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I. General Information

A. Name

Coalition for Police Transparency and Accountability (CPTA)

B. Mission

The mission of CPTA is to expose individual and systemic police misconduct in all of its forms and thereby demand police transparency and accountability as well as garner community support for this effort. The CPTA is committed to raising community awareness about police misconduct in all of its forms, holding the DPD accountable for its actions, and demanding genuine transparency from the department.

C. Statement of Purpose

The CPTA, in partnership with other community members and organizations, provides a means to expose the inherently harmful nature of the American policing system and advocate for more just and restorative solutions to address social concerns. To achieve that goal, the CPTA demands transparency in incidents where police cause harm; recommends restorative accountability in addressing police misconduct; and provides ongoing public education about the need for and potential for alternatives. CPTA frequently advocates for public accountability of the Detroit Police Department, Board of Police Commissioners, and City Council in the form of public comments, letters, ordinance drafts, policy drafts, and focus groups.

D. Fiduciary

The James and Grace Lee Boggs Center serves as the fiduciary for the CPTA.

E. Composition

The CPTA consists of concerned community members and organizations who demand an independent investigation into police misconduct in all of its forms against the residents of Wayne County.

II. Organizational Structure and Membership

The CPTA is a flat organization made up of individual and organizational members that use informal consensus to make decisions about the political direction of the coalition.

A. Member Types

1. Individual and Organization Observing Members

Requires attendance to one meeting. Observing members have requested to be added to the Announcements Listserv and do not play a role in decision making of the coalition.

2. Individual Members

Individual members actively engage in informal consensus to decide the political direction of the coalition. They only represent themselves in the Coalition. If a decision comes down to a vote, the member carries 1 vote. Individual members are not listed by name on coalition public statements. Individual members may also separately represent an organization.

Process to join as an Individual Member:

1. Prerequisite - Must be an actively participating observing member.
2. The person requests or a CPTA member makes a recommendation at a regular meeting for the person to be added as an individual member.
3. Existing Organization and Individual members will schedule and hold a separate special 15 minute meeting to come to consensus about the person joining as an individual member.
4. Once consensus approval is reached, the member will be added to the Planning/Approval Listserv.

3. Organization Members

CPTA Organization members send at least 1 representative to speak on behalf of their organization and actively engage in informal consensus to decide the political direction of the coalition. Representatives must have the approval of their organization's leadership to speak on behalf of the organization. If a decision comes down to a vote, the org carries 1 vote (but if the representative is also an individual member, the member may carry their own 1 vote as well). The org will be listed by name on CPTA's public statements unless the org opts out of that specific statement. A persona can represent more than 1 organization if the organizations designate them.

Process to join as an Organization Member

1. Prerequisites

- a. Must be an actively participating observing organization
 - b. Must have at least one designated representative
2. The organization's representative requests or a CPTA member makes a recommendation at a regular meeting for the organization to be added as an organization member..
3. CPTA will provide the organization representative with a copy of CPTA's bylaws to take to their org for review.
4. The organization must submit a request in writing from their official organizational email to join CPTA and list the name(s) of the person(s) who may speak/vote on behalf of their organization.
5. Once the org accepts in writing, the org is added to the Planning/Approvals distribution lists; and will start to be listed on CPTA's public statements.

B. Maintaining Membership

1. Individual and Organization Observing Members

Observing members will remain as such until they request to be removed. Members are expected to respect the Listserv space. Members may collectively decide at a Coalition meeting to remove an observing member if they are being disrespectful in the Listserv. The recommendation must be made by a member at a meeting.

2. Individual Members

Individual Members will maintain their membership to the Planning/Approvals distribution if they attended at least one meeting within the last 6 months or actively engaged in shared initiatives. Individual Members can be added to the list throughout the year.

Removal

- An individual may request to be removed from the planning/approval list at any time, at a meeting or in writing. They will then be removed from the planning/approval list, but remain on the announcements list.
- Each January and July, the individual membership list will be evaluated for potential removals due to lack of attendance in the last 6 months and will be removed only at the approval of the members.
- An email will be sent to the members subject to removal. Sample email language: "While we have missed you at our CPTA meetings, we understand if you do not have capacity to participate. After [DATE], you will be removed from the planning/approval distribution list. You will still remain on the announcements lists. If you are able to resume participation in the meetings, you may be re-added to the planning/approval distribution list. We hope to see you soon!"
- Members may follow the informal consensus process at a Coalition meeting to remove an individual member from the planning/approval list for reasons other than attendance, but should be reserved for extenuating circumstances (i.e. behavior that is divisive, destructive, or obstructive to the work of the org). The recommendation must be accompanied by rationale and made by an individual or organizational member at a meeting and scheduled for a future meeting by consensus of the group. The matter will be openly voted on in the meeting for which it is scheduled. Removal requires a vote of the majority present at the meeting.

