

NEW CASTLE COUNTY
POLICE ACCOUNTABILITY BOARD
BYLAWS

Article I. Authorization.

The New Castle County Police Accountability Board (hereinafter referred to as the “Board”) is established and authorized under *New Castle County Code* § 2.05.200

Article II. Powers and Duties.

Section 1. The Board generally shall advise the Department of Public Safety and the Division of Police on policy, training, and other issues relating to or affecting the department and the communities served by the department. The Board shall also conduct community outreach, hold public forums, review community feedback as well as arrest data, and provide recommendations regarding police policies and future police reform.

Section 2. The Board shall submit an annual report including recommendations to the County Executive, County Council, Department of Public Safety, Division of Police, and the Delaware Department of Justice no later than April 1st of each year. The annual report shall include data published by the Division of Police and detailed narratives published by the Criminal Justice Council involving New Castle County Police Officers. The Board shall present the annual report to the County Council at a public County Council meeting. The report shall outline the Board’s mission, accomplishments of the year, any challenges to the performance of its functions, and suggestions for changes for the Board.

Section 3. The New Castle County Office of Human Resources shall, at the direction of the Board, receive, prepare, and mail all official correspondence of the Board, send out all notices required by law and by these By-Laws, keep records of all official actions of the Board, and perform all duties required by law and these By-Laws.

Article III. Composition.

Section 1. The Board shall consist of eleven (11) voting members and two (2) non-voting members. The County Executive shall appoint the voting members with the advice and consent of the County Council. No voting members shall be current or former law-enforcement or affiliated with law enforcement. The New Castle County Public Safety Director or their designee shall be an ex-officio member of the Board without voting powers. The New Castle County Chief of Police or their designee shall be an ex-officio member of the Board without voting powers. All Board members shall submit to a cursory background investigation.

Section 2. The voting members shall consist of the following: social service organizations shall submit nominees for two (2) members of the community who have been impacted directly or are immediate family members or caregivers of those impacted by the juvenile or adult criminal justice system; civil rights organizations shall submit nominations for two (2) criminal justice reform advocates; faith-based organizations shall submit a nomination for one (1) religious leader from the community who has experience with justice-involved individuals; education organizations shall submit a nomination for one (1) member of the education community; mental health organizations shall submit a nomination for one (1) member from the mental health treatment community as defined by the National Alliance on Mental Illness; victims’ rights organizations shall submit a nomination for one (1) member of the victims’ rights community who was a victim or relative of a victim of violent crime; and three (3) at-large members.

Section 3. The Board shall elect a Chairperson and Vice-Chairperson from among its members.

Section 4. Members of the Board shall serve for terms of two (2) years, which may be renewed, except that members shall continue to serve until their successors are appointed and qualified; provided, however, that no member shall hold over more than six (6) months after the end of his or her term.

Section 5. Members shall be required, within 1 year of appointment, to complete 20 hours of community training with the Department of Public Safety, which may include ride-alongs or a citizen's police academy or other equivalent training, as determined by the Department.

Section 6. Committees - The Board may create committees as needed. There shall be four (4) standing committees; Executive, Bylaws, Research and Community Outreach.

The President appoints all committee chairs. Committee chairs must be voting members of the Board. Executive The Executive Committee shall consist of the Officers (Chair and Vice Chair) and the non-voting members of the committee as established by under New Castle County Code § 2.05.200. The Executive Committee shall exercise all powers of the Board between meetings.

Bylaws - The Bylaws Committee shall consider the advisability of bylaw amendments, hear, or review all proposed amendments and make recommendations to the board of directors of amendments to the bylaws.

Research - the Board Chair, shall appoint a voting member to lead this committee. This committee's primary responsibility is to perform the research necessary to meet the required reporting of the Board. The committee should consist of voting members only with members rotating on and off the committee based on research and knowledge base requirements.

Community Outreach - the Board Chair, shall appoint a voting member to lead this committee. This committee's primary responsibility is to create points of interaction between the Board and the local community to facilitate better community involvement and transparency of purpose.

Ad hoc Committees:

The Chair can create additional committees as needed.

Section 7. Conflict of Interest - No Board member of the New Castle County Police Accountability Board shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation on the Board. Other than compensation, no member shall derive any personal profit or gain, directly or indirectly, by reason of his or her position on the Board except through activities that may facilitate professional advancement or contribute to the profession such as publications and professional service and have been fully disclosed to the Board.

Each individual shall disclose to the Board any personal interest which he or she may have in any matter pending before the Board and shall refrain from participation in any decision on such matter.

This recusal and its rationality should be recorded in the report for full public transparency.

Article IV. Chairperson.

Section 1. The Chairperson shall preside at all meetings of the Board, decide all points of order or procedure, and perform all duties required by law or these By-Laws.

Section 2. In the absence of the Chairperson or in the event of a vacancy in that position, the Vice-chairperson shall function as Chairperson.

Section 3. The Chairperson shall be permitted to vote on any motion pending before the Board.

Article V. Meetings.

Section 1. All meetings and hearings of the Board shall be open to the public. Any action calling for a formal vote shall take place only at a public meeting.

Section 2. The Board shall meet at some public and convenient place in New Castle County to perform any other functions required by law or to conduct any administrative business.

Section 3. A quorum of the Board is necessary to transact business at any meeting. A quorum shall consist of six (6) voting members appointed to the Board.

Section 4. The vote of a majority of the members present at any meeting of the Board shall be necessary to conduct a motion. The right of the Chairperson to vote on a motion shall be as provided in Article IV, Section 3 of these By-Laws.

Section 5. The Order of Business shall be as follows:

- (a) The Chairperson shall call the meeting to order. The Chairperson shall also advise all presenters of any time limitation applicable to the meeting, in accordance with Section 6 of this Article.
- (b) Roll Call
- (c) Approval of Agenda
- (d) Approval of Previous Meeting Minutes
- (e) Old Business
- (f) New Business
- (g) Report of Staff
- (h) Reports of Committees
- (i) Comments by the Public
- (j) Adjournment

Section 6. In its discretion, the Board may establish time limits for all presentations. If the Board does establish such a time limit, it shall advise the presenter of the limit at the outset of the meeting. The Board may, in the interests of justice, expand the time allocated.

Section 7. All meetings and proceedings of the Board, with the exception of executive sessions for the purposes set forth in 29 Del. C. § 10004, shall be open to the public. A record of all public proceedings shall be maintained.

Section 8. Parliamentary Authority. The rules contained in Robert's Rules of Order, the latest revised edition, shall govern the parliamentary procedure of the meetings, in all cases in which they are consistent with these bylaws and any statutes applicable to this Board.

Article VI. Amendments.

Notice of a proposed amendment to the By-Laws shall be given to each member of the Board at least two weeks prior to the business meeting at which the proposed amendment is to be introduced. The proposed amendment shall be read at two regularly scheduled business meetings.

A two-thirds majority of the members voting shall be required to revise or amend the bylaws, provided a quorum is present.

Signatures:

Chair: Kim Eppehimer
Kim Eppehimer (Jul 18, 2024 20:05 EDT) Date 6/18/2024
Kim Eppehimer

Vice Chair: Kevin Evans Date 6/18/2024
Kevin Evans

Advisor: Mike Gordon
Mike Gordon (Jul 22, 2024 09:25 EDT) Date 6/18/2024
Michael Gordon

Advisor: Kailyn Richards
Kailyn Richards (Jul 23, 2024 09:57 EDT) Date 6/18/2024
Kailyn Richards












NCCPAB Bylaws Final June 2024

Final Audit Report

2024-07-23

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