

CENTRAL MOUNTAIN TRAINING REGION

BYLAWS AND GUIDELINES

The mission of the Central Mountain Training Region is to provide quality law enforcement training to the peace officers who serve communities within this training region.

I. PURPOSE

- A. The Central Mountain Training Region (CMTR) was created by the Peace Officer Standards and Training Office (POST) for the purpose of distributing funding to provide training to Colorado peace officers through awards from POST to the fiscal agent of the CMTR. POST funding was created under the authority of SB 03-103 and defined in C.R.S. §§ 24-31-303 (2)(b) & (3), C.R.S. § 24-31-310 and C.R.S. § 42-3-304(24).
- B. The purpose of the CMTR is to coordinate and facilitate law enforcement training on behalf of peace officers that serve El Paso, Pueblo, Teller, Park, Chaffee, Custer and Fremont counties.

II. DEFINITIONS

- A. **Application**: A form that must be completed and submitted to POST to be considered for funding. Application is due by March 31st each year.
- B. **Backfill**: Providing personnel resources to fill the position of a law enforcement officer who is attending training approved by the Central Mountain Training Region Fiscal Agent in collaboration with the Advisory Board.
- C. **Central Mountain Training Region**: The state, county, and local law enforcement agencies in Judicial Districts 4, 10 and 11 (Counties of El Paso, Pueblo, Teller, Park, Chaffee, Custer and Fremont).
- D. **Fiscal Agent**: The entity or organization that is the recipient of the Colorado POST Award grant. The Fiscal Agent is responsible for receiving and distributing POST training funds.
- E. **POST Funded Classes**: Classes that are purchased by the region's grant, these classes are identified and approved with the region's annual contract with POST, the classes can be amended with the approval of the region's Fiscal Agent in collaboration with the Advisory Board and POST Agencies that choose to host a funded class receive the class "Host Guidelines" document. This document is approved by the Fiscal Agent in collaboration with the Advisory Board on at least

an annual basis and includes an overview of the region and POST requirements. The hosting agency is also responsible for following all of the requirements of the current contract between the region and POST, this contract is available upon request.

- F. **POST Funded Training**: Training funded by the training regions grant, either by purchasing a class or providing scholarship funding.
- G. **Scholarship Funds**: Funding for training scholarships that can be applied to tuition and travel expenses at the discretion of the Fiscal Agent in collaboration with the Advisory Board based on a vote.
- H. **Training**: Training that is specific to the job or function performed by line, supervisory, command and executive-level law enforcement professionals.

III. **FISCAL YEAR**

- A. The Fiscal Year of the CMTR shall begin on the first day of July and end on the last day of June in each year.

IV. **GOVERNANCE BYLAWS**

A. **Advisory Board**:

1. **Composition.** The Advisory Board (hereinafter “Board”) will consist of no more than (7) seven members from law enforcement or law enforcement training organizations from the Central Mountain Training Region. Ideally these Board members (“Members”) will evenly represent the law enforcement agencies within the region by size of agency and county. A law enforcement agency from every member county is preferred. The fiscal agent, acting through the employee assigned the task of grant management as the Regional Training Coordinator, shall always hold one member position on the Board. All other positions shall be elected annually at the beginning of each fiscal year by a simple majority vote of those member agencies present.
2. **Duties and Responsibilities.** The Board shall function in an advisory capacity to the Fiscal Agent to provide support for the goals and policies of the CMTR. The Board shall make advisory recommendations to the Fiscal Agent concerning the utilization of grant funds, development of training programs and facilities, approval of scholarship applications, and perform other functions as needed in furtherance of the CMTR’s goals. Members shall be entitled to only one (1) vote per matter reviewed. Members shall receive no compensation from CMTR for his/her service or participation as a Board member.

3. **Action and Recommendation.** The Board shall act or make recommendations by simple majority vote of those members present at a meeting. Each member is expected to meaningfully prepare for and engage in meetings. Discussion to obtain consensus will be the prevailing procedure used at meetings. Parliamentary procedure per Robert's Rules of Order will be used if needed to maintain order or provide a process for formal action.
4. **Attendance, Service in Good Standing.** Members are expected to attend every meeting held by the Central Mountain Training Region Advisory Board. If unable to attend, the absent member shall arrange to have a designee attend the meeting in his/her stead. Members shall not be absent without the attendance of a proxy for three (3) or more consecutive meetings. Board meeting attendance shall be recorded in the minutes of the meeting. Members are required to submit a vote on at least 90% of the training reimbursement requests received by the Board throughout the grant cycle. Advisory Board members shall be considered in good standing if he/she adheres to the CMTR by-laws, actively participates in CMTR meetings and duties, and adheres to the CMTR attendance policy. Board members who fail to serve in good standing are subject to removal by the Advisory Board pursuant to section IV(A)(7).
5. **Nominations and Elections.** Members shall be elected for a one (1) year term. Nominations for the next year's members shall be made at the last meeting of the fiscal year. The election for new members shall be held at the first meeting of the new fiscal year. After the election of new members, nominations for the officer positions shall be made at the first meeting of the new fiscal year, with the vote for officer positions occurring at the next meeting unless otherwise agreed upon by a simple majority of the members present. Any member agency may nominate an individual for a member position. Nominations for officer positions shall only be made by a current member of the Board. Voting shall be held by written ballot. Members shall be elected by receiving a simple majority vote from all member agencies present at the meeting in which the election occurs. Members and member agencies shall be entitled to only one (1) vote per election. There shall be no term limits imposed for any Board member or officer position.
6. **Resignation.** Any member or officer may resign from the Board by giving written notice to the president. The resignation will be effective immediately upon receipt of such notice. Vacancies shall be filled by soliciting nominations from all member agencies and holding an election at the next meeting following the resignation. Unless otherwise provided

herein, the procedure for the election of a new member as outlined in section IV(A)(5) above shall be followed.

