

Johns Hopkins University Police Accountability Board

Bylaws

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Purpose

The Johns Hopkins University Police Accountability Board (JH Accountability Board), unique both in Maryland and throughout the country, empowers community members from JHU and the surrounding neighborhoods to help directly shape the development and operation of the future Johns Hopkins Police Department (JHPD).

Recommended by the University based on community input and research into best practices among police departments nationally and adopted into law by the General Assembly, the Board is a crucial element in ensuring the success of the JHPD.

The Johns Hopkins Police Accountability Board (“Board”) is established as per the Community Safety

and Strengthening Act, passed in 2019 by the Maryland General Assembly (Senate Bill 793). The Board's purpose is to ensure transparency, accountability, and community oversight for the Johns Hopkins Police Department (JHPD). The Board will share community concerns, review JHPD metrics, and provide recommendations on department policies and procedures.

The purpose of the Accountability Board is to:

- enable community members to share community concerns regarding the Johns Hopkins Police Department with Johns Hopkins Police Department leadership.
- review Johns Hopkins Police Department metrics.
- provide feedback on existing Johns Hopkins Police Department policies and practices, including police department standards for hiring and recruitment; and
- suggest ideas for improving police department policies, procedures, and performance, including ideas for community-based public safety initiatives.

The above has been summarized into the work that the Accountability Board members are statutorily charged with:

- Sharing community feedback directly with JHPD leadership;
- Reviewing JHPD metrics involving crime; and
- Assessing current and prospective department policies, procedures, and training in order to provide recommendations for improvement. [i]

The Johns Hopkins Police Accountability Board ("Board") is established as per the Community Safety and Strengthening Act, passed in 2019 by the Maryland General Assembly (Senate Bill 793). The Board's purpose is to ensure transparency, accountability, and community oversight for the Johns Hopkins Police Department (JHPD). The Board will share community concerns, review JHPD metrics, and provide recommendations on department policies and procedures.

The Accountability Board must meet at least quarterly and hold at least one public meeting each year to seek input on JHPD policies, procedures, and training from community members of Baltimore City. Its meeting minutes must be posted prominently on a website available to the public. The JH Accountability Board bylaws can be found [here](#).

Questions and comments can be directed to the Johns Hopkins University Police Accountability Board (JH AB) directly: accountabilityboard@jhu.edu

[i] Md. Code Ann., Education § 24-1205(b); *see also id.* § 24-1205(d).

The Johns Hopkins Accountability Board (JH Accountability Board) consists of community, faculty, staff, and student representatives. Faculty and staff members, and community members appointed by the University and confirmed by the Maryland State Senate, serve for two-year terms. Student members serve one-year terms, which allows more students, including those in one- and two-year programs, from across the university to participate on the JH Accountability Board.

JHU nominates thirteen (13) members, subject to the Maryland State Senate's consent. Additionally, one member is appointed by the Mayor of Baltimore City and another by the President of the Baltimore City Council. Each fall, these members must be reconfirmed by their appointing office, for two-year terms.

Mission/Charge

The Johns Hopkins University Police Accountability Board ("the Board"), unique both in Maryland and throughout the country, empowers community members from Johns Hopkins University and the surrounding neighborhoods to help directly shape the development and operation of the Johns Hopkins

Police Department (“JHPD”). The Board is an essential component of the Community Safety and Strengthening Act,¹ which passed the Maryland General Assembly during the 2019 legislative session, and is a crucial tool for supporting the transparency, accountability, and overall success of the JHPD. Under the Act, Board members are responsible for sharing community concerns directly with JHPD leadership, reviewing JHPD metrics, and assessing current and prospective department policies, procedures, and training in order to provide recommendations for improvement.²

Membership and Board Composition

Membership

The membership of the Board will reflect JHU’s dedication to fostering and uplifting diverse people, ideas, and experiences. This includes diversity not only in affiliation with the University’s schools, campuses, and communities but also in race, gender and gender identity, sexual orientation, ethnicity, religion, age, and ability. Board members will be expected to share a respect for diversity and a commitment to working across differences to ensure the ultimate success and effectiveness of the JHPD.³

The Board will be composed of:

- Fifteen (15) total members, of which:
- Ten (10) are JHU students, faculty, and staff, including at least one member of the JHU Black Faculty and Staff Association; and
- Five (5) are members of the Baltimore City community unaffiliated with the University, one appointed by the Mayor of Baltimore city, one appointed by the President of Baltimore City council, including at least one from the three neighborhoods adjacent to the campus area where the JHPD may patrol (the neighborhoods adjacent to the University’s Homewood, East Baltimore, and Peabody campuses).⁴

Eligibility Requirements

To be eligible to serve on the Accountability Board, applicants must:

- be composed of 15 individuals including students, faculty, and staff of JHU;
- be members of the Baltimore city community from neighborhoods adjacent to the campus area;
- be a member of the Johns Hopkins Black Faculty and Staff Association;
- demonstrate significant ties to the Baltimore City community through residency (for non-affiliate community members) or either school enrollment or work location (for university affiliate members);
- be a community representative who is unaffiliated with JHU from each of the following neighborhoods: the neighborhoods adjacent to the University’s campus; East Baltimore campus; and Peabody’s campus;
- be a student: members must be enrolled in a JHU school at one of the University’s East Baltimore, Peabody, or Homewood campuses for the duration of their Board term.

