a quorum has been constituted.
3. Business before the CPSAC will be conducted informally until such time as one member requests formal procedures, at which time Robert's Rules of Order will apply.
4. All members shall have equal participatory rights, including but not limited to the right to vote on all matters presented to the group. Ex-officio members are not voting members.
5. Matters may be brought to the attention of the CPSAC in any of the following ways:
    a. Referral to the group by the University President or his/her designee through the Chair of the Committee.
    b. Referral by members of the CPSAC.
    c. Referral by the Director of Campus Public Safety.
    d. Referral to the committee by the Vice President of Finance and Administration.
6. Matters agreed upon by the CPSAC will require written disposition, so the committee's position is understandable and matter of record. If controversy or disagreement remains upon final disposition of a matter, minority opinions may be part of the group's final record provided they are expressed immediately upon completion of the vote.
7. Subcommittees may be appointed from time to time to facilitate the business of the CPSAC. In every case, unless expressly authorized otherwise, the subcommittee shall report to the full membership, prior to any official action on the referred matter. The CPSAC is responsible for either affirming or not affirming the motions of the subcommittees.
8. Statements by any members of the CPSAC are understood to be expressions of the individual and not of the Group, unless there has been group action resulting in a written disposition.