

**RULES SUB-COMMITTEE  
SPECIAL MEETING AGENDA**

The Pennsylvania State Law Enforcement Citizen Advisory Commission (Commission), established by Executive Order 2020-04 (as amended by Governor Tom Wolf on April 30, 2021) announces a Special Meeting of the Commission's Rules Sub-committee to be held in person at the **Office of State Inspector General located at 555 Walnut Street, 7<sup>th</sup> Floor, Forum Place, Harrisburg, PA 17101** and virtually *via* the Commission's information technology platform (Microsoft Teams) on **Tuesday, February 1, 2022, at 1:00pm (Executive Session) and at 1:30pm (Public Session).**

In accordance with 65 Pa.C.S. § 709(b) and Article 6, Section 2 of the Commission's Bylaws, the Rules Sub-committee's Meeting Agenda consists of the following items:

- (1) Executive Session [*closed to the public* – Introduction of Chairperson and Commission members and review of goals and purpose of Rules Sub-committee; Review of Meeting Agenda; and other administrative matters];
- (2) Call to Order and Roll Call [*expected to begin at approximately 1:30pm*];
- (3) Acceptance of Meeting Agenda;
- (4) Approval of administrative and/or other procedural matters (including recap of the Rules Sub-committee's establishment, purpose, and goals along with the introduction of its Chairperson and Commission members);
- (5) Report by the Rules Sub-committee's Chairperson;
- (6) Opportunity for public comment; and
- (7) Comments, consideration, discussion, deliberation, and official action(s) concerning adoption and ratification of proposed amendments to the Commission's Bylaws concerning public posting of video recordings of the Commission's Review Committee meetings, limiting the number of cases selected for review per review cycle for each Review Committee, time limit for a Covered Agency's Oral Presentation and required submission of all presentation materials prior to Review Committee meeting, public posting of final Preliminary Investigative Review Reports on the Review Committee's webpage following adoption, public posting of the Commission's Final Reports on the Commission's webpage once adopted and ratified, and timeframe for response by Covered Agency to a Commission's Final Report along with such other proposed administrative practices and procedures for Voting Members regarding community engagement and media inquiries in anticipation of the passage of Resolution No. Rules – 1 for consideration by the full Commission at its next scheduled Regular Meeting on February 28, 2022;
- (8) Opportunity for public comment;
- (9) Consideration, discussion, deliberation, and official action(s) concerning **Resolution No. Rules - 1 [Adoption and Ratification of Proposed Amendments to Various Sections of the Bylaws and Other Proposed Administrative Practices and Procedures by the Rules Sub-committee for Consideration by the Pennsylvania State Law Enforcement Citizen Advisory Commission]**; and
- (10) Executive Session [*closed to the public* – finalization of proposed amendments to the Commission's Bylaws along with administrative practices, and procedures for Voting Members regarding

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community engagement and media inquiries based on actions taken during meeting].

Individuals having questions regarding this Special Meeting of the Commission's Rules Subcommittee, which is open to the public, should contact the Bureau of Law Enforcement Oversight within the Pennsylvania Office State Inspector General (OSIG) at (717) 787-6835. Media inquiries may be directed to the OSIG's Deputy State Inspector General for External Affairs Jonathan Hendrickson at (717) 265-8396.

Sha S. Brown, Chairperson  
*Pennsylvania State Law Enforcement Citizen Advisory  
Commission*

**Pennsylvania State Law Enforcement Citizen Advisory Commission**

Commission's Webpage:  
[www.osig.pa.gov/pslecac](http://www.osig.pa.gov/pslecac)

Tel: 717-772-4935  
555 Walnut Street, 8<sup>th</sup> Floor, Forum Place | Harrisburg, PA 17101



**RULES SUB-COMMITTEE****RESOLUTION NO. RULES-1**

**Title:** Adoption and Ratification of Proposed Amendments to Various Sections of the Bylaws and Other Proposed Administrative, Practices and Procedures by the Rules Sub-committee for Consideration by the Pennsylvania State Law Enforcement Citizen Advisory Commission

**Meeting Date:** Special Meeting, February 1, 2022 at 1:00 p.m.

**Description of Action Under Consideration:** In accordance with Executive Order 2020-04, as amended, and Bylaws of the Pennsylvania State Law Enforcement Citizen Advisory Commission (Commission),<sup>1</sup> the Commission's Rules Sub-committee<sup>2</sup> wishes to consider, discuss, deliberate, and take official action(s) concerning proposed amendments to the Commission's Bylaws to include: (1) public posting of video recordings of the Commission's Review Committee meetings; (2) limiting the number of cases selected for review per review cycle for each Review Committee; (3) time limit for a Covered Agency's Oral Presentation and required submission of all presentation materials prior to Review Committee meeting; (4) public posting of final Preliminary Investigative Review Reports on the Review Committee's webpage following adoption; (5) public posting of the Commission's Final Reports on the Commission's webpage once adopted and ratified; and (6) timeframe for response by Covered Agency to a Final Report of the Commission along with such other proposed administrative practices and procedures for Voting Members regarding community engagement and media inquiries. After consideration and deliberation, the Rules Sub-committee will vote to approve or deny presentation of proposed amendments for consideration by the Commission at its regular quarterly meeting scheduled for February 28, 2022 at 10am.

