



FEDERAL LAW ENFORCEMENT TRAINING ACCREDITATION BOARD

Bylaws

Approved April 14, 2016

Article I: Name

This Board will be known as the Federal Law Enforcement Training Accreditation (FLETA) Board.

Article II: Vision, Mission, and Goals

The FLETA Board will formulate a Strategic Plan which will present the Board's vision, mission, and goals. The Strategic Plan will be reviewed and updated periodically with no more than five years between updates.

Article III: Board Authority and Membership

Section 1. Authority

Subject to the limitations of these bylaws, the Board shall provide direction and oversight for all FLETA activities. The Board shall have approval authority, including but not limited to, all policies for operations, training standards, and procedures for the accreditation of federal law enforcement training academies and programs that have met such standards.

Section 2. Board Composition

The Board is comprised of federal law enforcement departments, agencies, or organizations and other non-federal organizations as identified herein. The current composition of the Board will be posted on the FLETA website.

Number of Board Members: The number of federal and non-federal members may be set from time to time by a two-thirds majority vote of the Board membership then in office. The process to change the number will be through the submission and approval of a resolution at a regular or special meeting in compliance with the requirements set forth herein.

Composition of the Board: The Board shall be composed of:

All Departments with an accredited academy with FLETA will be offered one seat on the Board, with the exception of DHS, DOJ, DOD, and the Department of Treasury, which will have multiple seats on the Board;

- Seven seats for Department of Homeland Security agencies;
- Four seats for Department of Justice agencies;
- Three seats for Department of Defense agencies;
- Two seats for Department of Treasury agencies;
- One seat each for the Department of the Interior, the Postal Inspections Service, the Department of State, Federal Probation and Pre-Trial Academy, and Inspectors General;
- Three seats for other federal agencies; and
- Three seats for non-federal members.

When there are more agencies from a single department desiring membership on the Board than the seats available for the department; the Board may defer to the department to prepare a rotation plan which will allow the department member agencies to rotate through the seat(s) available.

Section 3. Board Membership

Federal Members: Representatives are appointed by department heads or governing bodies of federal departments, agencies, or organizations and are executives or senior managers with policy-making authority, senior oversight responsibility, and significant leadership experience with federal law enforcement training. Appointees shall receive sufficient time and resources from their respective agency/organization in order to actively participate in all Board actions and responsibilities.

Non-federal Members: Non-federal members represent academic or professional organizations outside the Federal government. These members shall be solicited and selected by the Board.

Application for Board Membership by Non-Members: The head of a federal department, agency, or organization, or their designee, may apply for Board membership by submitting their request in writing to the Executive Secretary. At a minimum the request should consist of a letter containing a description of the organization, its mission, and its potential contributions to the accreditation community, which will be considered by the Board.

Section 4. Terms of Appointment

Federal and non-federal appointees shall serve for a three-year term. Non-federal appointees shall be limited to one term unless membership extension is approved by the Board. Terms shall be staggered to provide for the expiration of approximately one-third of the Board's membership each year. The Board is authorized to take such action as necessary to amend current term appointments to meet the intent of this section.

Appointments shall commence on October 1 and expire on September 30 in the third year. No term limitations exist for federal appointees.

Section 5. Board Member Responsibilities

Only designated Board members may represent their department, agency, or organization at Board meetings. Substitutes or alternates are not permitted, but members may designate proxies as provided by these bylaws.

New Board members are expected to participate in an orientation process established by the Executive Committee.

Board members are expected to attend every Board meeting and other designated activities, and be fully prepared to engage in discussions, deliberations, and decisions, and actively represent the interests of the accreditation community.

Each member of the FLETA Board will be required to sign a Confidentiality Agreement. This agreement shall affirm that they agree to maintain confidentiality and discretion regarding any and all information provided and/or discovered while executing the duties and responsibilities of the Board. This agreement also affirms that Board members shall recuse themselves and make full disclosure to the Board on matters of accreditation, reaccreditation, compliance, or reinstatement concerning a training academy or program for which they have oversight responsibility.

Section 6. Reappointments and Vacancies

Reappointments: At each regular meeting, the Executive Secretary shall notify the Board of any member whose term is due to expire within the next twelve calendar months. Upon receipt of said notification, the Board will place the position under new business to discuss continued representation on the Board. The Executive Secretary will coordinate with the current member to obtain a written correspondence from their respective department, agency, or organization which expresses its intent and commitment to continued participation on the Board. Unless an objection is raised and supported by a properly approved motion, membership shall continue.

