

**Central Texas College  
Central Texas College Advisory Board**

**By-Laws  
New: 05/18/16**

**Article I  
Name**

The name of the organization shall be the Central Texas College Police Academy Advisory Board and shall be referred to in this document as the Advisory Board.

Should the members desire a name change, any member may bring before the membership a proposed change for a vote. For a name change to occur, a two-thirds (2/3) majority vote by the Advisory Board members present shall be required.

**Article II  
Purpose**

The Advisory Board exists to provide advice on the development of curriculum within the Central Texas College Police Academy. The advisory Board must effectively discharge its responsibilities within the rules and regulations of the Central Texas College Board of Trustees, the Texas Higher Education Coordinating Board, and the Texas Commission on Law Enforcement.

Specific involvement in order to achieve the Advisory Board purpose shall include but not be limited to the following:

1. Advise on the need to study, evaluate, and identify specific training and education that would be beneficial to agencies and individuals within the service area.
2. Advise on the determination of the types, frequency, and location of courses, instruction, and, or training to be offered.
3. Advise on the establishment of the standards for admission, prerequisites, minimum and maximum class size, attendance, and retention.
4. Advise and determine the order of preference between employees or prospective appointees of Central Texas College Police Academy and other persons, if any.
5. When discharging its responsibilities, the Advisory Board may request that a report be made or some other information be provided to them by the training coordinator or course coordinator.

### **Article III Membership**

The Advisory Board must have at least three (3) members who are appointed by the Department Chair of the Protective Services Department of Central Texas College. Appointed membership of the Advisory Board with authority to vote on Advisory Board issues must not fall below a quorum for more than thirty (30) days.

The Advisory Board may have members who are law enforcement personnel; however, one-third (1/3) of the total membership must be public members.

To be eligible for and to maintain membership, individuals must meet the qualifications found in the Occupation Code, Subsection 1701.252

- **PROGRAM AND SCHOOL REQUIREMENTS; ADVISORY BOARD.**
  - (a) Unless a school has created an advisory board for developing a curriculum, the commission may not issue a license to the school or approve a training program or course for officers or county jailers other than a program created by the Bill Blackwood Law Enforcement Management Institute of Texas.
  - (b) At least one-third of the members of an advisory board under Subsection (a) must be public members who meet the qualifications required of a public member of the commission.

A member may be removed from the board if he or she misses two consecutive meetings without providing written notice with explanation to the Department Chair of the Protective Services Department of Central Texas College.

The Department Chair of the Protective Services Department of Central Texas College, the Central Texas College Police Academy training coordinator, and other instructors or faculty may be only ex-officio, non-voting members.

### **Article IV Officers and Their Duties**

The Chairperson and Vice-Chairperson shall be the only officers of the Advisory Board.

Any qualified Advisory Board member may hold an office. Ex-officio members may not hold an office. Candidates for an office are nominated by the voting membership. A candidate must consent to run for office. A majority of the membership must be present before nominations or elections are held. The candidate receiving the most votes will serve.

The term for all officers shall run from September 1 to August 31.

A member cannot hold the same office for more than two (2) consecutive years.

An officer can be removed from office by two-thirds (2/3) vote of the entire Advisory Board membership. The vote for removal of an officer must occur at a meeting where all voting members have advance notice of the meeting in writing at least one (1) week prior to the meeting.

An officer may be removed from office if he or she misses two consecutive meetings without providing written notice with explanation to the Department Chair of the Protective Services Department of Central Texas College. An officer may be removed if he or she abuses the privileges of the office or fails to fulfill the duties required as determined by the voting membership.

If an officer is removed from office, a special election will be held by the membership immediately to elect a new officer. The Department Chair of the Protective Services Department will preside over the election process, although he or she will not have a vote.

**Duties of the Chairperson:**

1. Establishes the agenda for all meetings
2. Calls meetings to order
3. Announces business in proper order
4. Establishes the amount of time to be spent on each matter.
5. Presides over meetings.
6. Recognizes members and others entitled to the floor.
7. States properly in meetings all questions coming before the Advisory Board
8. Announces results of votes.
9. Expedites business.
10. Decides questions of order.
11. Assures regular meetings are held as required.
12. Enforces parliamentary procedure.
13. Appoints a capable and responsible individual to maintain minutes of all meetings.

**Rights of the Chairperson.**

1. To vote when vote is taken by ballot
2. To vote last on a roll call

The Vice Chairperson will assume all duties and rights of the Chairperson in the absence of the Chairperson

**Article V  
Meetings**

The Advisory Board must meet at least once each calendar year. More frequent meetings may be called by the Chairperson, Department Chair of the Protective Services Department of Central Texas College, or the Central Texas College Police Academy training coordinator.

Minutes will be kept of all meetings. Written copies of the minutes must be retained for five (5) years.

To conduct business of the Advisory Board, a majority of the voting members must be present.

The Academy coordinator shall prepare an agenda for each meeting, with the approval of the Chairperson.

Robert's Rules or Order (latest edition) will be the parliamentary authority.

Meetings shall be open for all members. Other persons may attend meetings by invitation of the Chairperson, Department Chair of the Protective Services Department of Central Texas College, or the Central Texas College Police Academy training coordinator.

#### **Article VI Committees**

There shall be no standing committees. The Chairperson may appoint committees and set their duties as need to carry on the business of the Advisory Board.

#### **Article VII Amendments**

Amendments to the by-laws require two-thirds (2/3) vote by the membership