

POLICE CIVILIAN INTERNAL AFFAIRS REVIEW COMMISSION (PCIARC)
CHAIR & VICE CHAIR
REQUIREMENTS AND EXPECTATIONS

Powers & Duties:

The Chair is the presiding officer of the PCIARC and PCIARC meetings. The Chair is also a member of the PCIARC and has a vote like other Commissioners. In addition to the powers and duties exercised as a Commissioner, the Chair has numerous powers and duties of an executive and administrative nature. Those are enumerated in the expectations listed below.

The Vice Chair of the PCIARC shall assist the Chair and assume these responsibilities if the Chair is unavailable. The Vice Chair is also a member of the PCIARC and has a vote like other Commissioners

Expectations:

1. Preside at meetings of the Commission.
 - a. Run Commission meetings in accordance with the adopted bylaws and special rules of order.
 - b. Abide by Robert's Rules of Order, including refraining from making motions.
 - c. Ensure that the case discussion and voting procedure runs as agreed upon.
 - d. Ensure that discussion stays on track and business is conducted in an efficient, inclusive manner.
2. Counsel and confer with Commissioners should they believe they may have a conflict of interest on a particular case.
3. Work with the Review Coordinator to draft Commission meeting agendas including identifying additional training and speakers whose expertise would be advantageous to the Commissioners.
4. Meet with the chief of police should he/she disagree with the Commission's recommendations and communicate the Commission's decisions/rationale.
5. Strive to build a strong, collaborative relationship with both the Saint Paul Community and Saint Paul Police Department.
6. Serve as the media contact for the Commission. Work with the PCIARC City Attorney to ensure that data privacy is upheld in media conversations.
7. Work with the Review Coordinator to identify and meet with Commissioners who are not meeting the attendance and preparedness requirements laid out in the adopted bylaws and special rules of order.

Qualifications:

- A. Demonstrates effective public speaking, presentation, and meeting facilitation skills

- B. Demonstrates an ability to coordinate and develop positive working relationships. Works toward satisfactory outcomes, manages conflict, and diffuses hostile situations.
- C. Demonstrates an ability to support a positive working environment by understanding the Commission members' capabilities and interests, sharing expertise with Commission members, fostering good meeting practices, and developing a trusting work relationship with and among Commission members.
- D. Demonstrates an ability to make difficult decisions and ethical choices, be innovative when appropriate, and willing to accept change as needed. Encourages others to develop, think, and act similarly.
- E. Able to spend up to five (5) hours per month, in addition to the hours required as a Commissioner, preparing for Commission meetings and attending meetings in the capacity as PCIARC Chair.