

AD HOC STUDY COMMITTEE ON THE REDUCTION OF GUN VIOLENCE

CITY OF ROANOKE

BY-LAWS AND RULES OF PROCEDURE

I. Purpose

The following by-laws and rules of procedure are adopted by the Ad Hoc Study Committee on the Reduction of Gun Violence (Study Committee) to facilitate performance of its duties set forth by City Council in the adoption of Resolution No. 41697-031620, adopted March 16, 2020, to study, develop, and recommend sustainable and meaningful strategies for implementation by City Council to reduce gun violence within our community. Pursuant to Resolution No. 41697-031620, the term of the Study Committee is from April 1, 2020 through March 31, 2021 (Term).

II. Members, Officers and Duties

A. General. As set forth in Resolution No. 41697-031620, the Study Committee the Study Committee consists of eleven (11) to twenty (20) members. The Mayor shall serve ex officio pursuant to Section 2-282, Code of the City of Roanoke (1979), as amended. The initial members of the Study Committee, as set forth in Resolution No. 41697-031620, are:

Jordan Bell, Community Advocate
Ryan Bell, Family and Community Engagement Coordinator, Roanoke
City Public Schools
Antwyne Callaway, HRV Pathways HUB Manager, United Way of
Roanoke Valley
Joseph Cobb, Vice Mayor, City of Roanoke
Rabbi Kathy Cohen, Temple Emanuel
Troy Gusler, Boys into Men Initiative, TAP (Total Action for Progress)
Rev. Tim Harvey, Pastor, Oak Grove Church of the Brethren
Bishop Jamaal Jackson, Roanoke Neighborhood Advocates
Joshua Johnson, Roanoke City Police Department
Rev. Dr. David Jones, Pastor, Williams Memorial Baptist Church
Courtney Penn, Associate Dean for Strategy and Admissions, Roanoke
College
Evangeline Richie, Roanoke Redevelopment and Housing Authority
Nicole Ross, Program Manager, Youth HQ, Goodwill Industries of the
Valleys
Natasha Saunders, Trifecta, Inc.

Stacey Sheppard, Sabrina's Place, Total Action for Progress
Taisha Steele, Director of Counseling and Equity, Roanoke City Public
Schools
David Thomas, Community Member
Anthony West, Virginia Cares
Shakira Williams, Public Health Specialist, Advocate, Volunteer

- B. Chair. The Study Committee shall elect a Chair by majority vote from among its members. The person elected as Chair shall serve for the Term of the Study Committee. In the event that City Council extends the Term of the Study Committee, the person serving as Chair shall be eligible for re-election. The Chair shall preside at meetings of the Study Committee, decide all matters of order and procedure, subject to the rules and by-laws of the Study Committee, unless directed otherwise by a majority of the Study Committee in office at the time. In the event the Chair resigns or is removed from office, the Vice-Chair shall become the Chair for the remainder of the Chair's term.
- C. Vice-Chair. A Vice-Chair shall be elected by the Study Committee from among its members in the same manner as the Chair. The person elected as Vice-Chair shall serve for the Term of the Study Committee. In the event that City Council extends the Term of the Study Committee, the person serving as Vice-Chair shall be eligible for re-election. The Vice-Chair shall act for the Chair in the absence of the Chair. In the event that the Vice-Chair becomes Chair, resigns, or is removed, the RNA shall hold a special election to select a new Vice-Chair for the remainder of the Vice-Chair's term.
- D. Secretary. A Secretary shall be elected by the Study Committee from among its members in the same manner as the Chair. The person elected as the Secretary shall serve for the Term of the Study Committee. In the event that City Council extends the Term of the Study Committee, the person serving as Secretary shall be eligible for re-election. The Secretary, subject to the direction of the Chair and the Study Committee, shall keep all records, serve notice to all members of all meetings, prepare an agenda for such meetings, conduct all correspondence of the Study Committee, and generally supervise the clerical work of the Study Committee. The Secretary shall keep the minutes of each meeting of the Study Committee and file them with the City Clerk. These minutes shall show the record of all important facts pertaining to every meeting, every decision acted upon by the Study Committee, and the total vote for or against any resolution or other matter, indicating the names of members absent or failing to vote. The Secretary shall notify the City Clerk promptly if any vacancy occurs in the membership of the Study Committee that reduces the membership below eleven (11) members, excluding the Mayor serving ex officio. In the event that the Secretary resigns or is removed from office, the Study Committee shall hold a special election to select a new Secretary for the remainder of the Secretary's term.

III. Meetings

- A. Regular Meetings. The Study Committee will meet at least once each month during the Term. At its first meeting, the Study Committee shall establish a schedule for its regular meetings. All meetings shall be accessible to the public.

- B. Attendance. Members absent, without excuse, from two (2) or more regular meetings may be considered for removal from the Study Committee. The Chair and Secretary shall notify City Council and, if removed, City Council may appoint a replacement.
- C. Special Meetings. Special meetings of the Study Committee may be called at any time by the Chair by written notice given personally to each member in hand or by electronic communication, or left at their place of residence not less than twenty-four (24) hours prior to the time fixed for the meeting. If all members of the Study Committee are present at the special meeting, then the requirements as to prior notice shall be deemed to be waived.
- D. Quorum and Vote. A majority of members of the Study Committee, excluding the Mayor as ex officio, present at a meeting shall constitute a quorum, and no action of the Study Committee shall be valid unless authorized by a majority of those present and eligible to vote, except with regard to amendments to these By-laws as set forth in Article VII hereof. A tie vote is to be construed as a denial of the requested action. No member's vote on any matter may be cast by proxy.
- E. Conduct of Meetings. All meetings shall be open to the public; provided, however, that closed meetings may be held in compliance with the Virginia Freedom of Information Act. The order of business at regular meetings shall be as follows:
 - a. Roll Call
 - b. Reading and Approval Of Minutes
 - c. Reports Of Officers
 - d. Unfinished Business and General Orders
 - e. New Business
 - f. Announcements
 - g. Adjournment

IV. General responsibilities of the Study Committee.

The Study Committee shall study the presence of gun violence within the City, develop strategies for implementation for the reduction of gun violence, and make recommendations to City Council for actions that may be taken by City Council to address the reduction of gun violence. The Study Committee shall make an annual report to City Council in February 2021 as required pursuant to Section 2-285 of City Code. Such report shall include a recommendation to City Council regarding the extension of the Study Committee beyond March 31, 2021.

V. Subcommittees.

The Study Committee establishes the following subcommittees:

- (a) Safer Neighborhoods
- (b) Education
- (c) Reducing Gang Violence and Recidivism
- (d) City Services and Rapid Response
- (e) Marketing and Communications

Each subcommittee shall include one (1) member of the Study Committee and such member shall serve as the chair of the subcommittee. Persons who are not members of the Study Committee may serve on a subcommittee.

VI. Parliamentary Procedure

The rules contained in the latest revised edition of Robert's Rules of Order shall govern the Study Committee in all cases in which they are applicable and in which they are not inconsistent with the by-laws and rules of procedure of the Study Committee.

VII. Amendments

These rules may, within the limits allowed by law, be amended at any time by an affirmative vote of not less than a majority of members of the Study Committee, excluding the Mayor as ex officio. Any proposed amendment to the By-laws will be presented, in writing, at a regular meeting of the Study Committee for action at that meeting.

_____	_____
Chair	Date
_____	_____
Vice Chair	Date
_____	_____
Secretary	Date

Adopted: _____