



Police Commission

Tuesday, March 24, 2026, 6:00 PM, Zoom/Contois Auditorium

When: Mar 24, 2026 06:00 PM Eastern Time (US and Canada)
Topic: Police Commission

Join from PC, Mac, iPad, or Android:
<https://us02web.zoom.us/j/84552382532>

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Webinar ID: 845 5238 2532

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1. Agenda

- 1.1. Call to Order**
- 1.2. Roll Call and Determination of Quorum**
- 1.3. Additions or Modifications to Agenda**

2. Adopt Minutes

- 2.1. Motion to adopt previous meeting's minutes**

3. Public Comment (Time Limited: 10 Minutes)

- 3.1. The public is invited to address the Commission**

4. Police Department Business (Time Limited: 20 Minutes)

4.1. Chief's Report

Specific Focus on South Burlington Incident and BPD role with specifics
Update on Permanent Chief Search

5. Commission Business (Time Limited 60 Minutes)

5.1. Committee Reports from All Committees

Complaints Committee - General Info
Animal Control Committee
Bylaws Discussion – Continued

6. Commendations (Time Limited: 15 Minutes)

7. Adjournment

7.1. Motion to Adjourn

8. Executive Session

8.1. Proposed Executive Session - To discuss matters related to personnel or other information that would be sensitive to the privacy of people / matters.

9. Informational and Non-Discrimination Statements

Subject	9.1. This agenda is available in alternative formats upon request. For more information on access, call Lori Olberg, Licensing, Voting and Records Coordinator (802-865-7136)(TTY 802-865-7142). Persons with disabilities who require assistance or special arrangements to participate are encouraged to contact 802-865-7000 (voice) or 802-865-7142 (TTY) at least 72 hours in advance so that proper arrangements can be made. This meeting will also air on Town Meeting TV the Wednesday after the meeting, starting at 8:00 pm and repeating at 1:00 am and 7:00 am the following day. The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status, crime victim status or genetic information.
Meeting	March 24, 2026 - Police Commission Meeting - Tuesday, March 24, 2026, 6:00 PM, Zoom/Contois Auditorium
Category	9. Informational and Non-Discrimination Statements
Department	Council and Board
Type	

10. Announcement of Next Meeting Date - 4/21/26

Police Commission
Tuesday, February 24th, 2026
Remote via Zoom and In-person in Contois Auditorium City Hall
Burlington, Vermont
DRAFT MINUTES

Members Present: Commissioner Depper, Commissioner Ginorio and Commissioner Paul
Members Online: Commissioner Cox, Commissioner Finneran, and Commissioner Fast
Staff Present: Interim Chief Burke online, DC Young online, Data Analyst Jeff Nicholson online, Command Staff Assistant Shibe Couchman online.

1. Agenda

1.1. Call to Order

Meeting called to order at 6:00 pm by Commissioner Depper.

1.2. Roll Call and Determination of Quorum

Required quorum present.

1.3. Motions for Additions or Modifications to Agenda (Time Limited: 15 Minutes)

N/A

2. Adopt Minutes

2.1. Motion to Adopt Draft Minutes from January 27th, 2026

Commissioner Paul moved to have minutes be more detailed and add more information in all minutes. Seconded, approved unanimously. 5.2 and 5.3 specifically modified

3. Public Forum (Time Limited: 10 Minutes)

3.1. The Public is Invited to Address the Commission

No public in attendance to comment.

4. Police Department Business (Time Limited: 30 Minutes)

4.1. Chief's Report

Chief Burke gave an overview about personnel and staffing, CAIP leadership update, 2025 incident, arrest, traffic stop, and use of force data, recruitment, and 2025 accomplishments. Jeff Nicholson explains various charts and graphs that examine different statistics regarding arrest by race. Community member Bruce Wilson asks clarifying questions regarding race arrest statistics, in particular racial differences in referral to alternative justice programs.

Commissioners would like to acknowledge the time and effort put in by Jeff Nicholson on his report.

5. Commission Business (Time Limited: 60 Minutes)

5.1. Committee Reports from All Committees

Complaints Committee

Animal Control Committee

5.2. Joint Meeting with REIB and Public Safety

Commissioner Cox asks questions regarding the 14 days after a final decision is made in the Complaints Committee. Chair Depper asks to discuss this during the next Complaints Committee meeting. Commissioner Ginorio asks for a standing Complaints Committee meeting date once a month.

Commissioner Ginorio updates the Commission that the ACC is working to organize a date for the hearing, hopefully for the start of March.

Councilor Grant has suggested a joint REIB and Public Safety meeting. Commissioner Ginorio supports the idea. Chair Depper suggests creating an agenda for this meeting. Commissioner Ginorio moves to reach out and coordinate a meeting, Chair Depper seconds, unanimously approved.

5.3. Bylaws Discussion

Commissioners decide to limit to an hour to discuss the bylaw changes. First, Chair vs Co-Chairs (or Vice-Chair) were discussed. Chair Depper voiced concerns that if one Chair does not give someone the answer they want, that the individual would go to the Co-Chair for approval. Straw poll was made to see how Commissioners felt on the Co-Chair/ Vice-Chair Model.

