

**The Lower Rio Grande Valley Development Council  
Regional Police Academy**

**Advisory Board Committee By-Laws**

**Article I – Name**

The name of the Committee shall be the **Lower Rio Grande Valley Development Council Regional Police Academy Advisory Committee**.

**Article II – Authority**

The Lower Rio Grande Development Council (LRGVDC) under the authority of the LRGVDC By-Laws hereby creates the LRGVDC Regional Police Academy Advisory Committee in compliance with the rules of the Texas Commission on Law Enforcement (TCOLE) regarding Trainer Provider Advisory Boards (Texas Administrative Code, Title 37, Part VII, Section 215.7).

The Police Academy Advisory Committee shall furnish policy guidance in matters related to the Regional Police Academy training curriculum, cadet admissions and standards, and other information that may be useful to the regional training program.

**Article III – Functions of the Advisory Committee**

The Police Academy Advisory Committee shall carry out the following duties:

- Effectively discharge its responsibilities and otherwise comply with TCOLE rules and regulations;
- Set policies and procedures for the academy with the consent of the chief administrator;
- Advise on the need to study, evaluate and identify specific training needs;
- Advise on the determination of the types, frequency and location of courses to be offered;
- Advise on the establishment of the standards for admission, prerequisites, minimum and maximum class size, attendance and retention;
- Advise on the order of preference among employees or prospective appointees of the sponsoring organization and other persons, if any; and
- Set policies and procedures for the academy with the consent of the LRGVDC Executive Director.

## Article IV – Procedures, Membership and Records

The following rules shall govern the procedures, membership, and records of the Police Academy Advisory Committee.

### Advisory Committee Membership

Committee members shall be appointed by the LRGVDC, council of government executive director, per membership eligibility criteria. All Police Advisory Committee members must meet the requirements set forth in TCOLE Rules for Police Advisory Board members (§215.7).

Membership on the Advisory Committee will consist of the following:

- at least one member from each county served; (Cameron, Willacy, and Hidalgo)
- 1/3 of total membership must include civilian members to provide community representation and transparency;
- At least two members representing Law Enforcement agency chief executives (*Police Chiefs, Sheriff's, and Constables*), not to exceed three members per county;
- At least one member representing Law Enforcement instructors, currently performing instructional duties as defined by instructor proficiency TCOLE Statute and Rules;
- One member, representing LRGVDC Board of Directors; and,
- LRGVDC executive director and/or LRGVDC program administrators, as ex- officio, non-voting members.

Note: Appointed member shall not represent more than one qualifying category.

The membership shall not fall below a minimum of five (5) voting members at any time.

Any member missing three (3) consecutive meetings will be reviewed for removal from the Advisory Committee and at the discretion of the voting members of the Police Academy Advisory Committee and approval of the LRGVDC executive director. The Executive Director of the LRGVDC can appoint a replacement for discharged members from the list of names presented from the county the discharged member(s) represented.

Board members are required to successfully complete the commission developed advisory board training course within one year of appointment to an advisory board.

Members will serve for the Texas legislative biennium beginning on September 1 of the odd year and ending on August 31 of the following odd year.

## **Officers**

The officers of the Police Academy Advisory Committee shall be a Chair and Vice Chair and selected from active members of the Advisory Committee Membership. The officers shall be selected from the Committee and appointed by the LRGVDC. The Chair shall preside at all meetings of the Committee and shall be the representative of the Committee in all matters.

The Vice Chair shall perform the duties of the Chair in the Chair's absence.

Officers shall serve for the Texas Legislative biennium period following selection beginning on September 1 of the odd year and ending on August 31 of the following odd year.

## **Voting**

Each member of the Police Academy Advisory Committee shall have one (1) vote, except the Chair, who will only vote to break a tie. Each member must be present at the meeting to cast a vote. Proxy and absentee voting are strictly forbidden.

## **Quorum for Transaction of Business**

The quorum for the transaction of any business (action items) by the Police Academy Advisory Committee shall be at least 51% of the committee members.

Per TCOLE Rules and Regulations, members must be physically present to count as a quorum.

## **Meetings**

The Advisory Committee shall hold a meeting at least once per calendar year in accordance with the Rules and Regulations of the Texas Commission on Law Enforcement; however, the Advisory Committee shall meet throughout the year as often as deemed necessary to conduct Police Advisory Committee business.

Whenever possible, the Chair or Director of the Regional Police Academy and Training Center shall announce the meetings and provide written notice of the date, time, location, and subject (agenda) of the meeting at in advance of the proposed meeting date.

All meetings shall be held in compliance with Article 6252-17, Vernon Annotated Civil Statutes, commonly known as the Texas Open Meetings Law.

## **Minutes**

Minutes of all meetings shall be kept by the staff of the Regional Police Academy and Training Center and approved at the following meeting of the Police Academy Advisory Committee.

## **Temporary Subcommittee**

The Chair of the Police Academy Advisory Committee shall be responsible for the designation of the membership of any temporary subcommittee as may be required from time to time. The membership and duties of the temporary subcommittee shall be confirmed by action of the Police Academy Advisory Committee, with final approval by the LRGVDC Board of Directors.

### **Article V – Adoption and Amendment of Advisory Committee By-Laws**

#### **Adoption**

The Board of Directors of the Lower Rio Grande Development Council will adopt these by-laws.

#### **Amendments**

An amendment to these bylaws may be proposed by a majority vote of the Police Academy Advisory Committee members present and voting. Proposed amendments passed by the Police Academy Advisory Committee shall be submitted for approval to the LRGVDC Board of Directors at least ten (10) days prior to its regularly scheduled monthly meeting.

#### **Membership Terms**

New member appointments will be made between the periods of June 1<sup>st</sup> through August 31<sup>st</sup> following Texas legislative biennium on odd numbered years.

Membership terms shall commence on the first day of September during odd numbered years and expire on the last day of August the following odd numbered year; however, membership can be renewed at the discretion of the Executive Director of the LRGVDC and there are no term limits.

These bylaws should be regularly re-adopted, amended, revised, or completely re-written no later than the 1<sup>st</sup> day of August of odd number years and submitted to the Lower Rio Grande Valley Development Council Board of Directors as an action item for approval no later than the LRGVDC Executive Board's regularly scheduled September meeting of each odd numbered year. In the event of significant programmatic change, bylaws may be revised at the discretion of the Executive Director of the LRGVDC during any period deemed necessary.

#### **Adoption of By-Laws**

These by-laws are duly adopted at a meeting of the Board of Directors of the Lower Rio Grande Valley Development Council on this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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President, LRGVDC Board of Directors