

	Directive: <b>Standard Operating Procedures/By-Laws Review Committee</b>	Number: <b>PAC.300.01.10</b>
	Date Issued:	Effective Date:
	Dates Revised: February 21, 2019	
<a href="http://www.fla-pac.org">www.fla-pac.org</a>		

**Scope:**

This procedure applies to all Florida Police Accreditation Coalition members.

**Policy:**

It is the policy of the Florida Police Accreditation Coalition to establish a standard operating procedures/by-laws review committee to identify and promulgate best practices for the organization.

**Procedure:**

1. The president shall appoint an individual to serve as the standard operating procedures/by-laws review committee chairperson.
2. The chairperson shall select a minimum of three additional members for committee membership, whose appointment shall be approved by the board.
3. By-Laws
  - a. Any voting member may propose a resolution for the adoption of a proposed amendment to the FLA-PAC by-laws. The proposed amendment shall be in writing and directed to the president.
  - b. The president shall request the standard operating procedures/by-laws review committee review the proposed amendment and report to the membership at the next regularly scheduled business meeting. The purpose of the review will be to ensure that there are no conflicts with current language in the by-laws and/or standard operating procedures. The proposed amendment(s) will be voted on at the next regularly scheduled business meeting by the FLA-PAC membership.
  - c. All approved by-Law amendments shall be certified by the secretary and thereafter inserted in the document known as BY-LAWS of the FLA-PAC, "A CORPORATION NOT FOR PROFIT." Members shall be bound by

these by-laws.

- d. Minor technical changes needed to keep this document current, but which do not change its intent (such as changing the name of the president or secretary, changing the corporate address, or correcting minor grammatical errors), shall not require a vote of the membership as described above.
- e. Once approved, they shall remain in effect for three years, unless otherwise dictated by law.

4. Standard Operating Procedures

- a. The standard operating procedures review committee shall continuously review the currently published FLA-PAC standard operating procedures and liaise with the board and other committee chairs to ensure they reflect the current practices of the organization.
- b. Any regular agency member may recommend a revision to the FLA-PAC standard operating procedures by emailing the Standard Operating Procedures/By-Laws Review Committee chairperson, identifying the material to be updated/revised and the justification for the change(s).
- c. Recommended changes will be presented for review by the board at each FLA-PAC executive workshop. Upon approval by the board, the amended standard operating procedures take effect.
- d. Once approved, they shall remain in effect, unless otherwise dictated by law.

5. A finalized copy of the organization's standard operating procedures manual and by-laws will be posted on the FLA-PAC website within 14 days of the FLA-PAC business meeting