

Bylaws of the 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 LEEC serves as the required Training Provider Advisory Board required under 37 TAC §215.7.

The responsibilities of the LEEC 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 LEEC and to report to interested officials and citizens of which county the representative is from on happenings in the LEEC.

Article II - Membership

Number

The LEEC is composed of thirteen members appointed by the CAPCOG Executive Committee, as follows:

Table 1. LEEC Membership

Category	Number of Representatives
Public Members ¹	4
Law Enforcement Agencies for Populations < 25,000	4
Law Enforcement Agencies for Populations ≥ 25,000	2
Law Enforcement Agencies: At-Large	2
Executive Committee Liaison (non-voting)	1
TOTAL	13 total 12 voting

Under these bylaws, the Executive Director’s appointment of members as described in 37 TAC §215.7(f)(3) is considered subject to approval by CAPCOG’s Executive Committee.

CAPCOG’s Director of Regional Law Enforcement Academy or a staff member designated by the Director shall serve as the staff liaison and shall attend each Committee meeting.

¹ As defined in §1701.052 of the Texas Occupations Code, having the same qualification as any general public commissioner on Texas Commission on Law Enforcement Commissioner

Qualifications

Committee members must reside in or be employed in Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, Travis, or Williamson Counties. Committee members representing a law enforcement agency must work for that agency.

Term

1. The term of appointment for a member of the Committee shall be through the first Executive Committee meeting of each even-numbered year.
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 staff 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 five business days prior to the meeting for an absence to be excused in order to allow sufficient time to ensure there will be a quorum. If a member is unable to attend a meeting, the member may send a representative who assumes all but the voting rights and responsibilities of the member.
3. A member is no longer considered in good standing and is subject to removal when, within one calendar year, he or she has unexcused absences for more than 50 percent of the actual number of meetings held. The staff liaison shall notify a member in writing if they become subject to removal due to this policy.
4. If the staff liaison decides to remove a member due to attendance, he or she will notify the committee member in writing.
5. 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

The Committee shall elect a Chair and Vice-Chair from among its members at the first meeting of each even-numbered year.

Term

1. Officers serve a two-year term that expires on the date of the first meeting of the next even-numbered year following their 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.
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 staff liaison.²
2. Written notice, including an agenda, of each regular meeting shall be prepared by the staff liaison and electronically transmitted to each Committee member at least 72 hours prior to the meeting start time.

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 Pursuant to 37 TAC §215.7(d), the LEEC must meet at least 1 time per year.

2. A majority vote of the members present at a meeting at which a quorum is present is necessary for action by the Committee. 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. CAPCOG's Executive Committee considers the GISPC strictly advisory and therefore the Committee's meetings are not considered meetings of a "government entity" subject to the Texas Open Meetings Act (Chapter 551 of the Texas Government Code).
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.³ These materials are available for public view at CAPCOG's offices or 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. To the extent that the Committee may review and make recommendations on any grant applications submitted to or by CAPCOG, 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 Committee 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 – Subcommittees

1. Ad hoc subcommittees may be created by the Committee Chair or the staff liaison with the approval of the full Committee and shall serve for special purposes to comply with special needs
2. Membership on ad hoc subcommittees shall be set by the Committee Chair and established to achieve the purpose for which the committee was created. Members of the Committee Chair that are not in good standing are not eligible to appointment to ad-hoc subcommittees.
3. The method for calling ad hoc subcommittee meetings shall be the same as that for calling Committee meetings or at the discretion of the ad hoc subcommittee membership to discharge their responsibility.

³ Irrespective of CAPCOG's Record Retention Schedule, CAPCOG shall maintain copies of meeting minutes for a minimum of five years from the date of the meeting consistent with the requirements of 37 TAC §215.7(e).

4. Chairs of the ad hoc subcommittees shall be appointed by the Committee Chair.
5. Ad-hoc subcommittee meetings are considered strictly advisory and not subject to the Texas Open Meetings Act.

Article VI - Amendments

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.

Bylaws History

- Adopted 10/25/1977
- Revised 8/85
- Revised 4/8/1998
- Revised 12/8/1999
- Revised 2/14/2001
- Revised 12/8/2004
- Revised 10/13/2010
- Revised 5/10/2012
- Revised 12/14/2016
- Revised 12/12/2018
- Revised 3/13/2019
- Revised 6/8/2022
- Revised 12/13/2023