



Police Commission

Tuesday, May 12, 2026, 5:00 PM, Zoom/Sharon Bushor Conference Room

Topic: Police Commission Special Meeting 05.12.2026

Join from PC, Mac, iPad, or Android:

<https://us02web.zoom.us/j/84331161894>

Phone one-tap:

+13017158592,,84331161894# US (Washington DC)

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Join via audio:

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+1 719 359 4580 US

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 669 444 9171 US

+1 669 900 9128 US (San Jose)

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Webinar ID: 843 3116 1894

International numbers available: <https://us02web.zoom.us/j/84331161894>

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. Motion to Approve Bylaws as Written

4.1. Bylaws motion

5. Proposed Executive Session

5.1. Proposed Executive Session – Personnel Discussion, March 11th Mutual Aid Response

6. Announcement of Next Meeting Date - 05/26/2026

7. Adjournment

7.1. Motion to Adjourn

8. Informational and Non-Discrimination Statements

Subject	8.1. 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	May 12, 2026 - Special Meeting Police Commission - Tuesday, May 12, 2026, 5:00 PM, Zoom/Sharon Bushor Conference Room
Category	8. Informational and Non-Discrimination Statements
Department	Council and Board
Type	

City of Burlington, Vermont
Board of Police Commissioners
Bylaws

Preamble and Authority

1. Who We Are and Where Our Authority Comes From

The Burlington Board of Police Commissioners (the “Commission” or “BPC”) was created by the Burlington City Charter (24 App. V.S.A. ch. 3, §§ 120, 126, 183, and 184). The Commission also operates under authority given by the City Council through city ordinances, resolutions, union contracts, and police department rules.

These bylaws set out how the Commission runs its internal business. All Commission actions must stay within the authority that the law and the City Council have given us.

2. Guiding Principles

In carrying out their duties, Commissioners shall:

- 2.1 Treat fellow Commissioners, city staff, police department staff, and members of the public with respect and good faith;
- 2.2 Come to meetings prepared, having reviewed materials ahead of time, and be mindful of time and consideration for others;
- 2.3 Follow Vermont’s Open Meeting Law (1 V.S.A. §§ 310–314) and Public Records Act (1 V.S.A. §§ 315–320);
- 2.4 Act fairly and without bias, especially when deciding appeals or complaints;
- 2.5 When speaking publicly, clearly distinguish between a personal opinion and the official position of the Commission; and
- 2.6 Give fair consideration to the interests of all people and groups affected by Commission decisions.

Purpose and Goals

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The Commission’s job is to carry out the police oversight, policy review, disciplinary appeals, and community accountability responsibilities that the City Council and the law have given it.

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The Commission's goals are to:

- 4.1 Promote fairness and equal treatment in public safety;
- 4.2 Support transparency and accountability in policing; and
- 4.3 Give the community a structured way to provide feedback and oversight, and to help build trust between the Burlington Police Department ("BPD") and the public.

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5. What the Commission Is Authorized to Do

Under the Burlington City Charter and City Council policy, the Commission has the following duties and powers:

- 5.1 Provide civilian oversight and help manage the Burlington Police Department as directed by state law, city ordinances, and the City Council;
- 5.2 Conduct audits, reviews, and evaluations of police department policies, directives, or data on discipline, racial disparities, or other Commission priorities;
- 5.3 Review complaints from the public against BPD employees and review how the Police Chief responds to those complaints;
- 5.4 Hear appeals from police officers or employees who believe the Police Chief unfairly fired, suspended, or demoted them. The Commission in a timely manner may uphold, change, or reverse the Chief's decision;
- 5.5 Approve the Chief's appointment of temporary or special police officers for up to one year; and
- 5.6 Oversee animal control policy as required by city ordinance.

