

Law Enforcement Organization of Planning and Research Directors
(LEOPRD)
By-Laws
(Final DRAFT 03/06/08)

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LEOPRD By-laws

ARTICLE I: NAME

Section 1: Name

The name of this organization shall be the Law Enforcement Organization of Planning and Research Directors (LEOPRD), hereinafter referred to as the Organization.

Section 2: Restrictions

The individual members and/or Chapters of the Organization shall not attempt to influence legislation or participate in political activities on behalf of the Organization without the express approval of its Executive Board. No officer or other member shall publicly declare a position or stand on behalf of the Organization unless that position has been endorsed by a majority of the Executive Board voting as provided by these by-laws.

ARTICLE II: PURPOSE

Section 1: Mission Statement

The *Law Enforcement Organization of Planning and Research Director's* (LEOPRD) provides law enforcement leaders and planning and research directors with venues in which they may share and discuss their unique planning and research issues, methodologies and promising practices.

This forum provides a unique perspective and approach to further the development of police planning and research units and increase the capabilities of these units and their staff. This will be accomplished by working directly with the managers and leaders of law enforcement agencies, the planning and research directors, and other individuals in related professional law enforcement organizations

The exchange of ideas through public discussion and debate are the paths for the development of a professional body of knowledge about law enforcement planning and research. This organization is dedicated to bettering law enforcement policy, practice and performance through the promotion and advancement of the law enforcement planning and research discipline.

Section 2: Goals

1. To enhance professionalism, improve communication, and foster cooperation among law enforcement planning and research directors by providing a forum for the exchange of information, innovative strategies and programs.
2. To enhance the effectiveness of planning and research units and their directors nationally and internationally through education and information sharing.
3. To assist law enforcement agencies in the development and advancement of planning and research units and their functions.
4. To improve the effectiveness of the law enforcement community through continued outreach to law enforcement leaders, increased visibility of the planning and research discipline and continual promotion of LEOPRD.

ARTICLE III: MEMBERSHIP

Section 1: Types of Membership

Membership in the Organization shall be classified and defined as follows:

1. **Active Membership:** Active Membership is restricted to those individuals who serve as the primary director, manager, supervisor or lead of their agencies planning and research function, regardless of rank or title or the title or placement of the planning and research function. Active Membership has voting privileges and rights to hold office and serve on the executive board. Active Membership is restricted to one membership per law enforcement agency. Active Membership will be valid for a one year period, renewable each year with a written request for renewal and verification of current assignment. An Active Membership may be transferable to a designated successor after submission of the appropriate application documentation.
2. **Associate Membership:** Associate Membership is open to all individuals who have a professional or academic interest in the field of law enforcement planning and research. Associate Membership has no voting privileges and cannot hold office. Associate membership will be for a one year period, renewable each year with a written request for renewal.

Section 2: Application for Membership

Individuals will apply for membership in the Organization by submitting a written or electronic application to the Director of Membership.

1. Individuals will apply for Active Membership in the Organization by submitting an Application Form for Active Membership, a letter of endorsement and verification of assignment from the Chief Executive Officer of their agency, a current organizational chart showing the reporting structure for their agency's planning and research function, and a job description for the applicant's current assignment.
2. Individuals will apply for Associate Membership in the Organization by submitting an Application Form for Associate Membership.

ARTICLE IV : MEETINGS & BUSINESS

Section 1: Meetings, Agenda and Minutes

1. Organization members shall convene once per year for an Annual Business Meeting at such time and place as shall be determined by the Executive Board as part of the Organization's Annual Conference.
2. The date and time of the Annual Business Meeting will be announced not less than three months prior to the meeting.
3. The Annual Business Meeting is the primary mechanism for members to introduce business, propose projects and priorities, and make motions.
4. An agenda of issues to be discussed at the Annual Business Meeting shall be compiled by the President and published not less than one month prior to the meeting. However, the enumeration of certain items of business shall not preclude members from introducing new business at the Annual Business Meeting.
5. The Secretary will publish minutes from the Annual Business Meeting within ten days of the Annual Business Meeting.
6. The Secretary will record all motions made at an Annual Business Meeting and, within 30 days after the Annual Business Meeting, deliver to all Active Members a ballot for voting on these motions.

Section 2: Parliamentary Authority (Rules of Procedure)

1. The rules of procedure at all meetings of the Organization shall be those rules contained in Robert's Rules of Order Revised so far as applicable and when not in conflict with these By-laws.

2. All committee meetings and meetings of the Executive Board shall be open to the general membership unless closed by a three-fifths (3/5) vote of the Executive Board.

