

**Bylaws  
Law Enforcement Education Committee  
of the  
Capital Area Council of Governments**

**Article I – Name, Purpose, Responsibilities**

The Law Enforcement Education Committee (LEEC) was created as a voluntary, unincorporated association by Resolution of the Capital Area Council of Governments (CAPCOG), adopted October 25, 1977.

The responsibilities of the Law Enforcement Education Committee are:

1. To discharge its responsibilities and otherwise comply with commission rules.
2. To set policies and procedures for the academy with the consent of the chief administrator.
3. To advise on the need to study, evaluate and identify specific training needs.
4. To advise on the determination of the types, frequency and location of courses to be offered.
5. To advise on the establishment of the standards for admission, prerequisites, minimum and maximum class size, attendance and retention.
6. To advise on the order of preference among employees or prospective appointees of the sponsoring organization and other persons, if any.
7. To report back to the CAPCOG Executive Committee member of which county the representative is from, on happenings in the Law Enforcement Education Committee and to report to interested officials and citizens of which county the representative is from on happenings in the Law Enforcement Education Committee.

**Article II - Membership**

**Number**

The Law Enforcement Education Committee is composed of 12 members appointed by the CAPCOG Executive Committee, as follows:

1. Public Members (as defined in §1701.052 of the Texas Occupations Code), having the same qualification as any commissioner who is required by law to be a member of the general public. - 4
2. Law Enforcement (LE) Representatives:

From jurisdictions under 25,000 population	4
From jurisdictions 25,000 or more population	2
At large	2
3. A representative of the CAPCOG Executive Committee may serve as an ex-officio, non-voting liaison on the Committee.

**Qualifications**

To be eligible for membership on the Committee a member must reside or be employed in the city/county the member is to represent unless otherwise designated by the CAPCOG Executive Committee. Members must also meet the following criteria:

1. Members must - excluding public member representatives, represent law enforcement agencies located in -State Planning Region 12.
2. At least one-third of the total authorized membership of the Law Enforcement Education Committee must be members of the general public (citizen representatives).
3. Members of the Committee must also be representative of the demographics of State Planning Region 12.

### Term

1. The term of appointment for a member of the Committee shall begin on the date of appointment by the CAPCOG Executive Committee, and be through December 31st of odd numbered years.
2. A member may be reappointed by the CAPCOG Executive Committee.
3. In the case of a vacancy, the CAPCOG Executive Committee shall appoint a replacement to serve for the remainder of the unexpired term.
4. A member may be removed for good cause by the CAPCOG Executive Committee.

### Vacancy

A vacancy occurs when

1. A member dies; or
2. A member's term expires and the member is not reappointed; or
3. A member resigns in writing to the CAPCOG Committee liaison and the Committee Chair with notification to the Executive Committee at its next regular meeting; or
4. A member is removed; or
5. A member no longer satisfies the qualification requirements.

### Attendance

1. Members are expected to attend all meetings.
2. Attendance records documenting Committee member absences will be maintained by the CAPCOG Committee liaison. If a member is unable to attend a scheduled meeting, notification must be provided to the CAPCOG Committee liaison at least two business days prior to the meeting for an absence to be excused; notification must be received in sufficient enough time to ensure there will be a quorum. Non-attendance at a LEEC meeting without notification to the CAPCOG committee liaison will be considered an unexcused absence.
3. A member is removed when, within one calendar year, he/she misses 50% of the minimum number of meetings to be held OR two (2) consecutive meetings with at least one of the meetings being an unexcused absence whichever is greater. The member will be notified in writing of such removal.
4. Members so removed may appeal in writing to the CAPCOG Executive Committee within two (2) weeks of the date of notification. Appeals will be dealt with in a timely manner and the member will be notified in writing of the decision.

## **Article III – Officers**

### Election

Election of a Chair and Vice-Chair will occur at the first meeting of the calendar year.

In the event of either officer is unable to complete his/her term, the Committee will elect a replacement at the next meeting to serve the remainder of the term.

### Term

1. Officers serve one-year terms beginning on the date of election.
2. Officers may serve a maximum of two (2) consecutive terms.

### Vacancy

In the event an Officer is unable to fulfill his/her term, the Committee shall elect a replacement, at a regular or specially called meeting, who serves for the remainder of the unexpired term.

### Duties

1. The Chair shall preside at all meetings of the Committee. The Chair shall represent the Committee in presentations to the CAPCOG Executive Committee unless such responsibility is delegated by the Chair.
2. In the case of a tie during a vote at which a quorum is present, the Chair will be deemed to have the authority to break the tie.
3. The Vice-Chair shall perform all the duties of the Chair in the case of absence or disability and such other duties as may arise, from time to time, when required or requested by the Committee.
4. In case the Chair and Vice-Chair are absent or unable to perform their duties, the Committee may appoint a Chair pro tem.

