

BYLAWS OF THE
MISSISSIPPI BOARD ON LAW ENFORCEMENT OFFICERS
STANDARDS AND TRAINING

Article I.

Name

The name of this board shall be the Mississippi Board on Law Enforcement Officers Standards and Training. The Board is a creature of the Mississippi Legislature, General Laws of Mississippi 1981, Chapter 474.

Article II.

Object

The object of this board shall be to provide standards for the training and selection of law enforcement personnel in the State of Mississippi; to provide standards for the facilities and the curricula of law enforcement academies in the State of Mississippi and to approve training schools complying with those standards; to provide standards for the certification of law enforcement personnel; and to generally administer Chapter 474, General Laws of Mississippi 1981, and any amendments thereto.

Article III.

Members

Section 1. The membership of the board shall consist of eleven persons as designated by the General Laws of Mississippi 1081, Chapter 474, section 3.

Section 2. Although they shall not enjoy the authority to vote at board meetings, the training officers of all police academies duly approved by this board shall serve as advisors to the board. The number of training officers or executive officers, serving as advisors, shall not exceed one such officer per training academy. These training officers or executive officers, serving in an advisory capacity, shall be entitled to all privileges of board members, except the privilege of voting at board meetings.

Section 3. Only board members shall be entitled to vote at board meetings.

Article IV.

Officers

Section 1. The officers of the board shall be a chairman and a vice-chairman, each elected by and from the membership of the board. In addition, the executive director of the Division of Public Safety Planning shall serve as the director of the board. The director of the board shall have no vote in the proceedings of board meetings but shall provide administrative support and financial management for the board. These officers shall perform the duties prescribed by these bylaws, by the parliamentary authority adopted by the board, and by the rules and special rules of order adopted by the board.

Section 2. The duties of the director of the board shall include, but shall not necessarily be limited to, the following:

- 1) to keep a record of all the proceedings of the organization in the form

- of minutes;
- 2) to keep on file all committee reports;
 - 3) to keep the organization's official membership roll and to call said roll where it is required;
 - 4) to make the minutes and records available to the board members upon request;
 - 5) to notify officers, committee members, and members of their election or appointment, to furnish committees with whatever documents are required for the performance of their duties, and to have on hand at each meeting a list of all existing committees and their members;
 - 6) to sign and certify to the authenticity of all copies of acts of the board when needed;
 - 7) to maintain record books in which the bylaws, the special rules of order, and the minutes are entered, with any amendments to these documents properly recorded, and to have the current record books on hand at every meeting;
 - 8) to send out to the membership a notice of each meeting and to conduct the general correspondence of the organization, that is, correspondence which is not a function properly assigned to other officers or to committees;
 - 9) to act as the corresponding officer of the board in complying with the

- notice and filing requirements of the Mississippi Administrative Procedures Law, Mississippi Code Annotated sections 25-43-1, et seq;
- 10) to prepare, prior to each meeting, an order of business for the use of the presiding officer, showing all matters known in advance that are due to come up at the board meeting;
 - 11) in the absence of the chairman and vice-chairman, to call the meeting to order and to preside until the election of a chairman pro tem, which should take place immediately;
 - 12) to provide, personally and through the staff of the Criminal Justice Planning Commission, research, development, and substantive suggestions to the board; and
 - 13) to execute any other tasks and responsibilities designated by the board.

Section 3. The Chairman shall, in a manner consistent with law, exercise general housekeeping authority for the board relative to the dissemination of information not within the public domain. The chairman shall advise the board, at its next regular meeting, of all decisions made by him under the authority of this section.

Section 4. The chairman and vice-chairman shall be elected by ballot to serve for one year or until their successors are elected, and their term of office shall begin at the close of the board meeting at which they are elected.

Section 5. No member shall be eligible to serve more than two consecutive

terms in the same office.

Section 6. Should either the chairman or vice-chairman cease to be a member of the board, the board shall at its next regular meeting, not to exceed 40 days after the vacancy occurs, elect a successor to the vacant position.

Article V.

Meetings

Section 1. The regular meetings of the board shall be held at 10 o'clock a.m. on the second Thursday of every other month, unless suspended by the chairman in his discretion. Those meetings shall be held at the Mississippi Law Enforcement Officers' Training Academy, Pearl, Mississippi, unless otherwise designated by the chairman in his discretion.

Section 2. Although regular meetings of the board may be suspended at the discretion of the chairman, the board shall convene at least once every three months.

Section 3. Special meetings can be called by the chairman if in his discretion such meeting is justified. Moreover, the chairman shall call a special meeting of the board upon the written request of five members. When a special meeting is called, the purpose of the meeting shall be stated in the notice.

Section 4. The director shall cause written notice of each meeting, whether special or regular, to be disseminated to the members of the board and to all others expected to attend. Such notice shall be accomplished by posting in the

United States mail at least ten days prior to either a regular or a special meeting.

Section 5. Four members of the board shall constitute a quorum.

Section 6. At no meeting of the board shall any rule be adopted, amended, or repealed without substantial compliance with the Mississippi Administrative Procedures Law. Mississippi Code Annotated sections 25-43-1. et seq. In addition, at no meeting shall the board revoke, suspend, cancel, recall, annul, or withdraw certification of a law enforcement officer or the law enforcement officer training school without first complying with the Mississippi Administrative Procedures law, Mississippi Code Annotated sections 25-43-1. et seq. The provisions of this section shall not be deemed to waive any right of the board under any saving section within said Mississippi Administrative Procedures Law.

Section 7. Meetings shall be conducted by the chairman, who shall do so in the manner prescribed by these bylaws and by the parliamentary authority adopted by the board. In conducting meetings, the chair shall generally conform to the following order of business:

- 1) the reading and approval of past minutes;
- 2) reports, if any, of officers and standing committees;
- 3) reports, if any, of special committees;
- 4) special orders of business;
- 5) unfinished business and general orders of business; and
- 6) new business.

Article VI.

Committees

Section 1. The chairman shall have the authority to appoint committees, standing or special, whenever such is appropriate in his opinion. In addition, the chairman shall also appoint committees, either standing or special, whenever necessary to carry on the work of the board. A committee shall be deemed necessary to carry on the work of the board whenever so indicated by a majority of the voting members in any meeting of the board. The chairman shall be an ex officio member of all committees so appointed.

Section 2. Ex officio members of committees shall have the right but not the obligation to participate in the proceedings of the committees. Ex officio members shall not be counted in the quorum of that committee.

Article VII.

Parliamentary Authority

The rules contained in the current edition of Roberts **Rules of Order Newly Revised** shall govern the board in all cases to which they are applicable and in which they are not inconsistent with these bylaws, any special rules of order adopted by the board, or with legal authority.

Article VIII.

Amendment of Bylaws

These bylaws can be amended at any regular or special meeting of the board

by a two-thirds (2/3) vote, provided that the amendment has been submitted and publicized as provided by the Mississippi Administrative Procedures Law, Mississippi Code Annotated sections 35-43-1, et sequentia.