Vacancies: A vacancy shall occur whenever the member can no longer participate on the Board. Within 90 days of a vacancy occurring, the Executive Secretary will coordinate with the Executive Committee and the sponsoring agency to secure a replacement to fill the unexpired term. Should the sponsoring agency fail to respond within 90 days of notification of the vacant seat, the vacant seat will be filled, consistent with Article III, Section 3 of the Bylaws, for the balance of the unexpired term.

Section 7. Resignations and Removal of Board Member

Resignations: Board members may resign at any time by giving written notice to the Board through the Chair or Executive Secretary. The resignation is effective upon receipt unless the notice specifies a later effective date.

A Board member who misses two regularly scheduled Board meetings in any 12-month period without an excused absence granted by the Board is presumed to have resigned.

Removals: Members may be removed for cause. Any member who has breached any duty or obligation arising under these bylaws, or has taken such other action as to undermine the mission and goals of the FLETA Board, may be removed by a two-thirds majority vote of the Board membership then in office. The member shall be provided notice which outlines the breach of conduct five days prior to the meeting date and shall have an opportunity to be heard at the meeting. The final decision shall be promptly communicated to the member by the Executive Secretary. The Board's decision is final and there is no right of appeal.

Article IV: Administrative Support and Office of Accreditation Review Requirements

The FLETA Office of Accreditation (OA) works under the direction of the FLETA Board to execute its vision, mission, and goals. The FLETA Board and the OA shall operate as a professional and independent federal law enforcement accreditation body treating all potential and actual applicants in an impartial, equal, and professional manner. The Chair, through the Executive Committee, will implement written guidance for staffing and operations of the OA.

The Board Chair shall appoint an OA Program Review Committee to be led by the Second Vice-chair to review the administrative and operational functions of the OA. This review shall be conducted every three years or as designated by the Board Chair. A written report of the findings shall be presented to the FLETA Board or other parties as approved by the Board. Any materials created in the process shall be retained by the Board Parliamentarian.

Article V: Officers

Section 1. Eligibility for Officers

The officers of this organization shall be federal Board members and consist of a Chair, First Vice-chair, Second Vice-chair, Parliamentarian, Executive Secretary, and such other positions as may be necessary to efficiently and effectively carry out the responsibilities of the Board.

Section 2. Duties of Officers

Chair: The Chair shall preside at the meetings of the Board, and shall facilitate the appointment of other members of the Board and all committees.

First Vice-chair: The First Vice-chair shall perform the duties and possess the powers of the Chair during the absence or disability of the Chair. The First Vice-chair shall also serve as the Chair of the Strategic Planning Committee.

Second Vice-chair: The Second Vice-chair shall perform the duties and possess the powers of the Chair during the absence or disability of the Chair and First Vice-chair. The Second Vice-chair shall also serve as the Chair of the Standards Steering Committee and the OA Program Review Committee.

Parliamentarian: The Parliamentarian shall provide advice to the Chair, Executive Committee, Board, officers, committees, and members on matters of parliamentary law/procedure and on the interpretation and application of the Board's bylaws. The Parliamentarian shall also serve as the Chair of the Bylaws Committee. This position shall be appointed by the Executive Committee.

Executive Secretary: The Executive Director of the Office of Accreditation shall serve as the Executive Secretary for the Board. The Executive Secretary is a non-voting adjunct member and is responsible for recording the minutes of all Board meetings, responding to Board matters, and providing support to the Board.

Other Officers: By a two-thirds vote, the Board may establish offices and positions as may be necessary to carry out the functions of the Board.

Section 3. Executive Committee

The Chair, First Vice-chair, and Second Vice-chair shall comprise the Executive Committee and shall exercise its authority in accordance with the provisions herein. In addition, the Parliamentarian and Executive Secretary will participate as advisors as necessary. The Executive Committee shall set the responsibilities of the Executive Director and staff of the OA. The Executive Committee shall also be responsible for the Board's Strategic Planning process.

Section 4. Terms of Office

Elected officers shall serve two-year terms. The term of office shall commence on October 1 and expire on September 30 in the second year. The Chair and Vice-chair positions have term limitations of two consecutive terms per position, thereby precluding any one individual from serving more than four consecutive years in a single position. These term limitations do not prevent members who have served in one office for four years from being eligible to serve in another office.