**Originating Request Submitted By:** Chairperson of the Rules Sub-committee

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<sup>1</sup> These Bylaws were duly adopted by the Commission *via* Resolution No. 1 (dated May 20, 2021).

<sup>2</sup> The Commission's Rules Sub-committee was duly formed during the Commission's Regular Meeting held on December 10, 2021 and made pursuant to Article 8 (Review Process), Section 8.2 (Sub-committees and Review Committees).

**RULES SUB-COMMITTEE**

**RESOLUTION NO. RULES-1**

**Title:** Adoption and Ratification of Proposed Amendments to Various Sections of the Bylaws and Other Proposed Administrative Practices and Procedures by the Rules Sub-committee for Consideration by the Pennsylvania State Law Enforcement Citizen Advisory Commission

**AND NOW, on this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, it is hereby certified that:**

**WHEREAS**, in accordance with Section 10 (Procedures), Subsection (a) of Executive Order 2020-04, as amended, the Pennsylvania State Law Enforcement Citizen Advisory Commission (Commission) may establish subcommittees, rules, and procedures necessary to effectively implement its authority and responsibilities included in this Executive Order; and

**WHEREAS**, the Rules Sub-committee was duly formed and established by the Commission at its Regular Quarterly Meeting held on December 10, 2021 in accordance with Article 8 (Review Process), Section 8.2 (Commission Sub-Committees and Review Committees) of the Commission's Bylaws;<sup>1</sup> and

**WHEREAS**, the Rules Sub-committee considered, discussed, deliberated, and took official action(s) concerning proposed amendments to the Commission's Bylaws to include: (1) public posting of video recordings of the Commission's Review Committee meetings; (2) limiting the number of cases selected for review per review cycle for each Review Committee; (3) time limit for a Covered Agency's Oral Presentation and required submission of all presentation materials prior to Review Committee meeting; (4) public posting of final Preliminary Investigative Review Reports on the Review Committee's webpage following adoption; (5) public posting of the Commission's Final Reports on the Commission's webpage once adopted and ratified; and (6) timeframe for response by Covered Agency to a Final Report of the Commission along with such other proposed administrative practices and procedures for Voting Members regarding community engagement and media inquiries; and

**WHEREAS**, such proposed amendments to the Commission's Bylaws effect **Articles Nos. 6** Commission Meetings, Purpose and Rules of Commission Meetings, Quorum and Voting, Meeting Recording and Meeting Minutes, **Section 6.4** (Meeting Recording); and **8** (Review Process), **Sections 8.2** (Commission Sub-committee and Review Committees), **8.4** (Presentation of Preliminary Report to Commission), and **8.6** (Issuance and Publication of Final Reports)); and

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<sup>1</sup> These Bylaws were duly adopted by the Commission *via* Resolution No. 1 (dated May 20, 2021).

**WHEREAS**, following the Robert's Rules of Order, the Commission's Chairperson having attested to recognizing motions from the committee membership, said motions having been seconded and recording the votes of committee membership as indicated in the Vote Tabulation Form, the Rules Sub-committee hereby adopts and ratifies said proposed amendments to the Commission's Bylaws as required; and

**NOW THEREFORE,**

**BE IT RESOLVED**, that the undersigned hereby certify that the foregoing to be a true and correct excerpt of the Minutes of the Special Meeting of the Rules Sub-committee held on this date, at which a quorum was present, and that said Resolution was duly passed by a majority vote of the voting members of the Rules Sub-committee present; and

**BE IT FURTHER RESOLVED**, that the Rules Sub-committee authorizes the required drafting, release of, and presents its, proposed amendments to the Commission's Bylaws along with such other proposed administrative practices and procedures for Voting Members regarding community engagement and media inquiries to the Commission for further consideration and action.

**AS DULY ADOPTED BY THE RULES SUB-COMMITTEE (DATED \_\_\_\_\_)**

**SIGNATURE OF THE PENNSYLVANIA STATE LAW ENFORCEMENT CITIZEN ADVISORY COMMISSION'S CHAIRPERSON:**

\_\_\_\_\_  
(Electronic Signature Authorized)  
**PRINT: Sha S. Brown**

**SIGNATURE OF THE PENNSYLVANIA STATE LAW ENFORCEMENT CITIZEN ADVISORY COMMISSION'S SECRETARY:**

\_\_\_\_\_  
(Electronic Signature Authorized)  
**PRINT: Jaimie L. Hicks**

**SIGNATURE OF THE CHAIRPERSON OF THE RULES SUB-COMMITTEE:**

\_\_\_\_\_  
(Electronic Signature Authorized)  
**PRINT: Elizabeth C. Pittinger**

**SIGNATURES OF RULES SUB-COMMITTEE MEMBERS:**

\_\_\_\_\_  
**The Honorable Eric J. Coolidge**  
(Electronic Signature Authorized)

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**Denise Ashe**  
(Electronic Signature Authorized)

\_\_\_\_\_  
**Dr. Spero T. Lappas, Esq., Ph.D.**  
(Electronic Signature Authorized)