Section 3: Quorum

1. Twenty-five percent (25%) of the active membership in attendance at an Annual Business Meeting shall constitute a quorum in regards to business that requires a vote of the full active membership.
2. Two-thirds (2/3) of the Executive Board shall constitute a quorum for business that requires a vote of the Executive Board.

Section 4: Petitions

1. A petition is a written request to the Organization for action on some matter that the author seeks to present for consideration. Any member of the Organization may submit petitions at any time. All petitions shall be submitted to the Organization President with a copy to the Organization Secretary. The membership is required to submit petitions no later than 45 days prior to the next Annual Business Meeting.
2. Each petition shall be in writing, and, upon presentation shall be numbered and referred by the President, without debate, to the Executive Board for consideration. The Executive Board shall then report back to the membership whether the Executive Board concurs or does not concur with the petition. The Executive Board shall state the reasons for their concurrence or non-concurrence prior to the membership vote on the petition. The Executive Board action shall not be binding upon the membership. The petition shall then be voted upon by electronic ballot in accordance with these By-laws.
3. Any petition, which is adopted by the Organization, shall be published in the minutes of the proceedings or by newsletter. All petitions rejected shall be referred to by number and title.

Section 5: Voting

1. There shall be one vote per active membership. Associate members shall not have voting privileges.
2. Voting shall take place during general business meetings at the annual conference or by electronic ballot at the discretion of the Executive Board.
3. Participants at Annual Business Meetings may only vote on issues that concern the administration of the meeting itself (i.e., privileged motions and incidental motions, as defined by Robert's Rules of Order), or that

modify the wording or parameters of various proposals (i.e., secondary motions and subsidiary motions as defined by Roberts Rules of Order). Voting on main motions—those that introduce, modify, or dissolve Organization business, proposals, projects, priorities, and committees, including election of officers and amendment of By-laws, will not occur at Annual Business Meetings. Such votes must be undertaken by electronic ballot prior to or after the annual conference with discussion taking place through electronic forums at least 30 days prior to voting. Results will be announced at the Annual Business Meeting or by newsletter as appropriate.

ARTICLE V: OFFICERS

Section 1: Officer Positions and Executive Board

1. The officers of the Organization shall be the President, Vice-President, Secretary, Director of Outreach, and Director of Membership.
 - a. Officer vacancies will be announced to the general membership 90 days prior to the annual conference. Voting will be by electronic ballot and results announced to the membership at the Annual Business Meeting.
 - b. Individuals must be active members in order to be eligible to hold office.
 - c. No member may hold more than one office at the same time.
 - d. No member may serve more than two consecutive terms in office in the same position.
2. The officers listed in these By-laws shall be the governing body of the Organization and shall be called the Executive Board of the Organization. Authority to take all appropriate measures and perform all duties required to accomplish the goals and objectives of the Organization shall be vested in the Executive Board. The Executive Board may establish major administration policies and develop form procedures for the conduct of business affairs, in accordance with the provisions of these By-laws.
 - a. Such policies and procedures may include those concerning: membership applications; order of business and conduct of the

annual conference; and growth and development of the Organization.

- b. The President, with the consent of the Executive Board may appoint, remove, and prescribe duties for all such assistants as may be necessary to carry on the work of the Organization and may appoint, with the consent of the Executive Board, standing committees and other committees deemed necessary to accomplish the goals and objectives of the Organization.

Section 2: Officer's Responsibility and Terms of Office

1. President

a. Duties of the President:

- i. The President shall preside at all meetings of the Organization and shall serve as the Chair of the Executive Board.
- ii. The President shall preside at the annual conference and shall monitor the development of the annual conference, agenda, and implementation.
- iii. The President shall be the official spokesperson for the Organization in all matters pertaining to other agencies or groups, or to the public.
- iv. The President, with the consent of the Executive Board, shall appoint such standing and other committees and chairs thereof as are authorized by the Organization. The President shall be responsible for the proper functioning of all committees.
- v. The President shall perform other duties as may be assigned by the Executive Board or by resolution of the Organization.
- vi. The President will present at each Annual Business Meeting an Annual Report of the activities of the Organization.

b. Term of the President:

- i. The President shall serve for a term of two years (non-renewable) to begin following the annual conference in which he/she is elected.
- ii. The President, if willing to accept the position, may succeed to the position of Director of Outreach upon the conclusion of his/her term.

