

Bylaws and Rules of Procedure for the East Valley Domestic Violence Fatality Review Team

Article I – ORDINANCE AUTHORITY

The East Valley Domestic Violence Fatality Review Team (EVDVFRT) is created/appointed by the authority of the participating agencies in accordance with A.R.S. §41-198 and as subsequently amended.

Article II- MISSION

The mission of this Team is to analyze the circumstances of past fatalities in an effort to better understand the dynamics of such deaths and make recommendations for prevention and system improvements. The purpose of this project is to actively improve all systems that serve persons involved in domestic abuse or intimate partner violence and to prevent violence and fatalities in the future.

Article III – POWERS AND DUTIES OF THE EAST VALLEY DOMESTIC VIOLENCE FATALITY REVIEW TEAM

- A. Advisory Body: The EVDVFRT is an advisory body to the Arizona Attorney General's Office. The EVDVFRT will serve as a resource to Membership, Law Enforcement Agencies, Local Municipalities, County and State on issues related to domestic violence. Its powers are advisory only unless additional powers and authority is provided by ordinance or state or federal law or regulation.
- B. Powers and Duties: The powers and duties of the EVDVFRT shall be:
 - 1. Examine incidents of domestic violence related fatalities to better understand the dynamics involved.
 - 2. Report to the Office of the Arizona Attorney General and the East Valley Police Chief's Association (EVPCA) its findings and recommendations as to how incidents of domestic violence related fatalities may be prevented and how related systems can be improved. The report shall not contain any identifiable information pertaining to

individuals in specific incidents of domestic violence related fatalities.

3. Determine the number and type of incidents it wished to review.

Article IV – MEMBERSHIP AND OFFICERS

- A. Membership: Membership may include, but not be limited to, examples listed in A.R.S. §41-198. Those representatives shall be appointed by the EVPCA upon recommendation of the respective agency head. Candidates for team membership will be presented by the Co-Chairs of the Team at the next meeting of the EVPCA, based on demonstrated expertise in the field of domestic violence.
- B. Appointment: The EVPCA shall appoint members for a three-year term. Team members and the represented agencies will sign a confidentiality agreement.
- C. Term: Team members shall serve terms of three years and may be reappointed to successive terms. In the event a member becomes incapacitated or resigns or is unable to perform the duties of the office or is otherwise removed, EVPCA will attempt to fill the vacant position.
- D. Removal of Members: A Team Member may be removed by the EVPCA for nonattendance at three consecutive meetings, conviction of a crime involved moral turpitude, repeated disruptive behavior resulting after a warning, or when based on the recommendation of the Co-Chairs, removal is in the best interest of the Team.
- E. Officers:
 1. Co-Chairs – The Co-Chairs shall be appointed by the EVPCA. The Co-Chairs will serve for a term of one year. The Co-Chairs may be reappointed to serve successive terms as deemed appropriate. In the event a Co-Chair resigns, becomes incapacitated or unable to perform the duties of the office or is otherwise removed, the respective appointed authority will select a replacement.

2. Duties of the Co-Chairs - The Co-Chairs, or their designees, shall be responsible for:
 - a. Selecting appropriate cases for review
 - b. Establishing a regular meeting schedule
 - c. Presiding over Team meetings, including all points of order
 - d. Appointing committees, ad-hoc committees, sub committees and their respective chairs
 - e. Preparing agenda items for future meetings prior to Team meetings, and in consultation with other Team members
 - f. Considering other such matters and concerns of the Team as set forth in these bylaws
3. Secretary – The Secretary shall be appointed by the Co-Chairs and shall serve a term of one year. The Secretary will set and distribute meeting agendas, send announcements of all regular or special meetings. This position will assist with research and compile case reviews and provide forms for each meeting, and maintain all statistics, documentation to be file in accordance with Arizona Statutes. The sole written report file shall be maintained by the Secretary.
4. Legal Representation – The Co-Chairs shall make available, as necessary, legal representation to the Team.
5. Committees – The Team may establish such committees, ad-hoc committees, and subcommittees as the Team deems necessary and appropriate for carrying out Team business. The Co-Chairs shall appoint the chair person of the committee, ad-hoc committee, and subcommittee. Such committees report to the Team in an advisory capacity and such committee shall exist only so long as necessary to fill the purposes for which they were created. Members of committees, ad-hoc committees, and subcommittees are not required to be EVDVFRT Members. The Co-Chairs may remove a committee member at any

time with or without cause. Removal of a committee member who is also a Team member does not remove that individual from the Team; it merely relieves the individual from his/her duties on that committee.

The specific Committee Chair will be appointed by the Team Co-Chairs and will retain that position only as long as necessary to fulfill the purposes for which that committee was created. The Committee Chair must be a Team member.

Article V – MEETINGS

- A. Schedule – When there exists business to be conducted and a quorum can be obtained, the Team may meet monthly and at such other times when called by the Co-Chairs after consultation with Team members.
- B. Quorum – A quorum of the Team shall consist of a majority of its appointed members. Any action voted on by a majority vote of the quorum present shall be considered an action of the Team. In the event a quorum is not present for a meeting, the Team is prohibited from discussing any items from the agenda and the meetings shall be rescheduled. In the event a quorum is present at the beginning of a meeting and is not maintained throughout the meeting, no votes requiring action may be taken after the loss of a quorum.
- C. Open Meetings – The Team and its committees, ad-hoc committees, and subcommittees shall hold all meetings and conduct all business in accordance with Arizona Open Meeting Laws A.R. S. 38-431 et seq and shall be open to the public. DVFRT meetings are closed to the public and are not subject to Title 38, Chapter 3, Article 3.1, if the Team is reviewing a domestic violence fatality case.
- D. Procedure Not Contained in Bylaws – All meetings of the Team shall be, to the extent not in conflict with these bylaws, conducted according to the latest edition of Robert's Rules of Order, with the exception that the Co-Chairs of the DVFRT, the committee, ad-hoc committee and subcommittee shall be permitted to vote on any motion.
- E. Proxy Voting - Proxy voting shall not be permitted

- F. Agenda Items – Any member of the Team may propose items for the agenda. The Co-Chairs shall approve the agenda for each Team meeting.
- G. All verbal and written information and documentation not related to the reviews shall be held in complete confidence and will be the property of EVPCA until such time documents are disposed of.

Article VI – MISCELLANEOUS:

- A. Conflict of Interest – Any member of the Team who has a substantial interest as defined in A.R.S. §38-502 in the outcome of any matter brought before the Team shall make known that interest and the minutes brought before the Team shall reflect that the member made such fact known. The member shall refrain from voting or in any way participating in that matter.
- B. Amending Bylaws – These bylaws may be amended upon recommendation of a team member and presented to the EVPCA at their next meeting. A copy of the proposed amendment will be sent with the notice. A change in the bylaws shall require a concurring vote of three-fifths of the membership present.
- C. Guests – With prior approval of Co-Chairs and upon signing the agreement of confidentiality, guests will be permitted to attend meetings.