

DAKOTA COUNTY SHERIFF'S OFFICE

CITIZEN ADVISORY COUNCIL

SEPTEMBER 27, 2018

Mission Statement

The Dakota County Sheriff's Advisory Council is comprised of a diverse group of residents from communities within the county. The council routinely meets to act as a resource to the Dakota County Sheriff on policies and issues that will provide a positive impact on the safety and quality of life for Dakota County residents.

By-Laws

I. Committee Operation

- A. Meetings will be held quarterly at the Empire Shop located at County Road 46 and Highway 3.
- B. At least three meetings will be held each year. The exact number of meetings will be determined by the needs.
- C. The Executive Committee will develop an agenda for each meeting.
- D. Meeting sessions will be limited to approximately two hours.
- E. Discussion to obtain consensus will be the prevailing procedure used at meetings. Parliamentary procedure (Robert's Rules) will be used when a decision is to be recorded and transmitted as a recommendation.
- F. A quorum will consist of a simple majority of appointed members.
- G. Meeting minutes will be recorded for each meeting. They will be distributed to each member and appropriate officials.
- H. These by-laws may be amended as the council membership deems necessary.

II. Sub-Committees

- I. Standing sub-committees may be established and will be added as an addendum to the by-laws.
- J. Sub-committees may be of any size, but will usually include three or four members.
- K. Sub-committees will elect their own chairs.

III. Officers

- A. Officers will be elected by a simple majority. Officers will serve a one-year term and may be re-elected.
- B. Officers will include a chair and vice chair.
- C. Officers will be elected during the second quarterly meeting of each year.

IV. Member Responsibilities

- A. Each member is expected to attend meetings and to participate in committee activities.
- B. Each member is expected to study the issues or problems which come before the committee in order to contribute to the resolution process.
- C. To provide helpful community feedback to the Sheriff (Sheriff's Office) and to act as public ambassadors in response to community questions or concerns.