

**BYLAWS
of the
Community Commission on Police Oversight**

Article I. Purpose and Duties

These are the bylaws of the Community Commission on Police Oversight (hereinafter referred to as “CCPO”), established by the City of Minneapolis pursuant to Ordinance No. 2022-058, codified as Chapter 172 of the Minneapolis Code of Ordinances. The purpose of the CCPO is to provide a forum for the public to have meaningful engagement in police oversight and to serve as part of the deliberative, investigatory review process related to complaints involving the Minneapolis Police Department, and to advise the Mayor and City Council on such matters and related subjects as may fall within its defined jurisdiction. The CCPO possesses no independent official authority or responsibility beyond that which is expressly granted by applicable law, charter, ordinance, or lawful action of the Minneapolis City Council, any and all of which supersede these bylaws in the event of a conflict. These bylaws were originally adopted by the CCPO at its meeting on July 8, 2024. They were subsequently ratified by the City Council and Mayor and became effective as of August 17, 2024.

Article II. Membership

- (a) The CCPO is comprised of fifteen (15) members who shall be selected and appointed, and who shall have the required qualifications, as set forth in its enabling legislation. All members shall serve until their successors have been appointed and qualified, unless otherwise duly removed by action of the appointing authority.
- (b) Unless provided otherwise by law, all members of the CCPO serve at the pleasure of the appointing authority. Any member of the CCPO may be removed at-will by the appointing authority.
- (c) Prior to being seated or performing any official duties or functions, each appointed member shall:
 - (1) Complete any general orientation and any pre-service training program for the City’s Appointed Boards and Commissions (ABCs) that may be required by the City;
 - (2) Complete the City’s mandated ethics training, pursuant to Minneapolis Code of Ordinances § 15.260;
 - (3) Subscribe to a standard oath of office and file the same with the Office of City Clerk; and
 - (4) Sign a participant agreement acknowledging their personal commitment to abide by the standards of conduct expected of all members of the City’s ABCs.

Each member must complete the orientation program, the mandated ethics training, and sign an oath and participant agreement for each appointed term regardless of the number of terms served. The ethics training must be completed at least once every four years, or by such modified schedule as determined by the City's Ethics Officer.

(d) Expectations of Membership. Subject to the collective authority delegated to and exercised by the CCPO, the following are expectations of membership:

- (1) Members can expect to receive notice of all meetings and to receive an agenda for each meeting sufficiently in advance to enable informed consideration of all proposals, substantive motions, and other matters to be presented. Members are expected to be prompt in attendance, prepared to engage, and attentive to the proceedings when participating in such meetings.
- (2) Members can expect to be given a fair opportunity to be heard, to introduce proposals, to make motions or second motions, and to participate in debate or discussion as and when permitted according to procedural rules. Members are expected to keep comments in debate and discussions on topic, concise, and respectful.
- (3) Members can expect to be given an opportunity to make inquiries and to request information to make informed decisions, to know the immediately pending question before the body and its effect, and to seek clarification on procedures.
- (4) Members can expect to cast a vote on all matters properly before the body except when prevented by applicable law or because of a conflict of interest, in which case the member shall disclose the conflict and abstain from any participation in the matter. Members are expected to declare conflicts of interest and to abstain from participation in any matter where such conflict is present. All members are expected to attempt to work together to build consensus through open, constructive dialogue, allowing for appropriate dissent while enabling a majority of members to take action.
- (5) Members can expect an efficient meeting characterized by respect and dignity, and courteous treatment from other members of the CCPO and from City staff. Members are expected to extend this same respect and courtesy to others.
- (6) Members can expect to have these bylaws, procedural rules, and similar matters enforced in a fair and consistent manner. Members are expected to aid the body, and in particular its presiding officer, to observe and enforce these bylaws, rules, and other such matters.

