

**BYLAWS OF THE
LAW ENFORCEMENT STANDARDS BOARD**

ARTICLE I

PREAMBLE

Section 1.1. Pursuant to Hawai'i Revised Statutes section 139-2, there is established the Law Enforcement Standards Board within the Department of the Attorney General for administrative purposes only, to provide programs and standards for training and certification of law enforcement officers.

ARTICLE II

BOARD MEMBERS

The Law Enforcement Standards Board (Board) consists of 15 voting members, in accordance with section 139-2, Hawai'i Revised Statutes (HRS).

ARTICLE III

OFFICERS AND TERM OF OFFICE

Section 3.1. Officers. The officers of the Board shall be the Chairperson and Vice Chairperson.

Section 3.2. Selection. The Chairperson and Vice Chairperson shall be elected by the Board from among the Board members.

Section 3.3. Terms. The Chairperson and Vice Chairperson, upon their respective appointments, shall each serve for one year or until their respective successors are elected or until resignation or removal.

ARTICLE IV

DUTIES OF OFFICERS AND BOARD MEMBERS

Section 4.1. Chairperson. The Chairperson shall call Board meetings and shall preside at all Board meetings. The Chairperson shall delegate assignments and duties to other Board members, manage all matters of the Board consistent with applicable law and these Bylaws, and perform such other duties as are incident to the office.

Section 4.2. Vice Chairperson. In the absence or unavailability of the Chairperson, the Vice Chairperson shall perform all of the duties of the Chairperson; and when so acting shall have all the powers of and be subject to all the restrictions upon the Chairperson. The Vice Chairperson shall assist the Chairperson as the Chairperson deems necessary, and shall have such powers and perform such other duties as from time to time may be prescribed by the Chairperson or the Board.

Section 4.3. Board Members. Board members shall fulfill duties and responsibilities as provided by law and delegated by the Chairperson. Board members are subject to and shall comply with the State Ethics Code, Chapter 84, HRS.

ARTICLE V

COMMITTEES

Section 5.1. Ad Hoc Committees. The Board may, as circumstances warrant, authorize the creation of ad hoc committees for discrete and specific purposes of interest to the Board. For purposes of these Bylaws, any ad hoc committee created by the Board shall be considered a Committee. The Board shall appoint all members and officers, including a Committee Chairperson and a Vice Committee Chairperson. The Board shall approve the charge of any ad hoc committee. An ad hoc committee may be created for a definite time period or until its specific function has been completed.

Section 5.2. Committee Officers. Each Committee shall have a Committee Chairperson and a Committee Vice Chairperson who shall be appointed by and among the Board. The Committee officers shall serve upon appointment for one year or until their respective successor is appointed or until resignation or removal. Any vacancy in a Committee officer position shall be filled by the Board.

Section 5.3. Committee Members. Each Committee shall have no less than three members from among the Board membership. The Board shall vote on the appointment of Committee members. All Board members not appointed to a Committee shall be a nonvoting, *ex-officio* member of that Committee. Board members participating *ex-officio* may engage in discussion and deliberation at Committee meetings, but shall not have any other rights or privileges, including the right to make motions or vote, nor shall they be counted for quorum purposes.

Section 5.4. Committee Chairpersons. Committee Chairpersons shall report activities and decisions of their respective Committees to the Board, and inform the Chairperson when items need to be placed on the agenda for Board meetings.

Section 5.5. Committee Vice Chairpersons. In the absence or unavailability of a Committee Chairperson, the respective Committee Vice Chairperson shall perform all of the duties of the Committee Chairperson and when so acting shall have all the powers of and be subject to all the restrictions upon the Committee Chairperson. Committee Vice Chairpersons shall assist their respective Committee Chairperson as the Committee Chairperson deems necessary.

Section 5.6. Advisors/Consultants to Committees. Each Committee may consult with or be advised by non-Board members, as determined appropriate by the Committee Chairperson.

Section 5.7. Committee Reports. Committees shall promptly inform the Board of Committee actions taken or issues discussed. Committees may submit written reports in advance of any Board meeting in lieu of an oral report, provided that the Committee Chairperson shall orally provide any recommendation from the Committee for Board action.

ARTICLE VI

MEETINGS OF THE BOARD

Section 6.1. Meetings. The Board shall meet as necessary as determined by the Chairperson, subject to chapter 92, HRS.

Section 6.3. Committee Meetings. All Committees shall meet as determined by the respective Committee Chairpersons, subject to Chapter 92, HRS.

Section 6.5. Board Business. When a matter requiring the Board's attention, deliberation, or action arises, the Chairperson may refer the matter to the Committee(s) whose area of responsibility most closely relates to the matter.

ARTICLE VII

AMENDMENTS TO BYLAWS

Section 7.1. Notice Regarding Proposed Amendments. These Bylaws may be amended at any Board meeting provided that prior written notice was given to all Board members, including the specific language for the proposed amendment, and the matter was properly placed on the meeting agenda.

Section 7.2. Approval of Amendments. Any amendment to these Bylaws requires the approval of two-thirds of the total membership of the Board.

ARTICLE VIII

PARLIAMENTARY AUTHORITY

The rules contained in *Robert's Rules of Order*, newly revised, shall govern meetings where they are not in conflict with the law or these Bylaws.