



**HILL COLLEGE POLICE ACADEMY**

TRAINING ADVISORY BOARD

# BYLAWS



Effective: December 20, 2019

## **ARTICLE I. DEFINITION OF TERMS**

The name of this board shall be the Hill College Police Academy Training Advisory Board (HCPA Training Advisory Board). It may be referred to as Training Advisory Board, Advisory Board or any combination of these terms. The responsible parties shall be the Hill College President, supervising dean of the police academy, and the Police Academy Coordinator.

## **ARTICLE II. OFFICE**

The physical address of the Hill College Police Academy shall be 112 Lamar Drive, Hillsboro, Texas 76645.

## **ARTICLE III. NAME**

The name of this board shall be the Hill College Police Academy Training Advisory Board (HCPA Training Advisory Board).

## **ARTICLE IV. PURPOSE**

- A. The purpose of the Board is to comply with standards under the Texas Administrative Code, Title 37, Part 7, Chapter 215, Rule 215.7: (a) All training providers approved by the commission must establish and maintain an advisory board, as required by §1701.252 of the Texas Occupations Code.
- B. Another purpose of the board is to further the education and training of police cadets and police officers.

## **ARTICLE V. MEMBERSHIP**

- A. The Hill College Police Academy Training Advisory Board shall consist (15) members (5) of which are public members. <sup>1</sup>
- B. The Board shall appoint a chairperson. The board may elect other officers as necessary. A quorum must be present in order to conduct business. <sup>2</sup>
- C. Membership shall be At-Large Voting Members and Ex Officio Non-Voting Members. The Hill College President, the Vice President of Instruction, the supervising dean of the police academy, and the Police Academy Coordinator shall be Ex Officio Non-Voting Members.
  - a. Ex-Officio members may designate other representatives of Hill College and the Hill College Police Academy. These members may be represented at Advisory Board Meeting and shall have voice privileges but not vote.

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<sup>1</sup> Texas Administrative Code, Title 37, Part 7, Chapter 215, Rule 215.7, (a) All training providers approved by the commission must establish and maintain an advisory board, as required by §1701.252 of the Texas Occupations Code. The board must have at least three members who are appointed by the sponsoring organization. Board membership must not fall below a quorum for more than 30 days. A quorum of the advisory board is defined as a minimum of 51% of the voting membership.

<sup>2</sup> Texas Administrative Code, Title 37, Part 7, Chapter 215, Rule 215.7, (c) The chief administrator, or head or the sponsoring organization, may appoint a board chair, or the board may elect a board member to serve as the board chair. The board may elect other officers and set its own rules of procedure. A quorum must be present in order to conduct business.

- b. At-large membership shall be open to representatives of the community and civic organizations, service providers, and other citizens.
- D. Selection of Advisory Board members-at-large shall be made by Hill College President and the Training Coordinator. Final appointment shall be made in writing by Vice President of Instruction or the supervising dean of the police academy<sup>3</sup>.
- E. Once appointed, the board member shall serve continuously or until replaced by the Vice President of Instruction or the supervising dean of the police academy<sup>4</sup>.
- F. Members unable to attend meetings regularly shall be automatically resigned and the vacancy filled by the Vice President of Instruction or the Supervising dean of the police academy . A member may also be removed by the Vice President of Instruction or the supervising dean of the police academy in their discretion.<sup>5</sup>
- G. Board members must complete the commission developed advisory board training course within one (1) year of appointment.<sup>6</sup>
- H. Board members must complete the form “Advisory Board Eligibility Verification Form.” Vetting for qualification as a public member shall be done by the Training Coordinator in reviewing this form.
- I. Board membership must not fall below a quorum for more than 30 days.<sup>7</sup>

**ARTICLE VI. BOARD DUTIES IN COMPLIANCE WITH THE TEXAS ADMINISTRATIVE CODE**

Board members must, as specific duties outlined in the Texas Administrative Code, Title 37, Part 7, Chapter 215, Rule 215.7, (i):

- 1) discharge its responsibilities and otherwise comply with commission rules;
- 2) set policies and procedures for the academy with the consent of the chief administrator;
- 3) advise on the need to study, evaluate, and identify specific training needs;
- 4) advise on the determination of the types, frequency, and location of courses to be offered;
- 5) advise on the establishment of the standards for admission, prerequisites, minimum and maximum class size, attendance, and retention; and
- 6) advise on the order of preference among employees or prospective appointees of the sponsoring organization and other persons, if any.

