



Special Meeting of the Rules Sub-committee
DRAFT Meeting Minutes for
Tuesday, February 1, 2022, at 1:00 p.m.
(Virtual Meeting *via* Microsoft Teams Platform)

At 12:58 p.m. Executive Session [Call to Order, Roll Call and Opening Remarks by Commission Chairperson (Sha Brown) and Rules Sub-committee Chairperson (Vice-Chairperson Pittinger)]

Sha S. Brown, Chairperson, called the first Executive Session of the Pennsylvania State Law Enforcement Citizen Advisory Commission's (Commission) Rules Sub-committee (Sub-committee) to order and the Commission's Secretary (Jaimie Hicks) conducted a Roll Call – Vice-Chairperson Elizabeth Pittinger [Sub-committee Chairperson] along with Commissioners Dr. Spero T. Lappas and the Hon. Erick J. Coolidge were present remotely and a quorum of the Sub-committee was present. Commissioner Denise Ashe was unable to attend and excused from the meeting.

Chairperson Brown proceeded to provide background on the formation and purpose of the Sub-committee and an overview of the Review Committee's proposed Special Meeting Agenda. Next, Chairperson Brown stated that the Sub-committee will consider and discuss various amendments to the Commission's Bylaws including posting of all meeting videos to the Commission's webpage, limiting the number of cases selected for review by each of the Commission's Review Committees to two cases per Review Cycle, time limits relating to and submission of materials before Oral Presentations by a Covered Agency, public posting of Preliminary and Final Investigative Review Reports, and timeframe for a response by a Covered Agency to a Final Report of the Commission.

With no further administrative matters or other questions, the Executive Session of the Sub-committee ended at 1:20 p.m. and the Sub-committee recessed for 10 minutes.

At 1:31 p.m. Public Session of Special Meeting Commenced and Recording Began

At 1:32 p.m. Call to Order, Roll Call, and Opening Announcements/Reminders by Commission Chairperson (Sha Brown)

Chairperson Brown called the first Special Meeting of the Commission's Rules Sub-committee to order, announced that the meeting was being recorded and participation in the meeting conferred consent to being recorded. The Commission's Secretary (Jaimie Hicks) conducted a Roll Call and Vice-Chairperson Elizabeth Pittinger [Rules Sub-committee Chairperson] along with Commissioners Dr. Spero T. Lappas and the Hon. Erick J. Coolidge were present remotely and a quorum of the Rules Sub-committee was present. Commissioner Denise Ashe was unable to attend and excused from the meeting. A copy of the Roll Call and Attendance Form is attached hereto and made a part hereof [see **Attachment 1**].

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At 1:33 p.m. Public Comment Reminder

Chairperson Brown reminded members of the public of the various ways citizens may participate and offer public comment before and during all meetings of the Commission and the Commission's committees to ensure public participation and transparency. For purposes of this Special Meeting, public comment was limited to three minutes per speaker.

At 1:34 p.m. Motion to Approve Rules Sub-committee's Meeting Agenda by Unanimous Consent

Chairperson Brown asked for a motion to approve the Rules Sub-committee's Meeting Agenda by unanimous consent. The Motion was offered and seconded by Rules Sub-committee members in attendance. Chairperson Brown asked if there were any objection(s) to the Meeting Agenda and after hearing no objections, Chairperson Brown recognized the approval of the Rules Sub-committee's Meeting Agenda by unanimous consent. A copy of the Rules Sub-committee's February 1, 2022, Meeting Agenda, as adopted, is attached hereto, and made a part hereof [see Attachment 2].