Membership Expectations

- Members are expected to adhere to the following regulations during their term of office. Members who fail to meet these expectations may be subject to sanctions, up to and including removal from office, but not from the Board.
- Members are expected to attend all meetings or notify the Chair or Vice Chair as soon as practically possible if they are not able to attend an upcoming meeting.
- Members are expected to be on time for meetings and notify the Chair or Vice Chair in advance if they are going to be late.
- Members are expected to maintain decorum at all times throughout meetings. Members are expected to interact with each other and any additional attendees of the meeting with civility and respect.
- Members agree to adhere to the [National Association for Civilian Oversight of Law Enforcement \(NACOLE\) Code of Ethics](#) (where it applies or is applicable):

Duties of the Accountability Board

The Accountability Board is expected to uphold the highest level of integrity. Under the CSSA, the Board is empowered to:

- Serve as a resource that enables community members to share community concerns regarding the Police Department directly with Police leadership;
- Review Police Department metrics involving crime;
- Review current and prospective Police Department policies, procedures, and training;
- Provide recommendations and feedback on existing Police Department policies and practices, including Police Department standards for hiring and recruitment; and
- Propose ideas and provide recommendations for improving Police Department policies, procedures, and performance, including ideas for community-based public safety initiatives.⁹

Policy Review

All Board members have the ability to review all policies and shall submit policy proposals, suggestions, and updates to the Policy Review Committee for assessment and review. The referring member should work with the committee to ensure their true intent is captured. All recommendations submitted within the committee's reporting timeframe should be included in the committee's next report unless the referring member requests their recommendation be withdrawn. If the committee's report is provided to the Board before the next scheduled public meeting, no action can be taken until presented at the forthcoming public meeting. Once the committee report is presented in a public meeting, the recommendations will be considered by the Board as a whole. All recommendations approved by the Board will be sent by the Policy Review Committee to the Office of Public Safety on behalf of the Board as its official recommendation. All official recommendations should be posted publicly.

Appointment Process

Pursuant to the Community Safety and Strengthening Act, the Baltimore City Mayor and City Council President each appoint one (1) community member to the Accountability Board; Johns Hopkins University leadership nominates thirteen (15) members, including three (3) community members in consultation with the Baltimore City Council President.⁵ All thirteen (13) JHU nominees are subject to the consent of the Maryland State Senate.⁶

Administrative Coordinator

Johns Hopkins Public Safety will provide administrative support to the Johns Hopkins Police Accountability Board by way of the Administrative Coordinator. The Administrative Coordinator may have other roles, per their position description that are outside of those outlined below. The Administrative Coordinator will act as the secretary who shall:

- Record the proceedings, draft and maintain the agenda and minutes of board meetings, and perform other administrative duties as assigned by the Board Chair and the Vice President for Johns Hopkins Public Safety or their designee.
- Be the custodian of the records of the Board, follow the record retention schedules
- Ensure all members of the Board have completed required training and confidentiality agreements (as applicable).

Committee Structure

If a member is the Chair of a committee, they are a de facto member of that committee. The administrative support person for the Board will serve as the Board Secretary. Board members are elected into the chair positions and committees.

- The Board may establish standing committees and ad-hoc committees as needed. Each committee must include at least two members of the Board.

- The Board may create ad-hoc committees to address specific issues not covered by standing committees. Committees shall meet as needed to conduct their business.
- All committees should have a minimum of two members, and all Board members must participate on at least one committee.
- Committee meetings will take place at a time, date, and location determined by agreement of the committee members.
- Committee meetings will be subject to the Maryland Open Meetings Act.

The current committees of the Johns Hopkins Police Accountability Board are:

- **Governance** – includes Maryland Open Meetings Act (MOMA) Compliance, and handles nominations, elections, and bylaws revisions.
- **Community Engagement** – coordinates meetings with communities that border The Johns Hopkins campuses and medical facilities located in East Baltimore, Mt. Vernon and Homewood sections of Baltimore City.
- **Data** - collaborates with the JHPD, community members, and stakeholders to develop and monitor metrics of interest to the JHU and surrounding communities.
- **Policy Review** - works to, “assess current and prospective department policies, procedures, and training in order to provide recommendations for improvement”.
- **Training/Training Review** - works to, “assess current and prospective department trainings, training procedures, and training metrics & data in order to provide recommendations for improvement of trainings”.

Committee Description, Work, and Scope

JHPD PAB Governance Committee

Governance is to ensure the board functions in accordance with its bylaws. The committee is charged with regular review of the board structures, bylaws and processes. Also reviewing training for new members and suggesting development opportunities for members to assist with carrying out their responsibilities as board members.

