



## TOWN OF KNIGHTDALE

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950 Steeple Square Court  
Knightdale, NC 27545  
KnightdaleNC.gov

### **ORDINANCE #18-01-24-002**

### **ORDINANCE CREATING A PUBLIC SAFETY ADVISORY BOARD**

#### **SECTION 1. Creation**

There is hereby created a Public Safety Advisory Board for the Town of Knightdale.

#### **SECTION 2. Purpose**

The Knightdale Public Safety Advisory Board (hereafter, the Board) serves in an advisory capacity to the Knightdale Town Council on issues relating to the welfare and protection of the general public and property in Knightdale. This Board is established to augment the Town's prevention and protection efforts of the public from dangers affecting safety, such as crimes or disasters. The Board shall serve as a liaison between the Police Department, Fire Department, Town Manager, Town Council, and citizens of the community.

#### **SECTION 3. Roles and Responsibilities**

The Board shall assume the following roles and responsibilities:

1. Recommend public safety policies for Knightdale in the areas of Police, Fire, and Emergency Management Services;
2. Provide recommendations on the development, planning, maintenance, and operation of existing and future public safety facilities that are owned, operated or planned by the Town of Knightdale;
3. Promote educational, outreach activities to increase public safety awareness;
4. Encourage intergovernmental relations in Wake County in an effort to increase public safety effectiveness;
5. Provide insight on policies and practices that aim to promote the Knightdale Police and Fire Departments' missions to create lasting community partnerships.
6. Offer recommendations to the Police Chief, Fire Chief, and Town Manager with regard to services and practices that impact the community
7. Serve as liaisons to enhance community and police relations
8. Assist with the review of the Police Department's Citizen Police Academy curriculum
9. Review and provide feedback on quarterly and annual professional standards reports.

#### **SECTION 4. Membership**

The Board shall be composed as follows:

- A. Voting - The Board shall be composed of six (6)\* voting members appointed by the Town Council.  
(\*Amended at the April 18, 2018 TCM)
- B. Ex-Officio - The Mayor shall appoint two (2) ex-officio representatives from the Town Council to serve on the Board.
  - 1) The ex officio members will not have a vote on items coming before the Board.
  - 2) The Mayor shall make ex-officio appointments annually at the January Regular Meeting of the Town Council.
- C. Staff Support - The Police Chief, Fire Chief, and Town Manager will serve as staff support to the Board. Town staff will prepare and distribute the agenda, take minutes, and record attendance.

#### **SECTION 5. Terms of Office**

The terms of office for all voting members shall be on a two (2) year staggered basis.

- A. All terms will begin on February 1<sup>st</sup> of the year appointed.
- B. All members shall hold their positions until their successors are appointed by the Knightdale Town Council unless they are removed from the Board or they resign.

#### **SECTION 6. Compensation**

Members of the Board shall serve without compensation.

#### **SECTION 7. Officers**

The Board shall elect from its membership its officers annually at its February meeting for a term of office of one (1) year. The following officers shall be elected: Chair, Vice-Chair, and Secretary to ensure the orderly conduct of business. All officers shall hold their positions until their successors are elected.

#### **SECTION 8. Meetings, Establishment of a Quorum**

The Board shall meet bi-monthly on a regularly scheduled basis.

- A. A quorum shall consist of a majority of the voting members. A quorum must be established before any official action can be taken. Official action shall be approved by a simple majority.
- B. The Chairman may authorize the calling of a special meeting or cancellation of a meeting as needed.
- C. All meetings will operate in accordance with the North Carolina General Statutes' open meetings law.

D. The Board shall not establish a subcommittee without prior approval from the Town Council.

**SECTION 9. Acceptance of Grants, Gifts, Etc.**

The Board may recommend to the Town Council the acceptance of any grant, gift, bequest, or donation of any personal or real property offered or made for public safety purposes.

**SECTION 10. Code of Ethics**

All voting members of the Board shall sign an Advisory Board Code of Ethics Statement at their first meeting upon appointment. All members are expected to serve as ambassadors for Knightdale supporting the Town Council, Town Staff and all programs and initiatives of the Town.

**SECTION 11. Authorized Spokesperson**

The Chair is authorized to serve as the spokesperson for the Board to the Town Council. Only the Town Council or Town Manager (or his designee) are authorized to speak on behalf of the Town.

**SECTION 12. Conflict of Interest**

The Board shall operate in compliance with North Carolina's Conflict of Interest laws.

**SECTION 13. Limitations of Power, Removal**

The Board is not authorized by the Town Council to operate outside the scope of authority granted under this Ordinance.

- A. All voting members are subject to removal by the Knightdale Town Council in their sole discretion.
- B. The Board may recommend to the Town Council the member(s) to be removed.
  - 1) Recommendations shall be made in writing and include specific reasons for removal.
  - 2) The Board may make removal recommendations with a three-fourths majority approval of all voting members.
- C. Members of the Board who miss more than three (3) meetings within twelve (12) months may be recommended for removal.

This the 24<sup>th</sup> day of January, 2018.

BY: \_\_\_\_\_  
James A. Roberson, Mayor

ATTEST: \_\_\_\_\_  
Whitney A. Ledford, Town Clerk