At 1:34 p.m. Other Rules Sub-committee Administrative and Procedural Matters

Chairperson Brown provided a summary of the formation and purpose of the Rules Sub-committee. For example, Chairperson Brown stated that pursuant to Section 10(a) of Executive Order 2020-04, as amended, and the Commission's Bylaws [adopted May 20, 2021], the Commission is authorized to delegate to the Commission the authority to establish committees. Specifically, Section 8.2 of the Commission's Bylaws states: "...and upon a majority vote of voting members, the Commission may, from time to time, establish Sub-committees to research and propose for adoption such rules, procedures and guidelines deemed necessary to effectively implement the Commission's authority and responsibilities thereunder, including those matters related to parliamentary procedures, public engagement and presence, and official participation of Commission members in community and other events." Chairperson Brown stated that during its Regular Meeting held on December 10, 2021, the Commission established a Rules Sub-committee by unanimous consent of the voting members in attendance and authorized the Commission's Chair to appoint such members to serve on the Rules Sub-committee. As such, Chairperson Brown stated that he appointed to, and introduced the Rules Sub-committee members, as follows – Vice-Chairperson Pittinger (at-large member and serving as the Rules Sub-committee Chairperson) along with Commissioners Lappas (representing Troop H covering Adams, Cumberland, Dauphin, Franklin, and Perry counties;), Coolidge (representing Troop F covering Cameron, Clinton, Lycoming, Montour, Northumberland, Potter, Snyder, Tioga, and Union counties), and Ashe (at-large member).

Chairperson Brown then relinquished the floor to Rules Sub-committee Chairperson Pittinger for further remarks. Rules Sub-committee Chairperson Pittinger welcomed Commissioners, reiterated the need for this work, and in the interest of time [given proposed agenda items] relinquished the floor back to Chairperson Brown.

At 1:42 p.m. Consideration, Discussion, Deliberation and Official Action(s) Concerning Various Amendments to the Commission's Bylaws for Presentation to the Commission

At this time, Chairperson Brown announced that the Rules Sub-committee will consider, discuss, deliberate, and take official action(s) regarding various amendments to the Commission's Bylaws. First, Chairperson Brown opened discussion regarding the question of a proposed amendment of the

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Commission's Bylaws to require public posting of video recordings of the Commission's Review Committee meetings and relinquished the floor to Rules Sub-committee Chairperson Pittinger for consideration and deliberation. As background, Rules Sub-committee Chairperson Pittinger stated that the Commission's Bylaws [as currently written] required public posting of videos of Commission meetings only. After researching and confirming the availability and adequacy of technological systems and support during the Commission's first year of operation, Rules Sub-committee Chairperson Pittinger stated that it was important to publicly report and make all videos of Review Committee activities and meetings publicly accessible as well.

With no further comment or other deliberation offered, Chairperson Brown posed the question of whether the Rules Sub-committee wished to offer a motion to propose an amendment of the Commission's Bylaws to require public postings of both Commission and Review Committee meetings on its webpage. Rules Sub-committee Chairperson Pittinger asked for a motion. A motion was offered and seconded with no noted objection, and the motion passed by unanimous consent of those Commissioners in attendance.

Chairperson Brown then opened discussion regarding the question of a proposed amendment of the Commission's Bylaws limiting the number of cases selected for review per Review Cycle for each Review Committee. Chairperson Brown remarked that during its first Review Cycle, Review Committee members learned that it took a significant investment of time to conduct and complete the review of a single completed internal investigation along with a tremendous amount of resources by a Covered Agency. For example, Chairperson Brown noted that if a review included significant administrative research and consideration of best practices, completion of a review would take longer versus those reviews that were more straightforward. To ensure that information was kept fresh and did not become stale, Chairperson Brown recommended that the Rules Sub-committee limit the selection of cases per Review Cycle to at least one, but no more than two cases and relinquished the floor to Rules Sub-committee Chairperson Pittinger for consideration and deliberation. Rules Sub-committee Chairperson Pittinger asked if there was any discussion concerning limiting the number of cases per Review Cycle [or quarter, in between the Commission's regular (quarterly) meetings] to no more than two cases.

With no further comment or other deliberation offered, Rules Sub-committee Chairperson Pittinger then posed the question of whether the Rules Sub-committee wished to offer a motion to propose an amendment of the Commission's Bylaws limiting the number of cases per Review Cycle to at least one but no more than two cases per Review Committee. A motion was offered and seconded with no noted objection and the floor was opened to public comment, but no comment was offered. At this time, and by unanimous consent, the Rules Sub-committee adopted (by unanimous consent) such motion to propose amendment of the Commission's Bylaws limiting the number of cases selected for review per cycle per Review Committee to at least one but no more than two cases.

