

Law Enforcement Traffic Safety Advisory Council

LETSAC

Operational

ByLaws Manual



Est. 1971

REVISION DATES

Revised July 1993

Revised July 1994

Revised November 1995

Revised September 1996

Revised November 1997

Revised July 2000

Revised July 2004

Revised July 2006

Revised July 2007

Revised July 2011

Revised February 2021

Revised May 2021

Revised May 2022

Approval Date By The Board: 05 – 05 – 2022

Board Chairman

or Vice-Chairman: Kip McGrath Chairman

Secretary: A.J. Silvey

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DEFINITIONS

Absences:	Are defined as excused and non-excused.
ByLaws:	ByLaws are the rules of operation for a non-for-profit organization's Board of directors.
Board Members:	Board of Directors (Executive Board), Elected Officers, Board Representatives, Board Members.
Excused:	Illness, work & non-work-related injury Medical/Dental appointments Required State, County City court or hearings Serious family emergency Family vacation Car trouble Weather related
Unexcused:	Not notifying the Chairman, Vice-Chairman of the reason for not attending any meeting or conference.
Ex officio:	Holding a position or membership due to the power or influence of one's office, and not by election or appointment
Highway Safety Act:	The Highway Safety Act is to carry out safety programs under the National Traffic and Motor Vehicle Safety Act of 1966 and the Highway Safety Act of 1966.
Membership of Standing:	A person or organization in good standing is regarded as having complied with all their explicit obligations, while not being subject to any form of sanction, suspension, or disciplinary censure
Misconduct:	Wrong behavior, behavior or activity that is illegal or morally wrong.

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SECTION 1

ORGANIZATIONAL BYLAWS

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ARTICLE I
Name of the Organization LETSAC

This organization shall be known as the State of Missouri Law Enforcement Traffic Safety Advisory Council (LETSAC), thereafter known as the Council. Which is a Non-For-Profit entity registered with the Missouri Secretary of State.

ARTICLE II
Purpose of the Organization

The purpose of the Council is to provide recommendations, direction, guidance, information, and training to the law enforcement community of the State of Missouri. This assistance maybe to assist in implementation of priorities of the Highway Safety Act, as requested by the Assistant to the State Highway Safety and Traffic Engineer of the Missouri Department of Transportation Highway Safety and Traffic Division Office of Highway Safety. This assistance shall be limited only by the available resources of the LETSAC organization.

ARTICLE III
Membership of the Council

Membership shall be granted to each law enforcement agency, hereafter, to be known as the Council in the State and to all other supporting agencies that are directly responsible for assisting and/or training either local or statewide law enforcement personnel. Each member organization, institution, or agency shall be officially represented by one or more representatives as designed by that organization, institution, or agency. However, each agency shall be limited to one official vote on matters presented to the Council.

ARTICLE IV
Board of Directors

Section 1 The Board of Directors will be composed of four (4) Elected Officers of Chairman, Vice-Chairman, Secretary and Treasurer; appointed Board Representatives of the Missouri Department of Transportation Highway Safety and Traffic Division Office of Highway Safety, Missouri State Highway Patrol, Missouri Safety Center, St. Louis Metro Police Department, Kansas City Police Department, and NHTSA; and nine (9) Board Members elected from the membership from Troop Regions A, B, C, D, E, F, G, H, and I (regions defined as MSHP troop regions). Because of any previous lack of participation from any region(s), the Board may combine any region(s) with another, upon a vote to do so.

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The Board is empowered to conduct necessary day-to-day business of the Council. A quorum of the Board shall consist of those members present at a properly called meeting of the Council, with over 50% in attendance.

Section 2 The Committees shall be made up of at least (3) Board Members including a committee chairman. Committee membership shall be selected by the Board. All committees will operate under the direct authority of the LETSAC Board.

ARTICLE V

Elected Officers, Board Representatives, Board Members & Demeanor

Section 1 The Elected Officers of the Council shall consist of a Chairman, Vice-Chairman, Secretary and Treasurer, shall be known as the Executive Board. The Elected Officers will be elected by written or electronic ballot of the attending membership by a majority vote at the annual conference. The Elected Officers shall hold office for a two-year term and may be reelected for additional terms; there will be no term limits.