Commissioner Paul, Commissioner Finneran, Commissioner Cox, and Commissioner Fast are all in favor of writing into the bylaws the potential for a Co-Chair/Vice-Chair model. Chair Depper moves to include in the bylaws a model in which a Co-Chair or Vice-Chair model may be selected by the Commissioner, seconded by Commissioner Ginorio. Unanimously approved.

Modification to Public Comment was next discussed. Commissioner Paul votes for 3 minutes to be the allowed time for the public to speak with the caveat with no hateful speech. Commissioner Ginorio brings up the idea that having the limit of time can be harmful to the person speaking, especially since not many people attend to speak. For example, if someone is talking about a traumatic experience. Chair Depper voices concern on policing the speech of any individual. Chair Depper moves to adopt into bylaws an allotted 4-minute time limit for public comment that may run shorter or longer if needed. Seconded by Commissioner Paul, unanimously approved.

6. Commendations (Time Limited: 15 Minutes)

6.1. Officer Commendations

Community Support Liaison Sital Dulal, Sergeant Mellis, and Corporal Yeh recognized.

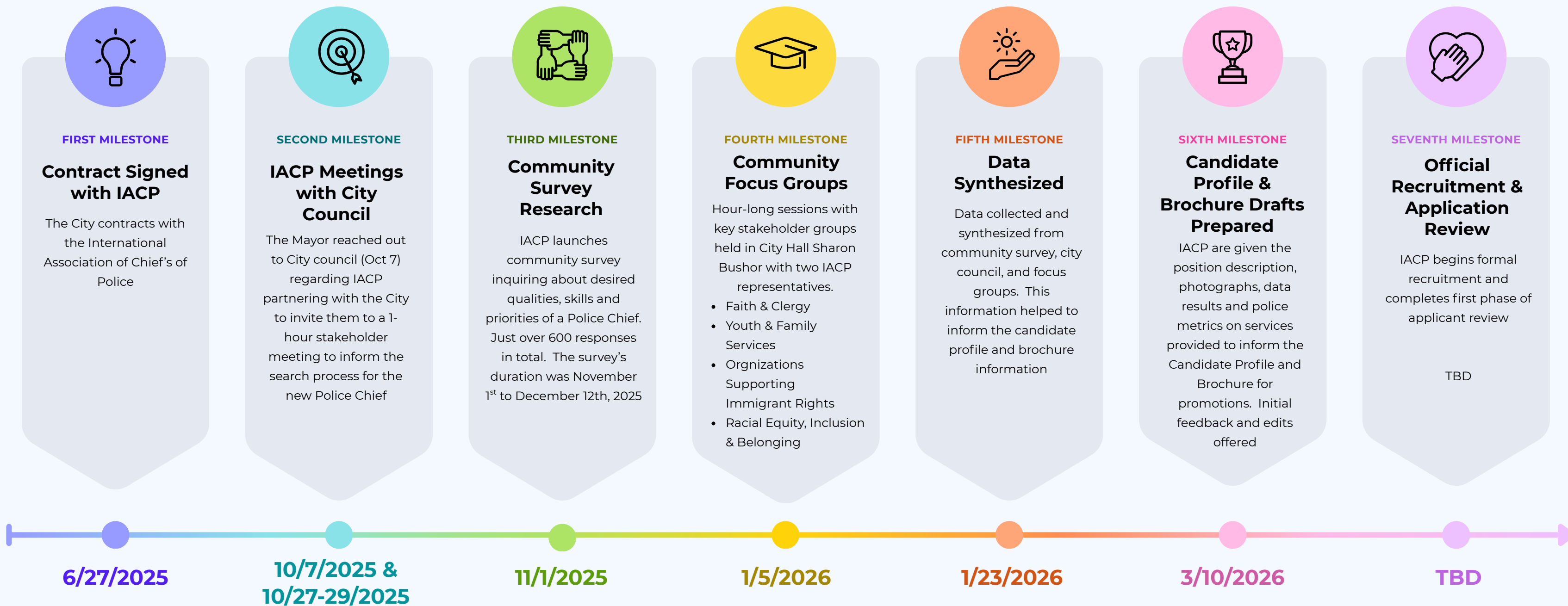
7. Announcement of Next Meeting Date

March 24th, 2026.

8. Adjournment

8.1. Motion to Adjourn

The Commission adjourned the public meeting at 8:26pm. Moved into Executive Session.



Police Chief Search Timeline

Julia:

2. Guiding Principles

- I think it might be good to include the need for commissioners to "make a distinction when expressing one's opinion vs. the majority opinion of the commission when speaking with media, City Council and other interested entities" in this section.

3. Commission Purpose

- I am opposed to the inclusion of the last clause "while preserving the operational authority of the Chief of Police except where otherwise provided".
- This goes against the citizen approved ballot item, which was lobbied against by BPD, that would give the commission more power to enforce rather than simply recommend changes to discipline decided by the Chief.