7. **Removal.** Any member of the Board may be removed, with or without cause, at any time, by vote of the majority of all of the members of the Board then qualified to vote if in their judgment the best interest of the CMTR would be served thereby. Vacancies created by removal shall be filled by soliciting nominations from all member agencies and holding an election at the next meeting following the removal. Each member of the Board must receive written notice of the proposed removal at least twenty (20) days in advance of the proposed action. An officer who has been removed as a member of the Board shall automatically be removed from office. Unless otherwise provided herein, the procedure for the election of a new member as outlined in section IV(A)(5) above shall be followed.

B. Fiscal Agent:

1. Duties and Responsibilities.

- a. The Fiscal Agent is responsible for the proper administration of the Colorado POST Award grant, including but not limited to distribution of training funds, maintenance of all financial transactions, completion of POST required financial/grant reports, and reporting the status of grant funds quarterly to the Central Mountain Training Region Advisory Board.
- b. The Fiscal Agent in collaboration with Advisory Board will be responsible for communicating with Colorado POST on training initiatives, provide direction and guidance on training issues, authorize funding for the development of curriculum and training, set forth policies and procedures pertaining to training, develop and revise operating procedures as necessary, receive and act on financial reports, establish the budget, and provide requested training reports to the Chief Executive Officers of law enforcement agencies within this training region. Additionally, the Fiscal Agent in collaboration with the Advisory Board shall review and approve all training applications based on the region's procedures, provide information on in-service or advanced training opportunities to the law enforcement agencies within this training region, provide training applications to agencies, ensure that available training is listed on the region's semiweekly email distribution, and will be responsible for recommending to regional law enforcement agencies training from outside sources that may benefit a large group of law enforcement officers.

- c. The Fiscal Agent is also responsible for ensuring that all funded courses are hosted within the region and that classes do not overlap or interfere with similar classes within the region.

C. **Officers:**

1. The Fiscal Agent in collaboration with the Advisory Board shall elect annually a member to serve in the capacities of Chairperson, Vice-Chairperson, and Secretary.
2. Chairperson shall not be a shared position. The Chairperson shall be selected from the existing membership of the Central Mountain Training Region Advisory Board. The Chairperson is responsible for establishing the committee's meeting agenda, chairing meetings, and delegating tasks within the committee.
3. Vice Chairperson shall not be a shared position. the Vice Chairperson shall be selected from the existing membership of the Central Mountain Training Region Advisory Board. The Vice Chairperson is responsible for acting for, and in place of, the Chairperson at the latter's request or during his/her absence or disability, and shall perform such other duties assigned by the Chairperson.
4. Secretary shall not be a shared position. The Secretary shall be selected from the existing membership of the Central Mountain Training Region Advisory Board. The Secretary is responsible for scheduling meeting locations, providing notice of meetings, preparing/disseminating agenda, recording and distributing meeting minutes, and transmitting recommendations to the Fiscal Agent.

D. **Meetings:**

1. **Meetings.** The Fiscal Agent and Advisory Board will meet a minimum of four times per year, with the expectation that additional meetings may be required to adequately fulfill all of the obligations and duties required.
2. **Notice of Meetings.** Notice of a meeting, whether regular or special, shall include the place, date and time of the meeting and shall be distributed no fewer than ten (10) days in advance of the meeting. Notices shall be posted on the CMTR web site and distributed to each law enforcement agency training coordinator (if applicable) within the CMTR. Notices of a special

meeting shall include a description of the purpose for which the meeting is called.

3. **Special Meetings.** A special meeting of the Fiscal Agent and Advisory Board may be called by the Fiscal Agent or by the direction of the Chairperson of the Advisory Board.
4. **Voting.** All issues to be voted on shall be decided by a simple majority of those members who cast votes on the agenda items. Board members may vote in person, by proxy, or by email. To be counted, email votes must be received by the Secretary (prior to/within # hours after) the conclusion of the meeting.

E. **Amendment of By-laws:**

1. **Process for Amendment.** These Bylaws may be amended by a majority vote of the members present at any regular or special meeting; provided, however, that written notice must have be given to Board members, at least twenty (20) days in advance, stating specifically the proposed amendment or summary of the changes to be effected to these Bylaws.

V. **PRIORITY IN THE EVENT OF CONFLICT**

- A. In the event of conflicts or inconsistencies between the language of these bylaws and other documents, such conflict or inconsistencies shall be resolved in the following order of priority:
 1. State of Colorado Department of Law Grant with the City of Pueblo, as amended;
 2. POST Law Enforcement Training Region Grant Program Guidelines for Colorado POST Award Recipients;
 3. CMTR Bylaws and Guidelines.