Section 2 The Board Representatives of the Council will consist of 1 member from the Missouri Department of Transportation Highway Safety and Traffic Division Office of Highway Safety, Missouri State Highway Patrol, Missouri Safety Center, Kansas City Police Department, St. Louis Metro Police Department, and NHTSA which shall be designated by the respective administrator of those organizations. The Missouri Department of Transportation Highway Safety and Traffic Division Office of Highway Safety, Highway Safety Program Administrator or the Assistant to the State Highway Safety and Traffic Engineer, or his/her designated representative, shall serve as an ex officio member of the Board. Each Board Representatives shall have 1 vote each on matters brought before the Board.

Section 3 The Elected Board Members of the Council shall consist of nine (9) Board Members elected from the membership from Troop Regions A, B, C, D, E, F, G, H, and I. The Board Members must be full-time representatives of agencies, organizations, and/or institutions and be P.O.S.T. certified law enforcement officers of this state.

The Board Members will be elected by written or electronic ballot of the attending membership by a majority vote at the annual conference.

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If any region(s) are combined with another region, that region shall only have 1 vote for those combined regions.

The Board Members shall hold office for a two-year term and may be re-elected for additional terms; there will be no term limits. This restriction shall not apply to representatives of the Missouri Department of Transportation Highway Safety and Traffic Division Office of Highway Safety, the Missouri Safety Center, NHTSA, Kansas City Police Department, St. Louis Metro Police Department, or the Missouri State Highway Patrol.

Section 4 The Chairman and Vice-Chairman of the Council shall serve as Chairman and Vice-Chairman of the Executive Board. The Secretary and Treasurer of the Council shall serve continuously as Secretary and Treasurer of the Board.

If the position of Chairman is vacated, it shall be automatically filled by the Vice-Chairman for the remainder of the term. Should a vacancy occur in one of the elected positions of Vice-Chairman, Secretary or Treasurer, it shall be filled by a vote of the Board, with an existing Board Member at the next duly called meeting following the occurrence of the vacancy. The member elected shall serve for the remainder of the term.

Should a vacancy occur of an elected Board Member Region, it shall be filled by a vote of the Board.

When there is a vacancy of an elected Regional Board Member, the Board may advertise or solicit for a new Board Member from the troop region that has been vacated. This advertisement of solicitation can be made by mail, email, or by phone to the membership of that troop region or by posting on the LETSAC originations website and or social media that is available.

Any Board Member, with the approval of the council by a majority vote, may request the proposed member(s) wishing to be appointed as a Board Member to come in front of the LETSAC Board at its next Board meeting for an interview for that troop region Board position.

The Board may elect a member of that troop region to fill the vacancy at that time. If no one responds or is appointed by the Board, the Board by a majority vote shall allow the vacancy to be filled at the next annual conference as an added election to that years Board elections.

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The member appointed by the Board or elected shall serve the remainder of the term and the time remaining shall be noted in the election process.

The members of the Board shall be elected at the annual conference of the attending membership on a staggered year basis. Elections to the Board shall be as follows: odd years shall require the election of the Vice-Chairman and Treasurer. Board Members from regions A, C, E, G, and I. On even years, the Chairman, Secretary and the Board Members from regions B, D, F, and H shall be elected.

Section 5. Any reported or suspected misconduct by any Elected Executive Officer(s), or Board Member(s) that has been made known to any of the other Elected Officers or Board Member(s) or a staff member of the Missouri Department of Transportation Highway Safety and Traffic Division Office of Highway Safety shall immediately be suspended from the LETSAC Board until such misconduct has been resolved or has come to a conclusion.

The Elected Officer(s) or Board Member(s) that are suspected of misconduct shall be notified of the suspension either by a phone call, in writing, in person, or by email by the Chairman, Vice-Chairman or their designate.

If the suspected misconduct has an unfavorable conclusion of the Elected Officer(s) or Board Member(s), the Elected Officer(s) or Board Member(s) shall resign from the LETSAC Board. The suspected misconduct Elected Officer(s) or Board Member(s) shall notify in writing, either by letter, or by email to the Chairman, or Vice-Chairman of such resignation.

If the suspected misconduct by the Elected Officer(s) or Board Member(s) has been unfounded, the Elected Officer(s) or Board Member(s) shall be reinstated to the LETSAC Board at their original Board position at the time of the suspension.

If during the suspension of the Elected Officer(s) or Board Member(s), the term for the Elected Officer(s) or Board Member(s) under suspension has expired, the Elected Officer(s) or Board Member(s) shall then be considered removed from the LETSAC Board, and that position on the Board shall be open, and shall be filled by following the ByLaws on elections.