JHPD PAB Community Engagement Committee

Engagement Committee Description - The Community Engagement Committee’s mission is to meet with communities that border The Johns Hopkins campuses and medical facilities located in East Baltimore, Mt. Vernon and Homewood sections of Baltimore City. The goal is to host listening sessions, to build on successes and understand challenges with the support of the community, Hopkins’s students, faculty and staff to produce the greatest police force in the world.

JHPD PAB Data Committee

The purpose of the data committee is to collaborate with the JHU police department to develop and monitor metrics of interest to JHU and surrounding communities. The metrics could focus on hiring practices, field activities, arrests, or others as suggested by the JHPD, JHAB or community members. The data would be publicly available when feasible, timely, and with easy-to-understand visualizations. The main goal of this committee is to contribute to the culture of transparency and accountability around the police force. Our committee activities in the past year have been limited since the Board was focused on the policy review and community engagement. Our committee met with the JHU mental health team and Crisis Consultation and Behavioral Management departments at JHU to discuss their data collected. We also requested data on numbers of officers recruited, interviewed and hired.

- In the upcoming year, we would like to further define our role and activities.
- We aim to collaborate more with the community engagement committee to learn more about community priorities around data transparency and the policy committee to craft metrics around policy implementation.

- The long-term goal is to have a “real-time” data dashboard that is publicly available, populated with data highlighting community priorities for data tracking.

JHPD PAB Policy Review Committee

In line with the Accountability Board mandate, the PR Committee works to, “assess current and prospective department policies, procedures, and training in order to provide recommendations for improvement”. There is currently a proposal to create a new Training Committee that would specifically look at JHPD-related training activities.

- Over the past year, the PR Committee reviewed and provided comments on all draft JHPD policies which are currently being finalized.
 - o **The PR Committee’s future work will include:**
 - Continued participation in the review of JHPD policy and/or prospective policy under consideration, as well as policy updates;
 - Review and advise on drafting of materials/procedures/etc., as required for proper implementation of the JHPD finalized policies. This would include, for example: Draft complaint cards & complaint forms (English and Spanish), as per *draft JHPD Directive #350: Complaints Against JHPD personnel*; and
 - Reviewing incidents in which significant policy breaches were clearly made and providing input on any potential policy improvements, and reporting such matters back to the full board.

JHPD PAB Training/Training Review Committee

In line with the Accountability Board mandate, and an outgrowth of the work of the Policy Review Committee, the Training Committee works to, “assess current and prospective department trainings, training procedures, and training metrics & data in order to provide recommendations for improvement of training”. There is currently a proposal to create a new Training Committee that would specifically look at JHPD-related training activities.

- The Training Committee will work in concert with the Policy Review Committee and Phil Castens on all intersecting points and areas as it relates to the role, nature, and duties of the Training Committee.
- The Training Committee will review and provide comments, feedback on all draft JHPD training which are currently being finalized, including but not limited to attending and participating in training.
 - o **The TR Committee’s future work will include:**
 - Continued participation in the review of JHPD training and/or prospective trainings under consideration, as well and included but not limited to policies and policies updates related to trainings;
 - Review and advise on drafting of training materials/procedures/etc., as required for proper implementation of the JHPD finalized training. This would include, for example: Draft cards, forms (English and Spanish), and directives
 - Reviewing incidents in which significant training breaches were clearly made and providing input on any potential training/policy improvements, and reporting such matters back to the full board.

Meeting Norms, Rules, and Guidelines for the General Public:

In accordance with the **Maryland Open Meetings Act** and the commitment to transparency, accountability, and community engagement, the following meeting norms, rules, and guidelines will govern the conduct of all public meetings of the Johns Hopkins Police Accountability Board (JHPAB). These norms are designed to ensure respectful and productive interactions among board members, staff, and the public.

1. Meeting Norms and Expectations for Public Conduct

- **Respect and Civility:** All participants are expected to conduct themselves respectfully. Personal attacks, derogatory language, or disrespectful behavior towards other attendees, board members, or staff will not be tolerated. The chair reserves the right to remove individuals who violate this rule.
- **Decorum:** Attendees are required to refrain from interrupting speakers or creating disruptions. Disruptive behavior, including loud outbursts or attempts to physically disrupt the meeting, will lead to removal.
- **Freedom of Speech:** While free speech is protected under the First Amendment, it does not extend to threats, physical or verbal assaults, or speech that incites violence. Any such behavior will result in immediate removal and potential legal action.
- **Constructive Participation:** All feedback, questions, and comments should be constructive and relevant to the topics being discussed.

