

LETC Board Bylaws

March 13, 2018

Article I: Board Name

The name of this board is the Law Enforcement Training Center Joint Board (referred to herein as “LETC Joint Board” or “Board”).

Article II: Authority

The Board was established by Interlocal Agreement (“Agreement”) between Sedgwick County, Kansas and the City of Wichita in 2017.

Article III: Purpose

Section A: Principal Mission

The principal mission of the Board is to administer the Agreement by and between Sedgwick County, Kansas and City of Wichita, Kansas.

Section B: Guiding Principles

Notwithstanding the contractual requirement that the Wichita Police Department’s Chief of Police (“Chief”) and the Sheriff of Sedgwick County, or their designees, have the sole responsibility to establish specific training schedules and schedules for other uses of the LETC facility in a manner that is respectful of each party’s joint interest in the LETC; the Board shall be responsible for the use, operations and maintenance of the LETC.

Section C: Recommendations to Elected Officials and Governing Bodies

The Board may make recommendations to elected officials and governing bodies as needed regarding issues related to use, operations and maintenance of the LETC.

Article IV: Members

Section A: Membership

There are five (5) voting members of the Board:

- Wichita Police Department’s Chief of Police;
- Sedgwick County Sheriff;
- One representative appointed by the Wichita City Council;
- One representative appointed by the Sedgwick County Commission; and
- One representative of Wichita State University.

Article V: Meetings

Section A: Regular Meetings

In the first three (3) years of operation, which shall begin on the date on which the parties receive the certificate of occupancy, the Joint Board shall meet at least quarterly to report on, monitor and discuss the use, operations and maintenance of the LETC.

Following the initial three-year period, the Board may meet as necessary, but at least annually, to report on, monitor and discuss the use, operations and maintenance of the LETC.

The specific dates and times of meetings for each calendar year will be set at the Board's first meeting of the calendar year.

Section B: Designees

Board members may designate a chief staff person to act for the member at Board meetings. Any member wishing to appoint a designee is to identify the designee in written correspondence addressed to the Chair of the Board. Designees may be changed only by notifying the Chair in writing.

Section C: Quorum

A quorum is a simple majority of the members of the Board who have been appointed and are qualified at any given time. The affirmative vote of a majority of those members present and voting shall be sufficient for the passage of all motions. In the absence of a quorum at any meeting, the presiding officer may adjourn the meeting.

Section D: Convening Special Meetings

The Chair of the Board may convene a special meeting. Written notice must be served to Board members at least 48 hours in advance of the meeting. Only items included in the written notice may be discussed or considered.

Section E: Staff Support

Staff support for the Board will be provided by the Sedgwick County Manager's Office via the Assistant County Manager of Public Safety, Code Enforcement & Emergency Management.

Section F: Board Liaison

The Assistant County Manager for Public Safety, Code Enforcement, and Emergency Management will serve as the Board's liaison among its members and with external groups. It will be the responsibility of the Liaison to encourage participation among stakeholders and ensure the Board's mission is being upheld. The Liaison will coordinate with the Chair to develop meeting agendas.

Article VI: Chair

At the first meeting of the Board, the Board shall elect a Chair. For occasions when the Chair cannot attend the meeting, the Chair will designate a voting member to preside over the meeting.

Article VII: Voting

Each voting member of the Board has one vote. Designees may vote on behalf of the voting member.

Article VIII: Board Procedures

Parliamentary procedures will not be required as a normal practice of decision making; however, respectful dialog and consensus are the preferred norm for conducting Board business. In the event that any member requests a formal vote of the members on any issue, *Robert's Rules of Order* ("Rules of Order") governs the voting process; however, should the Rules of Order conflict with Board bylaws or any applicable provision of law, the bylaws and applicable law shall take precedence.

Article IX: Open Meetings

All meetings of the Board shall be open to the public. Meetings may be recorded, provided that doing so does not disrupt Board proceedings.

Article X: Amendment of Bylaws

Proposed amendments to the bylaws are to be included on the agenda of a regularly scheduled meeting. Approval of proposed changes to the bylaws becomes effective immediately.