If the misconduct by the Elected Officer(s) or Board Member(s) looks to be unfavorable to the LETSAC Board, and by having such Elected Officer(s) or Board Member(s) remain on the LETSAC Board, the current presiding Board shall vote on the removal of the Elected Officer(s) or Board Member(s) suspected of the misconduct.

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The “Yes” vote for removal shall be considered final, with no appeal. The “No” vote shall be for the Elected Officer(s) or Board Member(s) to remain at his/her Board position.

If there are more than one Elected Officer(s) or Board Member(s) that are under suspicion for misconduct, each Elected Officer(s) or Board Member(s) shall stand alone when it comes to the vote for removal from the LETSAC Board.

In all these cases of suspicion of misconduct, the Elected Officer(s), and Board Member(s) under suspicion of misconduct shall not have a vote while they are on suspension or on their dismissal from the Board.

ARTICLE VI

Meetings of the Council

Section 1 A quorum shall consist of those members present at a properly called meeting of the Council, with at least 50% of the voting Board present. At least one conference will be held annually.

Other meetings shall be held at the call of the Chairman of the Council, or at the request from any Board Member(s).

If the Chairman, Vice-Chairman, Secretary or Treasurer are unavailable to conduct the monthly meeting, then no meeting shall be held for that month.

Notice of all monthly Council meetings shall be distributed to members of the Board Members and posted to the LETSAC website at least two (2) weeks in advance of the meeting by mail or email. Monthly Board meeting dates may also be set at the end of the annual conference or at the next meeting following the conference.

Board Members are required to attend each duly called monthly meeting of the Board, and the annual conference. Any Board Member shall notify the Chairman if they are not able to attend any monthly or other meetings called or the annual conference.

Absences are defined as excused or non-excused. Any Board Member shall be allowed 3 excused absences each calendar year, after which the Board may vote at the next duly called meeting to retain the member.

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Any Board Member achieving more than 3 un-excused absences for duly called Board meetings shall be subject to a Board vote for retention or removal. Once the Board removes a member, that position shall be declared vacant. Once vacant, the Board shall follow ARTICLE V, Section 4 of the By Laws to fill the vacancy.

Section 2 The agenda for all Board Meetings shall be prepared by the Secretary. The agenda shall be adopted by the Board and will be distributed to the Board Members at least 2 weeks before the monthly Board meeting.

Any member of the Board or Council may submit items for the agenda. These items must be in writing or by email and must be presented to the Secretary in ample time to be considered for the agenda. In emergency matters not appearing on the agenda, they may be placed on the agenda by a majority vote of members attending the monthly Board meeting.

Section 3 Minutes of all Board meetings shall be prepared and circulated to all members of the Board or any Council member upon request no more than two-weeks following the meeting. Board minutes may also be posted on the LETSAC website or social media.

Section 4 Board Member(s) that are unable to attend any monthly Board meeting because of any reason, may request the meeting to be tele-conferenced or virtual, and shall have the same voting right as if they were physically present in the meeting. If for any reason the Board is unable to setup such a meeting, the Board Member shall not be charged an absence.

Section 5 Each Board Member shall be allowed 1 vote per-voting question that is up for approval. The Chairman will be the tiebreaker on all votes. If the Chairman is unavailable or absent at the meeting, the Vice-Chairman then presiding as the Chairman shall be the deciding vote.

Section 6 At times when necessary, or in between monthly Board Meetings, the Chairman, or the Vice-Chairman in absence of the Chairman of the Board may ask for an emergency vote on an issue(s). The Emergency vote shall be permitted by email, fax or by phone if not at the annual conference or monthly meeting.

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A time limit for the response to the emergency vote will be set in the notification. If this does occur, the passing vote on the question(s) will be from the majority who were notified by email, fax or by phone that responded to the emergency vote.

ARTICLE VII

Committees

Section 1 The Council shall maintain the following Standing AD Hoc Committees:

Legislative
Program or Conference
Officer of the Year

Public Information Committee
Vendor Committee
Training Committee
Election Committee
ByLaws Committee
Small Department Award Committee

Section 2 The committee membership shall be made up of at least (3) Board Members or any staff from the contracted organization in ARTICLE X, including a committee chairman. The committee Membership shall be selected by the Board. All committees will operate under the direct authority of the Board.

Section 3 At the recommendation of the Board, the Chairman may add additional committees as deemed necessary by the Board, to respond to requests, conduct special activities, or conduct research and development, as necessary.

