



COALITION FOR ARIZONA POLICE ACCREDITATION BY-LAWS

ARTICLE I: NAME

This organization shall be known as the Coalition for Arizona Police Accreditation (CAPA).

ARTICLE II: PURPOSE

CAPA recognizes and supports the concept of accreditation for law enforcement agencies, emergency communications centers and law enforcement professionals to enhance the quality of services delivered within the jurisdictions of the agencies represented in the coalition. CAPA will provide a network for member agencies and other agencies interested in accreditation to foster communication, cooperation, sharing of resources, and facilitate training and other means of support. Additionally, CAPA will provide a means for member agencies to speak as a unified group to the Arizona Law Enforcement Accreditation Program (ALEAP) or to their entities on matters of mutual concern.

ARTICLE III: MEMBERSHIP

- Section 1. Full membership shall be open to any professional employed by an Arizona law enforcement agency or emergency communications center that holds a signed contract with ALEAP and are in the process of attaining or maintaining accreditation.
- Section 2. Associate membership shall be open to any professional employed by an Arizona law enforcement agency or emergency communications center interested in furthering law enforcement professionalism through support of law enforcement accreditation.
- Section 3. Any individual seeking membership with CAPA shall be required to complete a coalition membership application. This shall be required for both full and associate memberships.
- Section 4. Any person holding the position of a member on the Arizona Association of Chiefs of Police (AACOP) commission or the Arizona Law Enforcement Accreditation Program (ALEAP) commission shall not be permitted to maintain a full or associate membership with CAPA for the duration of their commission term.



ARTICLE IV: ORGANIZATION

Section 1. The board positions of this coalition shall be the following:
Officers

- President
- Vice President
- Secretary

Chairpersons

- Mock Assessor Chair
- Mentorship Chair
- Emergency Communications Chair
- Property & Evidence Chair

Section 2. Each officer position must be held by a member of a different agency.

Section 3. A maximum of two members of the same agency shall be permitted to hold board positions.

ARTICLE V: ELECTIONS

Section 1. A call for nominations for board positions will be made during the quarterly meeting held each spring. Written nominations will be accepted by the Secretary prior to the summer quarterly meeting.

Section 2: The consent of the nominee is required to be placed on the ballot.

Section 3. Additional nominations for any vacant office may be made by any full member once the floor is opened for nominations. At the time of the election, all nominees must have attended at least two prior meetings within the previous calendar year.

Section 4. All nominations for offices shall be voted on by electronic secret ballot (unless there is only one candidate for the office).

1. The candidate for President receiving the majority of votes shall be declared President.
2. The candidate for Vice-President receiving the majority of votes shall be declared Vice President.
3. The candidate for Secretary receiving the majority of votes shall be declared Secretary.
4. The candidate for Mock Assessor Chair receiving the majority of votes shall be declared Mock Assessor Chair.



5. The candidate for Emergency Communications Chair receiving the majority of votes shall be declared Emergency Communications Chair.
6. The candidate for Mentorship Chair receiving the majority of votes shall be declared Mentorship Chair.
7. The candidate for Property & Evidence Chair receiving the majority of votes shall be declared Property & Evidence Chair.
8. In the event no candidate receives a majority of votes cast on the first ballot for any position, another ballot shall be taken for any position between the two candidates receiving the most votes.

Section 5. Verification of Elections. Two members, each from different member agencies, will count the votes. The members counting the ballots will return the completed ballots along with a signed report of the tallies to the current Secretary to be maintained for record.

Section 6. Elections will be scheduled during the regular meeting scheduled each Summer ~~Fall~~.

Section 8. Terms of Office. Officers are elected to a one-year term from August 1st to July 31st.

Section 9. Filling vacancies. In the event any officer is unable to continue the duties of the office, the Board shall declare that office vacant and the office shall be filled in the following manner:

1. If the vacancy occurs in the office of President, the Vice-President shall become President for the remainder of the term.
2. If the vacancy occurs in the office of Vice-President, Secretary, or chairperson the Board may fill such vacancy by appointing an individual from the full membership to serve until the next scheduled election.

ARTICLE VI: VOTING

Section 1. Only those individuals with Full Membership are eligible to vote. Associate Members do not have voting rights.

