

Wisconsin Interoperability Council

State Agency SCIP Implementation Group

By-Laws

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BYLAWS AND GUIDELINES

State Agency SCIP Implementation Group

1. Mission

1.1 Charter Mission Statement

The mission of the State Agency SCIP Implementation Group (SASIG) is to foster communication between the IC and state agencies involved in public safety communications. The SASIG is comprised of public safety communications leaders from state agencies who offer input to and assist with implementation of the goals, objectives and policies reflected in the Statewide Communications Interoperability Plan (SCIP). Implementation strategies include planning, training and exercising.

1.2 Authority

- A. The State Interoperability Council (IC) is empowered through Wisconsin State Statute 15.107 (18) and is authorized to charter subcommittees of the Council. On January 14, 2010, the State Interoperability Council chartered the State Agency SCIP Implementation Group as a subcommittee of the council for the purposes stated.

1.3 Duties and Responsibilities

The purpose of the State Agency SCIP Implementation Group will be to improve and facilitate interoperability of state agency radio communications in Wisconsin. The group will assist the OJA Interoperability Program and the IC through liaison with other entities that perform similar duties to ensure a coordination of efforts. The group will serve as a resource and make recommendations to the Interoperability Council concerning strategic planning and the SCIP Plan. The group will serve as a resource and make recommendations to the Interoperability Council as needed and perform any other function as deemed necessary by the interoperability council.

- A. The SASIG will be assisted by the Office of Justice Assistance in the keeping and posting of records of meetings. Committees or sub-committees designated by the SASIG will present their meeting records to OJA for inclusion in the SASIG records. Records shall consist of names of those in attendance, a summary of the business conducted, and motions made and votes taken by the SASIG.
- B. The OJA Communications Interoperability Planning Analyst will act as the primary point of contact for the SASIG and will, under the general direction of the SASIG, exercise day-to-day coordination, supervision, and administration of the operation of the SASIG.

2. Membership and Appointment

2.1 The SASIG shall consist of:

Membership on the State Agency SCIP Implementation Group (SASIG) shall consist of agency communications personnel appointed by the leadership of the following agencies:

- Wisconsin Department of Natural Resources
- Wisconsin Department of Health
- Wisconsin National Guard
- Wisconsin Emergency Management
- Wisconsin State Patrol
- Wisconsin Department of Transportation
- Wisconsin Department of Corrections
- Wisconsin Office of Justice Assistance
- Wisconsin Department of Justice Division of Criminal Investigation
- Wisconsin Division of Enterprise Technology
- Wisconsin Department of Revenue
- Wisconsin Department of Agriculture, Trade and Consumer Protection
- Wisconsin Capitol Police

IV. COMMON GOVERNANCE PROCEDURES

1. The SASIG will elect chairpersons who will set the agenda for meetings, maintain order at all meetings, act as a point of communication between their membership and the interoperability council as necessary and carry out general responsibilities of a chairperson.
2. The SASIG will be provided an OJA representative to serve as secretary.
3. The SASIG may create other leadership positions and shall establish bylaws, consistent with the charter, which will detail any needed additional rules such as voting procedures, officers and duties, procedures for filling expiring and/or vacant seats, staggered terms for all initial selections, and other procedures to allow for effective, representative governance.

V. MEETING PROCEDURES

1. Roberts Rules of Order (revised) will be observed during meetings.

2.2 Terms, Appointments, Attendance and Alternate Representation

- A. All terms shall be for two years. It would be beneficial to have representatives who are involved in interoperable communications. One individual may serve in several capacities (although not to extend an individual's term) but will only have one vote. Appointees are eligible for reappointment. Appointees of the Interoperability Council may also be appointees of this group.

B. Annual review of attendance:

If the SASIG membership determines that an appointee is missing more meetings than they attend, the membership can vote to replace said appointee with an approved alternate from the appointing association.

If the SASIG membership determines that an appointee is missing more meetings than they attend, the SASIG chair shall notify the member's agency of the attendance record and extend an invitation for replacement.

C. Alternate appointee representation

Agency / entity alternate – The primary appointee shall be responsible for designating his / her alternate based on the authority granted to that appointee by their respective agency/entity

Association alternate - The primary appointee shall be responsible for designating his / her alternate based on the authority granted to that appointee by their respective association

3. Officers

3.1 Officer Elections and Appointments

- A. All elections and appointments shall occur at the SASIG designated Annual Meeting by the SASIG membership.

3.2 Principal Officers

- A. The SASIG shall elect a **Chairperson**, who will serve a 2-year term.
- B. The SASIG shall elect a **Vice-Chair**, who will serve a 2-year term.

3.3 Officer Duties

- A. The Chairperson shall in general:

1. Administer all of the business and affairs of the SASIG.
2. Have authority, subject to the bylaws, to appoint committees of the SASIG.
3. Have authority to sign, execute, and / or acknowledge, on behalf of SASIG reports and other documents or instruments necessary or proper to be executed in the recourse of SASIG regular business, or which shall be authorized by resolutions of the SASIG.
4. Report to the SASIG.
5. Set the agenda for meetings
6. Maintain order at all meetings
7. Perform all duties incidental to the office of Chair.

