



CRIMINAL JUSTICE TRAINING ADVISORY BOARD BYLAWS

The Central Texas Council of Governments' (CTCOG) Training Advisory Board was established in November 2006 in order to enhance the current training program and shall abide by mandates set forth by the Texas Commission On Law Enforcement (TCOLE) as stated in their current rules. The advisory board shall consist of representatives appointed by CTCOG. These representatives shall be law enforcement personnel with one-third of the members being public members having the same qualifications, found in the Texas Occupations Code 1701.052 as any commissioner who is required by law to be a member of the general public. The designated Training Coordinator from CTCOG shall be an ex-officio, non-voting member. CTCOG's Emergency Services Director shall serve on the board but will abstain from voting except to break a tie.

The board shall elect a Chairman to preside over meetings. The term for Chairman shall be for one year.

The board shall meet at least once each calendar year and more frequent meetings may be called by the Chairman, the Training Coordinator, or the person who appoints the board. A quorum, which is the majority of members, must be present in order to conduct business.

Written minutes shall be kept of all board meetings and will be distributed to board members. These minutes shall be retained by CTCOG for at least five years and a copy forwarded to TCOLE upon request.

The board shall be responsible for advising the development of curricula and any other related duty that may be required by CTCOG or TCOLE. As specific duties, the board shall:

1. effectively discharge its responsibilities and otherwise comply with current TCOLE rules;
2. advise on the need to study, evaluate and identify specific training needs;
3. advise on the determination of the types, frequency, and location of courses to be offered; and
4. advise on the establishment of the standards for admission, prerequisites, minimum and maximum class size, attendance, and retention.

The board may, when discharging its responsibilities, request that a report be made or some other information provided to them by a training or course coordinator. The Training

Coordinator shall provide on a quarterly basis a report that states the training classes sponsored by CTCOG during the previous quarter and the number of law enforcement and non-law enforcement students that attended. The board shall also be provided with details on training courses being planned by CTCOG.

Training Advisory Board meetings shall adhere to the Open Meetings Act and the Open Records Act. CTCOG shall notify the Texas Register of board meetings and will submit agendas to them in advance.

All policies and by-laws shall be in writing and approved by the CTCOG Executive Committee. Copies of Bylaws and Policies and Procedures shall be provided to interested parties upon request.