

INTRADEPARTMENTAL CORRESPONDENCE

January 21, 2022
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TO: Honorable Board of Police Commissioners

FROM: Executive Director, Board of Police Commissioners

SUBJECT: ESTABLISHMENT OF POLICY REGARDING COMMISSION AND DEPARTMENT DISCUSSION TIME LIMITS

RECOMMENDED ACTION:

1. It is recommended that the Board of Police Commissioners REVIEW and APPROVE the attached policy regarding Commission and Department Discussion Time Limits.

DISCUSSION

To provide for efficiency and time management at Commission meetings and at the request of the Commission President and Vice-President the attached policy regarding establishing time limits for Commission discussion and Department presentations has been prepared. This policy is similar to the City Council Rules relative to "Council Discussion and Time Limits". The policy will allow for a fifteen-minute period for the Department to present on an agenda item and a thirty-minute period for Commission discussion on an agenda item.

Should the Presiding Officer wish to extend the time for the Department and or the Commission he or she has the authority to do so. Additionally, should the Presiding Officer not extend the time a Commissioner may make a motion and with a second and majority vote extend the time as specified in the motion.

If approved this policy would become effective at the next scheduled Commission meeting. Should you require any additional information please contact me at (213) 236-1400.

Respectfully,


RICHARD M. TEFANK, Executive Director
Board of Police Commissioners

BOARD OF
POLICE COMMISSIONERS
Approved *January 25, 2022*
Secretary *Maria Silva*

Attachment

COMMISSION AND DEPARTMENT DISCUSSION TIME LIMITS POLICY

Commission Discussion

- I. Commissioners requesting to address the Board shall address the Presiding Officer indicating their desire to speak on an agenda item. When two or more Commissioners indicate at the same time they wish to speak on an item the Presiding Officer will select the order of the speakers. Commissioners shall confine their remarks to the agenda item being considered.
- II. Commissioners may address the Board according to the following order and time limits:
 - a. The Presiding Officer may open the discussion if he or she so desires. The Presiding Officer may defer to another Commissioner and that Commissioner will begin the discussion on the item.

Whichever Commissioner opens the discussion, he or she shall have up to six (6) minutes to speak. Each of the remaining Commissioners may then speak up to three (3) minutes.

- b. After all Commissioners desiring to speak on an item had an opportunity to be heard once, the time for each Commissioner desiring to speak again, or subsequently for the first time, shall be limited to a maximum of three (3) minutes. The maximum time for Commission discussion is thirty minutes.

Department Presentations

- III. Department presentations will be allocated fifteen (15) minutes per agenda item. Should the Department need more time the presenter will request the Presiding Officer prior to the start of the presentation for the additional time.

Extension of Speaking Time

- IV. The Presiding Officer at his or her discretion may provide additional time on any agenda item. Additionally, a Commissioner may make a motion to extend the time for either Commission discussion or the Department presentation. If the motion receives a second and is passed the additional time requested in the motion will supersede the above time periods.