2. Guidelines for Public Engagement

- **Public Comment Periods:** The Board will designate specific times for public comment, allowing individuals to address the Board on matters related to the meeting agenda. The length of individual comments may be limited based on the number of participants.
- **Submitting Comments:** Public attendees wishing to submit comments should do so in advance or via online if the meeting is virtual or hybrid, Communications should be through the accountability board email if submitted in advance. For meetings open to questions, attendees may ask questions following board presentations. All questions must be respectful and relevant to the agenda.
- **Written Comments:** For meetings where public comments are closed, attendees may submit written feedback to be considered by the Board at a later time, via the accountability board email.

3. Handling Disruptions

- **Warnings:** Individuals causing disruptions will receive one warning. Continued disruptive behavior will result in their removal from the meeting.
- **Removal:** The chair has the authority to request the removal of individuals who violate meeting norms or the Maryland Open Meetings Act. Law enforcement may be called if necessary.
- **Virtual Meeting Disruptions:** For virtual or hybrid meetings, disruptive participants will be muted or removed from the virtual space by the meeting host after a warning.

4. First Amendment and Conduct

- **Protected Speech:** Public attendees have the right to express opinions on matters under discussion, so long as they comply with the meeting's decorum rules.
- **Unprotected Speech:** Threats, incitements to violence, harassment, and defamatory statements are not protected under the First Amendment and will result in removal from the meeting and potential legal consequences.

5. Meeting Types and Definitions (Meeting Key)

To provide clarity on the format and level of public engagement allowed in each meeting, the following key will be used:

Meeting Type	Definition
Open for Questions & Answers	The public is invited to ask questions during a designated Q&A period.
Open for Public Comment	The public may provide comments during the specified public comment period.
Closed for Questions & Answers	Public may attend but cannot ask questions. Written comments may be submitted.

Meeting Type	Definition
Closed for Public Comment	Public may attend, but comments are not permitted during the meeting.
In-Person	The meeting will be held in person at a specified location.
Virtual	The meeting will be held online via a virtual platform.
Hybrid	The meeting will allow both in-person and virtual attendance.

6. Additional Guidelines

- **Time Limits:** The chair may impose reasonable time limits for public comments and questions to ensure all voices are heard. The Board may also choose to vote and agree on time limits.
- **Accessibility:** Meetings will be accessible to all, with accommodations available for those with disabilities to the best of their ability or best extent possible and/or permissible.
- **Transparency:** All open meetings will be recorded, and minutes will be made publicly available in accordance with the Maryland Open Meetings Act.

Types of Voting

- A. Simple majority, which is defined as 50% +1 of the board. This number is also required to hold a regular business meeting and/or conduct business.
- B. Quorum, which is defined as two thirds of the board members, including at least three of the five community members.

Motions

- Every motion must be seconded by another member prior to consideration by the body.
- Only motions moved by JHAB members will be entertained.
- For the body to rescind a motion already approved, the threshold is a quorum.

Debate

A Board member wishing to speak, debate, make a motion, submit a report, or conduct other business shall address the Chair and shall not proceed until recognized by the Chair. If multiple members seek recognition at the same time, the Chair shall choose the order. Members may sponsor a motion, and the sponsor shall have the privilege of opening and closing the debate. No motion can be heard until the member has concluded. Any member may move to end the debate. A majority of the voting Board members present must agree to end the debate, or it may continue.

The Chair will be responsible for ensuring that Robert's Rules of Order and all other Bylaws are adhered to during meetings.

Voting and Voting Procedures

In all meetings where a quorum is present, whether in person or virtually, a majority of the members shall prevail.

- Simple Majoring must be present to conduct a vote.
- Each member of the Board, excluding the Chair, has one vote. The Chair's vote breaks a tie.
- A simple majority of votes is needed to pass a motion, unless specified otherwise.

Committee Voting

- Committees will follow the same simple majority for voting on issues.
- Decisions made in committees must be reported and finalized to the full board for approval.

Decorum

Members and all guests shall confine their remarks to the question under discussion or debate, avoiding digression and refraining from personal attacks.

Note on the Use of Robert's Rules of Order for Police Accountability Board Meetings:

The Chair and Vice Chair act as full board facilitators of the meetings respectively, but every member of the board is responsible for ensuring that Robert's Rules of Order, OMA, and the Accountability Board's Bylaws are adhered to during meetings, same is the case for Committee Chairs and Co-Chairs. The Governance committee serves in the capacity of Parliamentarian as it pertains to sections outlined in the Accountability Board's Bylaws i.e. votes and voting.

- The Johns Hopkins Police Accountability Board will use Robert's Rules of Order as a flexible framework to guide meetings and ensure order, fairness, and productive discussions. While these rules provide structure, they are not intended to be rigid or overly formal. The goal is to foster an inclusive and respectful environment where all members can participate meaningfully.
- We recognize that not every member may be fully familiar with Robert's Rules, and that should not be a barrier to participation. The Board will apply these rules with flexibility, ensuring they are used to promote order and efficiency, not to stifle conversation or monopolize time. No one member should dominate discussions based on their understanding of the rules, and we encourage all members to speak and engage with respect, transparency, honesty, integrity, and grace.
- Additionally, the Chair will ensure that time and space are provided for all voices to be heard, offering guidance on the rules as needed. This approach allows the Board to maintain a balance between structure and open, respectful dialogue, supporting our mission of accountability and community engagement.
- Any amendment to the bylaws shall require a quorum.