Section 4 All committees serve for one year. Selection of committee members occurs at the first meeting of the Board following the annual conference.

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ARTICLE VIII
Parliamentary Authority

Robert's Rules of Order, latest edition, shall be the parliamentary authority for this body. These ByLaws supersede any rule in Robert's Rules of Order, passed edition(s).

ARTICLE IX
Amendments of ByLaws

Any proposed By-Law change(s) will first be presented to the LETSAC Board for approval on the changes before presenting the changes to the council and membership. The Board may have the Bylaws reviewed by an attorney in the field of contracts and ByLaws and shall vote to do so.

These ByLaws may be amended by an affirmative majority vote of the council membership, either at a regular meeting, specially called meeting, annual conference or by mail, faxed or email ballot.

Mailed, faxed & emailed ballots responses shall be sent to the Secretary or their designee, who shall be responsible for calling a meeting of the standing election committee for the purpose of tallying ballots, certifying the results, and reporting results to the LETSAC Board and the council.

The ballot will be informative to the changes to the ByLaws. The ByLaws may also be posted on the LETSAC webpage, social media, for the council membership to view before voting.

The ballot for all voting shall be so designed to have a “Yes” or “No” box. The “Yes” box, when checked shall mean “Yes” to pass the proposed ByLaws changes. The “No” box, when checked shall mean “Not” not to pass the ByLaws changes.

The council membership shall have the opportunity to notify the LETSAC Board of any changes or recommendations on the proposed ByLaw changes.

This notification can be in writing, email, or faxed to the Chairman, Vice-Chairman, or Secretary.

If the vote to pass is not at the annual conference a 5-day response will be set for any changes or recommendations from the date it was sent out.

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If the ByLaws are put to a pass vote at the annual conference, the ByLaws can be amended and re-presented to the council membership.

Once the changes have been made to the ByLaws, it will then be presented to the membership for approval to pass.

The standing election committee may receive the results by email, or fax, and certify the results in this manor, and report the results of the vote to the LETSAC Board and the council membership.

If the ByLaws are presented at a regular, specially called, regional meeting, or at the annual conference, the standing election committee shall have the option of calling for a “Yea” or “Nay” vote of the attending membership by voice instead of ballots. A “Yea” vote shall mean to pass, and a “Nay” vote shall mean not to pass.

ARTICLE X

Authority To Agreements And Contracts

The Board is hereby given the authority to have such agreements and or contracts, (to be further known as a contract) with any organization that is supportive of the LETSAC Traffic Safety agenda and the Highway Safety Act.

The contract with the organization will assist the LETSAC Council on putting together the LETSAC conference and any other training associated with the LETSAC organization.

This would include hotel contracts, POST CEU’s, keeping and maintaining POST attendance records at all POST certified training, attendee registration, collecting of fees for the conference.

The organization shall also assist with reporting to the Treasurer the monthly income collected from the registered attendee’s and vendor’s and any other funds collected and transferring such funds to the bank account of LETSAC organization.

With approval of the LETSAC Board by a majority vote, The LETSAC Board shall payout of the general revenue account of the LETSAC organization for the contract services of the selected organization on each year the contract is renewed.

If the contract is a single year or a multi-year contract, the payment for the contract shall be paid after the annual conference outstanding bills have been paid.

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If at the conclusion of the contract with such organization or either party wish to end such contract agreement, and following the written contract agreement with the organization, then such contract shall end and conclude.

Any monies, records or equipment owned by the LETSAC organization shall be accounted for and returned to the LETSAC organization within 30 days of the conclusion of such contract.

All monies being returned shall be in a bank issued check, or an electronic transfer. The check shall be made out to the Law Enforcement Traffic Safety Advisory Council.

The check shall be given to either the Chairman, Vice-Chairman, Secretary or Treasurer.

Once the check has been received, it shall be deposited into a bank LETSAC account organization. On the checking account, the Chairman, Vice-Chairman, Secretary and Treasurer shall be named on the account.

If the monies from the contracted organization bank are transferred electronically to the LETSAC Board, the Treasurer shall verify the deposit.

ARTICLE XI

Authorization, approval of dissolution of the L.E.T.S.A.C. Organization

1. Unless the bylaws, or the board of directors or members acting pursuant to subsection 2 of this section, require a greater vote or voting by class, dissolution is authorized if it is approved:

(1) By the LETSAC board.

(2) By the members, if any, by two-thirds of the votes cast or a majority of the voting power, whichever is less; and

(3) In writing by any person or persons whose approval is required by a provision of the articles authorized by section [355.606](#) RSMo for an amendment to the articles or bylaws.

