

**KINGWOOD SERVICE ASSOCIATION
PUBLIC SAFETY COMMITTEE
COMMITTEE GUIDELINES**

I. PURPOSE

The Public Safety Committee was established by the Kingwood Service Association (KSA) for the purpose of sponsoring a public safety program in Kingwood. The Public Safety Committee's authority is strictly advisory to the KSA Board of Directors except as otherwise provided herein or subsequently directed by KSA.

II. ORGANIZATION

- A. Each Community Association (C.A.) in Kingwood is entitled to select one representative property owner and one alternate from its village to serve as a member of the Public Safety Committee. Friendswood Development Company is entitled to send one representative to the Public Safety Committee meeting. Each C.A. will report annually, in writing, the names of its representative and alternate. Each representative is entitled to one vote and serves on the Public Safety Committee at the sole discretion of the Community Association they represent.
- B. The Public Safety Committee may conduct its business in any manner not inconsistent with its purpose or written directives of the KSA Board.
- C. The Public Safety Committee will meet at least monthly on the second Wednesday of each month at 7:00 p.m. Special meetings may be called by a majority of Public Safety Committee members or by the Chair. The Recording Secretary shall notify all members of a special meeting at least 24 hours in advance. All special meetings would be limited to the purposes for which they are called.
- D. All meetings shall be open to the public, except upon a vote of a majority of all members present, the committee may go into executive session.
- E. The Public Safety Committee shall elect the following officers annually in January.
 - i. Chair
 - ii. Vice-Chair

The Public Safety Committee may (1) fill vacant offices, or (2) remove an officer at any regularly scheduled meeting by majority vote of those present,

providing the Recording Secretary has attempted by mail to give notice to each member at least two (2) weeks in advance advising them of the intent to hold an election.

- F. Subject first to the by-laws of KSA, the parliamentary authority of the Public Safety Committee shall be the latest copy of "Robert's Rules of Order" duly revised. For the purposes of Robert's Rules of Order a quorum will be defined as 33% of the Contracting Parties.
- G. Community Associations, when appointing authorized representatives to the KSA Board or KSA committees, should expect those representatives to follow any applicable KSA guidelines. The only applicable guidelines are those approved by the KSA Board of Directors. Any persons not following said guidelines are not acting on behalf of KSA and KSA disclaims responsibility for their actions.

III. RESPONSIBILITIES

The Public Safety Committee shall have, but is not limited to, the following specifically assigned responsibilities:

- A. Recommend annually to the KSA Board a budget for public safety in the Kingwood area and to continuously monitor expenditures to ensure they do not exceed the annual budget as adopted by the KSA Board. Items expected to exceed the annual budget shall immediately be reported to the KSA Board.
- B. Present a quarterly report of committee activities, in writing, to the KSA Board.
- C. Provide liaison with public safety organizations in order to maintain a strong safety program for the Kingwood Area and provide a safe environment for Kingwood residents.
- D. Sponsor programs of Crime Watch, Neighborhood Watch, and Disaster Information, as needed.
- E. Provide other services as may be directed by the KSA Board.
- F. All purchases and contracts must follow the Contract Administration Purchase Procedure for Goods and Services Guidelines. (KSA Board 07/15/1993).

IV. CONSTRAINTS

- A. In accordance with Article 5 Section 1B of the KSA By-laws, no person or persons associated with KSA are authorized to represent KSA in any capacity without KSA Board approval.
- B. Individuals associated with KSA are not authorized to be present on any police scene (Note: A scene is defined as any location where a law enforcement officer is conducting an investigation into a possible violation of the law.) except when:
1. They are present as KSA-authorized complainant relative to an occurrence involving KSA-owned premises or property.
 2. They are present as authorized personnel or complainant of another entity (such as fire department, emergency medical, community association board of directors, trails association board of directors, PIP).
 3. They are personally involved in or personally witnessed the occurrence and have been requested to remain by the law enforcement officer in charge.