- (e) It is expected that CCPO members treat each other, City staff, and the public with courtesy, respect, and professionalism, and avoid behaviors that disrupt the functioning of the body. To this end, the CCPO shall operate in accordance with rules approved by the City Council and enforced by the chair or other presiding officer.
- (f) CCPO members must maintain clear, realistic expectations of the professional staff assigned to support its work and shall be respectful of the resources provided by the City when requesting action or support by the staff.
- (g) Individual CCPO members have no separate or independent authority and no member shall act or purport to act in any official capacity except when specifically authorized by formal action of the CCPO, or as otherwise specifically set forth in the body's enabling legislation, and then only within the specific, delegated authority or subject matter prescribed in the body's enabling legislation. Any action representing the CCPO is restricted to interactions with the assigned City department(s) or staff or when communicated or presented to the Mayor or City Council. Neither the CCPO nor any of its individual members shall speak for nor purport to represent the interests, needs, or priorities of the City of Minneapolis in any way without express prior authority by the Mayor and City Council.

Article III. Terms of Office and Attendance

- (a) All seats shall be appointed for standard terms set forth in the enabling legislation. A vacancy in any seat shall be filled by the appointing authority for the remainder of the term.
- (b) Attendance.
 - (1) Regular attendance and engaged participation are vital to community trust and to the success of the CCPO; therefore, attendance is a core requirement of each member's service. Any member who must miss a meeting is expected to communicate their planned absence to the chair and staff as early as practicable.
 - (2) An attendance record shall be maintained showing the presence and absence of each member for each meeting, which shall be a public record.
- (c) Resignation. Any member may resign at any time and for any reason by submitting their resignation in writing to the Office of City Clerk, copied to the CCPO chair and the Director of Civil Rights. In that event, the member's seat will be declared vacant upon receipt of the resignation and the appointing authority may fill the vacancy for the remainder of the unexpired term.
- (d) Removal. Members serve at the pleasure of, and may be removed at-will by, the appointing authority. Removal is not subject to appeal.

- (e) Member Roster. The CCPO's official membership roster shall be maintained by the Office of City Clerk and made publicly accessible via the City's Legislative Information Management System (LIMS), at lims.minneapolismn.gov. Rosters posted in LIMS will be updated after a member completes the required orientation and any pre-service training, ethics training, and has filed the completed oath of office and participant agreement, but not before completing those requirements. Until a member is listed on the official membership roster, they shall not be seated nor considered an active member of the CCPO, they shall not vote on any matters before the CCPO, and they shall not take part in any business before the CCPO.

Article IV. Officers

- (a) The officers of the CCPO shall consist of a chair and a vice-chair to be selected by the body at its organizational meeting and its first regular meeting each year thereafter. These officers are responsible to the CCPO for helping to plan, organize, and coordinate its work and have only those duties explicitly provided in these bylaws or which are necessarily incidental to the office in support of the official duties of the office.
- (b) The CCPO, with prior approval by City Council, may provide for the selection of additional officers that are required for its business. If approved by City Council, each additional officer shall be identified, and the duties thereof reflected in the bylaws. No member may hold more than one office at a time.
- (c) Officers have the same expectations, duties, and privileges as all other members, including to introduce business, to speak in debate, and to vote on all matters unless disqualified due to a conflict of interest or other legal reason.
- (d) Chair. The CCPO chair shall be recognized as the first among a body of equals chosen by the members to facilitate the accomplishment of its objectives. Without limiting the generality of the foregoing statement of purpose, it is the primary function of the chair to preside over meetings such that: each meeting is conducted in accordance with all applicable laws, policies, and procedures; each meeting provides a fair forum for the consideration of matters submitted to the CCPO; and all matters are addressed in an orderly and efficient manner. The function of the chair is to plan, organize, and facilitate the work of the body. To achieve that goal, the chair has the following specific duties and responsibilities:
 - (1) To convene and preside over all proceedings, when present, and to facilitate the effective and orderly transaction of business. To this end, the chair shall enforce all procedural rules,

maintain decorum, and speak in preference to others in response to requests, rendering procedural decisions, addressing appeals, and similar matters.