Chairperson Brown then opened discussion regarding the question of a proposed amendment of the Commission's Bylaws concerning the time limit for a Covered Agency's Oral Presentation and requiring submission of all presentation materials prior to the applicable Review Committee meeting. Chairperson Brown summarized that, after selection of a case, a Covered Agency provides records to a Review Committee for review and the Review Committee develops Review Objectives and other questions for a Covered Agency based on that initial records review. Following the Review Committee's meeting to develop Review Objectives and questions for a Covered Agency, these questions are submitted to a Covered Agency in preparation for their Oral Presentation of their completed internal investigation

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before the Review Committee. Because of the confidentiality of a Covered Agency's completed internal investigation, Oral Presentations and responses to such questions are held during the Executive Session of a Review Committee's Special Meeting. During the Commission's first Review Cycle, it was discovered that these sessions lasted very long, and the public was left waiting a significant amount of time for the Executive Session to end and the Public Session of a meeting to begin. Consequently, Chairperson Brown stated that the Rules Sub-committee should consider placing a time limit for these presentations. In addition, during the Commission's first Review Cycle, Chairperson Brown stated that a Covered Agency generally prepared a PowerPoint which was shown during their Oral Presentation that included a summary of all relevant investigative files and activities. To help streamline the Review Process and ensure that Review Committee members are better prepared for Oral Presentations, Chairperson Brown remarked that receiving such materials in advance of a presentation was beneficial. Chairperson Brown then relinquished the floor to Rules Sub-committee Chairperson Pittinger for discussion and deliberation.

Rules Sub-committee Chairperson Pittinger opened the floor to comments and/or questions. Commissioner Lappas asked about the average amount of time of Oral Presentations and Chairperson Brown responded that such sessions generally lasted two to three hours, i.e., 40 minutes of introductions (which can be condensed), and a lot of time involved reading through the PowerPoint itself rehashing information already in the record. With respect to Oral Presentations by the Pennsylvania State Police (PSP), Commissioner Lappas commented that the number of representatives present appeared to be excessive (i.e., everyone wanted to speak) and the proposed amendment did not limit this number. Commissioner Lappas also remarked that copies of PowerPoint materials were requested at that time, but PSP declined to provide copies to the Review Committee and believed that these materials were invaluable to a Review Committee's review. Commissioner Lappas offered a period of 30 minutes to one hour with the later reserved for more complex cases as more than adequate. Commissioner Coolidge concurred that the Rules Sub-committee should place a limit on the time and personnel.

Rules Sub-committee Chairperson Pittinger then posed the question of a motion proposing amendment of the Commission's Bylaws limiting the time of Oral Presentations to 30 minutes but no more than one hour (with the latter at the discretion of the Review Committee's Chairperson) and requiring submission of all presentation materials in advance of the applicable Review Committee meeting. A motion was offered and seconded with no noted objection. After a unanimous vote by the Rules Sub-committee, the motion passed. However, Commissioner Lappas asked a point clarification concerning the amount of time materials must be submitted in advance of such presentations. Rules Sub-committee Chairperson Pittinger asked Chairperson Brown how and when the Oral Presentation is scheduled. Chairperson Brown replied that Oral Presentations are scheduled by the Commission's Chair following completion of Review Objectives but did not believe it was necessary to have an actual time limit for submission of Oral Presentation materials since the latter can be done administratively.

Chairperson Brown then opened discussion regarding the question of a proposed amendment of the Commission's Bylaws concerning public posting of final Preliminary Investigative Review Reports (Preliminary Reports) on the Review Committee's webpage following adoption. Chairperson Brown explained that Preliminary Reports are finalized and adopted by each Review Committee after completion of a review and transmitted for consideration by the full Commission at the next scheduled Regular (Quarterly) Meeting.