The Parliamentarian position has no term limit. The term of office shall coincide with other elected officers and commence on October 1 and expire on September 30 in the second year.

Section 5. Vacancies

A vacancy shall occur whenever the officer can no longer participate on the Board. The Executive Committee may appoint a member, in an acting capacity, to fill the vacant position until an election can be held. A special election will be held at the next general meeting to fill the unexpired term of the vacant position.

Section 6. Elections

When necessary and at least six months prior to the expiration of an officer's term, the Chair shall appoint a Nominating Committee to produce a slate of candidates by the next general meeting. At the general meeting the Chair of the Nominating Committee will provide the Board a slate of officer candidates. Additional nominations may be accepted directly from the floor. Once nominations are closed, they shall not be reopened. Members nominated for elected office will have a reasonable amount of time to present themselves before the Board prior to the final vote. The Executive Secretary shall conduct a written ballot election for each position being filled.

Article VI: Meetings

Section 1. Meetings Defined

The term "meeting" means the deliberations of at least the number of Board members required to take action on behalf of the Board where such deliberations determine or result in the joint conduct or disposition of official FLETA business.

Section 2. Regular Meetings

At the minimum, the Board shall hold semi-annual meetings to conduct FLETA business. The Executive Secretary will submit a proposed meeting schedule to the Board for approval and assist the Board in all communications and activities regarding the conduct of the meetings. The Chair or responsible Vice-chair will communicate with the Executive Secretary regarding proposed agenda items and supporting documents in order to provide Board members with the date, location, and agenda items for the meeting.

Section 3. Special Meetings and Notification

Special meetings of the Board may be called at the option of two or more Executive Committee members, provided that all Board members are notified of the meeting and provided with the agenda at least five working days in advance of the meeting. Notice may be made by telephone, email, or any other reasonable means at the discretion of the Chair.

Special meetings may be conducted by conference call or other methods that provide for the full and active participation of Board members. The subject matter of the special meeting and any action that may be taken as a result of any special meeting shall be limited to that previously announced in the meeting notice and agenda.

Section 4. Quorum

In order to conduct business the Executive Secretary shall confirm that a quorum is present at any regular or special meeting. A quorum shall consist of a majority of the members in office and all transactions of business or decisions of the Board shall be by a majority vote of the members present, except as otherwise stated herein.

Section 5. Executive Committee Meetings

The Executive Committee shall meet at the discretion of the Chair to ensure the efficient and effective operation of the Board and the FLETA Office of Accreditation (OA). It has the authority to make operational decisions that cannot be delayed until the next general or special meeting.

In order to conduct business the Chair shall confirm that a quorum is present. A quorum shall consist of a majority of officers in office and all transactions of business or decisions of the Executive Committee shall be by a majority vote of the officers present, except as otherwise stated herein.

Such decisions must be conveyed to the members of the Board within five working days. Notifications in these circumstances shall be made consistent with Article VI, Section 3. Ratification can occur at the next scheduled meeting unless a request is made by five or more Board members for an expedited vote. If the requisite number of Board members calls for an expedited vote, via written request to the Executive Committee, a special meeting will be scheduled within 15 days following receipt of the fifth request. To remain in effect, actions of the Executive Committee must be ratified by the full Board no later than the next regularly scheduled Board meeting.

Section 6. Voting Procedures

Votes may only be cast by members of the Board who are present or actively able to participate through electronic means expressly authorized herein. Only one vote per member is permitted, except when acting under proxy pursuant to Article VI, Section 7.

Section 7. Proxies

Every member entitled to vote shall have the right to do so in person, electronically (as authorized herein), or through another member as evidenced by written proxy executed by such person and filed with the Chair or Executive Secretary prior to the meeting.

A proxy must identify the member authorized to act, the meeting date, and the subject matter in sufficient clarity to identify the matters on which the individual is authorized to vote.

A proxy does not justify an unexcused absence.

Article VII: Committees

The Board will oversee the work of the standing committees and has the authority to establish other committees as needed. The Board may determine membership of the committees and membership is not restricted to Board members. Recommendations made by committees are subject to review and approval by the Board. The standing committees are:

- Standards Steering Committee
- Bylaws Committee
- Awareness and Recognition Committee
- Strategic Planning Committee
- OA Program Review Committee

Section 1. Standards Steering Committee

This committee will be chaired by the Second Vice-chair. The Standards Steering Committee (SSC) shall consist of no more than 11 members of the accreditation community as approved by the Board. The SSC shall meet at the direction of the Board or committee chair to discuss matters of policy, review new and current standards, and review procedures. They are to present opinions and suggestions regarding the interpretations of standards, implement new standards, and improve procedures and policies.