3. Organization Members

CPTA Organizational Members will maintain their membership if 1 or more of their representatives attends at least one meeting within the last 6 months or actively engaged in shared initiatives. Organizational Members can be added to the list throughout the year.

Removal

- An organization may request to be removed from the planning/approval list at any time in writing. They will then be removed from the planning/approval list, but remain on the announcements list.
- When an org is removed from the Coalition, it will no longer be included on Coalition messaging or listed on CPTA's public statements.
- Each January and July, the organizational membership list will be evaluated for potential removals due to lack of attendance in the last 6 months and will be removed only at the approval of the members.
- An email will be sent to the leadership/membership of the org subject to removal. Sample email language: "While we have missed you at our CPTA meetings, we understand if your org does not have capacity to participate. After [DATE], your organization will be removed from the planning/approval distribution list and from the list of participating orgs on CPTA public statements. Your organization will still remain on the announcements lists. If you are able to assign a representative to resume participation in the meetings, your org may be re-added to the planning/approval distribution list. We hope to see you soon!"
- Members may follow the informal consensus process at a Coalition meeting to remove an organizational member from the planning/approval list for reasons other than attendance but should be reserved for extenuating circumstances. The recommendation must be accompanied by rationale and made by an individual or organizational member at a meeting and scheduled for a future meeting by consensus of the group. The matter will be openly voted on in the meeting for which it is scheduled. Removal requires a vote of the majority present at the meeting.

III. Operations

Operations are supported by CPTA members. Members will volunteer to complete tasks required for the CPTA to operate effectively. Members will follow the informal consensus process to accept a member's offer to volunteer. Decision making authority always rests with the collective. Standard roles consistently need 1 or more members to fill. Adhoc roles are created on an as needed basis depending on the initiative(s) the CPTA is taking up. Members with roles are expected to attend meetings regularly enough to perform their functions. If members assigned to these roles are ever removed from the planning/approval distribution list for any reason, the Coalition will immediately assign the role to another actively participating member.

A. Standard Roles

1. Meeting Chair

- Responsible for drafting and emailing the agenda each week for the meeting and sending any notices of cancellation.

- Calls the meeting to order and facilitates the meeting according to the agenda agreed upon by members present.
- Facilitating funds reimbursement between members and the fiduciary
- If the Meeting Chair is unable to attend a meeting, they must designate another member to chair the meeting on their behalf.

2. Meeting Notetaker

- At least 2 with access, primary takes notes and notifies back up if going to be absent
- Takes attendance and notes during the meeting; focused on capturing action and follow up items. The Notetaker saves the notes to the CPTA Share Drive and distributes notes to the Planning/Approval distribution list weekly.
- Maintains a Membership list

3. Social Media Manager

- There must be a minimum of 3 members to manage each social media channel.
- Posts content that has been approved by the Coalition to Facebook, Instagram, and other social media platforms as approved by the Coalition.
- Manage access for other Social Media Managers.

4. Email Manager

- There must be a minimum of 2 members to manage the Coalition email.
- Monitors Coalition email for incoming messages
- Manages Drive access, announcements distribution list, and planning/approvals distribution list.
- Informs Coalition of relevant communication at Coalition meetings during the incoming correspondence agenda item.

5. Website Manager

- There must be a minimum of 3 members to manage the website.
- Posts content that has been approved by the Coalition to the website.
- Develops new pages as approved by the Coalition - must get Coalition approval before publishing pages/new types of content.

B. Orientation and Training

Members will develop an orientation packet for members to be provided to orient them to the history, mission, and ByLaws of the CPTA.

IV. Meetings

A. Meeting Types

1. Weekly Meetings

The CPTA holds virtual meetings weekly for a minimum of 1 hour to allow for adequate time for personal connection, strategy, discussion of agenda items, and collective decision making. The day and time may be changed by informal consensus.

2. Special Meetings

The CPTA may schedule special meetings to discuss sensitive or timely issues, such as the removal of an org or individual member and/or the planning and coordination of events.

3. Annual In-Person Meetings

Members will plan at least 1 in person meeting for relationship building and long term strategy planning.