- (2) To recognize members and others entitled to the floor and to confine debate or discussion to matters properly before the body and within its jurisdiction. The chair should endeavor to conduct meetings so that all members have a fair opportunity to participate, which includes the opportunity to propose and second motions, to engage in debate or discussion subject to the rules, and to express opinions or positions in a respectful, collegial, and collaborative atmosphere.
 - (3) To facilitate public participation in the body's work, as permitted by the body's rules, in a respectful atmosphere.
 - (4) To state and put to vote all matters properly before the CCPO and within its authority, to defend the opportunity of the minority of the body to express its position and to protect the opportunity of the majority to decide and take action, and to declare the result of all votes for the record. If necessary, the chair may recess a meeting for a brief consultation with staff for guidance in taking an action on any question. The chair may decline to recognize and shall refuse to put to vote any proposal or motion which is contrary to these bylaws or which is beyond the expressed powers and authority of the CCPO.
 - (5) To have general supervision over the CCPO's calendar, to coordinate with professional staff in the preparation of an agenda for each meeting that outlines the business to be presented and considered, and to coordinate with staff so that notices and such matters are published or distributed.
 - (6) To recommend to the CCPO the formation of working groups or, with approval of the Mayor and City Council, standing committees to assist the CCPO with the performance of its work, and to refer to such working groups or standing committees matters for review and recommendation by the CCPO.
 - (7) To act as the primary spokesperson of the CCPO, when authorized by the commission, in formal communications or interactions with the Mayor and City Council and to act as the CCPO's spokesperson in formal communications and interactions with external groups, entities, or individuals.
- (e) Vice-Chair. The vice-chair assumes and performs all duties provided for the CCPO chair in the absence of that officer, or at the chair's request. In addition, the vice-chair shall:
- (1) Assist and support the chair in planning and preparing for meetings.

- (2) Assist and support the chair in presiding over meetings.
- (3) Lead special projects assigned by the CCPO or delegated by the chair.

Article V. Staff

- (a) Secretary. The City Clerk or designee shall be secretary of the CCPO and, in that capacity, shall be responsible for its general operation, including its recordkeeping and clerical functions. The chair shall coordinate with the secretary so that the secretary is able to satisfy recordkeeping and clerical functions with respect to meeting notices, agendas, reports, and any other records and materials. In the absence of both the chair and the vice-chair, the secretary shall officiate at meetings and preside over the selection of a temporary chair selected from the other members.
- (b) City Attorney. Pursuant to City Charter § 7.2(c)(1), the Minneapolis City Attorney is the exclusive attorney and counselor at law for each board and commission that operates as part of the City enterprise. An attorney from the Office of City Attorney will be assigned to act as attorney and legal counsel for the CCPO, including for the provision of legal advice, drafting services, and related support for the CCPO, as needed, for actions performed by the CCPO and its members in their official capacities. All formal actions proposed for the CCPO shall, prior to a vote, be prepared or reviewed and approved as to form by the attorney. The CCPO shall not seek or obtain legal advice or legal services from any attorney outside of the Office of City Attorney.
- (c) City Administration. As provided in the CCPO's enabling legislation, the Civil Rights Department is the department within the City Administration which provides the professional, technical, logistic, and other types of services and resources required to support the performance of the CCPO and the conduct of its work, under the direction of the Mayor.

Article VI. Meetings

- (a) Quorum.
 - (1) A majority of the total number of authorized seats on the CCPO shall constitute its quorum for the purpose of meeting and conducting business, regardless of any vacancies.
 - (2) If at any time after a meeting has commenced notice is taken that a quorum is not present, the chair must either—
 - (A) Recess the meeting to a later time on the same day when a quorum can be achieved, or

- (B) Adjourn the meeting to a date and time when a quorum can be achieved prior to the next scheduled regular meeting, which shall be recorded in the minutes of the meeting. All matters left unfinished when a meeting is adjourned due to a lack of quorum shall carry forward to the adjourned meeting or else to the next scheduled regular meeting, whichever is first. No meeting shall be adjourned to a date or time beyond the next scheduled regular meeting.
- (b) Meetings & Calendar. All meetings of the CCPO shall be open to the public in accordance with the Minnesota Open Meeting Law [Minnesota Statutes, Chapter 13D]. The dates and times for its regular meetings shall be adopted in the form of a calendar, which shall serve as public notice of such meetings under the law. A copy of the calendar of the dates and times of regular meetings shall be filed with the Office of City Clerk and posted in the City's Legislative Information Management System (LIMS) for public access. All meetings shall be conducted in government owned or leased facilities and must satisfy accessibility and accommodation requirement pursuant to the Americans with Disabilities Act (ADA).
- (c) Types of Meetings.
 - (1) Regular Meetings. A regular meeting is the planned gathering of the CCPO established by formal action which have been noticed in advance as required by law and at which the business of the CCPO is conducted. As provided pursuant to its enabling legislation, the CCPO shall conduct a minimum of at least eight (8) regular meetings each year. Any change to the date and time of a regular meeting shall require the same notice as provided for a special meeting pursuant to the Minnesota Open Meeting Law. If a regular meeting of the CCPO falls on a recognized holiday, the date of an election, or any date designated as a date of significance by the City Council, that meeting must be rescheduled. Regular meetings may include time devoted to public comment. If the Chair proposes public comment during a regular meeting, the Chair shall establish the protocols and agenda placement in the published agenda for the meeting, which may be subject to change by the CCPO at the regular meeting.
 - (2) Special Meetings. Upon proper notice at least three days in advance, and in compliance with the provisions of the Minnesota Open Meeting Law, special meetings may be called for stated dates and times to address such business as may be included in the notice thereof. As provided in the CCPO's enabling legislation, a special meeting may be called by the chair or, when necessary, by a vote of the CCPO. No special meeting shall be called for a date that is a

