

## **Blue Ribbon Commission on Public Safety**

### ***Summary of Commission Member and Staff Roles/Responsibilities***

#### **Chair**

- Works with the Executive Director and staff to prepare meeting agendas to comply with Brown Act standards and timeframes
- Presides over meetings, consistent with Robert's Rules of Order, by:
  - Calling the meeting to order at the scheduled time
  - Verifying the presence of a quorum
  - Processing motions, including stating the motion prior to discussion, restating the motion just prior to the vote, and announcing the result of the vote
  - Facilitating meetings by staying on track, adhering to time constraints, and ensuring the observance of order and decorum among the members
  - Maintaining neutrality to facilitate debate and conducting the meeting in a fair and equitable manner
  - Ensuring the work of the Blue Ribbon Commission (BRC) is consistent with its intended purpose and mission
- Guides the establishment and composition of work groups

#### **Co-Chair**

- Works in collaboration with the Chair
- Assumes the role of the Chair in his or her absence

#### **Members of the Commission**

- Attend meetings regularly to ensure a quorum and to facilitate the business of the BRC
- Help the BRC fulfill its goals and objectives
- May serve on work groups to address specific BRC tasks

#### **Countywide Criminal Justice Coordination Committee (CCJCC) – Staff**

- Provides administrative support to the BRC and assists the Commission with meeting its goals and objectives
- Serves as the point of contact for the Commission

#### **Chief Executive Office (CEO), County Counsel, and Other County Departments – Staff**

- Serve as a resource for the BRC to answer questions
- Provide data on the impact of issues being considered
- Clarify County policy/funding
- Generally keep the Commission current on issues related to the subject matter within its purview