By attending and participating in JHPAB meetings, all individuals agree to adhere to these norms and guidelines. The Board reserves the right to amend or adjust these rules to maintain a productive and respectful meeting environment.

Changing the Format or Type of Any Meeting

The vote of the Johns Hopkins Police Accountability Board (PAB) to change the format of any meeting or convert a committee meeting to a full board meeting would need to occur by a simple majority of the full board and will be posted and made publicly available, in an effort to comply with the Maryland Open Meetings Act (OMA) and based on the Senate Bill 793: The Community Safety and Strengthening Act (CSSA), the Maryland Open Meetings Act, and the current Johns Hopkins Police Accountability Board (PAB) bylaws:

If the board needs to vote on changing the meeting format (e.g., from in-person to virtual or hybrid) or converting a committee meeting to a full board meeting, happens outside of the public meeting, the vote will be taken and recorded and will be posted and made publicly available.

Voting Requirements to Change the Format or Type of Any Meeting:

- Any changes to meeting format (e.g., in-person to virtual) or type (e.g., committee meeting to full board meeting) must be approved by the board through for which a **quorum is needed**.
- Any vote that does not have to be public will be recorded and made publicly available.

Recording of Votes

- In compliance with the [Maryland Open Meetings Act \(OMA\)](#), all votes will be recorded and made publicly available.

Officers

- Members will elect a Chair and a Vice Chair. Members will also elect Committee Chairs and/or committee co-chairs. Members may designate other officer roles through amendment of the Bylaws. If additional officers are added, their appointment must be included in the Bylaws, subject to a

- quorum vote
- This can happen at the first general body meeting after board member orientation.
- Term of Office: The Chair and Vice Chair will be elected (can be re-elected) at the June meeting (first meeting after) and serve a one-year term. All other officers' term lengths will be included in the amendment to the Bylaws.
- Duties of the Chair and Vice Chair (in the absence of the Chair):
 - a) Call meetings to order and, upon a simple majority being present, proceed to business
 - b) Preserve order and decorum during meetings, decide all questions of order, and oversee voting,
 - c) Act as liaison between Board members and JH Public Safety leadership and staff and/ or designee
 - d) Facilitate the appointment of subcommittees as needed and as agreed by members
 - e) Prepare recommendation reports
- Chair, Vice-Chair, and Additional Officers: The Board shall elect a Chair and Vice-Chair by majority vote at the first meeting in June, with the Chair presiding over all Board meetings.
 - o The term for both the Chair and Vice-Chair is one year, with eligibility for re-election for up to two consecutive terms.
 - o If necessary, other officer roles may be created by amendment to these bylaws.
 - o If the Chair role becomes vacant the Vice-Chair will serve out the remainder of the term as Chair.
 - o If the Vice Chair role is vacant and no member self-nominates or expresses interest in serving as Vice Chair, then it would fall on one of the Committee Chairs or Co-Chairs to serve as Vice Chair for the remainder of the term.
 - o The board as a body will collectively have the authority to make interim appointments to offices that become vacant, with administration by the Governance Committee either in an election or in lieu of an election.

Chair's Role:

- While the chair can call meetings, significant structural changes require a collective decision by the board.
- The Chair is responsible for:
 - o Preserving order and decorum, decide all questions of order in consult and in respect of input of all board members.
 - o Upon a quorum being present, proceeding to business.
 - o Overseeing voting and motions (may be carried out by the Vice Chair in absence of or in place of Chair).
 - o Calling meetings to order but does not appear to have unilateral power to make structural meeting changes.
 - o Acting as a liaison between the Accountability Board and JH Public Safety leadership and staff (not exclusively), but in doing so shares and presents all information and communication sent to the accountability board email address with all board members.
 - o If or when JHPD leadership or other entities and groups forward communications through the accountability board's email to the Chair and Vice Chair for dissemination. If the Chair is unable to forward communications to the Board, the Vice Chair will forward the information to the Board on the Chair's behalf.
 - o If or when information received by JHPD leadership or other entities and groups through the accountability board's email to be disseminated to the Board from the Chair or Vice Chair within 24 hours of receipt.
 - o Facilitate the appointment of ad-hoc or subcommittees and any established ad-hoc committees as needed and agreed upon by members.
 - o Prepare recommendation reports with board members and inclusion of committee chairs.

Electing a New Chair

Annual Election:

- The chair is elected annually at the **June meeting** for a one-year term and may be re-elected. Elections require a **majority vote**.

Mid-Term Vacancy:

- If a chair or committee chair resigns or is removed, the **vice chair assumes the duties temporarily**, until the board holds a new election.
- **Similarly, the same applies for a committee chair in that the vice chair or committee co-chair** assumes the duties temporarily, until the board holds a new election.
- The new election follows the same process: quorum, majority vote, and compliance with OMA. The new election should and can happen at the same meeting or time.