B. Attendance

1. Guests

- Must be invited by members, including the Email Managers in response to an outreach to the detroitcpta@gmail.com.
- The CPTA Zoom meeting link must not be published on the website or any social media platforms.
- Members may share the agenda and Zoom meeting link with a guest directly.
- If guests need time on the agenda for presentation or to lead a discussion the guest or inviting member must contact the Meeting Chair to be placed on the agenda. (The meeting agenda is set based on the final approval of the members at the start of the meeting.)

2. Quorum

- At least 7 members or 50% of members on the planning/approval list, whichever is less, is required for CPTA to consider consensus or take a vote on any action.

C. Community Agreements

- Meeting attendees are expected to participate respectfully.
- One mic during meetings.
- Be respectful of letting everyone speak.
- Step up, step back.
- Honor the stressful nature of this work and the need for members to take care of themselves.
- Reserve substantial debate or potentially emotionally charged topics for verbal conversation during the meetings rather than email listservs.
- Members agree to use restorative circle practices to resolve tension within the Coalition.
- CPTA Members shall show courtesy and respect toward fellow members and the Coalition. While disagreements are normal and healthy for visionary organizing, conversations must remain relevant to the matter at hand, focusing on issues rather than personal attacks. CPTA members shall not engage in personal, insulting, inflammatory, or demeaning remarks about another member in private CPTA settings or publicly.

D. Agenda

- The Meeting Chair drafts and distributes the agenda and virtual meeting link 24 hours before the meeting.
- The agenda must be approved via informal consensus at the start of the meeting.

- If a member wants to add an item to the agenda, they may send it to the Meeting Chair prior to the agenda being distributed or bring it up before the approval of the agenda at the weekly Coalition meeting.

E. Informal Consensus

- Consensus can be reached over email (within the planning/approval list) or in a meeting
- To establish consensus:
 - Listen deeply to each other
 - Identify points of agreements
 - Look for alternative perspectives
 - Accept version of “stand aside”—not agree but will go along.
 - Acknowledge need to act: agree to take a vote using majority rules when unable to reach consensus after multiple efforts and must make a decision.
- Examples of decisions to be made:
 - Approval of roles
 - Approval of membership/removal
 - Approval of public statement
 - Accessing of Coalition funds

V. Financial Processes

- The James and Grace Lee Boggs Center serves as the fiduciary for the CPTA.
- The Coalition decides via informal consensus when to access funds in advance of individuals spending personal funds in expectation of reimbursement.
- Expenditures must be made from personal funds and submitted as invoice to the Chair who after approval from the Coalition, submits to the fiduciary for reimbursement. The member must pick up the reimbursement check from the fiduciary on the fiduciary’s schedule.
- All donations and grants to CPTA must be written to the fiduciary who holds funds until approved for disbursement.
- CPTA is responsible for all reporting requirements for grants. Reports go to the grantor and a copy goes to the fiduciary for their records.

VI. Communication and Distribution Lists

A. Media Communication

Except for language that has been preapproved by the Coalition as a public statement or talking points, members speaking to the press or any external entity may indicate that they are a member of CPTA, but are speaking on behalf of themselves and not giving an official statement from the Coalition.

When the media reaches out for comment from CPTA members, at least 2 members should be connected with the media partner for diversity of perspective.

B. Email Distribution / Listservs

1. Announcements

- Recipients: All Individual Members and Organization Members and Observing Members

- Examples of content:
 - Distribution of final materials
 - Notices/events and meeting invitations
 - Calls to Action
- 2. Planning/Approval
 - Recipients: All Individual Members and Organization Members
 - Example of content:
 - Drafts
 - Media outreach
 - Informal consensus (if too heavy, move into a meeting)
 - Administrative logistics

VII. Documents

A. Access

Access to CPTA documents will be granted to members on the planning/approval list only.

B. Bylaws

The ByLaws may be amended by consensus of the planning/approval members.

C. Membership List

A list of the current CPTA member organizations and individuals will be maintained.

Acknowledgement of original CPTA members:

- ACLU of Michigan
- Black Legacy Coalition
- Detroit and Michigan Chapter of the National Lawyers Guild
- Detroit Council of Elders
- Detroit Justice Center
- Detroit Will Breathe
- East Michigan Environmental Action Council
- The Hush House Black Community Museum
- James and Grace Lee Boggs Center to Nurture Community Leadership
- Michigan Coalition for Human Rights
- Michigan Liberation
- Moratorium Now Coalition
- Michigan Poor People's Campaign
- National Conference of Black Lawyers, Michigan Chapter
- Neighborhood Defender Service of Detroit
- Riverwise Magazine
- Wayne County Criminal Defense Bar Association
- We The People of Detroit

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