### Other Officers

The Committee may elect other Officers from time to time to carry out its responsibilities. This may be done by a simple majority vote of the Committee members at any regularly scheduled meeting where a quorum is present.

## **Article IV - Meetings**

### Regular

1. The Committee shall meet at least three times a year, on a day, time and place specified by the CAPCOG Executive Director, the CAPCOG Committee liaison or the Committee as a whole.
2. Written notice, including an agenda, of each regular meeting shall be prepared by the CAPCOG Committee liaison and mailed, or electronically transmitted, or hand-delivered to each Committee member at least five (5) business days before the meeting date.

### Special

1. The Committee shall meet specially if called by the CAPCOG Executive Director, the Committee liaison, the Committee Chair or requested in writing by at least one-third of the membership, excluding vacancies, of the Committee.
2. A request by the membership for a special meeting must be in writing, addressed to the Chair, and describe the purpose or purposes of the meeting. Only that business reasonably related to the purpose or purposes described in the request may be conducted at a special meeting.
3. Notice of any special meeting shall be given at least 72 hours prior to the special meeting.

### Quorum and Action

1. A majority of the total voting membership, excluding vacancies, constitutes a quorum for conducting Committee business.
2. During a meeting at which a quorum has been established, and then subsequently lost due to members leaving, all remaining business items requiring a Committee vote or action must be postponed until the next scheduled meeting at which a quorum is established.
3. A Committee member may not transfer voting rights by proxy.

### Open Meetings and Records

1. All meetings of the Committee shall be open to the public. The meetings are not subject to the Texas Open Meetings Act.
2. Minutes of the Committee meetings, documents distributed and other records are the property of CAPCOG and shall be maintained in accordance with CAPCOG's Records Retention Schedule. These materials are available for public view at CAPCOG's offices or upon receipt of a written request by the interested party. The Committee liaison representing the Capital Area Council of Governments or his/her designee shall be the recording clerk. The recording clerk shall keep tape recordings and/or written copies of summary minutes according to the CAPCOG Records

Retention Schedule. These materials are available for public view, at the CAPCOG offices, upon receipt of a written request by the interested party.

3. Except where these bylaws require otherwise, *Robert's Rules of Order* shall govern the conduct of Committee meetings.

#### Conflict of Interest

1. A committee member other than an elected public official, who is a member of the governing body, an officer, or an employee of an applicant for funding, must disclose his or her status before the application is considered by the committee and may not participate in discussion of or vote on the application. The member is counted in determining the existence of a quorum.
2. A vote cast in violation of this section is not counted.

#### Professional Conduct

Committee members should maintain objectivity and professionalism when carrying out business of the Committee. Committee members will not discriminate based on race, color, religion, sex, sexual orientation, gender identity, national origin, disability or age. In the event a Committee member acts in a manner which brings the work of the Committee into question or controversy, it shall be the responsibility of the CAPCOG Executive Director to address the incident with the appointing member of the CAPCOG Executive Committee and if appropriate, to recommend removal from the committee to the Executive Committee.

### **Article V – Ad Hoc Committees**

#### Appointment

Ad hoc committees may be appointed by the Chair with the approval of the Committee and shall serve for special purposes to comply with special needs.

#### Term

Membership on ad hoc committees shall be established to achieve the purpose for which the committee was created.

#### Meetings

The method for calling ad hoc committee meetings shall be the same as that for calling Committee meetings or at the discretion of the ad hoc committee membership to discharge their responsibility.

#### Officers

The Chairs of the ad hoc committees shall be appointed by the Chair of the LEEC.

### **Article VI - Amendments**

#### By CAPCOG Executive Committee

The CAPCOG Executive Committee may amend these bylaws at a regular or special meeting. The written text of a proposed amendment must be included with the notice of the meeting at which the amendment will be considered.

#### By the Law Enforcement Education Committee

The Law Enforcement Education Committee may amend these bylaws at regular or special meeting. The written text of a proposed amendment must be recorded at the meeting at which the amendment is discussed and voted upon. The written text of a proposed amendment must be included with the notice of the meeting at which the amendment will be considered. An amendment adopted by the Law Enforcement Education Committee is not effective unless approved by the CAPCOG Executive Committee.

### Effective Date

An amendment to the bylaws is in effect when approved by the CAPCOG Executive Committee unless the amendment specifies a later effective date. Copies of amended bylaws will be distributed to Committee members by the Committee liaison.

### Bylaws History

Adopted 10/77

Revised 8/85

Revised 4/98

Revised 12/99

Revised 2/01

Revised 12/04

Revised 10/10

Revised 5/12

Revised 11/16

Revised 12/18

Revised 3/19

Revised 6/22