

# **Bylaws**

## **Central Minnesota Emergency Services Owners & Operators Committee**

Submitted by:

Central Minnesota Regional Advisory Committee

Adopted: August 10, 2009

Amended: March 22, 2012

Amended: January 17, 2013

**BY-LAWS**  
**Central Minnesota Emergency Services Board**  
**Owners & Operators Committee**

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**ARTICLE I: Name**

This organization shall be known as the **Central Minnesota Emergency Services Board Owners & Operators Committee**. The committee may be referred to as the "Owners & Operators Committee". The Owners & Operators Committee is formed pursuant to the Joint Powers Agreement (hereinafter "Agreement") forming the Central Minnesota Emergency Services Board (hereinafter "Board").

**ARTICLE II: Purpose**

The purpose of the Owners & Operators Committee 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 system interoperability among agencies and jurisdictions.
- C. Promote and encourage the cooperation and sharing of resources among the members.
- D. Propose and develop policies and standards for adoption by the Central Minnesota Emergency Services Board when acting as the Regional Radio Board.
- E. Advise the Central Minnesota Emergency Services Board when acting as a Regional Radio 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 interoperable communications systems between agencies and services in Central Minnesota.
- G. Review and approve minor and major participation plan changes on behalf of the Central Minnesota Emergency Services Board.
- H. Such other duties as assigned by the Central Minnesota Emergency Services Board.

**ARTICLE III: Membership**

- A. Membership. The administration of each party to the Central Minnesota Emergency Services Board shall appoint, at the invitation of the Central Minnesota Emergency Services Board, one individual engaged in the management and operation of a communications system serving public safety. The appointment shall be in writing and addressed to the Chair, Central Minnesota Emergency Services 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 a 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 Central Minnesota Emergency Services Board Owners & Operators Committee may establish an Executive Committee and establish rules for its conduct.

#### **ARTICLE V: Officers**

- A. Elected Officers. The elected officers shall be Chairperson and Vice Chairperson.
- B. 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.
- C. Duties.
1. Chairperson – The Chairperson shall preside at all meetings of the Central Minnesota Emergency Services Board Owners & Operators 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 Central MN Emergency Services Board (CMNESB). The Chair will serve as the delegate and the Vice Chair will serve as the alternate.
- D. Vacancies. The membership shall fill all vacancies at the next regular meeting of the Owners & Operators 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 Owners & Operators 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 quarter (1/4) of the total member jurisdictions. Approval by a majority of the members in attendance shall be valid.

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

The Owners & Operators 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 Owners & Operators Committee. The schedule may be modified by the membership at any time in a manner to be determined by the Owners & Operators Committee.
2. The agenda and supporting materials for regular and special meetings shall be distributed electronically a minimum of seven (7) calendar days 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 Owners & Operators 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 Owners & Operators Committee or sub-committee meetings except as amended in the By-Laws of the Central Minnesota Emergency Services Board Owners & Operators 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, Nominations and Elections, Quorum/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 Owners & Operators Committee By-Laws must be approved by the Central Minnesota Emergency Services Board before taking effect.

## **ARTICLE XI: Limitations**

- ### **A. Membership Expenses.**
- The Owners & Operators 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 Owners & Operators Committee may only be dissolved as provided by the parties to the agreement forming the Central Minnesota Emergency Services Board.