2. Vice-President

a. Duties of the Vice President:

- i. The Vice-President shall act for the President when necessary in specifically prescribed matters.
 - ii. The Vice-President shall assist the President in monitoring development and implementation of the annual conference.
 - b. Term of the Vice President:
 - i. The Vice-President shall serve for a term of two years (non-renewable) to begin following the annual conference in which he/she is elected.
- 3. Secretary
 - a. Duties of the Secretary:
 - i. The Secretary shall take notes of all meetings and provide the Executive Board with a written record of the business transacted therein.
 - ii. The Secretary shall give due notice of all meetings of the Organization and keep the official minutes thereof.
 - iii. The Secretary shall also maintain the permanent historical record of the Organization.
 - iv. The Secretary shall provide Minutes of all Executive Board meetings to be published to the membership following the meeting.
 - v. The Secretary shall ensure that the current information is maintained on the Organization web site.
 - vi. The Secretary will handle correspondence of the organization.
 - b. Term of the Secretary:
 - i. The Secretary shall serve for a two-year renewable term to begin following the annual conference at which he/she is elected.
 - ii. The Secretary shall serve in this position for no more than two consecutive terms, unless no other member comes forward for the position. If no other member comes forward for the position the current Secretary may be re-elected to the position for another term.
- 4. Director of Outreach
 - a. Duties of the Director of Outreach:
 - i. The Director of Outreach shall assist the President and Vice-President with such other duties as may be assigned by the Executive Board.
 - ii. The Director of Outreach shall coordinate the advertising, promotion, brochures, and publications for the Organization.

- iii. Under the direction of the President, the Director of Outreach shall speak for the Organization and shall be responsible for ensuring the publication of a newsletter.
 - iv. The Director of Outreach shall cultivate and recruit members for the organization.
- b. Term of the Director of Outreach:
- i. The Director of Outreach shall be elected as part of the Annual Business Meeting in accordance with Article V, Section 3, Elections, if the outgoing President elects not to accept the position.
 - ii. The Director of Outreach shall serve for a term of two years to begin following the annual conference at which he/she is elected or succeeds into office.
5. Director of Membership
- a. Duties of the Director of Membership:
- i. The Director of Membership shall assist the President and Vice-President with such other duties as may be assigned by the Executive Board.
 - ii. The Director of Membership shall maintain the roster of Active and Associate members, shall coordinate the membership renewals, review and approve new memberships, and maintain the submitted applications for membership for the Organization.
 - iii. Under the direction of the President, the Director of Membership shall speak for the Organization and shall be responsible for ensuring the update of membership application materials.
 - iv. The Director of Membership shall cultivate and recruit members for leadership positions in the organization.
 - v. The Director of Membership shall coordinate the nomination and election processes for all vacant board positions for the organization
- b. Term of the Director of Membership:
- i. The Director of Membership shall serve for a two-year renewable term to begin following the annual conference at which he/she is elected.

Section 3: Elections

1. A call for nominations will be made at least 90 days prior to the Annual Business Meeting. Written nominations will be accepted by the Director of Membership 60 days prior to the Annual Business Meeting.
2. The consent of the nominee is required to be placed on the ballot.
3. At the time of nomination, all nominees must be active members of the Organization. Nominees must also provide a letter of support signed by the Chief Executive Officer of their agency to be eligible for election.
4. The Director of Membership, prior to issuing a ballot for election, will certify all candidates for eligibility.
5. The Director of Membership will issue a ballot to all Active Members at a minimum of 30 days prior to the Annual Business Meeting. Ballots will be issued in electronic format. Only individuals who are Active members of the Organization on the date the ballots are issued will receive ballots and will be allowed to vote in the election.
6. The Director of Membership will offer a forum for candidates to present their positions, and for members to discuss and debate the candidates.
7. Members must cast their vote at least 10 days prior to the Annual Conference.
8. All nominations shall be voted on by secret ballot (unless there is only one candidate for the office). If there is only one nominee for a single office, that individual shall be considered elected by acclamation. Each candidate receiving a majority of votes shall be declared elected. In the event no candidate receives a majority of votes cast on the first ballot, another ballot shall be taken between the two candidates receiving the most votes.
9. The Director of Membership will announce the results of the vote during the Annual Business Meeting and will ensure any follow up voting is announced, discussed, and conducted within 30 days of the conclusion of the Annual Business Meeting.

Section 4: Filling Vacancies

In the event any officer of the Organization ceases to be an active member or is unable to continue the duties of the office, the Executive Board shall declare that office vacant and the office shall be filled in the following manner:

- a. If the vacancy occurs in the office of the President, the Vice-President shall become President and the office of Vice-President will be vacant.
- b. If the vacancy occurs in the office of the Vice-President the Director of Membership shall become Vice President and the office of Director of Membership shall become vacant.