<sup>3</sup> Texas Administrative Code, Title 37, Part 7, Chapter 215, Rule 215.7, (f) Board Members will be appointed by the following authority: (2) for a college academy, by the dean or other person who appoints the training coordinator.

<sup>4</sup> Texas Administrative Code, Title 37, Part 7, Chapter 215, Rule 215.7, (f) Board Members will be appointed by the following authority: (2) for a college academy, by the dean or other person who appoints the training coordinator.

<sup>5</sup> Texas Administrative Code, Title 37, Part 7, Chapter 215, Rule 215.7, (g) A member may be removed by the appointing authority.

<sup>6</sup> Texas Administrative Code, Title 37, Part 7, Chapter 215, Rule 215.7, (b) The board may have members who are law enforcement personnel; however, one-third of the members must be public members, as defined in §1701.052 of the Texas Occupations Code, having the same qualification as any commissioner who is required by law to be a member of the general public. The chief administrator, or head of the sponsoring organization, and the designated training coordinator may only serve as ex-officio, non-voting members. Board members are required to successfully complete the commission developed advisory board training course within one year of appointment to an advisory board

<sup>7</sup> Texas Administrative Code, Title 37, Part 7, Chapter 215, Rule 215.7, (a) All training providers approved by the commission must establish and maintain an advisory board, as required by §1701.252 of the Texas Occupations Code. The board must have at least three members who are appointed by the sponsoring organization. Board membership must not fall below a quorum for more than 30 days. A quorum of the advisory board is defined as a minimum of 51% of the voting membership.

## **ARTICLE VII. OFFICERS AND THEIR ELECTION**

- A. Duties of officers:
  - a. The elected officers of the Hill College Police Academy shall be at the discretion of the board. The board may elect a Secretary or the Chairperson can appoint a Recording Secretary. Absent a recording secretary, a Hill College staff member or the Training Coordinator shall act as a meeting recorder.
  - b. The Training Coordinator shall ensure that minutes are recorded for each meeting and send timely notification of all meetings to each member.
- B. Duties of members:
  - a. Each member shall be familiar with the purposes of the Advisory Board, shall attend all regular and special meetings and serve on any committee when so appointed.
  - b. Each members shall provide and maintain an up-to-date resume.
  - c. Each member shall report any status change that may change their eligibility to serve as a board member (as outlined in the Advisory Board Eligibility Verification Form).

## **ARTICLE VIII. EXECUTIVE COMMITTEE**

The Advisory Board shall be comprised of the elected officers and members who shall be voting members. At the discretion of the Training Coordinator, committee members (see Other Committees below), or others, may be invited to participate at Advisory Board meetings and have voice, but no vote. The Advisory Board shall have the authority to conduct the business of the Advisory Board between meetings and to request the Hill College President to fill by appointment any vacancy on the Advisory Board.

## **ARTICLE IX. OTHER COMMITTEES**

- A. Special committees may be appointed by the Training Coordinator as needed.
- B. Committees shall consist of the committee chairperson, at least two members, and others appointed by the committee chairperson.

## **ARTICLE X. 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.<sup>8</sup>

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<sup>8</sup> Texas Administrative Code, Title 37, Part 7, Chapter 215, Rule 215.7, (d) A board must meet at least once each calendar year. More frequent meetings may be called by the board chair, the training coordinator, or the person who appoints the board.

