

Louisiana Association of Crisis Negotiators Bylaws

Article I Name of the Organization

Louisiana Association of Crisis Negotiators herein referred to as **LACN** or **Association**.

Article II Objective

To serve as a conduit for law enforcement, correctional officers, and mental health professionals to network, train, and respond to crisis situations.

Article III Membership Classifications

Section I. Active Member – Active membership is limited to current, and/or retired law enforcement officers, corrections officers, parole and probation officers, and criminal justice support personnel of municipal police departments, sheriff’s offices, the State Attorney Generals Offices, and the Louisiana Department of Public Safety. This will also include federal, state, parish or local agencies having law enforcement jurisdiction and/or responsibilities in crisis incidents.

Section II. Associate Member – Those persons not meeting the requirements for any other class of membership or from law enforcement agencies outside the State of Louisiana or employed in the educational or mental health field and not directly in a criminal justice support role are eligible for the class of membership. Associate members may not vote and may not hold office, but may serve on special and service committees.

Section III. Honorary Member – Those persons who have made significant contributions to the objectives of LACN. This membership is limited to those individuals who may have no incentive to obtain membership in any other category other than by virtue of their position or accomplishments. The Honorary member shall not vote or hold office in any capacity, except that they may serve as Ex Officio members of any committee. Eligibility for this category may only be initiated upon a recommendation by a member to the Review Committee. Honorary Member status must be approved by a majority vote of the Executive Board.

Section IV. Life Members – Members of LACN, who have made significant contributions, by actions or deeds beyond the normal call of duty toward the successful attainment of the LACN objectives.

A. This membership status is different from the lifetime active membership granted to founding members. This highest level of membership may be awarded only to those persons currently holding another category of membership in the Association.

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- B. This honor may only be bestowed upon a member by a nomination from the Executive Board following a recommendation by a member of the Review Committee, in accordance with the requirements for this class as outlined in the bylaws. The subsequent approval of the nomination is by a majority vote of the membership quorum at the Annual Business Meeting.

- C. The title of Life Member, when bestowed, shall be in addition to the regular membership title of the member. He shall enjoy all of the privileges and benefits of his regular membership classification and shall be exempt from the payment of any Association dues for life or until the resignation of such member. The privileges of a Life Member shall be determined by the class of membership for which the member would otherwise qualify.

- D. The criteria for eligibility:
 - 1. Membership with LACN for a minimum of five (5) years; and
 - 2. Served at least five (5) years on the Executive Board or completed at least five (5) major accomplishments which have contributed significantly towards meeting the needs of the Organization or a combination of both.

- E. This honor shall be bestowed in the following manner:
 - 1. The nomination, accompanied by documentation of eligibility, shall be sent to the Executive Board no later than ninety (90) days prior to the commencement of the Annual Conference at which the nomination is to be considered.
 - 2. Nominations for Life Membership may also be initiated by the unanimous vote of the Executive Board no later than thirty (30) days prior to the commencement of the Annual Conference at which the nomination is to be considered.
 - 3. The nomination shall be presented to the membership present at the Annual Association Conference which shall make its decision by majority vote. A quorum of members present shall be required to call for a vote on the appointment which will be approved by majority vote.

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Article IV. Officers

Section I. President

A. Authority

1. The President of the LACN shall be the Chief Executive Officer of the organization.
2. The President shall vote only in the case of a tie vote.
3. The President shall, as occasions demand, call meetings of the Executive Board or the Review Committee.
4. The President shall make appointments to fill vacancies in offices subject to confirmation by the Executive Board.

B. Duties

1. It shall be the duty of the President to preside at all meetings of the LACN and to enforce the rules and regulations regarding its administration.
2. The President shall appoint committees in accordance with the mission of the LACN.
3. The President shall set goals, and direct the development of policies, and procedures for the Association.
4. The President shall serve for a term of two (2) years and cannot succeed himself in the same office.

