

Bylaws

Central Minnesota Emergency Services Board User Committee

Submitted by:

Central Minnesota Regional Advisory Committee
January 2008
Amended October 2008
Amended March 2012
Amended January 2013

**Central Minnesota
Emergency Services Board
User Committee
By Laws**

**Approved January 30, 2008
Amended October 29, 2008
Amended March 22, 2012
Amended January 17, 2013**

ARTICLE I NAME

Section 1 – Name

This organization shall be known as the Central Minnesota Emergency Services Board User Committee. The committee may be referred to as the “User Committee”. The User 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 User Committee 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. 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 a Regional Radio Board,
- E. Advise the Central Minnesota Emergency Services Board on matters, when acting as a Regional Radio Board, of protocol, procedures and operations.
- F. Provide a forum for the participation of public safety communications “users” from diverse backgrounds to create an environment leading to effective operational use of interoperable communications systems between agencies and services in Central Minnesota.

ARTICLE III MEMBERSHIP

Section 1 – 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, at least one and not more than five individuals engaged in law enforcement, fire suppression, rescue, EMS, public works, emergency services and other public safety related activities. Not more than two appointees from each party to the Central Minnesota Emergency Services Board may be from the same discipline. The appointment shall be in writing and addressed to the Chair, Central Minnesota Emergency Services Board.

Section 2 – Term

The term of appointment shall be for January 1 – December 31. Members, once appointed by their respective parties, may be re-appointed provided such re-appointment is in writing and addressed to the Chair and Recording Secretary, Central Minnesota Emergency Services Board. There shall be no limit on the number of times a member may be re-appointed by their respective party.

ARTICLE IV EXECUTIVE COMMITTEE

Section 1 – The Central Minnesota Emergency Services Board User Committee 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 calendar year.

Section 3 – Duties

- A. Chairperson – The Chairperson shall preside at all meetings of the Central Minnesota Emergency Services Board User Committee. The Chairperson is responsible for making committee appointments and delegating assignments with the advice of the committee membership.

ARTICLE V OFFICERS (CONTINUED)

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.

C. 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.

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Section 4 – Vacancies

The membership shall fill all vacancies at the next regular meeting of the User Committee.

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 User Committee. Under no circumstances will any jurisdiction be entitled to more than one vote per member actually present.

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 representing at least one-quarter of the total member jurisdictions. Approval by a majority of the members in attendance shall be valid.

ARTICLE VII SUB-COMMITTEES

Section 1 – Sub-Committees

The User Committee may create and appoint such sub-committees as it deems appropriate to the completion of its purpose. Special consideration should be given to the creation and maintenance of a sub-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 User Committee. The schedule may be modified by the membership at any time in a manner to be determined by the User Committee.
- B. The agenda and supporting materials for regular and special meetings shall be distributed electronically a minimum of seven days prior to the meeting date.
- C. Special meetings may be called by the Chairperson, after polling, by phone or email, and obtaining the consent of members representing at least 50% of the appointed members and voting strength of the User Committee. Business at special meetings shall be limited to those items specifically 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

Robert's Rule of Order will prevail in all User Committee or sub-committee meetings except as amended in the by-laws of the Central MN User Committee. The Authorized Version shall be the most recent version available.

ARTICLE X AMENDMENTS TO BYLAWS

These Bylaws may be amended at any meeting by a minimum of two-thirds vote of those appointed members present, providing a Quorum has been established (see Article VI, Section 3 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 User Committee Bylaws must be approved by the Central Minnesota Emergency Services Board before taking effect.

ARTICLE XI LIMITATIONS

Section 1 – Membership Expenses

The User 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

Section 1 – Dissolution

The User Committee may only be dissolved as provided by the parties to agreement forming the Central Minnesota Emergency Services Board.