recognized holiday, the date of an election, or any date designated as a date of significance by the City Council.

- (3) Annual Public Hearing. The CCPO shall hold an annual public hearing addressing police department policies, rules, practices, and Special Orders. This public hearing shall be held by May 15 of each calendar year. In the regular meeting prior to the annual public hearing, the CCPO shall establish the agenda for the annual public hearing, which shall address police department policies, rules, practices, or Special Orders that are appropriate for public discussion, in the judgment of the CCPO.
- (4) Adjourned Meetings. No meeting once convened shall continue past 10 p.m., and any business not addressed at that time shall automatically be postponed to the next regular meeting of the CCPO unless the meeting is adjourned to another date and time that is prior to the next regular meeting. Any regular or special meeting of the CCPO may be adjourned to a future date or time prior to the next subsequent regular meeting, which is essentially a continuation of that regular or special meeting. If a special meeting is continued to another date and time, no new business may be introduced beyond that which was included in the call for the original special meeting.
- (5) Closed Meetings. Any portion of a meeting may be closed to the public, in accordance with the provisions and for the purposes permitted by the Minnesota Open Meeting Law. No meeting of the CCPO shall be closed except with the prior consultation and approval of the Office of City Attorney. Only the following individuals may attend and participate in any closed meeting:
 - (A) CCPO Members. The CCPO members, including the chair and vice-chair, may attend and participate in any closed meeting unless prohibited by applicable law or policy. Any CCPO member unable to be present for and to participate in a closed session may contact the CCPO-assigned attorney to receive a briefing on the discussions of the closed session.
 - (B) Staff. The principal staff identified in Article IV, above, shall attend for the purpose of performing such duties as will assist the CCPO in consideration of the business to be presented in the closed session.
 - (C) Appropriate staff from any department in the City Administration may be present when such attendance is required because of the nature of the issues being presented.

- (D) Anyone not specifically identified in this section shall not be admitted to a closed meeting of the CCPO.
- (d) Meeting Place. The regular meeting place for the meeting of the CCPO shall be the City Council Chamber, Room 350, Public Service Center, 250 South Fourth Street, Minneapolis. Except when specifically noticed otherwise, all meetings shall be conducted at the regular meeting place. If a meeting is not to be conducted at the regular meeting place, the notice and agenda for such meeting shall specifically identify the place, physical address, and other location details necessary to inform the members and general public about the location for the meeting. Any deviation in location of regular meetings shall necessitate notice given that is required for a special meeting.

Article VII. Decision-Making Procedures

- (a) Notice shall be provided of every meeting, regardless of type, and of all actions.
 - (1) For all meetings, the notice required pursuant to the Minnesota Open Meetings Law shall be provided [see Minn. Stat. § 13D.04].
 - (2) For all actions taken, the notice thereof shall be evidenced by the posting of a marked agenda showing the disposition of each item, which shall be posted and made accessible to the public via the City's Legislative Information Management System (LIMS) no later than twenty-four (24) hours after the meeting has been adjourned.
- (b) Agendas.
 - (1) An agenda shall be produced for each meeting and must be posted, distributed to all members, and made available to the public via the City's Legislative Information Management System (LIMS) no later than two business days prior to the date of the scheduled meeting. For these purposes, Saturdays and Sundays shall not be included when determining the timeline for posting, distributing, and providing access to the public.
 - (2) An agenda must include the following required content:
 - (A) The body's name and current membership.
 - (B) The date, time, type, and location of the meeting.
 - (C) A description of each item of business to be considered, discussed, or transacted at the meeting.
 - (D) Notices related to attendance, participation, public participation, and other related matters as determined by the City Clerk.

