

# **OREGON ACCREDITATION ALLIANCE OPERATING GUIDELINES**

## **Name**

This organization shall be known as the Oregon Accreditation Alliance (Alliance) and is a joint standing Board of the Oregon Association Chiefs of Police (OACP), the Oregon State Sheriff's Association (OSSA) and the Oregon Association of Public Safety Communications Officials (OAPCO). The following shall constitute the Operating Guidelines (Guidelines) of the Oregon Accreditation Alliance as agreed to by the participating Associations.

## **Purpose**

The general purpose and mission of the Alliance shall be as follows:

- A. To establish law enforcement standards that are uniform throughout the state; and
- B. To develop standards that are workable, practical, easily understood and clearly interpreted; and,
- C. To establish standards which make an agency and its personnel accountable to the constituency they serve; and,
- D. To establish and maintain standards which represent current professional law enforcement practices; and,
- E. To increase the effectiveness and efficiency in the delivery of law enforcement services; and,
- F. To promote confidence in the goals, policies and practices of the law enforcement agency; and,
- G. To establish standards which address and reduce liability for the agency and its members; and,
- H. To implement an Oregon program, that establishes standards for state accreditation.

## **Membership/Duties of the Oregon Accreditation Alliance Board**

- 1. The Board shall be comprised of twenty voluntary members as follows:
  - A. Four active members of the OSSA appointed by the President of that Association.
  - B. Fourteen active members of the OACP appointed by the President of that Association.
  - C. Two representatives appointed by the President of the OAPCO.
  - D. The OSSA, OACP, and OAPCO shall pay an annual Association fee as established by the Board. Non-payment of the annual Association fee shall result in non-participation on the Board.
- 2. Terms of office:
  - A. Board Members shall serve a two-year term, and may be re-appointed by the parent association represented by the member. Terms shall be staggered to enhance continuity within the Board and initial terms shall be for either two or three years with subsequent terms of two years.

- B. If a Board Member vacancy occurs, another qualified person shall be appointed as a Member in accordance with this section to fill the remaining term of office. A person that fills such a vacancy shall complete the unfinished term of office and be eligible for re-appointment.
- 3. The Board shall have the following responsibilities:
    - A. At the annual Spring meeting elect a Chair, Vice Chair and Secretary/Treasurer who shall serve for one year. The Chair shall be elected by majority vote of the Board at the last General meeting in which the current Chair holds the office. Subsequent to the election of a Chair, the Board shall elect a Vice Chair by majority vote. The Vice Chair shall serve as Chair in the absence of the Chair at any scheduled meeting of the Board. Subsequent to the election of a Vice Chair, the Board shall elect a Secretary/Treasurer who shall have the responsibilities and authority established in these Guidelines; and,
    - B. Act as an accreditation nominating body for Oregon law enforcement agencies; and,
    - C. Make decisions on all “waiver” and “not applicable” standards; and,
    - D. Approve all new and revised standards; and,
    - E. Oversee all fiscal responsibilities of the program; and,
    - F. Notify the appropriate parent association or group of any vacancy within the Board.
  - 4. Vacancies as they relate to the Board shall occur upon one of the following:
    - A. The resignation of a Board Member,
    - B. The death of a Board Member,
    - C. A Board Member misses three General Meetings for any unexcused reason during a Member’s appointed term.

### **Board Staffing**

- 1. The Board may select a Director to carry out the day-to-day business of the Alliance and perform other duties consistent with these Guidelines.
- 2. The OACP shall be responsible for providing the financial management of Board assets, entering into contracts as recommended by the Board and administrative services consistent with these Guidelines.

### **Meetings**

- 1. General meetings of the Board shall usually be held four times each year.
- 2. Special meetings of the Board may be called by the Chair or a majority of the members of the Board. A Board Member’s position shall not be considered vacant pursuant to Article III of these Guidelines for failure to attend special meetings.
- 3. The Chair or his/her designee shall send written notice stating the place, day and hour of any special meeting to each member of the Board not less than ten days prior to the meeting. The Chair shall send written notice stating the place, day and hour of any General meeting to each member of the Board not less than thirty days before the meeting.

4. A quorum shall be necessary to conduct any meetings and shall consist of a majority of Board Members present.
5. In the event a voting quorum is not present at a scheduled meeting, any vote on business before the Board by present members shall be recorded in such a manner as to note the number for and the number against any proposal. Voted proposals and outcomes will be forwarded to members not in attendance for review and electronic vote. Combined voting results shall be incorporated into the minutes of the scheduled meeting.