C. Responsibilities

1. The President shall keep members appropriately informed of Association activities.
2. The President shall ensure that the LACN policies are revised as necessary, adequately maintained, and properly enforced.
3. The President shall present any proposed amendments to the LACN budget in effect during his term of office for consideration and approval by the Executive Board.
4. Represent, or appoint two designees to represent, the Association at the scheduled NCNA meeting(s) and/or other

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official meetings or proceedings where LACN representation is required or desirable.

Section II. Vice President

A. Authority

1. The Vice President shall hold office for two (2) years and cannot be self-succeeding in the same position.

B. Duties

1. It shall be the duty of the Vice President to preside at all meetings in the absence of the President, and to assist the President in the enforcement of the rules and policies and procedures of the LACN.
2. The Vice President, at the discretion of the President, shall ensure that the Association's web site is properly updated, maintained, and is accessible to all members in good standing.

C. Responsibilities

1. In the event of resignation, incapacitation, suspension or termination of the President, the Vice President shall assume the duties and office of President and serve until the next scheduled general election of officers of the LACN.
2. The Vice President shall act as an oversight committee of the Association's financial affairs.

Section III. Secretary

A. Authority

1. The Secretary shall be elected during the scheduled general election of the LACN, and shall hold office for two (2) years.
2. The Secretary may not be self-succeeding.

B. Duties

1. The Secretary shall keep minutes of all meetings, conduct correspondence, issue notices of meetings, maintain a current record of membership, and perform all other duties normally pertaining to the office of Secretary.

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2. The Secretary shall furnish a copy of the minutes of all meetings to the Executive Board.

C. Responsibilities

1. The Secretary shall, upon receipt of a written request from a current member, provide a copy of the specific minutes requested.
2. In the event of the resignation, incapacitation, suspension, or termination of both the President and the Vice President, the Secretary shall assume the duties and office of the President and serve until the next scheduled general election of the LACN.

Section IV. Treasurer

A. Authority

1. The Treasurer shall be elected during the scheduled general election of the LACN, and shall hold office for two (2) years.
2. The Treasurer may not be self-succeeding in the same office following term expiration.
- 3.

B. Duties

1. The Treasurer shall maintain all financial records pertaining to the office of the Treasurer.
2. The Treasurer shall ensure that all applicable tax obligations are met and corporate filings are made within the time limits imposed by statute.
3. The Treasurer shall furnish quarterly financial reports to the Executive Board.
4. Upon the receipt of a written request from a current member, the Treasurer shall furnish the member a copy of the specific financial report requested.

C. Responsibilities

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1. The Treasurer shall be responsible for obtaining all necessary signatures on LACN checks.
2. The Treasurer shall ensure that all Association bills or purchases are paid in a timely manner, and that all receipts and/or invoices are preserved.
3. Upon discretion of the President, the Treasurer shall comply with auditory requirements of the designated auditing firm by the executive Board.
4. Major expenditures of \$500.00 or more will have to meet prior approval from the Executive Board. Any expenditure under \$500.00 may be authorized by the President or his designee

Section V. Sergeant at Arms

A. Authority

1. The Sergeant at Arms shall be elected during the scheduled general election of the LACN for a term of two (2) years, and may not be self-succeeding in the same position.

B. Duties

1. The duties of the Sergeant at Arms shall be to ensure that only members in good standing or a special guest or any other person or persons approved by the Executive Board are present during the closed sessions of the meetings and to perform other duties as directed by the President.
2. The duties of the Sergeant at Arms shall also include coordinating and monitoring the elections process and ensuring that only members present during the designated election period cast a ballot.
3. The Sergeant at Arms is responsible for and has the authority for maintaining order during any LACN meetings or sponsored events.

Section VI. Executive Board

A. Composition

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1. The Executive Board shall consist of the President, Vice President, Secretary, Treasurer, Sergeant at Arms, the Executive Director, and Past President.
2. The Executive Director and Past President, both serve as non-voting members.

