Student Safety Advisory Board Charter  
(SSAB)

Purpose
The Student Safety Advisory Board (SSAB) was created to address issues and concerns that impact safety and security on the UW Seattle campus and the area north of campus.

SSAB Goals
- To facilitate the University of Washington Police Department working in a collaborative manner with representatives from the Associated Students of the University of Washington (ASUW), the Graduate & Professional Student Senate (GPSS), OMAD Student Advisory Board, the Center for International Relations & Cultural Leadership Exchange (CIRCLE), Office of Fraternity & Sorority Life, Residential Student Community Association (RCSA) and other recognized UW Student organization to identify possible solutions to safety and security concerns that impact the campus community.
- To ensure reasonable identified solutions for safety and security concerns are implemented in a timely manner.
- To provide a forum through which representatives from recognized UW Student organizations can bring safety and security concerns to seek resolution.
- To improve channels of communication between the University of Washington Police Department and recognized UW Student organizations.

Terms of membership
The Student Safety Advisory Board will convene the board’s first meeting the second week of Autumn Quarter and will meet bi-monthly. Nothing prohibits members of the board from agreeing to meet more often if needed. The board will stay in effect from Autumn Quarter until the end of Spring Quarter each school year.
- Membership to SSAB is voluntary.
- University of Washington Police Department will provide at least one representative from the department’s Education & Outreach Bureau to be a member of the SSAB.

SSAB Operating Guidelines
Convening Meetings
- SSAB Chair will rotate annually among Associated Students of the University of Washington (ASUW), the Graduate & Professional Student Senate (GPSS), OMAD Student Advisory Board, the Center for International Relations & Cultural Leadership Exchange (CIRCLE), Office of Fraternity & Sorority Life, Residential Student Community Association (RCSA)
- The Chair will identify the time and place where the meetings shall be held and will send out calendar invites to the other members.
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- The agenda for the meetings will be created by the Chair in collaboration with the other SSAB members. The Chair will disseminate the agenda to the other members at least three (3) days prior to the scheduled meeting.

Conducting Meetings

- Meetings will be restricted to SSAB members however, members may invite guests to meetings to help facilitate discussion of related agenda items.
- Meetings will be facilitated by any other SSAB member other than a member from UWPD.
- Meetings will last 1 - 1 ½ hours and not exceed 2 hours. A deviation from the allotted meeting times will be allowed with consent from a majority of members in attendance.
- The discussions during the meeting should follow the agenda.

Meeting Ground Rules

- Be respectful of one another
- Refrain from interrupting others when they are speaking
- Listen to other points of view presented during meetings
- Share information with others in attendance
- Participation by all in attendance is encouraged
- Make sure notes are taken and shared with the members of the board

Communications

- All members will be notified of meetings via email at least a week before the scheduled meeting. The Chair will send an email notification to members advising of an upcoming meeting.
- Calendar invites will be sent to all Student Safety Advisory Board members of the date, time and location of the meetings by the Chair or designee.
- Minutes from the meetings will be sent to all members via email 3-4 days following the meeting.
- Board members will agree to an archival process for all meeting minutes and other documents produced or shared as a result of the meetings.

Decision Making Process

The SSAB will serve primarily as an advisory board. The SSAB will have some decision-making authority regarding certain issues or concerns that do not have a budgetary impact and does not affect other non-represented stakeholders. However, for recommendations that are presented and agreed upon that have a budgetary impact and or affect other non-represented stakeholders, an approval process will be required before implementation of the recommendation is finalized and implemented.

The level of authority needed for approval will be determined by the type, scope and cost of the recommendation being proposed.
Conflict Resolution

It is the intent that members of the SSAB will strive to resolve all conflicts that arise over issues that are brought before the Student Safety Advisory Board. For those conflicts in which resolution cannot be reached members agree to:

- Remember that proposals that are controversial and may not receive support from other approving authorities and therefore may not be funded.
- Make a determination if the issue(s) should be resolved by the SSAB or another entity.
- Determine who the appropriate decision makers that should be involved to resolve the issue(s).