



***RULES FOR THE
OPERATION OF THE
MARQUETTE UNIVERSITY
POLICE DEPARTMENT
ADVISORY BOARD***

ARTICLE I: ORGANIZATION OF THE MARQUETTE UNIVERSITY POLICE DEPARTMENT ADVISORY BOARD

§ 100. Definitions.

- (1) **Advisory Board** means the Marquette University Police Department Advisory Board.
- (2) **Board of Trustees** means the Board of Trustees of the Marquette University.
- (3) **Chief** or **Police Chief** means the Chief of the Marquette University Police Department.
- (4) **Marquette** means Marquette University.
- (5) **MUPD** means the Marquette University Police Department.
- (6) **President** means the President of Marquette University.
- (7) **University** means Marquette University.

§ 101. Establishment of the Marquette University Police Department Advisory Board.

- (1) The Marquette University Police Department Advisory Board is established pursuant to the Resolution adopted by the Board of Trustees of Marquette University on February 25, 2015 creating a University police department. The Advisory Board operates under authority of a Charter approved by the University.
- (2) In the administrative structure of Marquette University, the Advisory Board reports to such University official as the President shall designate from time to time. The Advisory Board is not part of the Marquette University Police Department and does not exercise operational authority over the MUPD.

§ 102. Responsibilities of the Advisory Board

The responsibilities of the Advisory Board include the following:

- (1) Providing advice and recommendations to the Board of Trustees, the President, the University official to whom the Advisory Board reports, or to the Chief with respect to MUPD policies, procedures and activities.
- (2) Reviewing complaints against MUPD personnel as provided for in the MUPD Citizen Complaints Policy and Procedure and making recommendations to the Chief and to the University Officer to whom the Advisory Board reports with respect thereto.
- (3) Undertaking such other duties as may be assigned from time to time by the Board of Trustees, the President, or the University Officer to whom the Advisory Board Reports.

§ 103. Appointment of Advisory Board Members.

- (1) Members of the Advisory Board are appointed by the President and serve at the pleasure of the President.
- (2) The Advisory Board is comprised of the following members:
 - (a) A Marquette employee who is appointed by the President to serve as the Chair of the Advisory Board.
 - (b) A Marquette University faculty member who is nominated by the Academic Senate.
 - (c) A Marquette University staff member other than an employee of the MUPD who is nominated by the Staff Senate.
 - (d) A Marquette student who is nominated by the Marquette University Student Government.
 - (e) A community member.
- (3) There are no alternate members of the Advisory Board.

§ 104. Terms of Office.

- (1) The term of appointment to the Advisory Board shall be for three years, except as follows:
 - (a) The term of appointment of the student member shall be for one year.

(b) The initial term of appointment for the Marquette faculty member shall be for two years.

(3) Vice Chair.

(a) **Election.** The Advisory Board shall elect a Vice Chair at the first meeting of the Board following the commencement of each new academic year.

(b) **Duties.** The Vice Chair of the Advisory Board shall have the responsibility to:

1. Preside at Advisory Board meetings when the Chair is absent;
2. Assume the responsibilities of the Chair when requested to do so by the Chair; and
3. Perform such other Advisory Board duties as requested by the Chair.

§ 107. Legal Counsel for the Advisory Board.

The Vice President and General Counsel shall designate an attorney to serve as legal counsel to the Advisory Board.

§ 108. Address of the Advisory Board.

All correspondence with the Advisory Board, its officers, and its members shall be sent to the following address:

Marquette University Police Department Advisory Board
c/o Marquette University General Counsel
P. O. Box 1881
Milwaukee, Wisconsin 53201-1881

§ 109 Public Notice of Advisory Board Activities.

(1)

<http://www.marquette.edu/mupd-advisory-board>.

at

(2)

§ 111. Rules of the Advisory Board.

(1) These Rules of the Advisory Board shall govern the conduct of all business relating to the duties and responsibilities of the Advisory Board.

(2) These Rules of the Advisory Board and any amendments thereto shall take effect upon adoption by the Advisory Board at a regular meeting thereof and shall remain in effect until such time as they are repealed or amended in whole or in part.

(3) These Rules of the Advisory Board are subject to any applicable provisions of stat Adp d0(p)1y am(i)8(s

ARTICLE II: ADVISORY BOARD MEETINGS

§ 200. Schedule of Meetings.

- (1) The Advisory Board shall meet at least twice during the fall semester of each academic year and at least twice during the spring semester of each academic year.
- (2) Advisory Board meetings are held at times set by the Advisory Board during an official business meeting, at the call of the Chair, or upon the written request of at least two members of the Advisory Board.
- (3) Meetings of the Advisory Board are held during the summer session only if there is a business necessity for such meetings.

§ 201. Location of Meetings.

The Advisory Board meets at locations on the Marquette University campus at such locations as announced in the Advisory Board's meeting notices.

§ 202. Notice of Meetings.

- (1) Public notice of each meeting page of the Marquette University website.
- (2) The notice of meeting shall set forth the time, date, place and agenda of the meeting.

§ 204. Meeting Agenda.

- (1) The Chair shall set the agenda for each meeting and cause it to be included in the notice of meeting.
- (2) In setting the agenda the Chair shall include any item of business requested by any Advisory Board member.

§ 204. Order of Business.

The ordinary order of business for meetings of the Advisory Board is as follows:

1. Call to Order
2. Roll Call
3. Consideration of Minutes of Previous Meeting(s)
4. Police Chief's Report on MUPD Activities
5. Unfinished Business from Prior Meetings
6. New Business
7. Public Comments
8. Determination of Next Meeting Date
9. Adjournment

§ 205. Public and Closed Portions of Advisory Board Meetings.

Meetings of the Advisory Board are open to the public and the business of the Advisory Board shall be conducted in open session, provided that the Advisory Board may upon motion duly made, seconded and approved, convene in closed session to consider MUPD personnel matters, strategies for crime detection or prevention, any matters which by law are subject to confidentiality requirements, and any other matter the Advisory Board deems appropriate for consideration in closed session. The Advisory Board may invite non-members to attend closed sessions when their presence is essential to the agenda of the closed sessions.

§ 206. Quorum.

A majority of the members of the Advisory Board shall constitute a quorum for the transaction of any business at a meeting of the Advisory Board.

§ 207. Vote Required to Take Action.

- (1) The act of a majority of Advisory Board members shall be the act of the Advisory Board.
- (2) Only duly appointed members of the Advisory Board may vote on matters at an Advisory Board meeting.
- (3) Proxy voting is not permitted at Advisory Board meetings.

§ 209. Rules of Order.

The then current edition of *Robert's Rules of Order* shall be the rules of order for the conduct of business at Advisory Board meetings, unless otherwise provided by these Rules of the Advisory Board or unless the Advisory Board waives those rules of order or specified provisions thereof for a particular meeting.

- (3) Upon completion of its review, the Advisory Board will submit a written statement of its recommendations with respect to the merits and disposition of the complaint to the Chief of Police and to the University official to whom the Advisory Board reports.

§ 303. Confidentiality of Advisory Board Review Process.

Advisory Board review of citizen complaints pursuant to this Article are conducted with confidentiality, except insofar as disclosure of information related to the review is required by law.

§ 304. Periodic Reports Regarding Citizen Complaints.

On at least a semiannual basis the Chief of Police will provide the Advisory Board with a summary of all citizen complaints filed during the preceding six months and the disposition with respect to those complaints.