2. The LETSAC board may condition its submission of the proposed dissolution, and the members may condition their approval of the dissolution on receipt of a higher percentage of affirmative votes or on any other basis.

3. If the LETSAC board seeks to have dissolution approved by the members at a membership meeting, the LETSAC board shall give notice to its members of the proposed membership meeting in accordance with section [355.251](#) RSMo. The notice must also state that the purpose, or one of the purposes, of the meeting is to consider dissolving the LETSAC organization and contain or be accompanied by a copy or summary of the plan of dissolution.

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4. If the LETSAC board seeks to have dissolution approved by the members by written consent or written or electronic ballot, the material soliciting the approval shall contain or be accompanied by a copy or summary of the plan of dissolution.
5. The plan of dissolution shall indicate to whom the assets owned or held by the LETSAC organization will be distributed after all creditors have been paid.
6. The plan if the LETSAC organization is voted to by the board and or members, to be dissolved, any assets after the creditors have been paid, will be given/donated to the Missouri Safety Center.

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SECTION 2

ELECTED OFFICIAL'S DUTIES

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DUTIES OF: CHAIRMAN, VICE-CHAIRMAN, SECRETARY & TREASURER

CHAIRMAN: The Chairman shall be elected by a majority vote of the membership present at the annual conference. The position of Chairman shall be a position elected for a term of two (2) years and shall be voted on in even numbered years.

THE CHAIRMAN SHALL:

- Preside over all Board and general membership meetings.
- Be responsible for calling required Board and general membership meetings as required by the ByLaws.
- Serve or designate a person to serve as the Annual Conference Master of Ceremonies.
- Make recommendations to the Board as to membership of standing and special committees.
- When a vote has become a tie, the Chairman shall vote to break the tie.

THE CHAIRMAN MAY:

- Authorize special expenditures of up to five hundred dollars (\$500) without Board approval.
- Call additional Board meetings based upon demand and/or at the request of members of the Board.

VICE CHAIRMAN: The Vice-Chairman shall be elected by a majority vote of membership present at the annual conference. The position of Vice-Chairman shall be an elected two (2) years and shall be voted on in odd numbered years.

THE VICE-CHAIRMAN SHALL:

- Assume the duties of the Chairman in the event he/she is not able to preside over a meeting or fulfill his/her duties as Chairman.
- Shall be a member of committees as requested by the Board.
- Shall serve as the co-host of the annual conference.

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THE VICE-CHAIRMAN MAY:

- Authorize special expenditures of up to five hundred dollars (\$500) without Board approval.
- Conduct special activities and functions as requested by the Board.
- Be responsible for securing vendors at the annual conference.

SECRETARY TREASURER:

The Secretary shall be elected by a majority vote of the membership present at the annual conference. The position of Secretary shall be a position elected for a term of two (2) years and shall be voted on in even numbered years.

THE SECRETARY SHALL:

- Record the activities (minutes) at each Board and general membership meeting, and subsequently distribute the minutes of each meeting to the Board in a timely manner no more than 2-weeks after the Board meeting.
- Be the official keeper of the ByLaws for the organization.

THE SECRETARY MAY:

- Authorize expenditure up to five hundred dollars (\$500) in absence of the Chairman or Vice-Chairman to pay for normal operational items as deemed necessary for the operation of the organization.
- May serve on any committee as deemed appropriate by the Board, especially in fiscal matters of the organization.

TREASURER:

The Treasurer shall be elected by a majority vote of the membership present at the annual conference. The position of Treasurer shall be a position elected for a term of two (2) years and shall be voted on in odd numbered years.

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THE TREASURER SHALL:

- Record and maintain all financial records of the organization as required by State law and the operation of the Board.
- Coordinate with the contracted entity on all financial matters, receiving, disbursing, paying invoice(s).

THE TREASURER MAY:

- Authorize expenditure up to five hundred dollars (\$500) in absence of the Chairman, Vice-Chairman or Secretary to pay for normal operational item(s) as deemed necessary for the operation of the organization.
- May serve on any committee as deemed appropriate by the Board, especially in fiscal matters for the organization.

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SECTION 3

BOARD MEMBERS DUTIES

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BOARD MEMBER: A Board Member shall be elected by a majority vote of the council membership present at the annual conference.

Board representatives from Regions **A, C, E, G, and I** shall be elected on odd numbered years.