Replacing a Chair Mid-Term (Position Not Vacant):

- A motion to replace the chair must be made and seconded during a public meeting (in any of the meeting formats).
- Removing or replacing a sitting chair requires a **quorum vote** for approval.
- If the motion succeeds, a new chair and/or committee chair is elected through a majority vote.

Term Limits and Rotations of Chair and Vice Chair

- No member may serve more than two consecutive terms as Chair or Vice-Chair.
- After serving two consecutive terms, members must take a one-year hiatus before being eligible for re-election to the same office.

Nominations and Election Process

- Elections and nominations will be administered by the Governance Committee.
- The Governance Committee will set or establish the timeframe for which nominations be open and closed.
- Given that this board is a public board, votes will be taken publicly.
- Nominations for Chair, Vice-Chair, and other officer positions will be submitted in writing to the Governance Committee at least two weeks prior to the election date.
- Elections shall be conducted if more than one nomination is received, members must also accept the nomination prior to election and voting.
- Candidates can self-nominate or be nominated by other members.
- Each candidate should be given time and an opportunity to present their ideas and reasons for serving or wanting to serve in the role.

Meeting Frequency and Meeting Agendas

Open Meeting Requirement

When a public body meets in open session, the general public is entitled to attend. While this requires the public to be able to observe the body's deliberative process and decision-making, it does not entitle the public to participate or be heard. When a public body meets in a physical space it must do so in a facility that admits the public and is reasonably accessible to all who wish to attend (including being large enough to accommodate the expected audience). A public body that meets remotely, whether by telephone, videoconference, or other electronic means, must provide the public with the opportunity to observe the meeting while it is in progress.

OMA requires public bodies to “adopt and enforce reasonable rules regulating the conduct of persons

attending its meetings and the videotaping, televising, photographing, broadcasting, or recording of its meetings.” The Open Meetings Compliance Board (OMCB) has found that a prohibition on videotaping is not a “reasonable rule.”

Meeting requirements. Pursuant to the Community Safety and Strengthening Act, the Board must: meet at least quarterly; hold at least one public meeting each year to seek input on JHPD policies, procedures, and training from community members of Baltimore City; and post the minutes from each meeting in a prominent manner on a website available to the public.⁷

Quarterly Meetings. Quarterly meetings feature all Accountability Board members as well as the Vice President for Public Safety. Quarterly meetings provide Board members an opportunity to share advice, guidance, and community feedback, per their legislatively mandated duties, with the Vice President for Public Safety. Quarterly meetings are viewable by the general public. At least one quarterly meeting a year for public input on policies, procedures, and training from the community members of Baltimore City and JHU. “Special” meetings, in addition to the quarterly meetings listed in the statute, will be subject to the Maryland Open Meetings Act. There must be concurrence by the majority of the Board in order to hold special meetings.

Excluded functions. Certain, limited functions performed by a public body are not subject to OMA – specifically judicial, quasi-judicial, or administrative functions that do not involve licensing, permitting, or land use decisions (meetings involving licensing, permitting, and land use decisions are explicitly subject to the Act). Any other functions performed by a public body are subject to the Act, including legislative, quasi-legislative, and advisory functions (i.e., actions studying, recommending, or establishing public policy, including budgets and contracts).

In General

OMA establishes that “it is essential to the maintenance of a democratic society that, except in special and appropriate circumstances, public business be conducted openly and publicly, and the public be allowed to observe the performance of public officials and the deliberations and decisions that the making of public policy involves.” To that end, OMA requires State and local public bodies to hold their meetings in a manner that is open to the public, to give the public adequate notice of those meetings and their expected content, and to make minutes and any recordings of the meetings available to the public afterward. In certain circumstances, public bodies may discuss some topics confidentially in a “closed session.”

Notice and Agenda

OMA requires public bodies to “give reasonable advance notice” before meeting in an open or closed session and gives examples of acceptable means of giving notice, such as by posting the notice on a website ordinarily used by the public body to provide information to the public if the public body has previously given public notice that that method will be used. OMCB (an advisory body, discussed below) has indicated that:

- (1) notice should be given as soon as is practicable after the public body has set the date, time, and place of the meeting;
- (2) meetings should not be held on short notice on non urgent matters; and
- (3) extra efforts may be necessary to provide reasonable notice of an urgently-called meeting.

The Act also requires public bodies to make an agenda available when they post the meeting notice. If the agenda has not been determined at the time of notice, public bodies must make the agenda available as soon as practicable, but, for most public bodies, at least 24 hours before the meeting (see below, under Enhanced Open Meeting Requirements, for a 48-hour requirement applicable to certain public bodies). The agenda must include known items of business or topics to be discussed at the portion of the meeting

that is open and indicate whether the public body expects to close any portion of the meeting. If a public body is unable to comply with deadlines for the release of a meeting agenda because the meeting is scheduled in response to an emergency, a natural disaster, or any other unanticipated situation, the public body must make available, on request, an agenda of the meeting within a reasonable time after the meeting occurs.