- (3) Production. The secretary, or designee, shall be responsible for producing the agenda in consultation with the chair and professional staff. When approved by the chair, the agenda shall be posted for public access via the City's LIMS not less than 48 hours prior to the stated time for the meeting.
 - (4) If an agenda is not produced and posted for public access in LIMS according to required content and established timelines, the meeting shall be cancelled or rescheduled.
 - (5) The secretary must ensure that a printed copy of the agenda and the full agenda packet containing all briefing materials, memos and notes, drafts, and other matter is available for public inspection during the meeting.
- (c) Official Action.
- (1) The CCPO shall formally take action or express its position only by the affirmative vote of a majority of those members present and participating in a meeting, assuming a quorum, unless a higher vote threshold is required by applicable law, policy, or rule.
 - (2) Every official action shall:
 - (A) Be within the CCPO's defined authority or jurisdiction as set forth in its enabling legislation.
 - (B) Be in accordance with, and not contrary to or in conflict with, all higher authority, including state law, city charter, city ordinance and policies, and applicable rules and regulations.
 - (C) Be taken in the manner required by law, or as provided in these bylaws, and subject to the correct vote threshold.
 - (3) Every official action and the vote thereon must be recorded in the minutes of the meeting.
- (d) Rules & Procedures. Meetings of the CCPO shall be governed by standard rules established by the City Clerk for Minneapolis Appointed Boards & Commissions and approved by the City Council.
- (e) Lobbying & Political Activity Prohibited.
- (1) The CCPO shall not endorse, support, or oppose any candidate for public office nor a ballot proposition nor take action to support or oppose any candidate or any ballot proposition, nor may the CCPO be involved in any capacity whatsoever in gathering, organizing, or disseminating information in support or opposition to any candidate for public office or a ballot proposition.
 - (2) While individual members retain rights to engage in political activity, they may not use their official position as a member of the CCPO to endorse, support, or oppose any candidate for

public office nor a ballot proposition. In such instances, the member shall make clear that they are not acting for nor are they speaking as a representative of the CCPO nor of the City of Minneapolis.

- (3) The CCPO shall not take official positions with respect to any proposed, pending, or enacted legislation at any level of government except to submit recommendations on the same to the City Council and Mayor, provided the subject matter is within the jurisdiction of the CCPO as set forth in its enabling legislation. If authorized by the Mayor and City Council, the CCPO may take an official position with respect to proposed, pending, or enacted legislation and shall file a copy of its official position with the City Clerk.
- (f) Communications to the Mayor and City Council. Communications by the CCPO of any kind to the Mayor or City Council shall be made to the Mayor and City Council in writing setting forth the general subject matter, the context and facts of the matter, and the specific details of the issue, recommendation, or request. The communication shall be submitted via the staff liaison and a copy shall be filed with the Office of City Clerk.

Article VIII. Committees & Work Groups

- (a) Committees of the CCPO, of any kind or form, whether standing or special, permanent or temporary, may only be created with prior authorization of the City Council. If authorized by City Council, these bylaws shall be amended to provide for each committee, its purpose, its creation, its membership, and other details. A committee shall be composed only of current members of the CCPO and shall be limited in number to be not more than a quorum of the CCPO. A majority of committee members shall constitute its quorum for the conduct of any business by the committee and an action of the committee shall require at least the affirmative votes of a majority of the committee's members present and participating in a duly convened meeting of the committee.
 - (1) Police Policy Research & Recommendations Committee. There shall be a standing committee called the Police Policy Research & Recommendations (PPRR) Committee to be composed of not more than seven (7) commissioners to be selected by formal action of the CCPO. The CCPO shall designate the committee chair and vice-chair from the commissioners who are appointed as members of the PPRR Committee. The PPRR Committee shall be responsible, as directed by the CCPO, for researching, reviewing, and evaluating police policies, procedures, and practices; proposing or undertaking programs of research and study on similar matters; preparing formal recommendations to be considered by the CCPO for submittal to the Mayor,

City Council, Chief of Police, or other appropriate City officials; and other functions of a similar nature which contribute to the work of the CCPO as set forth in its enabling legislation. Meetings of the PPRR Committee shall be conducted in compliance with the requirements of the Minnesota Open Meeting Law and according to the bylaws and rules of the CCPO.