5. Powers and Responsibilities

- 5.2 Who decides when this "is needed"? Is there better language we can use here? If we have the right to initiate these things, I think we can/should do so on a regular basis (e.g. monthly, quarterly, annually), not wait for some event to trigger an outside "need".
- 5.3 "To hear any appeal..." Should we reference the grievance policy here? As we have differing authority depending on the person's status (sworn officers, management etc.) it may be easier to simply reference that document.
- 5.6 Citizen complaints.... Can we move this up in the list as it is (maybe) the most vital to our work?

6. Chair and Vice-Chair

- I prefer the previous draft by-law version with co-chairs who divide responsibilities in a manner mutually agreeable. Being responsible for all the chair duties listed may exclude some folks from volunteering.
- I think we should be more equitable in our organization. I feel that this better represents the desires of the public to be heard in a manner opposite the militaristic hierarchy of the police.

11. Public Participation

- 11.2 Public Forum ... I think the time limit should be removed, or made substantially longer. We want more public engagement and if someone comes in person to make a complaint etc. I don't think it should be necessary to interrupt them to take a vote.

13. Standing and Ad Hoc Committees

- 13.1 Why is the "when practicable" included?
- 13.2 Should we add a statement about how/when a new Ad Hoc Committee may be formed?

14. Citizen's Complaints Subcommittee

- 14.1 We had previously discussed that all commissioners should serve on this committee due to its importance as central to our work. I think we should spell out the rotating nature of commissioner appointments here. E.g. Each commissioner's term shall not exceed 6 months, such that all members have a chance to serve during their term.
- 14.2 I think we need more language here to spell out the process of reviewing complaints, discussing with BPD, going back to the commission, and when/how to propose a differing recommendation.

City of Burlington, Vermont

Board of Police Commissioners

Bylaws

Preamble and Authority

1. Establishment and Legal Authority

The Burlington Board of Police Commissioners ("Commission" or "BPC") is established pursuant to 24 App. V.S.A. ch. 3, §§ 120, 126, 183, and 184 of the Burlington City Charter, and operates under authority expressly granted by the City Council through Charter provisions, ordinances, resolutions, collective bargaining agreements, and Departmental Directives.

These bylaws govern the internal procedures of the Commission and are intended to ensure that Commission actions remain within the scope of authority delegated by law.

2. Guiding Principles

In carrying out its duties, Commissioners shall:

- 2.1 Act in a spirit of cooperation and mutual respect toward fellow Commissioners, City staff, Department personnel, and members of the public;

- 2.2 Comply fully with the Vermont Open Meeting Law (1 V.S.A. §§ 310–314) and the Vermont Public Records Act (1 V.S.A. §§ 315–320);
 - 2.3 Conduct themselves in a fair, impartial, and unbiased manner, particularly when acting in an adjudicatory or appellate capacity; ~~and~~
 - 2.4 ~~Make a distinction when expressing one's opinion vs. the majority opinion of the commission when speaking with media, City Council and other interested entities; and~~
 - 2.5 Consider fairly the interests of individuals and organizations affected by Commission actions, consistent with the Commission’s limited and delegated role.
-

Purpose and Goals

3. Commission Purpose

The purpose of the Commission is to exercise those responsibilities related to police oversight, policy review, disciplinary appeals, and community accountability that are delegated by the City Council or conferred by law, ~~while preserving the operational authority of the Chief of Police except where otherwise provided.~~

4. Commission Goals

The goals of the Commission are to:

- 4.1 Promote fairness and impartiality in public safety;
 - 4.2 Contribute to transparency and accountability in policing; and
 - 4.3 Provide structured community feedback and oversight to improve public safety and build trust between the Burlington Police Department (“BPD”) and the community.
-

Powers and Responsibilities of the Commission

5. Powers and Responsibilities

The Burlington City Charter and City Council policy gives the Commission the following duties and responsibilities:

- 5.1 To provide civilian oversight and assist in management of the Burlington Police Department as directed by statute, ordinance, and the Burlington City Council;
 - 5.2 Initiate, when needed, audits, reviews, and evaluations of policies, directives, or data regarding discipline, racial disparities, or other Commission priorities;
 - 5.3 **Review citizen complaints against BPD and review chief's response to citizen; and complaints;**
 - 5.4 To hear any appeal of a decision by the police chief to dismiss, suspend, or demote an officer. The board of police commissioners shall hear any appeal filed in a timely manner with respect to such actions of the chief and may affirm, modify, or vacate the decision;
 - 5.5 To approve the chief's appointment of limited and special police officers for a period not to exceed one year;
 - 5.6 Oversee animal control policy.
-

Officers of the Commission

6. **Co-Chairs**

- 6.1 At the July organizational meeting each year, the Commission shall elect a **two Co-Chairs** from among its members by majority vote.
- 6.2 Nominations may be made by any Commissioner, including self-nominations.
- 6.3 The **Co-Chairs** shall serve for one year or until successors are elected.
- 6.4 **In case of resignation, the remaining Co-Chair will take on the responsibilities until the Commission elects a new co-chair. If both co-chairs resign, are absent or recused, the remaining longest serving member of the Commission shall assume the duties of chair.**

7. **Duties of the Co-Chairs**

Co-chairs shall divide responsibilities below in a manner mutually agreeable.