Section 2. Each agency may cast a maximum of three votes



ARTICLE VII: DUTIES OF OFFICERS

- Section 1: Duty of care. All officers and/or other members of the Coalition owe the highest standard of care in their dealings on behalf of the Coalition. No officer or other member shall publicly declare a position or stand on behalf of the Coalition unless that position has been endorsed by a majority of the regular members voting as provided by these by-laws.
- Section 2. President. The President shall be the primary spokesperson for the Coalition and shall be responsible to schedule, coordinate, and preside at all meetings. The President shall perform other duties as maybe required to achieve the purpose of the Coalition.
- Section 3. Vice President. The Vice President shall fulfill the duties of the President in the event of the absence or disability of the President; and perform such other duties as may be required to achieve the purpose of the Coalition, to include performance of the duties of treasurer in the event of the adoption of a dues schedule or the receipt of funds.
- Section 4. Secretary. The Secretary shall keep a record of all proceedings of this Coalition and shall be responsible to maintain the administrative file of the Coalition records, documents, and other official paperwork. He/she shall be responsible for or the notification of appropriate members of scheduled meetings and other events and shall maintain a roster of all coalition members.
- Section 5. Mock Assessor Chair. The Mock Assessor Chair shall be the primary liaison for the Mock Assessment Division within the Coalition. The Mock Assessor Chair shall communicate with administrators from ALEAP for agencies in need of Mock Assessments. The Mock Assessor Chair will be responsible for scheduling and assigning Mock Assessments as each department needs.
- Section 6. Mentorship Chair. The Mentorship Chair shall be held by a member of an ALEAP-accredited agency. The Mentorship Chair shall be responsible with maintaining communications with the ALEAP Program Director on new ALEAP agencies and new Accreditation Managers. The Mentorship Chair will then be responsible with connecting a new agency/Accreditation Manager with a mentor to assist in the starting of the process for a period not to exceed three (3) months.



Section 7. Emergency Communications Chair. The Emergency Communications Chair shall be held by a member of an ALEAP Emergency Communications Division and be knowledgeable in the Emergency Communications Accreditation Program. The ECC Chairperson shall work with the CAPA Mentorship Chairperson to coordinate peer support and mentorship for ECC agencies enrolled in ALEAP and develop resource materials specific to emergency communications center accreditation standards and any other duties as may be required to achieve the purpose of the Coalition.

Section 8. Property & Evidence Chair. The Property & Evidence Chair shall be held by a member of an ALEAP Property & Evidence Division and be knowledgeable in the Property & Evidence Accreditation Program. The P&E Chairperson shall work with the CAPA Mentorship Chairperson to coordinate peer support and mentorship for P&E agencies enrolled in ALEAP and develop resource materials specific to property & evidence accreditation standards and any other duties as may be required to achieve the purpose of the Coalition.

Section 9. Each year, the CAPA Board shall develop an Annual Activity Plan that outlines the goals, projects, and events for the upcoming calendar year. The Plan shall include proposed training sessions, mentorship initiatives, anticipated mock assessments, and collaborative projects that support ALEAP objectives. The Board shall finalize the Plan within sixty (60) days following each board election and shall communicate it to ALEAP staff to ensure alignment with ALEAP objectives.

ARTICLE VIII: COMMITTEES

Section 1. Appointment. The President shall appoint such committees as authorized by these by-laws or by resolution of the Coalition.

ARTICLE IX: MEETINGS

Section 1. Meetings will generally be held 4 times per year. Members will be notified in advance of the date, time and location of each meeting.

Section 2. Every effort will be made to establish a schedule of meetings at the last meeting of the year.

Section 3. Minutes of each meeting will be compiled and maintained by the Secretary and submitted to the membership prior to the following meeting.

ARTICLE X: DUES

Section 1. Upon the initial establishment of the Coalition, there shall be no dues assessed to member agencies. Any subsequent establishment of dues shall only be upon a two-thirds vote of Full Membership attendees at a regular business meeting.



ARTICLE XI: REMOVAL OF MEMBERS OR BOARD MEMBERS

- Section 1. Employment Requirement. Membership on CAPA and service on the Board is contingent upon continued employment with a law enforcement agency participating in ALEAP. Any member or board member who ceases to be employed by a participating agency shall automatically forfeit their membership or Board position.
- Section 2. Conduct. A member or board member may be removed for behavior that is inconsistent with the responsibilities and trust of their position, including but not limited to:
- Conduct that violates CAPA or ALEAP policies, bylaws, or ethical standards
 - Misuse of CAPA or ALEAP resources
 - Actions that bring disrepute to CAPA, ALEAP, or their associated agencies.
- Section 3. Process. Removal shall require a majority vote of the remaining Board members, provided the member in question has been given reasonable notice and an opportunity to respond to the allegations.
- Section 4. Additional Considerations. The Board may establish temporary suspension procedures pending inquiry to determine if the behavior in question poses a risk to CAPA, ALEAP, or affiliated agencies.

ARTICLE XII: QUORUM

- Section 1. A quorum shall consist of one-third of the full member agencies.

ARTICLE XIII: BY-LAW CHANGES

- Section 1. By-law changes must be proposed a minimum of thirty (30) days prior to a call for vote from the membership. A quorum vote shall be required for any by-law changes.

The foregoing by-laws of the Coalition for Arizona Police Accreditation, approved by a two-thirds majority vote of the membership agency representative, are hereby adopted by the undersigned on

10 day of December, 2025.