- B. The Vice Chair shall perform such duties as the Chair or the SASIG may from time to time specify. The Vice Chair shall conduct the meetings and the business of the SASIG in the absence or vacancy of the Chair.
- C. The SASIG may create other leadership positions as needed by a majority vote of the appointees at any meeting.

3.4 Resignation or Removal of Appointees and / or Officers

- A. Any SASIG appointee or officer may resign at any time by giving written notice to the Secretary. Any appointee or officer may be removed for cause (in the nature of misconduct, negligence or disregard of duty) by action of a two-thirds (2/3) vote of the remaining appointees of the SASIG. Prior to any action to remove an appointee or officer, a notice to the SASIG, the Interoperability Council, the respective agency (if applicable), and the affected appointee or officer of the removal process must be made. The affected appointee or officer will be given an opportunity to address the SASIG prior to any vote. Voting for removal by teleconference or videoconference is acceptable. Alternate appointees may not vote.

3.5 Vacancies

- A. If an unexpected vacancy in any principal office occurs the Chair, or Vice Chair, if filling the Chair's position, may appoint an interim successor until an election can be held. An election will be held at next meeting of the SASIG to fill the vacancy.

4. Work Groups

4.1 Establishments and Assignments

- A. The SASIG may establish work groups to assist in performing its duties and responsibilities.
- B. Any work group detailed to coordinate, research, recommend or act upon any matters associated with the SASIG shall be led by a SASIG appointee, but may include non-SASIG appointee subject matter experts appointed by the SASIG. A work group is authorized to carry out the assignment as determined by the SASIG and shall be responsible for reporting back to the SASIG as a whole.

5. Meetings

5.1 Frequency of Meetings

The SASIG shall meet no less than three (3) times per calendar year. A regularly scheduled meeting may be cancelled by the Chair. Notification shall be made to all appointees via email / text message once a determination is made.

5.2 Quorum

A quorum shall be the presence of one (1) more than one half (50%) of the appointees currently serving on the SASIG.

5.3 Votes

See section 5.9.

5.4 Annual Meeting

An annual meeting will be held the first quarter of each calendar year. Elections of officers will take place at this meeting.

5.5 Open Meetings Law and Roberts Rules of Order

Meetings shall be subject to Wisconsin Open Meetings Law and Roberts Rules of Order Revised. In the event of a conflict between these By-laws, Wisconsin Open Meetings Law, and Roberts Rules of Order, Wisconsin state statute takes precedent followed by these By-laws, followed by Roberts Rules of Order. All records are subject to Wisconsin Open Records Law.

5.6 Teleconference/Video Conference Meetings

- A. Meetings via teleconference and / or videoconference shall be allowed (with the exception of the annual meeting).
- B. At least one (1) location must be noticed as a location where appointees of the public may attend.
- C. At least one (1) primary or authorized alternate appointee of the SASIG must be present at all remote locations on a teleconference and / or videoconference. This section does not apply to informational or stakeholder input teleconference/Video calls.
- D. Appointees that are present at remote locations shall be recorded for the purposes of establishing quorum.

5.7 Meeting Order

- A. Regular meetings of the SASIG will be conducted in the following order:
 - 1. Call to order / Roll call
 - 2. Approval of the minutes of prior meeting(s)
 - 3. Public Comment (shall be limited to pre-registered speakers and shall be limited to three (3) minutes per speaker unless otherwise granted by the Chair)
 - 4. Committee / work group reports
 - 5. Special reports

6. Old business
 7. New business
 8. Other business (as authorized by law)
 9. Next meeting date discussion
 10. Motion to adjourn
- B. Additional agenda items shall be submitted to the Secretary, for consideration by the Chair, fourteen (14) days prior to the meeting date. If approved by the Chair, additional items may be allowed up to twenty-four (24) hours prior to the meeting.
- C. SASIG agendas and minutes shall be posted on OJA's interoperability website as soon as possible following each meeting. Minutes that have not been approved shall be marked as "DRAFT".

5.8 Appointee Alternates

Appointee alternates will be allowed to fully participate in place of a primary appointee in matters before the SASIG, unless prohibited by the By-Laws. The primary appointee shall notify the Chairperson or his / her designee at least 24 hours before the meeting. Approved alternates shall be recognized at the start of all meetings.

5.9 Voting

- A. Each appointee or alternate present shall have one vote on matters before the SASIG.
- B. Each SASIG appointee will be allowed to designate a proxy with 24 hour written notice to the Chair, in lieu of an alternate or the alternate's vote.
- C. Voting shall be recorded as pass or fail on voice votes. Individual appointee votes shall be recorded on roll call votes.

6. Adoption of By-Laws/Guidelines

6.1 Adoption of the original By-Laws was made at a future meeting of the SASIG upon a majority roll call vote of those present.

7. Amendment of By-Laws/Guidelines

7.1 Amendment of these By-Laws and guidelines shall be made at any regular or special meeting of the SASIG upon two-thirds vote of those appointees present.

8. Termination of the Interoperable Communications Standards Group

8.1 The SASIG may be dissolved at any time upon termination of the Charter by the State Interoperability Council.

Bylaws adopted April 8, 2010