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At this time, Rules Sub-committee Chairperson Pittinger asked if there was any public comment, and no public comment was offered. Rules Sub-committee Chairperson Pittinger asked if Commissioners had any questions or comments and Chairperson Brown reminded Commissioners that final Preliminary Reports can be adopted as presented, amended by motion at the full Commission meeting after presentation or tabled for further consideration by the Review Committee. Commissioner Lappas commented that Preliminary Reports should be publicly posted immediately upon adoption by a Review Committee, so the general citizenry is better aware of issues to be discussed and presented at a Commission meeting and to offer possible amendments for consideration. Commissioner Coolidge added that the proposed amendment under consideration was a constructive measure. With no further comments or questions and no noted objections, Rules Sub-committee Chairperson Pittinger asked for a motion for proposed amendment of the Commission's Bylaws concerning public posting of final Preliminary Reports on the Review Committee's webpage following such adoption prior to submission for consideration by the Commission. A motion was offered and seconded with no noted objection, and by unanimous consent, the Rules Sub-committee adopted (by unanimous consent) a motion proposing amendment of the Commission's Bylaws concerning public posting of final Preliminary Reports on the Review Committee's webpage following such adoption.

Chairperson Brown then opened discussion regarding the question of a proposed amendment of the Commission's Bylaws concerning public posting of Final Investigative Review Reports (Final Reports) on the Commission's webpage following adoption prior to receipt of a Covered Agency's response. Chairperson Brown stated that Section 8.6 (Issuance and Publication of Final Reports) of the Commission's Bylaws states: "[o]nce adopted and ratified by the Commission, copies of all Final Reports (including written responses of Covered Agencies) will be posted publicly on the Commission's webpage." Chairperson Brown explained that the Commission's Bylaws did not provide a timeframe for public posting following adoption of Final Reports by the Commission nor the receipt of a response by Covered Agency and implicitly suggests that the two are publicly posted together. Chairperson Brown asked the Rules Sub-committee to consider the posting of all Final Reports along with a Covered Agency's response and establishing a timeframe for receipt of such a response by a Covered Agency and relinquished the floor to Rules Sub-committee Chairperson Pittinger for consideration and discussion.

Rules Sub-committee Chairperson Pittinger posed the question to Commissioners and offered a third option, i.e., immediately post Final Reports once adopted and ratified by the Commission without regard to receipt of a response by a Covered Agency [response to be independently posted thereafter upon receipt]. Commissioner Lappas suggested that the Rules Sub-committee opt for posting all Final Reports immediately and then imposing a deadline for receipt of a Covered Agency's response, i.e., 10 business days, but if not received post Final Report along with a statement that no response was received. Rules Sub-committee Chairperson Pittinger asked for a motion proposing amendment to the Commission's Bylaws to require public posting of all Final Reports on the Commission's webpage once adopted and ratified. A motion was offered and seconded with no public comment or no noted objection, and said motion passed by unanimous consent.

With respect to a Covered Agency's response to a Final Report adopted and ratified by the Commission, Rules Sub-committee Chairperson Pittinger stated there is no period requiring a Covered Agency to acknowledge receipt of or provide a response to a Final Report, i.e., if the Covered Agency will implement or reject recommendations contained therein. Rules Sub-committee Chairperson Pittinger suggested Commissioners consider existing timeframes for comparison purposes, i.e., six weeks to

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produce investigative files after notification of case selection pursuant to the Commission's Bylaws, 10 days to respond to a Review Committee's request for additional information [derived from Act 29 of 2017 pertaining to Office of State Inspector General requests to executive agencies] while in other circumstances agencies are typically provided 30 days, i.e., audits. Since a Covered Agency is well aware of the contents of a Final Report given the extent of the Commission's Review Process in general, Rules Sub-committee Chairperson Pittinger acknowledged that the committee is not asking a Covered Agency to complete implementation of any recommendations. Rather, Rules Sub-committee Chairperson Pittinger stated that the timeframe here would only be relevant to what recommendations will or may be adopted by a Covered Agency. Rules Sub-committee Chairperson Pittinger suggested that Commissioners consider adopting a timeframe of 10 business days with the potential extension to 15 business days at the discretion of the Commission's Chairperson to allow for negotiation.