- 7.1 Preside over all meetings of the Commission and rule on questions of order and procedure;

- 7.2 Set and publish meeting agendas, including required recurring items such as the Chief of Police report, policy matters, use-of-force reports, and commendations, as applicable;
 - 7.3 Ensure that meetings are properly noticed and conducted in compliance with the Vermont Open Meeting Law;
 - 7.4 Serve as the primary spokesperson for the Commission with respect to official Commission actions, policy recommendations, and matters of public interest, clearly distinguishing Commission positions from personal views;
 - 7.5 Oversee the accurate preparation and public posting of meeting minutes;
 - 7.6 Ensure that executive sessions are convened and conducted strictly in accordance with 1 V.S.A. § 313, and that no matters beyond those noticed are discussed; and
 - 7.7 Ensure that no major policy recommendation, complaint determination, or communication to the Mayor or City Council is issued without approval of the Commission as a whole.
-

Meetings

8. Regular and Special Meetings

- 8.1 Regular meetings shall be held at a publicly accessible location and noticed in accordance with the Vermont Open Meeting Law.
- 8.2 A Co-Chair may cancel a regular meeting when necessary, provided public notice is given through the City or Commission website.
- 8.3 A Co-Chair may call special meetings of the Commission, provided at least 24 hours' notice is given to each Commissioner and the public.

10. Agenda and Meeting Conduct

- 10.1 Commissioners are encouraged to submit proposed agenda items to a Co-Chair at least five calendar days before a scheduled meeting.
- 10.2 Once an agenda is posted, amendments may be made only by a two-thirds vote of Commissioners present.
- 10.3 Supporting documents shall be distributed to Commissioners and the Chief of Police or designee not less than two calendar days before the meeting, when practicable.

10.4 Meetings shall generally be conducted in accordance with Robert’s Rules of Order, unless otherwise determined by a **Co-Chair**.

11. Public Participation

11.1 Members of the public are encouraged to attend all public meetings.

11.2 During public forum, members of the public shall be **invited to speak for a time befitting their issue, typically five minutes. The commission may allow longer times for individuals representing groups, or may shorten times to accommodate a large number of speakers.**

11.3 Dialogue or debate with the public shall occur only when authorized by the Chair or by majority vote of the Commission.

12. Attendance

In-person attendance is encouraged. More than six absences in a calendar year may result in a recommendation by the Chair to the City Council for removal.

Committees

13. Standing and Ad Hoc Committees

13.1 Committee work shall be distributed among Commissioners when practicable.

13.2 **A Co-Chair** shall appoint members to standing and ad hoc committees, subject to Commission input.

14. Citizen Complaints Subcommittee

14.1 **A Co-Chair** shall appoint at least two Commissioners to the Citizen Complaints Subcommittee; the Chair or Vice-Chair may serve as a member.

14.2 **The members of this subcommittee shall serve for a six-month period, so that all commissioners have an opportunity to serve during their term.**

14.3 Subcommittee members shall discuss all complaints and the chief’s response. **If the Subcommittee decides by a majority vote that they do not agree with chief’s response and action, Subcommittee will write the draft copy of the Commission’s recommendation and share with the Commission as a whole. Each recommendation will be put to a voice vote. Commissioners can choose to make amendments, vote in favor of the recommendation, against and/or abstain. Those votes need to be noted in the final and majority written**

recommendation which shall be forwarded to the mayor's office. Commissioners may choose to write a minority recommendation.

15. Animal Control Committee

Commissioners shall serve on the Animal Control Committee as required by ordinance and assignment.

Conflicts of Interest

16. Recusal and Disclosure

In accordance with City Charter § 133, a Commissioner shall disclose actual or perceived conflicts of interest and shall recuse themselves from participation when required.

Amendment of Bylaws

17. Amendment

These bylaws may be amended by majority vote at a duly warned meeting, consistent with the Vermont Open Meeting Law.

Mary:

Mary asked that the Chair/Vice Chair section be rewritten as Chair/Vice Chair or Co-Chair, and that the Chair not assign people to committees.

Karen:

City of Burlington, Vermont

Board of Police Commissioners

Bylaws

Preamble and Authority

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These bylaws govern the internal procedures of the Commission and are intended to ensure that Commission actions remain within the scope of authority delegated by law.

2. Guiding Principles

In carrying out its duties, Commissioners shall:

- 2.1 Act in a spirit of cooperation and mutual respect toward fellow Commissioners, City staff, Department personnel, and members of the public;
 - 2.2 Come to meetings prepared for open and engaged discussion, having reviewed material available in advance, honoring fidelity and efficiency to the agenda, self-monitoring time management and consideration of colleagues and others, and always assuming the best in one another;
 - 2.3 Comply fully with the Vermont Open Meeting Law (1 V.S.A. §§ 310–314) and the Vermont Public Records Act (1 V.S.A. §§ 315–320);
 - 2.4 Conduct themselves in a fair, impartial, and unbiased manner, particularly when acting in an adjudicatory or appellate capacity; and
 - 2.5 Consider fairly the interests of individuals and organizations affected by Commission actions, consistent with the Commission’s limited and delegated role.
-

Purpose and Goals

3. Commission Purpose

The purpose of the Commission is to exercise those responsibilities related to police oversight, policy review, disciplinary appeals, and community accountability that are delegated by the City Council or conferred by law, while preserving the operational authority of the Chief of Police except where otherwise provided.

