

# **Bylaws**

## **Central Minnesota Emergency Services Board Regional Advisory Committee**

Submitted by:

Central Minnesota Regional Advisory Committee  
January 2008  
Adopted ESB March 2008  
Revised 12-28-2012

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

**By Laws**

**Adopted March 1, 2008  
Revised 12-28-2012**

**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”. The RAC is formed pursuant to the Joint Powers Agreement (hereinafter “Agreement”) forming the Central Minnesota Emergency Services Board.

**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, implement and maintain a regional plan for interoperable public safety communications.
- D. Promote and encourage the cooperation and sharing of resources among the members.
- E. Advise the Emergency Services Board on matters of policy and technology.
- F. Such other duties as are assigned by the Board.

**ARTICLE III MEMBERSHIP**

Section 1 – Membership

The membership of the RAC shall be as provided in the Agreement.

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.

#### **ARTICLE IV EXECUTIVE COMMITTEE**

Section 1 – The RAC 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 RAC. 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 RAC.

#### **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 RAC 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 RAC. The committee chairperson shall always be a member or alternate of the RAC. 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. Policy – This Committee shall advise the RAC on matters affecting policy.

## Section 2 – Other Committees

The RAC may create and appoint such other committees as it deems appropriate to the completion of its' purpose.

## **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 RAC. The schedule may be modified by the membership at any time in a manner to be determined by the RAC.
- B. Special meetings of the RAC may be called by the Chair with the consent of a majority of the RAC membership. Notice of special meetings shall include the date, time, place and agenda and be sent to members at least five calendar days prior to the meeting. Electronic transmission of meeting notice and agenda shall be sufficient provided a majority of members and alternates respond in the affirmative. Business at special meetings shall be limited to the subjects listed in the published agenda.

### Section 2 – Fiscal Year

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

## **ARTICLE IX RULES OF ORDER**

The most recent version of 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 Emergency Services Board before taking effect.

## **ARTICLE XI LIMITATIONS**

### Section 1 – Membership Expenses

The RAC shall not be responsible for any expenses of members or alternates. All member jurisdictions shall be solely responsible for expenses incurred by their representatives.