B. Duties

1. The Executive Board shall be responsible for the overall operation, governance, and administration of the LACN.

Section VII. Executive Director

A. Authority

1. The President shall appoint, at his discretion, a retired member of the Association to serve as the Executive Director for a two (2) year term. This position is not self-succeeding.
2. The Executive Director shall have any and all privileges associated to a seat on the Executive Board, but shall serve as a non-voting member and be excluded from voting on executive issues.

B. Duties

1. The duties of the Executive Director shall include promotion of the works and efforts of the LACN throughout the Criminal Justice community and the general public to actively encourage agency and member support and recruitment into the LACN as well as perform other administrative duties as directed by the President.
2. Additional duties or administrative functions or representation may occur as directed by the President.

Section VIII. Chaplain

A. Authority

1. The Chaplain shall be appointed by the incoming President during the scheduled general election of the Association for a term of two (2) years and may not be self-succeeding in that position.

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B. Duties

1. The duties of the Chaplain shall include, but not be limited to, providing member counseling for the LACN throughout the criminal justice community and the general public.
2. The Chaplain shall preside over the benediction and invocation at the opening and closing of the annual conference and the conference banquet.
3. The Chaplain shall perform other relative duties as directed by the President.

Section IX. Past Presidents (Parliamentarians)

A. Authority

1. Past presidents shall have any and all privileges associated to a seat on the Executive Board, but shall be excluded from voting on executive issues.

B. Duties

1. Past Presidents shall serve as a member of the Executive Board, and act as advisors (parliamentarians) on matters of concern to the organization. In the event the immediate past president is not active, the president may appoint an active member as parliamentarian.

C. Privileges

1. Past presidents shall have the right to run for the office of President after a two (2) year absence from the office.
2. Past presidents shall be considered lifetime members and are not subject to annual dues or fees.

Section X. Regional Directors

A. Authority

1. The Regional Directors shall be active members of the Association and be appointed by the President. Regional Directors may succeed themselves without limits.

B. Duties

1. The Regional Directors are encouraged to design a training day for their region once every quarter.

C. Responsibilities

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1. The Regional Directors will promote a working relationship with different agencies within their perspective region.
2. The Regional Directors will serve at the discretion of the President.

Article V. Elections, Vacancies, and Removals

Section I. Elections

A. Eligibility:

1. Candidates for President shall meet or exceed the minimum qualifications listed below. A candidate for President shall have served at least two (2) years as the Vice President. A committee appointed by the (current) President shall evaluate the qualifications of each candidate and shall validate compliance with these requirements to the quorum.

B. Process and Procedures:

1. Elections will be held during the general membership business meeting of the Association's annual conference.
2. Only members in good standing and present at the time of elections are permitted to cast a ballot. There will be no absentee ballots.
3. A member may vote for the candidates (one vote per open position) to fill the Executive Board positions.
5. Members seeking a position on the Executive Board must be present at the time that elections are conducted unless extenuating circumstances preclude it. Such circumstances must be approved by a majority of the current Executive Board in order to be excused from this provision. In the event that a candidate for an Executive Board position is not present and/or the absence is not excused by the Executive Board, then the candidate will be disqualified.
6. Elections will be conducted by secret ballot. One blank ballot will be supplied to each active member present at the general membership business meeting of the Association's annual conference prior to voting for each elected position.
7. Each position will be voted on separately in the following order:

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- Vice President;
 - Secretary;
 - Treasurer; and
 - Sergeant at Arms
8. Ballots which are not properly completed (i.e. someone votes for more than one person) shall make that ballot null and void.
 9. Once ballots are cast, the ballots will be tabulated by a committee, to include all Past Presidents present at the annual conference or any designee appointed by the current President excluding those who are running for office. Ballot election results will remain confidential until released at the time designated by the current President.
 10. Once the ballots are tabulated, they will be secured by the Association Secretary until validated by the Executive Board.
 11. The ballots will be retained by the Sergeant at Arms for a period of six (6) months from the closing date following the conference.
 12. Any protest or challenge of the election results must be submitted in writing to the Secretary by the aggrieved party, no later than **thirty (30) days** after the closing of the annual conference.
 - a. Contested results will be resolved by the Executive Board of Directors at the first quarterly meeting after the grievance is filed.
 - b. The aggrieved party may elect to be present at the meeting and during the validation process.
 - c. Once the Executive Board arrives at a decision, the President will notify the aggrieved party in writing, within thirty (30) calendar days.
 13. In the event of a tie vote, the voting members of the Executive Board and President will serve as a tie-breaker and appoint the candidate. If one of the candidates is a member of the Executive Board, that member will be excluded from having a vote in the tie breaker and the most recent Past President shall vote in his stead.

