

**BY-LAWS**  
**South Central Minnesota Regional Radio Board**  
**NG911/Owners & Operators Committee**

**ARTICLE I: Name**

This organization shall be known as the **South Central Minnesota Regional Radio Board Next Generation 9-1-1/Owners & Operators Committee**. The committee will herein be referred to as the NG911 Committee.

**ARTICLE II: Purpose**

The Purpose of the NG911 is to:

- A. Promote the exchange of information, experience and concepts related to public safety interoperable communications and communications system operations.
- B. Encourage decisions and planning leading to greater levels of continuity and standards of service among agencies and Public Safety Answering Points.
- C. Promote and encourage the cooperation and sharing of resources among the members.
- D. Propose and develop policies and standards for adoption by the South Central Emergency Communications Board.
- E. Advise the South Central Regional Advisory Committee and South Central Emergency Communications Board on matters of protocol, procedures and operations.
- F. Provide a forum for the participation of public safety communications system managers to create an environment leading to effective operational use of Next Generation 9-1-1 systems and communications between agencies and services in South Central Minnesota.
- G. Provide information learned, ideas presented, and updates to the 9-1-1 call takers at their agency.
- H. Such other duties as assigned by the South Central Regional Advisory Committee and/or South Central Emergency Communications Board.

### **ARTICLE III: Membership**

- A. Membership. The administration of each party to the South Central Emergency Communications Board shall appoint or approve, at the invitation of the South Central Emergency Communications Board, one individual engaged in the management and operation of a public safety answering point to serve as the primary delegate for their entity, and one 9-1-1 Telecommunicator or any other person deemed appropriate, to serve as an alternate delegate for their entity in the event the primary delegate is unable to attend. The appointment shall be in writing and addressed to the Chair, South Central Minnesota Emergency Communications Board.
- B. Term. The term of appointment shall be determined by the appointing authority. Members, once appointed by their respective parties, shall remain the appointee of the Members agency until notified in writing of change. There shall be no limit on the number of times a member may be reappointed by their respective party.

### **ARTICLE IV: Executive Committee**

The NG911 Committee may establish an Executive Committee and establish rules for its conduct.

### **ARTICLE V: Officers**

- A. Term of Office. All terms of office shall be for a period of one (1) calendar year, following election at the first regular meeting of each year, provided that the first elected officers shall serve through December 31, 2019.
- B. Duties.
1. Chairperson – The Chairperson shall preside at all meetings of the NG911 Committee. The Chairperson is responsible for making committee appointments and delegating assignments with the advice of the committee membership.
  2. Vice Chairperson – The Vice Chairperson shall act in the place of the Chairperson in his or her absence and shall hold responsibilities as directed by the membership.
  3. The Chairperson and the Vice Chairperson shall serve as the committee's appointments to the South Central Minnesota Emergency Communications Board (SC ECB). The Chairperson will serve as the delegate and the Vice Chairperson will serve as the alternate.
  4. The Chairperson and the Vice Chairperson shall serve as the delegate and alternate for the South Central Region on the Statewide NG911 Committee.

- C. Vacancies. The membership shall fill all vacancies at the next regular meeting of the NG911 Committee.

#### **ARTICLE VI: Voting, Nominations and Elections**

- A. Voting. Each member appointed by a member jurisdiction shall be entitled to a vote on all matters considered by the NG911 Committee. Under no circumstances will any jurisdiction be entitled to more than one (1) vote per member actually present.
- B. Candidates. Any member in good standing appointed by a member jurisdiction to a term fully inclusive of the proposed term of office may be nominated for office.
- C. Quorum and Voting. For the purpose of conducting business at any meeting, a quorum shall consist of members representing at least one-half (1/2) of the total member jurisdictions. Approval by a majority of the members in attendance shall be valid.

#### **ARTICLE VII: Sub-Committees**

The NG911 Committee may create and appoint such sub-committees as it deems appropriate to the completion of its purpose.

#### **ARTICLE VIII: Meetings and Fiscal Year**

- A. Meetings.
1. Regular meetings shall be held at a time and place determined in accordance with a schedule adopted by the NG911 Committee. The schedule may be modified by the membership at any time in a manner to be determined by the NG911 Committee.
  2. The agenda and supporting materials for regular and special meetings shall be distributed electronically a minimum of twenty-four (24) hours prior to the meeting date.
  3. Special meetings may be called by the Chairperson after polling, by phone or e-mail, and obtaining the consent of members representing at least fifty percent (50%) of the appointed members of the NG911 Committee. Business at special meetings shall be limited to those items specifically listed in the published agenda.
- B. Fiscal Year.
1. The fiscal year shall run from January 1 through December 31.

#### **ARTICLE IX: Rules of Order**

Robert's Rules of Order will prevail in all NG911 Committee or sub-committee meetings except as amended in the By-Laws of the South Central Minnesota NG911 Committee. The Authorized Version shall be the most recent version available.

#### **ARTICLE X: Amendments to By-Laws**

These By-Laws may be amended at any meeting by a minimum of two-thirds (2/3) vote of those appointed members present, providing a quorum has been established (see Article VI, Section C, Quorum and Voting). A minimum thirty (30) day written notice of the intent to change the By-Laws must be submitted to the entire Committee. All modifications and addendums to the NG911 Committee By-Laws must be approved by the South Central Minnesota Emergency Communications Board before taking effect.

#### **ARTICLE XI: Limitations**

- A. Membership Expenses. The NG911 Committee shall not be responsible for any expenses of members. All member jurisdictions shall be solely responsible for expenses incurred by their representatives.

#### **ARTICLE XII: Dissolution**

- A. Dissolution. The NG911 Committee may only be dissolved as provided by the parties to the agreement forming the South Central Minnesota Emergency Communications Board.