Commissioner Coolidge believed 15 days was acceptable and open to allowance of an additional extension at the Commission Chairperson's discretion but with a limit to that additional extension. Rules Sub-committee Chairperson Pittinger restated Commissioner Coolidge's proposition and asked if Commissioner Coolidge suggested engagement of a Covered Agency to determine what is reasonable and Commissioner Coolidge responded "Yes." Commissioner Lappas agreed with Rules Sub-committee Chairperson Pittinger that a Covered Agency has adequate knowledge of recommendations, i.e., not a surprise, contained in a Final Report prior to its formal receipt so should not require a great deal of time to respond. Commissioner Lappas offered that allowing 14 calendar days to respond was enough time and if a Covered Agency required more time then authorized the Commission's Chairperson to provide an additional seven calendar days at his discretion. If a response is still not received within that timeframe then post a note to the Commission's webpage, but Commissioner Lappas was not in favor of waiting for the next Regular (Quarterly) Meeting to vote for additional extensions. Commissioner Lappas posed this language as a motion which was seconded with no noted objections. Rules Sub-committee Chairperson Pittinger restated that [by unanimous consent] the committee adopted presentation of an amendment of the Commission's Bylaws allowing Covered Agencies 14 calendar days to respond to a Final Report following its adoption, ratification, and transmission by the Commission with the allowance of an additional seven calendar days [for 21 days total] at the discretion of the Commission's Chairperson. Chairperson Brown asked a point of clarification that following expiration of the 21 days, that the Rules Sub-committee proposed publicly posting a Covered Agency's response to a Final Report, but if a response is not received within that time then posting a note to the Commission's webpage that no response was received. All Commissioners responded "Yes."

Chairperson Brown then opened discussion of the Rules Sub-committee's final item regarding the question of a proposed amendment of the Commission's Bylaws concerning community engagement and media inquiries. Chairperson Brown stated that Section 14, titled Public Statements, of Executive Order 2020-04, as amended, states: "[o]utside of statements required by the Sunshine Act, the Commission meetings, and required reports, no member of the Commission shall make any individual public statements regarding any deliberations, discussions, debate, or review of any of the completed internal investigative findings of the covered agencies or recommendations of the Commission." Chairperson Brown explained that Commissioners are not permitted to make individual statements regarding the content and character of completed internal investigations or individual reports derived therefrom or proposed recommendations. However, Chairperson Brown stated that Commissioners are free to openly discuss such items and actions within the four walls of all Review Committee and Commission meetings. Chairperson Brown then asked Commissioners to consider presenting rules for adoption by the full

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Commission concerning media inquiries seeking comment about the Commission’s work and participation in public speaking engagements in a commissioner’s official capacity and relinquished the floor to Rules Sub-committee Chairperson Pittinger for consideration and deliberation.

Rules Sub-committee Chairperson Pittinger asked if any Commissioner had any comments or questions. Outside of public deliberations, Commissioner Coolidge believed that the Commission should speak in one voice and that the Commission’s Chairperson should be the Commission’s authorized spokesperson for all Commission matters. Chairperson Brown clarified that the Commission’s Chairperson or his or her authorized designee should be the Commission’s authorized spokesperson and Commissioner Coolidge had no reservations on that request and believed it was appropriate. Commissioner Lappas asked for clarification regarding the scope of the proposed amendment. For example, Commissioner Lappas sought clarity regarding whether the committee was currently considering the capacity to which commissioners may respond to media inquiries for comment and information and whether a voting member should [independently] submit to an interview. Chairperson Brown responded “Yes” and explained that the proposed amendment would cover those matters covered by Executive Order 220-04, as amended, along with general media and other inquiries regarding the Commission. Commissioner Lappas then posed a hypothetical about receiving an invitation to speak at an event concerning law enforcement oversight and that a commissioner should be allowed to accept such an invitation. Commissioner Coolidge agreed that a commissioner should be allowed to speak at such an event, but the committee is debating the process by which such an invitation was to be accepted. Commissioner Lappas acknowledged that Commissioners were already required to sign a non-disclosure [Confidentiality] agreement. Chairperson Brown clarified that the proposed amendment would require commissioners to make the Commission’s Chairperson aware of and approve such invitations prior to their acceptance when participating in such an event in their official capacity as a Commission member.