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13. In the event that there is no qualifying candidate for a position, an exception may be made with a simple majority vote of the membership present at the current election.

Section II. Candidacy Procedures

A. Declaration

1. Candidates for the Executive Board, e.g. Vice President, Secretary, Treasurer, Sergeant at Arms, shall submit a declaration of their candidacy, in writing, to the Secretary by the end of the regularly scheduled session the day prior to the business meeting in the year he is seeking election.

B. Nominations

1. Candidates for the Executive Board, e.g. Vice President, Secretary, Treasurer, Sergeant at Arms, shall be nominated by an active member and then seconded by another active member during the annual conference provided the candidates meet the requirements for office.
2. Two Members in good standing shall nominate a candidate and shall provide the Review Committee (Nomination Committee) with the candidates' name, agency, and true signature accepting the nomination.

C. Eligibility

1. The Criteria for eligibility for all Executive Board positions except the President are as follows:
 - a. Membership with LACN for a minimum of two (2) years; and
 - b. Serve as a Regional Director, committee member or completed at least three (3) accomplishments which have contributed significantly towards meeting the needs of the Organization as determined by the Executive Board; or a combination of both.
2. In lieu of the previously cited qualifications, candidates must meet all of the following alternate requirements for executive Board candidacy excluding the office of president.

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- a. The candidate must be an active or lifetime member of the Association in good standing.
 - b. The candidate must have cumulative experience as a negotiator for a minimum of seven (7) years.
 - c. The candidate must be a current or retired member of a law enforcement agency, corrections facility, probation and parole, criminal justice system, Louisiana Department of Public Safety, and/or the Louisiana State Attorney General's Office.
 - d. The candidate must have completed a forty (40) hour basic negotiators' course.
 - e. The candidate must have attended a minimum of three (3) LACN Annual Conferences.
- D. Desired Qualifications, but not required:
1. Previous board experience;
 2. Administrative experience, especially with budget management;
 3. Leadership training; and
 4. Mental health training or experience.

Section III. Terms of Office

- A. Term Limits
1. Members of the Executive Board shall serve no more than two (2) consecutive years in the same position in office from the time of installation in office until their successors are installed in office, unless they officially resign in writing or are suspended or removed from office.
- B. Emergency Appointments
1. Officers shall be installed in office during the Association's annual conference unless exigent or extenuating circumstances exist.

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2. Officers appointed under this emergency provision of the bylaws shall serve the remaining time in office of the unfulfilled term or until a new election can be held.

Section IV. Vacancies

A. Order of Succession

1. A vacancy in the office of the President shall be filled by the advancement in office of the Vice President. Such advancement in office shall be in an “interim” capacity only and will continue until the next regular election of officers.
2. A vacancy in any other office shall be filled by an appointment made by the President and shall be subject to confirmation by a simple majority of the remaining members of the Executive Board.

B. Authority and Privileges

1. Once appointed, the “interim” board member assumes all duties, responsibilities and privileges the position holds.
2. Officers who were either advanced in office due to a vacancy or appointed by the President may declare their candidacy for the office in which they are “appointed” at the next regular elections of officers and if elected, shall be eligible to serve a full term in office.

Section V. Removal / Suspension from Office

A. Cause of Removal

1. The President, Vice President or any other member holding an elected or appointed position of the Association may be removed from office only for reason of malfeasance of duty, misfeasance of duty, nonfeasance of duty, for being arrested, or for committing an act that brings significant discredit to the Association or the officers.

