

Chapter LES 9

BY-LAWS OF THE WISCONSIN LAW ENFORCEMENT STANDARDS BOARD

LES 9.01 Membership.
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Note: Corrections were made in ch. LES 9 under s. 13.93 (2m) (b) 5., Stats., *Register*, August, 1993, No. 452.

LES 9.01 Membership. (1) The board shall consist of 14 members chosen or appointed in accordance with the provisions of the act.

(2) Each member of the board shall take and file the official oath prior to assuming office.

(3) The attorney general is one of the ex-officio members of the board. The act states that the attorney general may designate a member of his or her staff to represent the attorney general. If the attorney general chooses a designee, the attorney general shall advise the chairperson of the board in writing of the designee's identity. This designee may then vote and shall be counted in determining whether a quorum is present. Any other board member who is unable to attend a board meeting may send a representative to present the absent member's views at the meeting. However, such a representative may not vote, and shall not be counted in determining a quorum.

History: Cr. *Register*, September, 1970, No. 177, eff. 10-1-70; correction in (3), made under s. 13.93 (2m) (b) 5. Stats., *Register*, October, 1984, No. 346.

LES 9.02 Officers. (1) The board shall elect a chairperson and a vice-chairperson. These officers shall be elected for terms of 12 months, and shall be eligible for re-election. The vice-chairperson shall act as chairperson in the absence of the chairperson. Voting shall be by secret ballot unless there is only one nomination for the office to be filled. To be elected, a candidate must receive a majority of the votes cast.

(2) The act provides that the administrator of the division of law enforcement services of the department of justice shall be the non-voting secretary of the board.

History: Cr. *Register*, September, 1970, No. 177, eff. 10-1-70.

LES 9.03 Meetings. (1) The board shall meet quarterly on the first Tuesday of March, June, September and December of each year, and may meet at other times on the call of the chairperson or a majority of its total voting membership. The location of each meeting shall be determined by the chairperson or a vote of the board.

(2) A quorum shall be necessary to conduct the business of the board at board meetings. A quorum shall be duly constituted when a majority of voting members is present.

(3) The rules contained in "Robert's Rules of Order Revised" shall generally govern the board in its operations subject to such modifications as the chairperson and a majority of a quorum may deem necessary, or advisable, to the effective disposal of the board's business.

History: Cr. *Register*, September, 1970, No. 177, eff. 10-1-70.

LES 9.04 Executive committee. (1) The executive committee shall consist of the chairperson, the vice-chairperson, and 3 other members of the board to be appointed by the chair-

person. The secretary shall also be included, in a nonvoting capacity.

(2) The executive committee shall meet upon the call of the chairperson or the secretary for the purpose of considering matters which require immediate action. The executive committee shall be empowered to take necessary action on behalf of the board in such situations provided that such action does not effect any change in the overall policies or the rules and regulations of the board.

(3) A quorum shall be necessary to conduct business at executive committee meetings.

(4) A quorum shall be duly constituted when 3 voting members of the committee are present.

History: Cr. *Register*, September, 1970, No. 177, eff. 10-1-70.

LES 9.05 Staffing procedures. (1) The act provides that the division of law enforcement services shall supply the staffing needs of the board. To meet the staffing responsibilities thus created by the act, there has been established in the division of law enforcement services, a training and standards bureau. In connection with this responsibility, the administrator of the division of law enforcement services, who, by the provisions of the act, is secretary of the board, shall:

(a) Attend all meetings of the board and executive committee. If circumstances beyond his or her control prevent this, the administrator shall designate an employe of the bureau to attend on his or her behalf.

(b) Arrange for the recording and permanent maintenance of the minutes of all board meetings and all executive committee meetings.

(c) Provide a copy of the minutes of each board meeting and each executive committee meeting to each member of the board.

(d) Provide a copy of the agenda for each regular meeting to each board member at least one week prior to the date of each regular board meeting.

(e) Make periodic reports to the board on the activities of the bureau in connection with programs based upon the board's established standards and recommendations.

(f) Arrange for such other staffing procedures as may be required for the effective functioning of the board.

History: Cr. *Register*, September, 1970, No. 177, eff. 10-1-70; correction in (1) (a) made under s. 13.93, (2m) (b), 5., Stats., *Register*, October, 1984, No. 346.

LES 9.06 Rules. (1) The board shall, by majority vote of the total voting membership of the board, establish or modify the rules setting forth the standards and requirements deemed necessary to the establishment of its program and the achievement of its program responsibilities.

(2) These rules shall then be published in the Wisconsin Administrative Code under the procedures set out in ch. 227, Stats.

History: Cr. *Register*, September, 1970, No. 177, eff. 10-1-70.