Commissioner Coolidge offered a motion to approve language as stated and the motion was seconded with no noted objection and approved by unanimous consent.

At 2:11 p.m. Consideration, Discussion, Deliberation, and Official Action(s) Concerning Adoption of 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]

Chairman Brown read into the record the content of the description of Resolution No. Rules – 1 into the record [attached to the Meeting Agenda], and recognized that the Rules Sub-committee voted unanimously to propose such amendments of the Commission’s Bylaws [such proposed language to be prepared by staff] as deliberated during the meeting for presentation to the full Commission for further consideration and a draft of Resolution No. Rules – 1 [also attached to the Meeting Agenda] are both made a part hereof. [Commissioner Coolidge had a prior engagement and had to leave at this time].

Rules Sub-committee Chairperson Pittinger wished to acknowledge Commissioners for their time and effort, believed that organizational discipline was needed to maintain credibility of the Commission, and thanked staff for their work.

At 2:13 p.m. Announcements by Commission Chairperson

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Chairperson Brown provided closing remarks and informed the public about how to file complaints using the Commission's hotline, access the Commission's webpage, and contact the Office of State Inspector General (OSIG) and the OSIG's Bureau of Law Enforcement Oversight for assistance.

There was no additional Executive Session as originally scheduled.

At 2:14 p.m. Special Meeting of the Rules Sub-committee Adjourned

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Roll Call and Attendance Form

Type of Commission Meeting: Quarterly Special Rescheduled
Date and Time of Committee Meeting: February 1, 2022 1:00pm
Name of Committee: Rules Sub-Committee

Pursuant to Article 6, Sections 2 and 5 of the Pennsylvania State Law Enforcement Citizen Advisory Commission's (Commission) Bylaws, I hereby attest to having a Roll Call of Committee Membership performed at the above listed Committee meeting and recording attendance of Committee members as indicated below:

Seat Name	Name of Commission Member	Attendance		
		Present	Excused Absence	Absent
At-Large Seat 1	David A. Sonenshein			
At-Large Seat 2	Dr. A. Suresh Canagarajah, Ph.D.			
At-Large Seat 3	Kelley B. Hodge, Esquire			
At-Large Seat 4	Denise Ashe	✓	✓	
At-Large Seat 5	Elizabeth C. Pittinger	✓		
At-Large Seat 6	Keir Bradford-Grey			
Troop A Seat	Jeffrey Wilson			
Troop B Seat	Brenda Tate			
Troop C Seat	Joshua S. Maines, Esquire			
Troop D Seat	Marisa C. Williams			
Troop E Seat	Bishop Curtis L. Jones, Sr.			
Troop F Seat	Honorable Erick J. Coolidge	✓		
Troop G Seat	Charima C. Young			
Troop H Seat	Spero T. Lappas, J.D., Ph.D	✓		
Troop J Seat	VACANT			
Troop K Seat	Andrea A. Lawful-Sanders			
Troop L Seat	VACANT			
Troop M Seat	Marvin Boyer			
Troop N Seat	Marilyn M. Brown, Ed.D.			
Troop P Seat	Rev. Shawn M. Walker			
Troop R Seat	Krista Somers			

Signature of Sha S. Brown,
Commission Chairperson



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, 7th 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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Commission's Webpage:
www.osig.pa.gov/pslecac

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



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

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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),¹ the Commission's Rules Sub-committee² 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

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

² 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;¹ 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

¹ 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)

Denise Ashe
(Electronic Signature Authorized)

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