Article VI General Operations

Section I. Meetings

A. Board Meetings

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1. Regular board meetings of the LACN shall be held once each quarter in a manner and/or location as prescribed by the President. Meetings shall be held at host agencies or any other suitable locations.
- B. General Membership Meetings
 1. One regular annual statewide meeting shall be scheduled each year and will be open to all members. Dates and locations of the annual meetings shall be determined by the Executive Board. The meeting will include, but not be limited to, Association business matters, training, equipment demos, and technique updates, whenever possible, utilizing exceptional or qualified instructors or practitioners and experts in the field of crisis management and/or intervention.
- C. Special Meetings or Conditions
 1. Special called meetings of the Association may be held in cases of serious emergency and shall be called by the President at a time and place designated by the President or upon the request of the Executive Board or from twenty (20) individual active members.
 2. Unless otherwise required by the bylaws, a majority vote of members present after a quorum is established, is all that is necessary for approval of matters coming before the Association.

Section II. Overview of Committees

- A. Designations/Authority
 1. The following committees are designated as *standing committees*:
 - Review Committee;
 - Training Committee; and
 - Conference Committee.
 2. Other committees may be established and disbanded as deemed necessary and directed by the President.
 3. Unless otherwise stated in the bylaws, the director of each committee shall be appointed by the President and serve at the President's pleasure.

Section III. Review Committee

- A. Composition

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1. The Review Committee shall be composed of the Past President and Regional Directors.
2. The Past President or designee of the President shall chair the committee.

B. Duties

1. The duties of the Review Committee shall be:
 - a. To investigate any actions of individual members in regard to the possible affect on the LACN;
 - b. To recommend emergency action to the Executive Board in suspending members;
 - c. To recommend to the general membership follow-up action on a suspension or termination;
 - d. To recommend changes in policy and procedure;
 - e. To conduct a periodical review;
 - f. To purge records and files of the LACN;
 - g. To actively encourage agency and member support and recruitment into the LACN; and
 - h. To perform any other duties as directed by the President.
 - i. To serve as a Nominations Committee when directed by the President.

Section IV. Amendments and Resolutions

A. Amendments

1. Procedure for modifying or adding amendments to the bylaws are as follows:
 - a. The bylaws of this Association may be amended by presenting a resolution, in writing, to the President.
 - b. The President shall have the Secretary post the proposed changes on the Association's web site or by any other manner as prescribed by the Executive Board, at least thirty (30) days prior to the annual conference.
 - c. A simple majority of members attending the conference is required to amend the bylaws.

B. Resolutions

1. Every resolution involving amendments to the bylaws, shall be in writing, and presented to the Executive Board for consideration and report prior to the last day of the conference.

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2. Any resolution considered by the Executive Board shall be presented to a quorum along with the recommendation of the President in sufficient time for consideration prior to voting on the resolution.
 3. A simple majority vote of voting members of the quorum is required to pass a resolution.
- C. Effective Dates of Amendments and Resolutions
1. All amendments and/or resolutions passed and adopted by this Association, in accordance with the rules set forth in the bylaws, shall be in force and effective upon the adjournment of the conference wherein considered and adopted, provided an exception to this effect is not otherwise contained in the language of the amendment or resolution itself.

Section V. Rules of Order

- A. Parliamentary Procedures
1. The Rules of Order of the Association shall be Robert’s Rules of Order, Revised.
 2. In all instances that are not covered by the bylaws and for election purposes, Robert’s Rules of Order shall prevail.

Article VII. Bylaws Ratification

Section I Certification Declaration

We, the undersigned members of the Executive Board, do hereby certify that the articles and bylaws contained herein were ratified by the membership of the Louisiana Association of Crisis Negotiators at its annual meeting held on the **14th day of March, 2008 in the City of Alexandria, State of Louisiana.**

Robert Guilbeaux

President

Tracy Morgan

Vice President

Nicole Benoit

Secretary