Board representatives from Regions **B, D, F, and H** shall be elected on even numbered years.

THE BOARD SHALL BE MADE UP FROM THE FOLLOWING:

- Four (4) elected officers: Chairman, Vice-Chairman, Secretary and Treasurer.
- Regional Board Members: One (1) representative from each MSHP Troop Region A through I.
- Five (5) appointed non-elected Board Members: One (1) representative from the Missouri State Highway Patrol, Missouri Safety Center, St. Louis Metro Police Department, Kansas City Police Department, and NHTSA. These members serve at the direction of their respective agencies.
- One (1) representative from the Missouri Department of Transportation Highway Safety and Traffic Division Office of Highway Safety as designated by the Highway Safety Program Administrator or the Assistant to the State Highway Safety and Traffic Engineer.

- The members of the LETSAC Board are.
 - Chairman
 - Vice-Chairman
 - Secretary
 - Treasurer
 - Region A
 - Region B
 - Region C
 - Region D
 - Region E
 - Region F
 - Region G
 - Region H
 - Region I

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- Missouri Highway Patrol
- Missouri Safety Center
- St. Louis Police Dept.
- Kansas City Police Dept.
- NHTSA
- Missouri Highway and Traffic Safety Division
- Because of any previous lack of participation from any region(s), the Board may combine any region(s) with another, upon a vote to do so.

DUTIES OF ELECTED AND APPOINTED BOARD MEMBERS:

- Each Board Member shall be responsible to attend duly called Board and general membership meetings.
- Shall be responsible for communication to departments within the elected Region or appointed agency.
- Shall serve on special or standing committees needed.
- Shall be responsible for soliciting input and information from Regions represented and/or agency represented.
- Shall serve as committee Chairmen as needed.
- Shall serve as an official host at the general membership meeting and at the annual conference.
- Shall work on, and with legislative measures at the request of the Board, Missouri Department of Transportation Highway Safety and Traffic Division Office of Highway Safety, or the general membership.
- Shall be present to cast votes in all matters placed before the Board.

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SECTION 4

STANDING AD HOC COMMITTEES

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Established by the ByLaws, the following standing committees are maintained by the Board.

LEGISLATIVE COMMITTEE:

Established and charged with gathering data on legislation pertaining to highway safety and law enforcement Issues. The committee shall report findings to the Board and general membership periodically throughout the year.

PROGRAM OR CONFERENCE COMMITTEE:

Established and charged with the development of the program for the annual conference. The Committee’s responsibilities shall include assessment and evaluation of the program and its applicability to the needs of the organization; setting up the conference agenda by securing speakers and training material; serve as hosts and logistics staff for the conduct of the conference; and complete an evaluation review of the conference. The Board will approve the contract for the conference onsite hotel.

OFFICER OF THE YEAR COMMITTEE:

Established and charged with providing the Board with a process and candidate for the Officer of the Year award. This process shall include developing the criteria, advertising and accepting application for candidacy and providing the Board with the evaluation criteria. The board serves as the final evaluator for determination and selection of Officer of the Year. Criteria shall be established each year by the Board and/or the Missouri Department of Transportation Highway Safety and Traffic Division Office of Highway Safety.

ADDITIONAL COMMITTEES:

The Board reserves the right to establish special committees to assume specific tasks or studies as needed and is determined by the Board, or at the request of the staff of the Missouri Department of Transportation Highway Safety and Traffic Division Office of Highway Safety. Special committees shall report to the Board as with the standing committees and shall be directly under specific Board control. Such committees may include:

PUBLIC INFORMATION:

This committee is charged with working directly with the Missouri Department of Transportation Highway Safety and Traffic Division Office of Highway Safety staff in the development, promotion, conduct, and evaluation of special programs as requested by the Board and/or the Missouri Department of Transportation Highway Safety and Traffic Division Office of Highway Safety.

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ELECTION COMMITTEE:

This committee shall be comprised of the appointed non-elected members of the Board (Missouri State Highway Patrol, Missouri Safety Center, St. Louis Metro Police Department, Kansas City Police Department, and NHTSA) and shall sever to monitor and tally the results of all elections and voting issues associated with the organization. The results of all elections shall be made public to the membership though posting and written or electronic communications. The Missouri Department of Transportation Highway Safety and Traffic Division Office of Highway Safety Program Administrator or the Assistant to the State Highway Safety and Traffic Engineer will cast the final vote in a tiebreaker election.