- (2) Community Engagement Committee. There shall be a standing committee called the Community Engagement (CE) Committee to be composed of not more than seven (7) commissioners to be selected by formal action of the CCPO. The CCPO shall designate the committee chair and vice-chair from the commissioners who are appointed as members of the CE Committee. The CE Committee shall be responsible, as directed by the CCPO, for developing and supporting community partnerships, coordinating outreach and engagement initiatives, and promoting general awareness of and opportunities for the public to participate in the work of the CCPO, all of which is focused on engaging the community in police oversight. Meetings of the CE Committee shall be conducted in compliance with the requirements of the Minnesota Open Meeting Law and according to the bylaws and rules of the CCPO.
- (b) The CCPO may create work groups of its own members constituting less than a quorum to address specific issues or short-term tasks or projects to report recommendations or findings to the full CCPO. Because they are composed of less than a quorum, work groups are not subject to Minnesota Open Meeting Law requirements including notice requirements. Nevertheless, any work group shall be permitted to provide notice of their meetings and to conduct any meetings in public, at the discretion of the work group.
- (c) Work groups may select a work group leader to help manage work projects and scheduling. The work group leader will ordinarily report on the work group's activities to the Chair prior to each regular CCPO meeting and shall provide a summary report to the CCPO at each regular meeting.
- (d) All members of work groups, or committees when authorized, must be current members of the CCPO. Only persons appointed to the CCPO pursuant to its enabling legislation may serve as a member of any committee or work group.
- (e) All committees and work groups shall adhere to these bylaws to the extent applicable. The Chair may recommend assignments of members to work groups, subject to the approval of the CCPO as a body.

Article IX. Annual Work Plan and Report

- (a) Annual Work Plan. The CCPO shall prepare, adopt, and present to the Mayor and City Council an annual work plan for the next succeeding year that outlines its intended work and activities. This work

plan shall be prepared using templates provided by the Office of City Clerk. The CCPO shall submit its annual work plan to the City Clerk no later than January 1 for the next succeeding year, and the City Clerk shall provide copies to the Mayor and City Council. The work plan shall not include items that are not within the defined scope of authority or subject matter jurisdiction as provided in the CCPO's enabling legislation nor any items that would extend the scope of such authority or defined jurisdiction. The work plan may include, but is not limited to, the following:

- (1) Review and analysis of police department programs, policies, and practices, internal controls, collective bargaining agreements, and other related matters.
 - (2) Review, analysis and presentation to the City Council, Mayor, and Chief of Police of patterns related to complaints of officer misconduct.
 - (3) Recommendations on training.
 - (4) Creation and implementation of a community outreach program.
 - (5) Contribution to the annual performance review of the Chief of Police.
 - (6) Recommendations on complaint investigation processes and policies that build in safeguards for community members who are vulnerable to retaliation.
 - (7) Annual public hearing addressing police department policies, rules, practices and Special Orders.
 - (8) Analysis and recommendation of proposed changes to policies, procedures, and Special Orders of the police department which govern use of force or other subject matters addressed in federal or state court orders or federal or state court settlements which pertain to the police department.
- (b) Studies and Research Requests. The CCPO may take official action to identify, prioritize, and refer requests for studies or research included as part of its work plan to the Civil Rights Department, and the Civil Rights Department may facilitate or assist the commission's programs of research and study. All such requests for study and research must adhere to the following provisions:
- (1) The subject, purpose, and scope of the request must be within the defined jurisdiction of the CCPO pursuant to its enabling legislation and must clearly be tied to a component of its approved work plan.
 - (2) The Director of Civil Rights must first be consulted to determine the estimated hours of staff time anticipated to be necessary to fulfill the request, the level of complexity of the request, whether the request is capable of being fulfilled, and whether the Department would require additional resources to complete the request, including whether such additional resources

would require City Council authorization. The CCPO must take this information into account when voting on such a request.