- B. The Training Coordinator may call a special meeting as deemed necessary.<sup>9</sup>
- C. The Training Coordinator will prepare an agenda and meeting notice to each Board Member at least ten (10) business days before the meeting date.
- D. A quorum of the Board must be present to conduct Board business. A quorum consists of 51% of the voting membership.
- E. A majority vote of the quorum is required to approve any action of the Board.
- F. A Board member may not vote by proxy.
- G. All meetings of the Board shall be open to the public.
- H. 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.<sup>10</sup>
- I. Minutes shall show attendance, motions, votes and decisions.

**ARTICLE XI. RULES OF ORDER**

Parliamentary procedure shall be governed by "Roberts Rules of Order" (latest revision), except as herein modified, and the Secretary shall procure and maintain an up-to-date copy of such rules and have same available at all meetings.

**ARTICLE XII. CONDUCT**

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 Training Coordinator will address the situation and take necessary action, which may include removing the member from the board.

**ARTICLE XIII. CONFLICT OF INTEREST**

If any Board member has a direct relationship with a company providing services to Hill College, or a person who is employed or seeking employment with Hill College, 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 XIV. CONTRACTS, DEPOSITS, DISBURSEMENTS, RESERVES AND GIFTS**

The Advisory 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 Hill College Police Academy. Any contract or instrument shall be submitted to the Hill College Present and the Hill College Board of Regents for approval and execution.

**ARTICLE XV. BOOKS AND RECORDS**

The Advisory Board shall keep correct and complete records and shall also keep minutes of the proceedings of its members, and shall keep at the principal office a record giving the names and addresses of the members entitled to vote. All books and records of the Advisory Board may be

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<sup>9</sup> Ibid.

<sup>10</sup> Texas Administrative Code, Title 37, Part 7, Chapter 215, Rule 215.7, (e) A board will keep written minutes of all meetings. These minutes must be retained for at least five years and a copy forwarded to the commission upon request.

inspected by any member, or his agent or attorney duly appointed in writing, for any proper purpose at any reasonable time or place.

#### **ARTICLE XVI. FISCAL YEAR**

The fiscal year of the Hill College Police Academy shall begin on the first day of September and end on the last day of August in each year.

#### **ARTICLE XVII. WAIVER OF NOTICE**

Whenever any notice is required to be given under the provisions of the Texas Open Meetings Act, or under the provisions of the Articles of Organization, or under the Bylaws of the Organization, a waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

#### **ARTICLE XVIII. AMENDMENT OF BYLAWS**

Section One. Amendment: These Bylaws shall be subject to amendment by a resolution in writing, voted on and approved by the board through majority vote. When and if it becomes necessary for these bylaws to be amended, it shall be the duty of the Training Coordinator to draft any amendment. The Training Coordinator shall notify the membership in writing of the resolution offered prior to the regular or special meeting called thereof.

Section Two. Revisions: These Bylaws shall be subject to revision by a resolution in writing, voted on and approved by the board through majority vote. When and if it becomes necessary for these bylaws to be revised, it shall be the duty of the Training Coordinator to draft any revision. The Training Coordinator shall notify the membership in writing of the resolution offered prior to the regular or special meeting called thereof.

Section Three. 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.

Section Four. Duplication, Distribution and Supply: These bylaws shall be duplicated and the Secretary or Training Coordinator shall furnish members copies thereof upon request and upon the payment of any appropriate fee for the cost of reproduction and postage. The Secretary or Training Coordinator shall obtain a sufficient number of copies for the needs of the Training Advisory Board and maintain a supply on hand for future requirements.

#### **ARTICLE XIX. EFFECTIVE DATE**

These bylaws shall be effective immediately upon their adoption by the initial Advisory Board of the Hill College Police Academy, and shall remain in effect in their entirety until amended or revised by the membership as provided in these bylaws.

## Change Log:

Title “Dean of Career and Technical Education” was replaced with “supervising dean of the police academy” to generalize the title for future supervisory changes.