- c. If the vacancy occurs in the office of the Secretary, Director of Membership, or Director of Outreach, the Executive Board shall fill such a vacancy by appointing an individual from the active membership. Such appointment shall be effective until the next annual conference.

Section 5: Resignation or Removal From Office

Elected Officers may be removed from their offices through the following means:

1. The Officer may resign his or her position by submitting his or her resignation, in writing, to the Director of Membership or, if the resigning officer is the Director of Membership, to the President;
2. The Officer may be suspended from his or her duties by a 4/5 vote of the Executive Board, under the grounds listed below;
 - a. The Officer has acted in a manner that is damaging to the Organization or contrary to the purposes for which the Organization was established;
 - b. Acting as an Officer of the Organization, the officer has committed an illegal act;
 - c. The Officer has been convicted of a felony, related or unrelated to his or her position within the Organization, or has been convicted of a misdemeanor that could bring discredit to the organization.
 - d. The Officer has abandoned his or her duties and has not responded to communication from the Executive Board for a period of one month;
 - e. The Officer refuses or is unable to perform his or her duties as outlined in Section 2.
3. Any Officer removed from office under these provisions shall be replaced under the provisions of Section 4.

Section 6: Executive Board Meetings

1. The Executive Board will meet as often as its members require, but no less than once per quarter.
2. Telephone conference calls fulfill the meeting requirements under Paragraph 1.
3. Minutes of the Executive Board meetings, including items of discussion and decisions made, shall be published by the Secretary and made available to all members within ten days following the meeting.

Section 7: Executive Board Quorum

No business shall be conducted in an Executive Board session without the presence of three-fifths (3/5) of the elected officers.

ARTICLE VI: DUES

Upon the initial establishment of the Organization there shall be no dues assessed. Any subsequent establishment of dues shall only be upon a two-thirds vote of the full active membership. If dues are approved the By-laws will be amended to show the assessment of dues and the addition of a treasurer position or function on the Executive Board.

ARTICLE VII : COMMITTEES

1. Committees may be established by a 3/5 vote of the Executive Board.
2. The Executive Board shall appoint all committee members.
3. The President will nominate all committee chairmen, subject to the 3/5 ratification of the Executive Board.
4. The President shall be responsible for the proper functioning of all committees.
5. Committees may consist of a single member, and in such case will be referred to as Appointed Positions.
6. The chairman of each committee, or his or her designated proxy, shall present the report and resolutions of the committee to the members at each Annual Business Meeting. Such a report may be written or oral.
7. Committees may establish sub-committees if necessary, in which case the chairman of the general committee will serve as an ex officio member of each sub-committee.

ARTICLE VIII: AMENDMENT OF BY-LAWS

1. Proposed amendments to the By-laws shall be submitted in writing to the Secretary.
2. Amendments require a 2/3 vote of the voting membership for ratification. Voting may be conducted through means provided in Article VI.
3. Proposed amendments must be presented to the members for review and discussion at least one month prior to the vote.
4. Amendments shall be submitted and approved one section at a time, except when two or more sections are contingent on each other, in which case they may be submitted and voted upon as a single measure.

The foregoing By-laws of the LEOPRD are hereby adopted by the LEOPRD
 Advisory Board on _____ day of _____, 2008.

<p>Doug Abrahamson Title? Victoria Police Department LEOPRD Advisory Board Chair</p>	<p>Larry Birney Captain Planning and Resource Section San Antonio Police Department</p>
<p>Will Davis Manager Planning, Research and Accreditation Division Scottsdale Police Department LEOPRD By-Law Committee Chair</p>	<p>Steven M. Edwards, Ph.D Senior Policy Advisor for Law Enforcement Bureau of Justice Assistance US Department of Justice</p>
<p>Mora L. Fiedler Director Research and Development Bureau Denver Police Department</p>	<p>Hemali Gunaratne Assistant Director, Strategic Planning and Research, Boston PD Research Fellow, Police Executive Research Forum</p>
<p>Kristin Kappelman Research Associate Police Executive Research Forum</p>	<p>Jennifer Maconochie Director Strategic Planning and Research Boston Police Department</p>
<p>Paul S. Paskoff Director Research, Planning, & Analysis Division Charlotte-Mecklenburg Police Department</p>	<p>Julio Schrodell Officer First Class Planning and Research Cape Coral Police Department</p>
<p>Bruce Taylor, Ph.D Director of Research Police Executive Research Forum</p>	