- (3) No request will move forward without the consent of the Civil Rights Department and without City Council authorization if it involves items that require such authorization.
- (4) Annual Report. The CCPO shall prepare and present an annual report that highlights its major activities and accomplishments during the previous year in comparison to its submitted work plan for the same time period, based on the templates provided by the Office of City Clerk. The annual report must be submitted to the City Clerk no later than December 31 each year, and the City Clerk shall provide copies to the Mayor and City Council.

Article XI. NACOLE CODE OF ETHICS

These CCPO hereby adopts and incorporates into its bylaws, to the extent consistent with the provisions of its enabling legislation and any other applicable laws, policies, rules and regulations, the National Association for Civilian Oversight of Law Enforcement Code of Ethics, as follows:

PREAMBLE

Civilian oversight practitioners have a unique role as public servants overseeing law enforcement agencies. The community, government, and law enforcement have entrusted them to conduct their work in a professional, fair, and impartial manner. They earn this trust through a firm commitment to the public good, the mission of their agency, and the ethical and professional standards described herein.

The standards in the NACOLE Code of Ethics are intended to be of general application. It is recognized, however, that the practice of civilian oversight varies among jurisdictions and agencies, and additional standards may be necessary. The spirit of these ethical and professional standards should guide the civilian oversight practitioner in adapting to individual circumstances, and in promoting public trust, integrity, and transparency.

PERSONAL INTEGRITY

Demonstrate the highest standards of personal integrity, commitment, truthfulness, and fortitude in order to inspire trust among your stakeholders, and to set an example for others. Avoid conflicts of interest. Conduct yourself in a fair and impartial manner and recuse yourself or personnel within your agency when a significant conflict of interest arises. Do not accept gifts, gratuities, or favors that could compromise your impartiality and independence.

INDEPENDENT AND THOROUGH OVERSIGHT

Conduct investigations, audits, evaluations, and reviews with diligence, an open and questioning mind, integrity, objectivity, and fairness, in a timely manner. Rigorously test the accuracy and reliability of information from all sources. Present the facts and findings without regard to personal beliefs or concern for personal, professional, or political consequences.

TRANSPARENCY AND CONFIDENTIALITY

Conduct oversight activities openly and transparently, providing regular reports and analysis of your activities, and explanations of your procedures and practices to as wide an audience as possible. Maintain the confidentiality of information that cannot be disclosed and protect the security of confidential records.

RESPECTFUL AND UNBIASED TREATMENT

Treat all individuals with dignity and respect, and without preference or discrimination including, but not limited to: age, ethnicity, citizenship, color, culture, race, disability, gender, gender identity, gender expression, housing status, marriage, mental health, nationality, religion, sexual orientation, socioeconomic status, or political beliefs, and all other protected classes.

OUTREACH AND RELATIONSHIPS WITH STAKEHOLDERS

Disseminate information and conduct outreach activity in the communities that you serve. Pursue open, candid, and non-defensive dialogue with your stakeholders. Educate and learn from the community.

AGENCY SELF-EXAMINATION AND COMMITMENT TO POLICY REVIEW

Seek continuous improvement in the effectiveness of your oversight agency, the law enforcement agency it works with, and their relations with the communities they serve. Gauge your effectiveness through evaluation and analysis of your work product. Emphasize policy review aimed at substantive organizational reforms that advance law enforcement accountability and performance.

PROFESSIONAL EXCELLENCE

Seek professional development to ensure competence. Acquire the necessary knowledge and understanding of the policies, procedures, and practices of the law enforcement agency you oversee. Keep informed of current legal, professional, and social issues that affect the community, the law enforcement agency, and your oversight agency.

PRIMARY OBLIGATION TO THE COMMUNITY

At all times, place your obligation to the community, duty to uphold the law, and to the goals and objectives of your agency above your personal self-interest.

Article XII. Amendments

These bylaws may not be altered or amended except by formal approval of the City Council. The Office of City Clerk shall maintain the official bylaws as adopted by the CCPO and approved by the City Council and as may be further amended from time to time with approval of the City Council. The copy on file with the Office of City Clerk shall in all cases be the official and definitive version of such bylaws. Where necessary, the City Clerk is the certifying official for ascertaining the legitimacy of any original or supplemental version of these bylaws on behalf of the City of Minneapolis.

Approved, as amended, by the CCPO on July 8, 2024

Ratified, as amended, by the City Council on August 15, 2024

Ratified, as amended, by the City Council on January 16, 2025