Closed Sessions/Meetings or Portions of Meetings

A public body may hold a closed session for various reasons listed in OMA, such as to discuss personnel matters, consider the investment of public funds or marketing of public securities, consult with counsel to obtain legal advice, or discuss certain public security, cybersecurity, or investigative matters. A public body may not meet in closed session unless it has designated at least one member to take training in the requirements of the Act. To close a meeting, a public body must meet in open session, the presiding officer must make a written statement of the specific reason (from among those listed in OMA) for closing the meeting and the topics to be discussed (the “closing statement”), and the public body must conduct a recorded vote to close the meeting.

During the closed session, the public body must confine its discussion to the scope of the reason given in the closing statement. After the session, the public body must disclose, in the minutes of the next open session, a listing of the topics discussed, persons present, and each action taken during the session, in as much detail as possible without compromising the confidentiality of the session.

Minutes and Any Recordings

As soon as practicable after a meeting, a public body must prepare minutes of the meeting. The minutes must reflect each item that the public body considered, the action it took on each item, and each vote that was recorded. The Open Meetings Act Manual notes that OMCB has indicated that meeting the “as soon as practicable” requirement involves striking a balance between the goal of promptly informing members of the public who cannot attend the meeting of the events that occurred there and the practical constraints faced by the public body that must prepare and adopt the minutes. In the case of public bodies that meet regularly, the minutes will generally be adopted at the following meeting of the public body.

A public body does not need to prepare written minutes of an open session if (1) live and archived video or audio streaming of the open session is available or (2) if the public body votes on legislation and the individual votes taken by each participating member of the public body are promptly posted on the Internet.

In general, with limited exceptions, minutes of a public body must be available for public inspection during normal business hours. A public body must retain a copy of the minutes of each session and any recording for at least five years and, to the extent practicable, post the minutes or recordings online.

Minutes must be prepared for closed sessions, but the minutes and any recordings of closed sessions are sealed and not open to public inspection, with the exception of (1) minutes and any recordings of meetings closed to consider the investment of public funds or marketing of public securities, once the funds have been invested or the securities have been marketed and (2) minutes and any recording of any other closed session that a majority of members of the public body present and voting vote in favor of unsealing.

Emergency Meetings

Emergency meetings may be called under exigent circumstances where immediate Board action is necessary, and it is impractical to give the typical notice required for regular meetings. These conditions must meet the criteria set forth in the Maryland Open Meetings Act and are generally limited to the

following situations:

- **Public Safety Concerns:** Imminent threats to public safety or urgent matters regarding police department operations that require immediate attention.
- **Time-Sensitive Legal or Financial Matters:** Issues involving legal, financial, or personnel matters that must be resolved within a short time frame to avoid harm or liability to the Board or community.
- **Other Exigent Circumstances:** Unforeseen situations that demand immediate action, where delaying a decision could result in a significant adverse impact on the community or the JHPD.

Process for Calling an Emergency Meeting

- **Who May Call:** The Chair, or in the Chair's absence, the Vice-Chair, may call an emergency meeting. In absence of both a quorum of the full board would be needed to call an emergency meeting in compliance and accordance with OMA.
- **Notification:** If an emergency meeting is deemed necessary, the Chair (or Vice-Chair) must notify all Board members as soon as possible, detailing the reason for the meeting, the agenda, and the urgency of the issue. Notifications may be made via email, phone, or any other rapid communication method.
- **Public Notification:** In accordance with OMA, notice of the emergency meeting must be provided to the public as soon as practicable. This includes:
 - Posting a notice on the Board's official website.
 - Announcing the emergency meeting through other public channels, such as local news or social media.
- **Meeting Materials:** Meeting agendas and relevant materials must be made available to the public as promptly as possible, either online or at the meeting location.

Procedure During an Emergency Meeting

- **Quorum Requirement:** A quorum (50% +1) is required to conduct any official business during an emergency meeting.
- **Limited Scope:** Emergency meetings may only address the specific issue(s) that necessitated the meeting. No other matters can be raised unless they also meet the criteria for an emergency.
- **Documentation:** All decisions made during an emergency meeting must be documented in the minutes, which will be posted online within a reasonable time after the meeting.
- **Subsequent Regular Meeting:** Any decisions made during the emergency meeting must be reviewed and confirmed at the next regularly scheduled meeting, unless further emergency action is required before that time.

Conditions Under Which Emergency Meetings Are Permissible (OMA Guidelines)

In compliance with the Maryland Open Meetings Act, an emergency meeting can only be held without the typical notice requirement if:

- There is an unforeseen emergency that poses an immediate threat to public health or safety or could result in significant financial or legal liability.
- The Board cannot reasonably wait to address the issue until the next scheduled meeting.
- No other means of addressing the issue (such as remote voting or extending deadlines) are available to resolve the matter without meeting.

