

Maine Criminal Justice Academy  
Bylaws of the Board of Trustees

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BYLAWS OF THE  
BOARD OF TRUSTEES OF THE  
MAINE CRIMINAL JUSTICE ACADEMY

ARTICLE I

**PURPOSE**

The purpose of the Maine Criminal Justice Academy Board of Trustees is to enact, promulgate, and oversee the standards and programs for the training of Maine law enforcement officers, corrections officers, and criminal justice personnel pursuant to the statutory authority of Title 25 of the Maine Revised Statutes Annotated.

ARTICLE II

**MEETINGS**

Section 1. The Board of Trustees, pursuant to 25 M.R.S.A. §2804, shall meet at such time or times as may be reasonably necessary to carry out its duties, but it shall meet at least once in each calendar quarter at such place and time as the Board shall determine.

The Board Shall also meet at the call of the Chair or any six members of the Board

Section 2. A quorum at meetings of the Board shall consist of a majority of the actual existing membership of the Board. In the event a quorum does not exist, business may be transacted and recorded for ratification at the next Board meeting at which there is a majority of members in attendance.

Section 3. An organizational meeting shall be held annually during the month of May at which time a Chair, Vice-Chair, and Secretary of the Board shall be elected by the Board.

Section 4. In the event of a vacancy in the position of Chair, Vice-Chair, or Secretary, a special election will be held at the next regular meeting after the vacancy occurs providing due notice is given to all Board members.

Section 5. The Board shall act in all matters as a body, and it is contrary to the spirit of this section for any Trustee individually to seek to influence the official acts of the Director or staff or to interfere in any way with the performance of their duties.

## ARTICLE III

### **CHAIR, VICE-CHAIR, AND SECRETARY DUTIES**

- Section 1. It shall be the duty of the Chair to preside over all meetings of the Board and to perform such other duties as are necessary and customary to such office. The Chair shall appoint such subcommittees as may be necessary to carry out the duties of the Board.
- Section 2. The Vice-Chair shall assume the duties of the Chair in the absence of the Chair.
- Section 3. In the absence of the Chair and the Vice-Chair, the Chair shall designate a member of the Board to preside.
- Section 4. The presiding officer shall vote only to break a tie vote.
- Section 5. It shall be the duty of the Secretary to prepare the minutes of the Board meetings for approval. The Secretary shall preside over the election of Board members pursuant to Article II, Section 3.

## ARTICLE IV

### **STANDING COMMITTEES**

- Section 1. Complaint Review Committee. The Chair of the Board shall appoint members of the Board to serve on the Complaint Review Committee. This committee shall have the authority and responsibilities as outlined in 25 M.R.S.A. §2805-C, §2806 and §2807.
- Section 2. Administrative Rules Committee. The Chair of the Board shall appoint members of the Board to serve on the Administrative Rules Committee. The committee shall review the Boards Bylaws, Administrative Rules and Specifications and recommend appropriate changes to the Board.
- Section 3. Policy Standards Review Committee. The Chair of the Board shall appoint members of the Board to serve on the Policy Standards Review Committee. This committee shall have the responsibilities and duties as outlined in 25 M.R.S.A. §2803-B.
- Section 4. Law Enforcement Training Committee. The Chair of the Board shall appoint members of the Board to serve on the Law Enforcement Training Committee. The committee shall review at least annually the law enforcement training programs and recommend appropriate changes to the Board.
- Section 5. Corrections Training Committee. The Chair of the Board shall appoint members of the Board to serve on the corrections training committee. The committee shall recommend appropriate changes to the Board.

## ARTICLE V

### **AMENDMENTS TO BYLAWS**

These Bylaws may be altered, amended, repealed and adopted, and new bylaws may be adopted by a vote of two-thirds of those Trustees present at any meeting. At least 14 days written notice shall be given to each member of the Board as to the intention to alter, amend, repeal, or adopt new Bylaws at said meeting. Such notice shall include a copy of the proposed changes.

## ARTICLE VI

### **CONSTRUCTION OF THE BYLAWS**

Nothing in these Bylaws shall be construed to abrogate any of the provisions of Title 25 of the Maine Revised Statutes Annotated.

Adopted by the  
Maine Criminal Justice Academy Board of Trustees  
January 8, 1981  
Revised: August 1, 1990  
Revised: May, 1995  
Revised: June, 2007