4. Commission Goals

The goals of the Commission are to:

- 4.1 Promote fairness and impartiality in public safety;
- 4.2 Contribute to transparency and accountability in policing; and
- 4.3 Provide structured community feedback and oversight to improve public safety and build trust between the Burlington Police Department (“BPD”) and the community.

Powers and Responsibilities of the Commission

5. Powers and Responsibilities

The Burlington City Charter and City Council policy, gives the Commission the following duties and responsibilities:

- 5.1 To provide civilian oversight and assist in management of the Burlington Police Department as directed by statute, ordinance, and the Burlington City Council;
- 5.2 Initiate, when needed, audits, reviews, and evaluations of policies, directives, or data regarding discipline, racial disparities, or other Commission priorities;
- 5.3 To hear any appeal of a decision by the police chief to dismiss, suspend, or demote an officer. The board of police commissioners shall hear any appeal filed in a timely manner with respect to such actions of the chief and may affirm, modify, or vacate the decision;
- 5.4 To approve the chief’s appointment of limited and special police officers for a period not to exceed one year;
- 5.5 Oversee animal control policy;

- 5.6 Review citizen complaints against BPD and review chief's response to citizen; and complaints.
-

Officers of the Commission

6. Chair (or Co-chair) and Vice-Chair (if no co-chair)

- 6.1 At the July organizational meeting each year, the Commission shall elect a Chair (or co-chair if so deemed by the Commission) and a Vice-Chair (if the Commission does not appoint a co-chair) from among its members by majority vote.
- 6.2 Nominations may be made by any Commissioner, including self-nominations.
- 6.3 The Chair and Vice-Chair shall serve for one year or until successors are elected.

7. Duties of the Chair (or hereinafter Co-chairs)

The Chair shall:

- 7.1 Preside over all meetings of the Commission and rule on questions of order and procedure;
- 7.2 Shall conduct the meetings with efficiency, respect for all Commissioners, mindful of time management, allowing all Commissioners to be heard and doing their best to see that all Commissioners' perspectives are respected;
- 7.3 Together with all Commissioners and allowing time for input with agenda items being welcomed and encouraged, set and publish meeting agendas, including required recurring items such as the Chief of Police report, policy matters, use-of-force reports, and commendations, as applicable;
- 7.4 Ensure that meetings are properly noticed and conducted in compliance with the Vermont Open Meeting Law;
- 7.5 Serve as a spokesperson, clearly and purposefully acknowledging other points-of-view that have been publicly expressed and allowing other Commissioners notice, when practicable, when speaking about actions, policy recommendations and matters of public interest as well as acknowledging any personal views,
- 7.6 Write the Commission's Annual Report and distribute a draft to the full Commission allowing ample time for review and input as well as securing each Commissioner's signature on said report which is required by the City Council;

- 7.7 Oversee the accurate preparation and public posting of meeting minutes;
- 7.8 Ensure that executive sessions are convened and conducted strictly in accordance with 1 V.S.A. § 313, and that no matters beyond those noticed are discussed; and
- 7.9 Ensure that no major policy recommendation, complaint determination, or communication to the Mayor or City Council is issued without approval of the Commission as a whole.

8. Duties of the Vice-Chair

The Vice-Chair shall:

- 8.1 Perform the duties of the Chair in the Chair's absence, recusal, or incapacity;
- 8.2 Assist the Chair in carrying out administrative and procedural responsibilities as requested; and
- 8.3 Assume the duties of Chair on an interim basis if the Chair resigns, until a new Chair is elected by the Commission.

Meetings

9. Regular and Special Meetings

- 9.1 Regular meetings shall be held at a publicly accessible location and noticed in accordance with the Vermont Open Meeting Law.
- 9.2 In consultation with the entire Commission, the Chair may cancel a regular meeting when necessary, provided public notice is given through the City and Commission website.
- 9.3 The Chair may call special meetings of the Commission, provided at least 24 hours' notice is given to each Commissioner and the public, and provided that a quorum of Commissioners is able to attend.

10. Agenda and Meeting Conduct

- 10.1 Commissioners are encouraged to submit proposed agenda items to the Chair at least five calendar days before a scheduled meeting with reasonable and pertinent requests honored.
- 10.2 Once an agenda is posted, amendments may be made only by a two-thirds vote of Commissioners present.

- 10.3 Supporting documents shall be distributed to Commissioners and the Chief of Police or designee not less than two calendar days before the meeting, when practicable.
- 10.4 Meetings shall generally be conducted in accordance with Robert’s Rules of Order, unless otherwise determined by the Chair.

11. Public Participation

- 11.1 Members of the public are encouraged to attend all public meetings.
- 11.2 During public forum, members of the public shall be permitted to speak for up to three minutes unless amended by majority vote of the Commission. It is the responsibility of the presiding officer to monitor all public comment and the Commission reserves the right to allow said officer to address comments that are disrespectful, personal to a member of the Commission, department or other members of the public, or run counter to responsive public engagement.
- 11.3 Dialogue with the public shall occur only when authorized by the Chair or by majority vote of the Commission.