BY-LAW COMMITTEE:

This committee shall be headed by the Chairman and or the Secretary and any other members appointed by the Chairman or Vice-Chairman. The duty of this committee is to maintain the ByLaws of the LETSAC organization. Make suggestions to any changes that are needed or required to the Board. The ByLaws will be reviewed on a yearly basis by the committee.

SMALL DEPARTMENT AWARD COMMITTEE:

This committee shall be headed by the Chairman and comprised of the council. The duty of this committee is to request from the State-wide law enforcement department(s) that have employed 16 or under full time, part-time or reserve officers, and have not attended the annual conference in the past three years or who have never attended the annual conference a chance to attend. This award is to be further known as the “Free Conference Award”.

The council shall post the application either by mail, email, social media or on the LETSAC website, or all four ways the request for application to attend the annual conference.

The application shall be filled out completely to be considered for the award. Any information left out of the application will not be considered and removed from the selection process. Only 1 application shall be considered from each agency.

The State will be divided into three regions. Region 1 is the westside of the State, Region 2 is the center of the State and Region 3 is the eastside of the State, with the Regions running north to south.

Priority will be given to agencies that have not attended a LETSAC Conference. These agencies shall be placed into their appropriate regions. A Board Member, or anyone chosen by the Chairman will choose 1 application from each of the three regions.

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The Board may at their discretion select a fourth award winner from the remaining applications that have stated they have attended a LETSAC Conference within the past 3-years.

If it becomes evident from the applications for the Free Conference Award, there are no agencies that stated they have not attended before, then all of the agencies will be placed into their appropriate Regions and selected in the same manner as above.

Consideration for this award shall not be limited to any traffic grants, Highway Safety grants or any other funds for traffic enforcement by the agency that made application. The purpose of this “Free Conference Award” is to encourage agencies to get involved in traffic safety and assisted the agency with funds for training an officer for which they may not have available funds to do so.

The winners will be notified by the Chairman by mail, email or by a phone call or all three. The winners will receive a full annual conference package, including hotel room for 1 member of the winning department for the week of the annual conference and the conference fees waved. This “Free Conference Award” assistance shall be limited only by the available resources of the LETSAC organization.

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SECTION 5

DUTIES OF COMMITTEE CHAIRMAN

AND

COMMITTEE MEMBERS

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DUTIES OF APPOINTED COMMITTEE CHAIRMAN AND COMMITTEE

MEMBERS:

The committee chairman shall be appointed by the Board at the request of the LETSAC Chairman. Committee membership of each committee shall be on a volunteered basis. If no-one has volunteered for the committee, the Chairman of the committee shall appoint from the other Board Members present or not present the other committee members. All committees operate under the direction and direct authority of the LETSAC Board. The exception is the Bylaws committee, where the Secretary will be the permanent chairman of the committee.

DUTIES OF THE COMMITTEE CHAIRMAN:

- Serve as the liaison with the Board in the function and operation.
- To fulfill the charge given to the committee by the Board.
- Shall maintain minutes and records of the meeting and actions of the committee.
- Shall be responsible to the Board for recommendations and reports.
- Shall be mindful that the actions of the Committee represent the Board.

DUTIES OF THE COMMITTEE MEMBERS:

- To work with the committee chairman to fulfill the charge given to the committee to the best of their abilities.
- To represent the interests of the membership in matters addressed by the Committee.
- To attend Committee meetings and conduct related activities of the Committee.
- To remove him/her from voting on any item that would represent a conflict of interest.

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SECTION 6

MEMBERSHIP

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AS STATED IN ARTICLE III OF THE ORGANIZATIONAL BYLAWS, FULL MEMBERSHIP IS DEFINED AS:

Membership shall be granted to each law enforcement agency in the State and to all other supporting agencies that are directly responsible for assisting and/or training either local or statewide law enforcement personnel. Each member organization, institution, or agency shall be officially represented by one or more representatives as designed by that organization, institution, or agency.

However, each agency shall be limited to one official vote on matters presented to the Council. Governmental membership is defined as a member of state agencies associated with the highway traffic safety function and federal agencies that are associated with traffic and transportation safety and or law enforcement.

Demeanor of the attending membership at all meetings, and the annual conference shall be one of professional nature. Misconduct by any Board, Council member(s) while attending any meeting or annual conference shall not be tolerated and is discouraged.

If the misconduct or tarnishment especially looks to be a tarnishment on the member(s) department and LETSAC, the following shall happen.

