

# Community Advisory Group

## Guidelines

January 11, 2024

### Section 1: Purpose:

The Community Advisory Group (CAG) is established for the purpose of advising the Mayor (in their elected role and as Safety Director), the Police Chief, the Chief Administrative Officer, and City Council.

This advice may include providing feedback on:

- The implementation of recommendations from the Listening Project;
- Policing policies and practices;
- The operation and expansion of the Mental Health Response Program; and
- Community engagement efforts by both the police and mental health professionals.

The overriding goals of the CAG's efforts are:

- Preventing biased policing and negative community perceptions;
- Improving community relations; and
- Maintaining a just City.

### Section 2: Appointment, Terms and Qualifications of CAG Members:

- The CAG shall have a minimum of 12 members, appointed by the Mayor in consultation with City Council.
- The initial term of members shall be from the date of appointment in 2024 through December 31, 2025. Thereafter, the term of a member shall end on December 31 of the calendar year after the calendar year in which the member was appointed.
- Each member of the CAG shall be a resident of the City of Shaker Heights or the Shaker Heights City School District, or own a business within the City of Shaker Heights.
- Each member of the CAG must be 18 years of age or older.
- The members shall, as much as possible, include representation from the City's minority communities and each of its neighborhoods, and other community stakeholders.
- For the initial term of the CAG, one member will be a member of the Shaker Citizens for Fair Ticketing PAC, appointed by the PAC.
- The Mayor may add members or remove any member at any time, in consultation with City Council.
- Residents who are interested in serving on the CAG may indicate their interest by filling out this form: [Service on City Committees](#).

Section 3: Meetings, Procedures, and CAG Chairperson:

- The Chairperson of the CAG shall be the City's Chief DEI Officer.
- The CAG shall meet at least twice a year, as scheduled by the Chairperson or as requested by the Chief of Police.
- Meetings may be held as often as the Chairperson or Chief of Police deems necessary at a time and place to be determined by the Chairperson.
- Meetings may be held in-person, in a hybrid manner with members able to attend in-person and virtually, or entirely virtually, as determined by the Chairperson.
- Meetings of the CAG are not public meetings. Guests may be invited to attend with the approval of the Chairperson. Special meetings may be held publicly as determined by the Chairperson.

Section 4: Duties of the CAG:

The duties of the CAG include:

- Reviewing the final report and findings of the Listening Project and offering feedback regarding implementation of the recommendations in the final report.
- Reviewing and making recommendations concerning SHPD policies, procedures and programs.
- Other activities and responsibilities as may be brought before the CAG by the Chairperson and Chief of Police.
- The Chairperson will, on behalf of the CAG, make any legislative recommendations to the appropriate Council committees on behalf of the group.

Section 5: Compensation:

- CAG members are volunteers and shall serve without compensation.