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**BY-LAWS**

**Law Enforcement Technology Shared Services Group (LETSS)**

**I. Name**

The name shall be Law Enforcement Technology Shared Services (LETSS) Group.

**II. Preamble:** Law Enforcement Technology Shared Services Group is a unique inter-agency group created to jointly plan, provide, oversee and coordinate shared law enforcement technology services within Tompkins County.

**III. Purpose:** The Law Enforcement Technology Shared Services group shall have the following duties, powers, and responsibilities:

- Identify a set of shared services to be provided to partner agencies.
- Authorize additions or deletions of LETSS program services.
- Recommend to the Tompkins County Public Safety Committee and the Tompkins County Legislature a net operating budget and necessary resources for the costs of services, fees, revenues, and grants.
- Recommend contracted services, monitoring the quality and costs of the service providers.
- Evaluate the performance of providers.
- Provide reports to the Tompkins County Public Safety Committee, Tompkins County Legislature and other local government agencies as necessary.

**IV. Membership:**

A. Voting membership shall consist of ten members with no set terms:

1. Tompkins County Director Information Technology Services or designee
2. Tompkins County Sheriff or designee
3. Tompkins County District Attorney or designee
4. City of Ithaca Information Technology Director or designee
5. City of Ithaca Police Chief or designee
6. Village of Cayuga Heights Police Chief or designee
7. Village of Dryden Police Chief or designee
8. Village of Groton Police Chief or designee
9. Village of Trumansburg Police Chief or designee
10. Tompkins County Director of Emergency Response or designee

In addition, each agency may appoint one alternate per seat, in the event the member or designee is not available. Each Participating

1 Agency("Member") will strive to fill these seats with agents willing and  
2 able to make program and policy decisions. The Law Enforcement  
3 Technology Shared Services Group may determine the need to create  
4 any non-voting at-large seats to add expertise and/or additional  
5 coordination. This may be done by a 3/4 majority vote of the  
6 members. The at-large seats will be filled for a period of up to two-  
7 years.

8  
9 **B. Joining LETSS:** The group may invite a new member to join LETSS  
10 after August 2009 with a ¾ majority vote of the existing LETSS  
11 members. After signing this Agreement, the new agency or its  
12 designee will become a voting member, and the size of LETSS shall  
13 increase by one.

14  
15 **C. Resignations.** An agency may elect to withdraw from the group at  
16 anytime, providing a letter to that effect to the Chair of the LETSS  
17 group. Tompkins County Information Technology Services shall have  
18 up to six(6) months from the notification of resignation to provide, if  
19 possible, any data or records specific to the resigning agency. By  
20 entering into this agreement, each agency pledges to honor its  
21 contractual obligations to the other members when it desires to leave  
22 LETSS.

## 23 24 **V. Officers**

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26 **A.** Each year the Group shall elect a Chairperson, and a Vice Chairperson,  
27 from among its members.

### 28 29 **B. Duties of Officers:**

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31 1. **Chair:** shall develop the agenda in consultation with the Tompkins  
32 County Information Technology Services staff, chair the meetings,  
33 represent the Law Enforcement Technology Shared Services Group at  
34 inter-municipal or public meetings, and assist as needed in contract  
35 negotiations to implement the wishes of the Law Enforcement  
36 Technology Shared Services Group.

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38 2. **Vice Chair:** shall act in the absence of the chair.

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40 **C. Terms of Office:** For the first term, officers will be elected in August  
41 2009, with their term ending December 31, 2010. Thereafter, terms  
42 shall be for one year beginning January 1<sup>st</sup> and ending December 31<sup>st</sup>.  
43 Officers for the new year shall be elected at the last quarterly meeting  
44 of the previous year. New names for nomination can be put forth up

1 to and at the last quarterly meeting for consideration. Prior to a vote  
2 nominees must have agreed to serve. Vacancies shall be filled as soon  
3 as possible for the remainder of the unexpired term.  
4

## 5 6 **VI. Meetings**

- 7
- 8 **A. Quorum:** A quorum shall be at least a majority of the full  
9 membership (9 members) or their designated alternate.  
10
- 11 **B. Voting:** Each member is entitled to one vote per item at any official  
12 meeting. An appointed alternate is permitted to vote when replacing  
13 their official agency representative. Passage of a motion requires a  
14 majority vote of the full group (9). In order for an alternate to vote,  
15 the officially appointed representative must notify the Chair of the  
16 Committee prior to the start of the meeting. To the extent permitted  
17 by law, participation via electronic means will not be permitted.  
18
- 19 **C. Agendas.** An agenda will be sent out at least 7 days prior to the  
20 meeting. While not required it is desirable that information of  
21 substance be distributed with the agenda so members have time to  
22 review the information prior to the meeting.  
23
- 24 **D. Records:** The Tompkins County Information Technology Services  
25 Department shall maintain a public record of all proceedings of the  
26 LETSS group in accordance with the procedures as followed by the  
27 Clerk of the Legislature.  
28
- 29 **E. Attendance:** The Group shall set an annual meeting schedule, but  
30 will meet quarterly at a minimum. Any member missing greater than  
31 fifty percent (50%) of any given year's meetings will lose their voting  
32 member status, in effect becoming a non-voting at-large seat. The  
33 LETSS group may choose, at any time, to make that Participating  
34 Agency a voting member again by a  $\frac{3}{4}$  majority vote of the full group.  
35
- 36 **F. Code of Ethics:** All duly appointed members shall be provided a copy  
37 of, and be bound by, the Code of Ethics of Tompkins County.  
38  
39

40 **VII. Fiscal Year:** The fiscal year shall be from January 1 to December 31.  
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42 **VIII. Amendments of ByLaws:** Future amendments to the by-laws that are  
43 not inconsistent with this agreement shall be made by a  $\frac{2}{3}$  majority  
44 vote of the full LETSS group, subject to subsequent approval by the

1 Tompkins County Legislature, provided that the proposed amendment  
2 has been presented for consideration of the LETSS group at the  
3 preceding regular meeting. An amended copy of the by-laws will be  
4 sent to each Participating Agency for their records.  
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7 **IX. Saving Clause:** In the event any part of these bylaws shall conflict with  
8 any provisions or requirements of state, local, or federal Law, the  
9 provisions of any state, local or federal Law shall control and the other  
10 provisions of these bylaws shall not be invalidated by such conflict.  
11

12 **X. Conflict of Interest:** If a member has a potential conflict of interest s/he  
13 must explain her or his relationship to the agency before the matter is  
14 discussed or voted on. Members must abstain from discussing and/or  
15 voting on any specific actions that are, or give the appearance of,  
16 being motivated by a desire for private financial gain for themselves or  
17 others such as those with whom they have family, business, or other  
18 ties.  
19

20 **XI. Adoption:** These bylaws shall become effective upon adoption by a  
21 majority vote of the members of the Law Enforcement Technology  
22 Shared Services Group and approval of all of the participating partner  
23 agencies and the Tompkins County Legislature.  
24

25 **As amended by the Law Enforcement Technology Shared Services**  
26 **Group on 7/8/2009, and approved by all partner agencies 7/8/2009.**  
27 **Modified by the Law Enforcement Technology Shared Services Group**  
28 **on 5/13/2015.**  
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