12. Attendance

In-person attendance is encouraged. When it is necessary for Commissioners to participate in meetings via zoom, Commissioners will make every attempt to do so with their cameras on. More than six absences (meaning a meeting not present for either in person or via zoom or electronic means) in a calendar year may result in a recommendation by the Chair, after discussion with said Commissioner to the City Council for removal.

Committees

13. Standing and Ad Hoc Committees

- 13.1 Committee work shall be distributed among Commissioners when practicable.
- 13.2 The Commission as a whole will discuss the appointment of members to standing and ad hoc committees and as a general rule, appointments will be done on a volunteer basis. The Chair will do their best to elicit members to serve including serving on such committees themselves.

14. Citizen Complaints Subcommittee

- 14.1 The Chair shall appoint at least two Commissioners to the Citizen Complaints Subcommittee; the Chair or Vice-Chair may serve as a member.

14.2 The Subcommittee shall draft recommendations when directed by the Commission, which shall be subject to full Commission discussion and vote.

15. Animal Control Committee

Commissioners shall serve on the Animal Control Committee as required by ordinance and assignment.

Conflicts of Interest

16. Recusal and Disclosure

In accordance with City Charter § 133, a Commissioner shall disclose actual or perceived conflicts of interest and shall recuse themselves from participation when required. Any Commissioner is encouraged to confidentially consult with the City Attorney should they require advice on this matter.

Amendment of Bylaws

17. Amendment

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City of Burlington, Vermont

Board of Police Commissioners

Bylaws

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 - 2.3 Comply fully with the Vermont Open Meeting Law (1 V.S.A. §§ 310–314) and the Vermont Public Records Act (1 V.S.A. §§ 315–320);
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 - 2.5 Consider fairly the interests of individuals and organizations affected by Commission actions, consistent with the Commission’s limited and delegated role.
-

Purpose and Goals

3. Commission Purpose

The purpose of the Commission is to exercise those responsibilities related to police oversight, policy review, disciplinary appeals, and community accountability that are delegated by the City Council or conferred by law, while preserving the operational authority of the Chief of Police except where otherwise provided.

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The goals of the Commission are to:

- 4.1 Promote fairness and impartiality in public safety;
- 4.2 Contribute to transparency and accountability in policing; and
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- 5.3 To hear any appeal of a decision by the police chief to dismiss, suspend, or demote an officer. The board of police commissioners shall hear any appeal filed in a timely manner with respect to such actions of the chief and may affirm, modify, or vacate the decision;

- 5.4 To approve the chief's appointment of limited and special police officers for a period not to exceed one year;
 - 5.5 Oversee animal control policy;
 - 5.6 Review citizen complaints against BPD and review chief's response to citizen; and complaints.
-

Officers of the Commission

6. Chair (or Co-chair) and Vice-Chair (if no co-chair)

- 6.1 At the July organizational meeting each year, the Commission shall elect a Chair (or co-chair if so deemed by the Commission) and a Vice-Chair (if the Commission does not appoint a co-chair) from among its members by majority vote.
- 6.2 Nominations may be made by any Commissioner, including self-nominations.
- 6.3 The Chair and Vice-Chair shall serve for one year or until successors are elected.

7. Duties of the Chair (or hereinafter Co-chairs)

The Chair shall:

- 7.1 Preside over all meetings of the Commission and rule on questions of order and procedure;
- 7.2 Shall conduct the meetings with efficiency, respect for all Commissioners, mindful of time management, allowing all Commissioners to be heard and doing their best to see that all Commissioners' perspectives are respected;
- 7.3 Together with all Commissioners and allowing time for input with agenda items being welcomed and encouraged, set and publish meeting agendas, including required recurring items such as the Chief of Police report, policy matters, use-of-force reports, and commendations, as applicable;
- 7.4 Ensure that meetings are properly noticed and conducted in compliance with the Vermont Open Meeting Law;
- 7.5 Serve as a spokesperson, clearly and purposefully acknowledging other points-of-view that have been publicly expressed and allowing other Commissioners notice, when practicable, when speaking about actions, policy recommendations and matters of public interest as well as acknowledging any personal views,

- 7.6 Write the Commission’s Annual Report and distribute a draft to the full Commission allowing ample time for review and input as well as securing each Commissioner’s signature on said report which is required by the City Council;
- 7.7 Oversee the accurate preparation and public posting of meeting minutes;
- 7.8 Ensure that executive sessions are convened and conducted strictly in accordance with 1 V.S.A. § 313, and that no matters beyond those noticed are discussed; and
- 7.9 Ensure that no major policy recommendation, complaint determination, or communication to the Mayor or City Council is issued without approval of the Commission as a whole.

8. Duties of the Vice-Chair

The Vice-Chair shall:

- 8.1 Perform the duties of the Chair in the Chair’s absence, recusal, or incapacity;
- 8.2 Assist the Chair in carrying out administrative and procedural responsibilities as requested; and
- 8.3 Assume the duties of Chair on an interim basis if the Chair resigns, until a new Chair is elected by the Commission.