Section 2. Bylaws Committee

This committee will be chaired by the Parliamentarian will include other members as needed. The Bylaws Committee shall meet at the direction of the Board or committee chair and will respond to Board or member concerns regarding the FLETA bylaws. The bylaws will be reviewed annually by the Bylaws Committee or upon request of the Board to ensure that they reflect current operational needs and best professional practices.

Section 3. FLETA Awareness and Recognition Committee

The FLETA Awareness and Recognition Committee Chair will be appointed by the Board Chair and will include other members as needed. This committee will identify and pursue strategies to facilitate and enhance communications across the law enforcement and training communities, and with non-federal stakeholders, regarding the FLETA Standards, process, and benefits to Federal law enforcement operations achieved through accreditation. Additionally, this committee will identify and recognize contributions by agencies or individuals that actively support the FLETA accreditation process.

Section 4. Strategic Planning Committee

The Strategic Planning Committee is comprised of the Executive Committee and other members as needed. This committee will be chaired by the First Vice-chair. The Strategic Planning Committee shall meet at the direction of the Board or committee chair and will review the activities of other accreditation organizations; update and revise the vision, mission, and goals of the FLETA; develop and edit a strategic plan; and study and recommend new activities or processes to the Board.

Section 5. OA Program Review Committee

The OA Program Review Committee will be chaired by the Second Vice-chair and will include other members as needed. The OA Program Review Committee will review the administrative and operational functions of the OA as required in Article IV of the Bylaws.

Article VIII: Parliamentary Authority

Section 1. Rules of Order

The rules contained within the current edition of *Robert's Rules of Order* shall govern all meetings of the Board, members, officers, and committees, where such rules are consistent with these bylaws. In cases of conflicts, the bylaws shall govern.

Section 2. Order of Business

The order of business shall be conducted according to the meeting agenda developed by the Executive Secretary in consultation with the Executive Committee.

At a minimum, regular board meetings shall include:

1. Call to Order, Roll Call, Welcoming Remarks, and General Announcements
2. Pledge of Allegiance
3. Review and Approval of Minutes, where required
4. Committee Reports
5. General Reports
6. Old Business
7. New Business
8. Call to Closure

Section 3. Minutes

Minutes of the Board shall be prepared, distributed, filed, and preserved by the Executive Secretary.

The Executive Secretary shall prepare the draft minutes within 45 days from the date of the meeting and forward a copy of the draft by email or fax to the members for review and comments. The members have 10 business days to review and either endorse or request changes to the draft. Upon receipt of endorsement, request for changes, or the lapse of the 10 working days, the minutes shall be conditionally approved and forwarded to the Board for review and final approval at the next regularly scheduled Board meeting.

Section 4. Appearance before the Board

Individuals or group representatives who desire to appear before the Board, or who have been requested to appear by the Board, shall coordinate their request or appearance through the Executive Secretary. All requests to appear shall be in writing and must include the name and affiliation of the individual/organization making the request, the issues to be presented, and any background materials to be relied upon during the presentation. The request shall be forwarded by the Executive Secretary to the Executive Committee for review and consideration. The Executive Committee may either grant or deny the request. The Executive Secretary will be responsible for all notifications and for the coordination of presentations.

The Executive Secretary is delegated the authority to refer requests to appear before a committee directly to the committee chair. The Executive Secretary may present issues on behalf of others directly to the Board when it is believed to be in the best interest of the Board.

Article IX: Amendment of the Bylaws

Section 1. Process

At the request of the Chair of the Board, the Bylaws Committee will convene to review and update the bylaws. Alternatively, a Board member may submit proposed changes in writing stating the reason for the change, the Article and Section affected, the substance of the change, and the name and contact information of the person proposing the change. Proposals shall be submitted to the Executive Secretary who will forward copies to the Executive Committee and the members of the Bylaws Committee.

After review, the Chair of the Bylaws Committee will make recommendations to the full Board for consideration at the next regularly scheduled meeting.

Section 2. Bylaw Changes

The bylaws may be amended, repealed, or suspended. Such actions require the affirmative consent of at least two-thirds of the sitting members of the Board.

Section 3. Effective Date

Unless otherwise provided by the Board, approved changes shall become effective immediately.