

Policy for Ensuring Quorum of Scheduled Meetings

To ensure that meetings of the Police Civilian Oversight Board and its Subcommittees (“the Board”) have quorum and can continue, a new policy is adopted by the Board to confirm attendance at an upcoming meeting by noon the previous day.

1. Staff of the Office of the Independent Monitor (OIM) will send a reminder email of an upcoming meeting to Board members’ PCOB email addresses at least 48 hours before the meeting is to begin, requesting responses from Board members if they will be attending.
2. These reminders will be sent to the full Board, regardless of what subcommittees those members have joined. This is to keep the full Board on notice of what is being discussed at subcommittee meetings as well as to secure alternative attendees to maintain quorum.
3. Board Members will respond to this email no later than the day before a meeting indicating whether they will attend.
4. If no response is received by OIM staff on the morning of the day of the meeting, a final reminder email will be sent to any unresponsive members.
5. A lack of response by a Board member by noon on the day of a meeting will be treated as an expected absence.
6. If a quorum of the upcoming meeting has not been met by noon on the day of the meeting, the meeting will not occur, and a notice of cancellation will be sent by OIM staff.