Officers of the Commission

6. Leadership Structure: Co-Chairs or Chair and Vice-Chair

- 6.1 At the July organizational meeting each year, the Commission shall choose its leadership structure by majority vote and elect officers. The Commission may choose either: (a) two Co-Chairs, who will share the duties of the presiding officer by mutual agreement; or (b) a Chair and a Vice-Chair. The choice of structure and the election of officers happen at the same time and apply for that year.
- 6.2 Any Commissioner may nominate someone, including themselves.
- 6.3 Officers serve for one year, or until new officers are elected.
- 6.4 If one Co-Chair steps down, the remaining Co-Chair takes on all duties until the Commission elects a replacement. If both Co-Chairs (or the Chair) step down or are unavailable, the

longest-serving Commissioner present takes over as acting chair until the Commission elects someone new.

7. Duties of the Chair (or Co-Chairs)

The Chair, or Co-Chairs sharing duties by mutual agreement, shall:

- 7.1 Run all Commission meetings and make rulings on questions of procedure;
- 7.2 Run meetings efficiently and respectfully, making sure all Commissioners have a chance to be heard;
- 7.3 Set and publish meeting agendas with input from all Commissioners, including regular items like the Police Chief's report, policy updates, use-of-force reports, and commendations;
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- 7.5 Speak on behalf of the Commission on official actions, policy recommendations, and public matters, while clearly noting any personal views and acknowledging different perspectives;
- 7.6 Write the Commission's Annual Report, share a draft with all Commissioners for review and input, and get each Commissioner's signature before submitting it to the City Council;
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- 7.8 Make sure closed (executive) sessions are held only for lawful purposes under 1 V.S.A. § 313, and that only properly noticed topics are discussed; and
- 7.9 Make sure no major policy recommendation, complaint decision, or communication to the Mayor or City Council goes out without approval from a majority of the Commission with notation of Commissioner votes.

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The Vice-Chair shall:

- 8.1 Fill in for the Chair whenever the Chair is absent, has a conflict of interest, or is otherwise unavailable;
- 8.2 Help the Chair with administrative and procedural tasks as needed; and
- 8.3 Take over as acting Chair if the Chair steps down, until the Commission elects a new Chair.

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- 9.1 Regular meetings shall be held in a publicly accessible location with proper public notice under Vermont's Open Meeting Law.

- 9.2 The Chair may cancel a regular meeting when necessary, after consulting with the full Commission, and must post public notice on the City and Commission websites.
- 9.3 The Chair may call special meetings with at least 24 hours' notice to all Commissioners and the public, as long as enough Commissioners can attend to form a quorum.

10. Agendas and How Meetings Are Run

- 10.1 Commissioners are encouraged to submit agenda items to the Chair at least five calendar days before a meeting. Reasonable and relevant requests will be honored.
- 10.2 Once an agenda is posted, it can only be changed by a two-thirds vote of the Commissioners present at the meeting.
- 10.3 Supporting materials should be sent to Commissioners and the Police Chief (or their representative) at least two calendar days before the meeting, when possible.
- 10.4 Meetings will generally follow Robert's Rules of Order, unless the Chair decides otherwise.

11. Public Participation

- 11.1 Members of the public are encouraged to attend all public meetings.
- 11.2 During public comment, each person may speak for up to four minutes. The presiding officer may extend this time at their discretion based on the nature or complexity of the comments. Time limits may not be applied based on what someone is saying or their point of view. The presiding officer may only stop a comment that is patently offensive. If there are many speakers, the Commission may shorten individual speaking times by majority vote.
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12. Attendance

Commissioners are strongly encouraged to attend meetings in person. If attending by video conference, Commissioners should keep their cameras on when possible. Missing more than six meetings in a calendar year — whether in person or online — may result in the Chair recommending to the City Council that the Commissioner be removed, after first discussing the absences with that Commissioner.

Committees

13. Standing and Ad Hoc Committees

- 13.1 Committee work should be shared among Commissioners.

13.2 The full Commission will discuss who serves on standing and ad hoc committees. Appointments are made on a volunteer basis. The Chair will encourage members to step up, including serving on committees themselves.