Meetings

9. Regular and Special Meetings

- 9.1 Regular meetings shall be held at a publicly accessible location and noticed in accordance with the Vermont Open Meeting Law.
- 9.2 In consultation with the entire Commission, the Chair may cancel a regular meeting when necessary, provided public notice is given through the City and Commission website.
- 9.3 The Chair may call special meetings of the Commission, provided at least 24 hours’ notice is given to each Commissioner and the public, and provided that a quorum of Commissioners is able to attend.

10. Agenda and Meeting Conduct

- 10.1 Commissioners are encouraged to submit proposed agenda items to the Chair at least five calendar days before a scheduled meeting with reasonable and pertinent requests honored.
- 10.2 Once an agenda is posted, amendments may be made only by a two-thirds vote of Commissioners present.
- 10.3 Supporting documents shall be distributed to Commissioners and the Chief of Police or designee not less than two calendar days before the meeting, when practicable.
- 10.4 Meetings shall generally be conducted in accordance with Robert's Rules of Order, unless otherwise determined by the Chair.

11. Public Participation

- 11.1 Members of the public are encouraged to attend all public meetings.
- 11.2 During public forum, members of the public shall be permitted to speak for up to three minutes unless amended by majority vote of the Commission. It is the responsibility of the presiding officer to monitor all public comment and the Commission reserves the right to allow said officer to address comments that are disrespectful, personal to a member of the Commission, department or other members of the public, or run counter to responsive public engagement.
- 11.3 Dialogue with the public shall occur only when authorized by the Chair or by majority vote of the Commission.

12. Attendance

In-person attendance is encouraged. When it is necessary for Commissioners to participate in meetings via zoom, Commissioners will make every attempt to do so with their cameras on. More than six absences (meaning a meeting not present for either in person or via zoom or electronic means) in a calendar year may result in a recommendation by the Chair, after discussion with said Commissioner to the City Council for removal.

Committees

13. Standing and Ad Hoc Committees

- 13.1 Committee work shall be distributed among Commissioners when practicable.
- 13.2 The Commission as a whole will discuss the appointment of members to standing and ad hoc committees and as a general rule, appointments will be done on a

volunteer basis. The Chair will do their best to elicit members to serve including serving on such committees themselves.

14. Citizen Complaints Subcommittee

14.1 The Chair shall appoint at least two Commissioners to the Citizen Complaints Subcommittee; the Chair or Vice-Chair may serve as a member.

14.2 The Subcommittee shall draft recommendations when directed by the Commission, which shall be subject to full Commission discussion and vote.

15. Animal Control Committee

Commissioners shall serve on the Animal Control Committee as required by ordinance and assignment.

Conflicts of Interest

16. Recusal and Disclosure

In accordance with City Charter § 133, a Commissioner shall disclose actual or perceived conflicts of interest and shall recuse themselves from participation when required. Any Commissioner is encouraged to confidentially consult with the City Attorney should they require advice on this matter.

Amendment of Bylaws

17. Amendment

These bylaws may be amended by majority vote at a duly warned meeting, consistent with the Vermont Open Meeting Law.

City of Burlington, Vermont

Board of Police Commissioners

Bylaws

Preamble and Authority

1. Establishment and Legal Authority

The Burlington Board of Police Commissioners (“Commission” or “BPC”) is established pursuant to 24 App. V.S.A. ch. 3, §§ 120, 126, 183, and 184 of the Burlington City Charter, and operates under authority expressly granted by the City Council through Charter provisions, ordinances, resolutions, collective bargaining agreements, and Departmental Directives.

These bylaws govern the internal procedures of the Commission and are intended to ensure that Commission actions remain within the scope of authority delegated by law.

2. Guiding Principles

In carrying out its duties, Commissioners shall:

- 2.1 Act in a spirit of cooperation and mutual respect toward fellow Commissioners, City staff, Department personnel, and members of the public;
 - 2.2 Comply fully with the Vermont Open Meeting Law (1 V.S.A. §§ 310–314) and the Vermont Public Records Act (1 V.S.A. §§ 315–320);
 - 2.3 Conduct themselves in a fair, impartial, and unbiased manner, particularly when acting in an adjudicatory or appellate capacity; ~~and~~
 - 2.4 **Make a distinction when expressing one's opinion vs. the majority opinion of the commission when speaking with media, City Council and other interested entities; and**
 - 2.5 Consider fairly the interests of individuals and organizations affected by Commission actions, consistent with the Commission’s limited and delegated role.
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Purpose and Goals

3. Commission Purpose

The purpose of the Commission is to exercise those responsibilities related to police oversight, policy review, disciplinary appeals, and community accountability that are delegated by the City Council or conferred by law, ~~while preserving the operational authority of the Chief of Police except where otherwise provided.~~

4. Commission Goals

The goals of the Commission are to:

- 4.1 Promote fairness and impartiality in public safety;
- 4.2 Contribute to transparency and accountability in policing; and
- 4.3 Provide structured community feedback and oversight to improve public safety and build trust between the Burlington Police Department (“BPD”) and the community.

