

HARRISON COUNTY SHERIFF'S OFFICE TRAINING ADVISORY BOARD BYLAWS



ADOPTED NOVEMBER 2017

ARTICLE I- THE ADVISORY BOARD

- A. The Harrison County Sheriff's Office Training Advisory Board, referred to as "Board" herein, is established pursuant to §1701.2 52 of the Texas Occupations Code. The Board is composed of the following members:
 - a. One (1) Board Chair
 - b. One (1) Board Secretary
 - c. One (1) Public Member
- B. The Board may be comprised of more than stated above, only assuring that one third of the membership be comprised of "public members" as defined by the Texas Commission on Law Enforcement.
- C. The physical office and mailing address of the Harrison County Sheriff's Office Training Advisory Board shall be 200 W Houston St. Marshall, TX 75670.

ARTICLE II -PURPOSE

- A. The purpose of the Board shall be to further the education of the employees of the Harrison County Sheriff's Office and other neighboring law enforcement agencies.
- B. Mission Statement - *"The Harrison County Sheriff's Office Training Advisory Board is committed to provide the highest quality education to the employees of the Harrison County Sheriff's Office as well as other neighboring public safety personnel."*

ARTICLE III -ADVISORY BOARD MEMBER APPOINTMENTS

- A. Members of the Board will be determined by the Harrison County Sheriff's Office, Sheriff. After appointment to The Board, members will elect the Officers of The Board therein through nomination, and majority vote.

ARTICLE IV: ADVISORY BOARD CHAIR

- A. The Advisory Board Chair shall serve a term of one (1) year.
- B. If the Chair is not able to fulfill their duties, the Sheriff shall appoint a replacement. The newly appointed Chair will finish the term of the previous

Chair.

ARTICLE V: ADVISORY BOARD EX-OFFICIO NON-VOTING MEMBERS

- A. The following shall serve as ex-officio non-voting members on the Board:
 - a. Harrison County Sheriff's Office Sheriff
 - b. Harrison County Sheriff's Office Training Coordinator

ARTICLE VI: ADVISORY BOARD TERM

- A. The term of a Board member shall begin on the date of appointment. The term will be for one (1) year from date of appointment.
- B. Members may be reappointed by the Sheriff.
- C. Members must provide a written resignation to the Harrison County Sheriff's Office Training Coordinator if they are unable to remain on the Board.
- D. The Harrison County Sheriff's Office Sheriff will fill any vacancies on the Board.

ARTICLE VII: BOARD MEETINGS

- A. The Board Shall Meet twice (2) each calendar year. The meeting date will be determined by the Training Coordinator, the Board Chair, and the Board Membership.
- B. The Training Coordinator will prepare an agenda and meeting notice to each Board Member at least thirty (30) business days before the meeting date.
- C. A quorum of the Board must be present to conduct Board business. A quorum consists of 51% of the voting membership.
- D. A majority vote of the quorum is required to approve any action of the Board.
- E. A Board member may not vote by proxy.
- F. All meetings of the Board shall be open to the public.
- G. Minutes of the Board meetings shall remain on file for a period of five (5) years. The Training Coordinator shall be responsible for maintaining Board

minutes and documentation.

ARTICLE VIII: ATTEDANCE

- A. Board members are required to attend 50% of the annual meetings.
- B. The Harrison County Sheriff's Office Training Coordinator will maintain attendance documentation for each meeting.
- e. A member will be removed if they fail to attend at least one (1) of the two (2) annual meetings during their term. The member will be notified in writing if they are removed from the Board.

ARTICLE IX: TRAINING ADVISORY BOARD DOCUMENTS & TRAINING

- A. Board members will complete TCOLE Training Advisory Board training (TCOLE #3003) within 1 year of placement on the Board.
- B. Board members must complete a TCOLE Advisory Board Eligibility Form.
- e. Board members must supply a resume or biography upon appointment. In the case of re-appointment, updates will be made to the resumes and biographies of the members.

ARTICLE X: CONFLICT OF INTEREST

- A. If any Board member has a direct relationship with a company providing services to the Harrison County Sheriff's Office, or a person who is employed or seeking employment with the Harrison County Sheriff's Office, they must disclose this information to the Board. The Board will then determine if there is a conflict of interest. The member involved may not discuss or vote on this issue.

ARTICLE XI: CODE OF CONDUCT

- A. Board members are expected to maintain professionalism, courtesy, and objectivity when conducting Board business. In the event a member's conduct is called into question, the Sheriff or the Harrison County Sheriff's Office Training Coordinator will address the situation and take necessary action, which may include removing the member from the board.

ARTICLE XII: PROCEEDURE

- A. Parliamentary Procedure will be the model for conducting business at all Advisory Board Functions. The Secretary will be responsible for knowledge of this procedure, and answer questions on procedure that may arise.

ARTICLE XIII -CONTRACTS, DEPOSITS, DISBURSMENTS, RESERVES AND GIFTS

- A. The Board is NOT authorized to negotiate contracts, make deposits, authorize disbursements, create reserves, accept gifts, or execute any expenditures or liability in the name of and on behalf of the Harrison County Sheriff's Office. Any contract or instrument shall be submitted to the Sheriff for approval and execution.

ARTICLE XIV -FISCAL YEAR

- A. The fiscal year of the Harrison County Sheriff's Office Training Advisory Board shall begin on the first day of October and end on the last day of September in each year.

ARTICLE XV -AMENDMENT OF BYLAWS

- A. Amendment: These Bylaws shall be subject to amendment by a resolution in writing, signed by a minimum of two (2) members of the Board. The Secretary shall notify the membership in writing of the resolution offered at least twenty (20) days prior to the special meeting called thereof. It shall require a two-thirds (2/3) majority of the members present at the special meeting called thereof, voting in accordance with Article VII, of these bylaws, to adopt the resolution or its amendment.
- B. Revisions: These When and if it becomes necessary for these bylaws to be revised, the Secretary shall notify the membership in writing of the revision offered at least twenty (20) days prior to the special meeting called thereof. It shall require a two thirds (2/3) majority of the members present at the special meeting called thereof, voting in accordance with Article VII, of these bylaws, to adopt the revised bylaws or amendments thereto.
- C. Severability: If any clause or provision of these bylaws is illegal, invalid, or unenforceable, there will be added as a part of these bylaws a clause or provision as similar in terms to such illegal, invalid, or unenforceable.