### **Voting**

1. Voting on any business that comes before the Board shall be conducted by a majority vote of at least ten members. Any vote nominating accredited status shall only be held at a General meeting.
2. Only Members of the Board shall vote on issues coming before it. Voting shall be by voice, by show of hands or electronically. A written ballot shall be used for election of officers. Each Member shall have one vote.

### **Sub-Committees**

1. The Board Chair shall have authority to appoint any and all sub-committees and determine the membership of those sub-committees. At least two Board members shall be appointed to each sub-committee.
2. Each member of a sub-committee shall continue as such until their successor is appointed, unless the member is removed from the sub-committee, or the business of the sub-committee is concluded.
3. One member of each sub-committee shall be appointed Chair by the Chair of the Board. The designated Chair shall be responsible for reporting sub-committee recommendations to the Board Chair on all sub-committee issues.

### **Finances**

1. The Board Secretary/Treasurer shall be responsible for all funds and sureties of the Alliance; receipts for monies due and payable to the Alliance from any source whatsoever, the deposit of all such monies in the name of the Alliance in such banks, trust companies, or other depositories as shall be selected in accordance with the provisions of these Guidelines. The Secretary/Treasurer will ensure that all finances are processed in accordance with the following:
  - A. The Board shall establish standards for the issuance of checks and drafts or other orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Alliance.
  - B. Funds of the Alliance shall be deposited from time to time to the credit of the Oregon Accreditation Alliance in such banks, trust companies, or other depositories as the Board may elect.
  - C. The Board may accept contributions, gifts or bequests, or make donations in the name of the Alliance for general purposes furthering the

goals of the Alliance or for any special purpose as determined by the Board.

2. The Secretary/Treasurer shall provide budget updates to the Board quarterly.
3. The Board will provide an annual financial report to the Boards of the OSSA, OACP and OAPCO.

### **Award of Accreditation**

Agencies wishing to pursue accreditation must comply with the procedures established by the Board for such accreditation, and with the agency requirements and responsibilities outlined in the Oregon Accreditation Alliance Accreditation Agreement executed with all member agencies.

When an agency is under consideration for award of accreditation and the agency is represented on the Board considering such nomination, the represented Board member shall not participate in any vote related to the nomination of the involved agency.

### **Re-Accreditation**

Award of accreditation is for a period of three (3) years, beginning on the date of Board approval for the award. In order to maintain accredited status, agencies must schedule and complete an onsite assessment conducted by the Oregon Accreditation Alliance prior to the expiration date for accredited status.

Agencies will be allowed one extension per accredited term, with the timeline of the extension to be mutually agreed upon between the agency and the Oregon Accreditation Alliance. Extensions will not be granted for longer than six months. The agency CEO requesting the extension must present the agency's case for extension in person at the Board meeting preceding the expiration of accredited status. Subsequent to an extension and completion of an onsite for re-accreditation, the award of re-accreditation shall be retroactive to the original date of expiration of accredited status.

### **Books and Records**

The Secretary/Treasurer shall keep correct and complete books and records of account and shall keep minutes of the proceedings of all General and Special meetings in written form or in any other form capable of being converted into written form within a reasonable time.

### **Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with any rules or orders the Board may adopt.

### **Political Activities**

No substantial part of the activities of the Board shall be related to focused efforts in attempting to influence legislation, unless such legislation has a direct effect on the operations of the Alliance, and the Board, in agreement with the participating Associations, determines such efforts are beneficial to the general purpose and mission of the Alliance..

### **Amendment of Operating Guidelines**

These Guidelines may be amended by a majority of affirmative votes of the Members of the Board present at a General meeting, subsequent to approval by the Board of Directors of each participating Association.

Unless specifically agreed to herein, these Guidelines are not intended to supersede any bylaws of the participating Associations.

### **Interagency Agreement**

These Guidelines represent agreement between the participating Associations on the operational parameters of the Oregon Accreditation Alliance and its managing Board. Any changes, amendments or revisions to this agreement shall only occur with approval and written concurrence of all participating Associations or as specified herein.

### **Termination**

This agreement shall be in full force and effective upon signature of an authorized representative of each participating Association. Any of the parties to this agreement may terminate their involvement by giving at least a 60-day written notice.

### **Approval of Agreement**

The individual or officer signing this agreement certifies by his or her signature that he or she is authorized to sign this agreement on behalf of the responsible governing board of the participating Association.

**Signature Section**

Oregon Association Chiefs of Police

By \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

Oregon State Sheriffs Association

By \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

Oregon Association of Public Safety Communications Officials

By \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)