Once this misconduct or tarnishment has been discovered by the Board the Board shall have an emergency meeting to discuss if the member(s) shall not be allowed to finish the meeting or the annual conference.

If the Board votes to remove the member(s) from the meeting or the annual conference the Chairman, Vice-Chairman shall contact the member(s) and advise him/her of the decision of the Board and ask them to leave.

In all such cases, there will be no refunds made back to the member(s) requesting department.

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SECTION 7

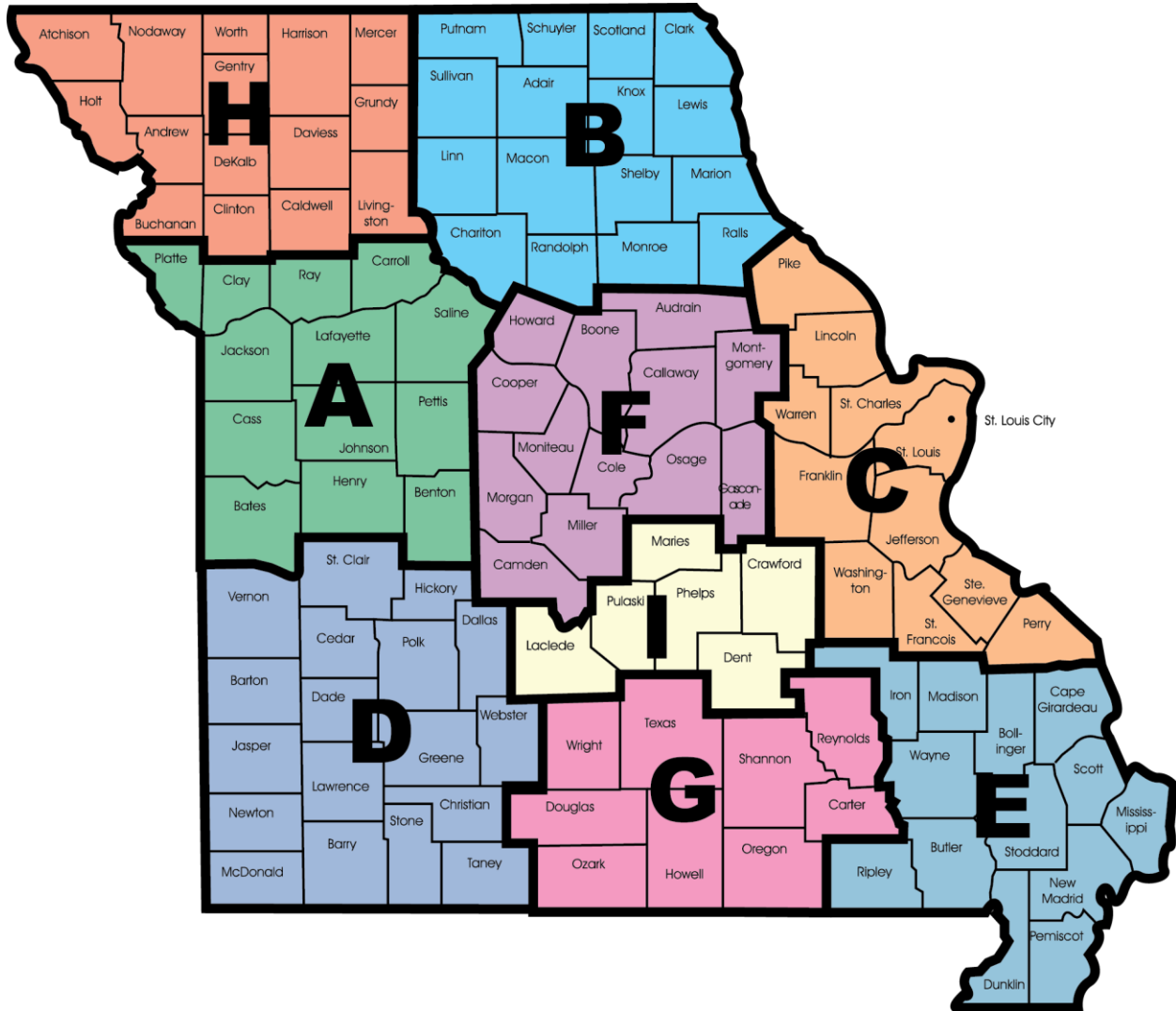
DEMOGRAPHICS

STATE OF MISSOURI

TROOP REGIONS

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LETSAC TROOP REGIONS



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