14. Citizen Complaints Subcommittee

14.1 At least two Commissioners shall serve on the Citizen Complaints Subcommittee. The Chair or Vice-Chair may also serve as a member.

14.2 Subcommittee members serve for six-month terms, so that all Commissioners have a chance to serve during their time on the Commission.

14.3 Subcommittee members review and post each complaint in the shared drive upon receipt. After receipt of the investigation of each complaint by the Burlington Police Department, and Determination by the Police Chief, the subcommittee shall review and post the investigatory materials and Determination in the same folder as the respective complaint, and notify the full Commission that these materials have been received and posted. The subcommittee may make a recommendation to the commission with respect to the Police Chief's Determination, which shall also be posted in the same folder as the complaint. Thereafter, the full Commission shall follow the procedures as set forth in the Commission Complaint Policy and the agreed Burlington Police Department Directive DD40 External and Internal Complaints, Supervisor Reviews, Administrative Reviews, Internal Investigations & Discipline.

15. Animal Control Committee

Commissioners serve on the Animal Control Committee as required by city ordinance.

Conflicts of Interest

16. Conflicts of Interest

Under City Charter § 133, Commissioners must disclose any real or potential conflict of interest and step aside from any matter where they have a conflict. Commissioners are encouraged to contact the City Attorney confidentially if they need guidance on whether a conflict exists.

Changing These Bylaws

17. How to Amend These Bylaws

These bylaws may be changed by a majority vote at a properly noticed public meeting, consistent with Vermont's Open Meeting Law.

City of Burlington, Vermont
Board of Police Commissioners
Bylaws

Preamble and Authority

1. Who We Are and Where Our Authority Comes From

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These bylaws set out how the Commission runs its internal business. All Commission actions must stay within the authority that the law and the City Council have given us.

2. Guiding Principles

In carrying out their duties, Commissioners shall:

- 2.1 Treat fellow Commissioners, city staff, police department staff, and members of the public with respect and good faith;
- 2.2 Come to meetings prepared for open and engaged discussion, having reviewed material available in advance, being mindful of their time speaking and always assuming the best in one another;
- 2.3 Follow Vermont’s Open Meeting Law (1 V.S.A. §§ 310–314) and Public Records Act (1 V.S.A. §§ 315–320);
- 2.4 Act fairly and without bias, especially when deciding appeals or complaints;
- 2.5 When speaking publicly, clearly distinguish between a personal opinion and the official position of the Commission; and
- 2.6 Give fair consideration to the interests of all people and groups affected by Commission decisions.

Purpose and Goals

3. What the Commission Does

The Commission’s job is to carry out the police oversight, policy review, disciplinary appeals, and community accountability responsibilities that the City Council and the law have given it; while preserving the operational authority of the Chief of Police except where otherwise provided.

4. Commission Goals

The Commission's goals are to:

- 4.1 Promote fairness and equal treatment in public safety;
- 4.2 Support transparency and accountability in policing; and
- 4.3 Give the community a structured way to provide feedback and oversight, and to help build trust between the Burlington Police Department ("BPD") and the public.

Powers and Responsibilities

5. What the Commission Is Authorized to Do

Under the Burlington City Charter and City Council policy, the Commission has the following duties and powers:

- 5.1 Provide civilian oversight and help manage the Burlington Police Department as directed by state law, city ordinances, and the City Council;
- 5.2 Conduct audits, reviews, and evaluations of police department policies, directives, or data on discipline, racial disparities, or other Commission priorities;
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6. Leadership Structure: Co-Chairs or Chair and Vice-Chair

- 6.1 At the July organizational meeting each year, the Commission shall choose its leadership structure by majority vote and elect officers. The Commission may choose either: (a) two Co-Chairs, who will share the duties of the presiding officer by mutual agreement; or (b) a Chair and a Vice-Chair. The choice of structure and the election of officers happen at the same time and apply for that year.
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