Powers and Responsibilities of the Commission

5. Powers and Responsibilities

The Burlington City Charter and City Council policy gives the Commission the following duties and responsibilities:

- 5.1 To provide civilian oversight and assist in management of the Burlington Police Department as directed by statute, ordinance, and the Burlington City Council;
- 5.2 Initiate, when needed, audits, reviews, and evaluations of policies, directives, or data regarding discipline, racial disparities, or other Commission priorities;
- 5.3 ~~Review citizen complaints about BPD and review chief’s response to citizen; and complaints;~~
- 5.4 To hear any appeal of a decision by the police chief to dismiss, suspend, or demote an officer. The board of police commissioners shall hear any appeal filed in a timely manner with respect to such actions of the chief and may affirm, modify, or vacate the decision;

- 5.5 To approve the chief's appointment of limited and special police officers for a period not to exceed one year;
 - 5.6 Oversee animal control policy.
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Officers of the Commission

6. Co-Chairs

- 6.1 At the July organizational meeting each year, the Commission shall elect a **two Co-Chairs** from among its members by majority vote.
- 6.2 Nominations may be made by any Commissioner, including self-nominations.
- 6.3 The **Co-Chairs** shall serve for one year or until successors are elected.
- 6.4 **In case of resignation, the remaining Co-Chair will take on the responsibilities until the Commission elects a new co-chair. If both co-chairs resign, are absent or recused, the remaining longest serving member of the Commission shall assume the duties of chair.**

7. Duties of the Co-Chairs

Co-chairs shall divide responsibilities below in a manner mutually agreeable.

- 7.1 Preside over all meetings of the Commission and rule on questions of order and procedure;
- 7.2 Set and publish meeting agendas, including required recurring items such as the Chief of Police report, policy matters, use-of-force reports, and commendations, as applicable;
- 7.3 Ensure that meetings are properly noticed and conducted in compliance with the Vermont Open Meeting Law;
- 7.4 Serve as the primary spokesperson for the Commission with respect to official Commission actions, policy recommendations, and matters of public interest, clearly distinguishing Commission positions from personal views;
- 7.5 Oversee the accurate preparation and public posting of meeting minutes;
- 7.6 Ensure that executive sessions are convened and conducted strictly in accordance with 1 V.S.A. § 313, and that no matters beyond those noticed are discussed; and

- 7.7 Ensure that no major policy recommendation, complaint determination, or communication to the Mayor or City Council is issued without approval of the Commission as a whole.

Meetings

8. Regular and Special Meetings

- 8.1 Regular meetings shall be held at a publicly accessible location and noticed in accordance with the Vermont Open Meeting Law.
- 8.2 A Co-Chair may cancel a regular meeting when necessary, provided public notice is given through the City or Commission website.
- 8.3 A Co-Chair may call special meetings of the Commission, provided at least 24 hours' notice is given to each Commissioner and the public.

10. Agenda and Meeting Conduct

- 10.1 Commissioners are encouraged to submit proposed agenda items to a Co-Chair at least five calendar days before a scheduled meeting.
- 10.2 Once an agenda is posted, amendments may be made only by a two-thirds vote of Commissioners present.
- 10.3 Supporting documents shall be distributed to Commissioners and the Chief of Police or designee not less than two calendar days before the meeting, when practicable.
- 10.4 Meetings shall generally be conducted in accordance with Robert's Rules of Order, unless otherwise determined by a Co-Chair.

11. Public Participation

- 11.1 Members of the public are encouraged to attend all public meetings.
- 11.2 During public forum, members of the public shall be invited to speak for a time befitting their issue, typically five minutes. The commission may allow longer times for individuals representing groups, or may shorten times to accommodate a large number of speakers.
- 11.3 Dialogue or debate with the public shall occur only when authorized by the Chair or by majority vote of the Commission.

12. Attendance

In-person attendance is encouraged. More than six absences in a calendar year may result in a recommendation by the Chair to the City Council for removal.

Committees

13. Standing and Ad Hoc Committees

13.1 Committee work shall be distributed among Commissioners when practicable.

13.2 A Co-Chair shall appoint members to standing and ad hoc committees, subject to Commission input.

14. Citizen Complaints Subcommittee

14.1 A Co-Chair shall appoint at least two Commissioners to the Citizen Complaints Subcommittee; the Chair or Vice-Chair may serve as a member.

14.2 The members of this subcommittee shall serve for a six-month period, so that all commissioners have an opportunity to serve during their term.

14.3 Subcommittee members shall discuss all complaints and the chief's response. If the Subcommittee decides by a majority vote that they do not agree with chief's response and action, Subcommittee will write the draft copy of the Commission's recommendation and share with the Commission as a whole. Each recommendation will be put to a voice vote. Commissioners can choose to make amendments, vote in favor of the recommendation, against and/or abstain. Those votes need to be noted in the final and majority written recommendation which shall be forwarded to the mayor's office. Commissioners may choose to write a minority recommendation.

15. Animal Control Committee

Commissioners shall serve on the Animal Control Committee as required by ordinance and assignment.

Conflicts of Interest

16. Recusal and Disclosure

In accordance with City Charter § 133, a Commissioner shall disclose actual or perceived conflicts of interest and shall recuse themselves from participation when required.

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