

**Central Minnesota  
Regional Advisory Committee  
for Interoperable Public Safety Communications**

**By Laws**

**Adopted March 1, 2008**

**ARTICLE I NAME**

Section 1 – Name

This organization shall be known as the Central Minnesota Regional Advisory Committee for Interoperable Public Safety Communications. The committee may be referred to as the “Regional Advisory Committee” or “RAC”.

**ARTICLE II PURPOSE**

The purpose of Central Minnesota Regional Advisory Committee for Interoperable Public Safety Communications is to:

- A. Promote the exchange of information, experience and concepts related to public safety interoperable communications.
- B. Encourage decisions and planning leading to greater levels of system interoperability among agencies and jurisdictions.
- C. Develop and implement a regional plan for interoperable public safety communications.
- D. Promote and encourage the cooperation and sharing of resources among the members.
- E. Plan, develop and implement a Regional Radio Board.
- F. Create interim policies pending the creation of a Regional Radio Board.
- G. Advise the Regional Radio Board on matters of policy and technology.

**ARTICLE III MEMBERSHIP**

Section 1 – Membership

The following constitutes the membership of the Central Minnesota Regional Advisory Committee for Interoperable Public Safety Communications:

Benton County  
Big Stone County  
Douglas County  
Grant County  
Kandiyohi County

Meeker County  
Morrison County  
Mille Lacs County  
Otter Tail County  
Pope County  
Sherburne County  
Stearns County  
Stevens County  
Swift County  
Traverse County  
Todd County  
Wadena County  
Wilkins County  
Wright County  
City of St. Cloud

## Section 2 – Representation

Each jurisdiction represented on the Regional Advisory Committee shall appoint one representative and one alternate. Each jurisdiction shall be responsible for appointing replacements as are consistent with their individual appointment policies.

Section 3 – Central Minnesota Regional Advisory Committee for Interoperable Public Safety Communications may accept applications for membership from any additional public agency meeting the following minimum requirements:

- a. Counties designated in the state plan as Phase Three counties of development where the county board has indicated a desire to participate in the state wide radio system.
- b. Counties adjacent to member counties where the county board has indicated a desire to participate in the state wide radio system.
- c. Cities within counties designated in the state plan as Phase Three counties of development where the city has indicated the intention to build and/or operate a local radio system interoperable with the state wide radio system and participate in the state wide radio system.

## **ARTICLE IV EXECUTIVE COMMITTEE**

Section 1 – The Central Minnesota Regional Advisory Committee for Interoperable Public Safety Communications may establish an Executive Committee and establish rules for its' conduct.

## **ARTICLE V OFFICERS**

Section 1 – Elected Officers

The elected officers shall be Chairperson and Vice Chairperson.

Section 2 – Term of Office

All terms of office shall be for a period of one year, following election at the first regular meeting of each year.

Section 3 – Duties

- A. Chairperson – The Chairperson shall preside at all meetings of the Central Minnesota Regional Advisory Committee for Interoperable Public Safety Communications. The Chairperson is responsible for making committee appointments and delegating assignments with the advice of the RAC membership.
- B. 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.

Section 4 – Vacancies

The membership shall fill all vacancies at the next regular meeting of the Central Minnesota Regional Advisory Committee for Interoperable Public Safety Communications.

## **ARTICLE VI VOTING, NOMINATIONS AND ELECTIONS**

Section 1 – Voting

Each member appointed by a member jurisdiction shall be entitled to a vote on all matters considered by the Central Minnesota Regional Advisory Committee for Interoperable Public Safety Communications. Alternates may vote on any issue where the principal appointed member is unavailable or unable to vote. Under no circumstances will any jurisdiction be entitled to more than one vote.

## Section 2 – 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.

## Section 3 – Quorum and Voting

For the purpose of conducting business at any meeting, a quorum shall consist of members or alternates representing at least half of the total member jurisdictions. Approval by a majority of the members or designated alternates in attendance shall be valid.

# **ARTICLE VII COMMITTEES**

## Section 1 – Standing Committees

The following committees shall be filled as necessary. Any standing committee shall consist of a chairperson appointed by the Chairperson and members appointed by the committee chairperson, upon approval of the Central Minnesota Regional Advisory Committee for Interoperable Public Safety Communications. The committee chairperson shall always be a member or alternate of the Central Minnesota Regional Advisory Committee for Interoperable Public Safety Communications. Committee members may be members of the RAC, representatives of member jurisdictions or any related public agency with an interest in public safety interoperable communications.

- A. Planning Committee – This Committee shall oversee planning activities for interoperable communications.
- B. Technical and Operations Committee – This Committee shall review operational issues affecting interoperable communications and unresolved problems and suggested enhancements submitted by members.
- C. Policy – This Committee shall advise the RAC on matters affecting policy.

## Section 2 – Other Committees

The Central Minnesota Regional Advisory Committee for Interoperable Public Safety Communications may create and appoint such other committees as it deems appropriate to the completion of its' purpose. Special consideration should be given to the creation and maintenance of a committee representing all disciplines and jurisdictions of users for public safety interoperable communication.

## **ARTICLE VIII MEETINGS AND FISCAL YEAR**

### Section 1 – Meetings

- A. Regular meetings shall be held at a time and place determined in accordance with a schedule adopted by the Central Minnesota Regional Advisory Committee for Interoperable Public Safety Communications. The schedule may be modified by the membership at any time in a manner to be determined by the RAC.
- B. Special meetings may be called by the Chairperson, after polling, by phone or email, and obtaining the consent of at least 50% of the appointed members.

### Section 2 – Fiscal Year

- A. The fiscal year shall run from January 1 through December 31.

## **ARTICLE IX RULES OF ORDER**

Robert's Rule of Order will prevail in all RAC or committee meetings.

## **ARTICLE X AMENDMENTS TO BYLAWS**

These Bylaws may be amended at any meeting by a minimum of two-thirds vote of those appointed members or qualified alternates present, providing a Quorum has been established (see Article VI, Section 4, Nominations and Elections, Quorum/Voting). A minimum of thirty (30) day written notice of the intent to change the Bylaws must be submitted to the entire Committee. "All modifications and addendums to the Regional Advisory Committee Bylaws must be approved by the Central Minnesota Regional Radio Board before taking effect."

## **ARTICLE XI LIMITATIONS**

### Section 1 – Membership Expenses

The Central Minnesota Regional Advisory Committee for Interoperable Public Safety Communications shall not be responsible for any expenses of members or alternates. All member jurisdictions shall be solely responsible for expenses incurred by their representatives.

## **ARTICLE XII DISSOLUTION**

## **ARTICLE XIII GENERAL**