Summary of Emergency Meetings:

- **Who Can Call:** Chair or Vice-Chair, or by majority vote of board
- **Reason:** Public safety, time-sensitive legal/financial issues, or other emergencies
- **Public Notice:** As soon as practicable
- **Quorum:** two thirds of members

- Scope: Only the urgent issue(s) requiring immediate attention

Compliance with the Maryland Open Meetings Act (OMA)

1. Public Decision-Making:

- All votes on meeting format changes or leadership elections will be recorded whether held in or outside of public meetings and will be posted and made publicly available.

2. Transparency and Records:

- Meeting minutes, agendas, and decisions must be accessible to the public to ensure compliance and uphold transparency.

The Johns Hopkins Police Accountability Board operates under clear procedures that prioritize transparency, collective decision-making, and adherence to governing laws like the Maryland Open Meetings Act and the Community Safety and Strengthening Act. Changes to meetings and leadership must reflect these principles and be approved through board votes in publicly accessible meetings.

A vote of the board is required to change the meeting format (e.g., in-person to virtual) or convert a committee meeting into a full board meeting. These decisions affect the board's compliance with OMA and bylaws, and collective approval ensures transparency and proper governance, order, and structure. The vote must be taken publicly to comply with the OMA, ensuring transparency and accountability to the community. This also reinforces the public's trust in the Johns Hopkins Police Accountability Board's decision-making process.

The Maryland Open Meetings Act Compliance and Public Access

The Board will comply with the Maryland Open Meetings Act.⁸ This includes, but is not limited to, the following:

- All Board meetings will be made accessible for public viewing;
- Meeting minutes will be posted on the Accountability Board website.
- Meeting materials, including agendas, will be posted prominently on the Accountability Board website in advance of the meeting.
- Meetings will be live-streamed on the Accountability Board website and accessible by phone.
- Meetings will be recorded and publicly available in an archive on the Accountability Board website.

Attendance

All Board members are expected to attend (either in person or remotely by electronic or telephonic means) all Board meetings and meetings of Board Subcommittees and Review Committees to which the member is assigned. Members shall coordinate with the Board Chair prior to an absence to obtain excusal. Excessive or unexcused absences will be reported to JHU.

Training Commitments

Prior to attending their first meeting, all members shall attend an orientation. Additional training will be provided at the discretion of the JHAB and JH Public Safety administration. Bylaws are to be included as part of training. Members are responsible for acting in accordance with the training and governing policies that they have received.

Members are required to complete the following trainings within three months of their appointment:

- [Community Safety and Strengthening Act \(CSSA\)](#)
- Mission and Structure (Bylaws, Board Terms, and Role)
- [Maryland Open Meeting Act \(OMA\) Training](#)
- [NACOLE Code of Ethics](#)
- Roberts Rules of Order

- [Memorandum of Understanding \(MOU\) with BPD](#)
- [JHPD Policy Review](#)

Board Meeting Recordings

[Meetings are recorded and can be found here.](#)

Amendments

The threshold for amending the Bylaws requires a quorum, which is defined as two thirds of the board members, including at least three of the five community members.

Annual Meeting with the Johns Hopkins University President

The Board shall request a meeting with the President of Johns Hopkins University annually. Each year, the Board will decide by a majority vote on the date of a meeting. The Chairperson will send a formal invitation to the Office of the President; the invitation will include a suggested list of topics for discussion at this meeting. The meeting's agenda will be provided to the contact designated by the Office of the President at least 30 days before the confirmed meeting date.

Recusal

All Board members shall immediately (and without hesitation) notify and report any actual or potential conflicts of interest to Chair. Members must recuse themselves and abstain from any matter when:

- (1) an actual conflict of interest exists;
- (2) there may be an appearance of impropriety or perceived conflict or other bias if member's participation continues; or
- (3) a member is concerned with whether he or she can participate objectively and in an unbiased manner.

¹ Md. Code Ann., Education § 24-1205.

² Md. Code Ann., Education § 24-1205(b); *see also id.* § 24-1205(d).

³ Md. Code Ann., Education § 24-1205(c)(2); *See* Appendix A.6 - Geographic Boundaries.

⁴ Md. Code Ann., Education § 24-1205.

⁵ *See* Interim Study on Approaches to Improving Public Safety on and around Johns Hopkins University Campuses, Report to the Maryland General Assembly on HB 103, December 21, 2018. Report available at:

<https://publicsafetyinitiatives.jhu.edu/assets/uploads/sites/8/2018/12/Interim-study-report-FINAL.pdf>.

<https://publicsafety.jhu.edu/updates-and-events/johns-hopkins-releases-interim-study-on-improving-public-safety/>

<https://publicsafety.jhu.edu/community-safety/>

⁶ Md. Code Ann., Education § 24-120 5(e)

⁷ Johns Hopkins University Accountability has committed to complying with the Maryland Open Meetings Act which, among its provisions, requires that Board meetings be open to the public.