

Wisconsin Interoperability Council
Statewide SCIP Implementation Council

By-Laws

DRAFT

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BYLAWS AND GUIDELINES

Statewide SCIP Implementation Council

1. Mission

1.1 Charter Mission Statement

The mission of the Statewide SCIP Implementation Councils is to:

- Lead local and Statewide planning for and implementation of SCIP implementation efforts.
- Assist in the successful migration to narrow banding of radio communications in the region.
- Conduct at least one meeting of public safety officials and policy-makers to communicate progress in Statewide SCIP implementation efforts, identify local concerns and potential resolutions, and provide opportunities for great local participation in Statewide interoperability activities.

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 Statewide SCIP Implementation Council as a subcommittee of the council for the purposes stated.

1.3 Duties and Responsibilities

1.4 Administrative Agency – Wisconsin Office of Justice Assistance

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

2. Membership and Appointment

2.1 The SSIG Shall Consist of:

- Two voting members from each Regional SCIP Implementation Council (this should be the Regional Chairperson and Vice Chairperson unless otherwise designated by the Regional Council).
- The six Regional SCIP Implementation Coordinators from each Regional Council (One vote per region)
- A voting representative from the WI Office of Justice Assistance.
- Members of the Statewide SCIP Implementation Council will elect a Council Chairperson and Vice-Chairperson.

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 SSIG 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 SSIG membership determines that an appointee is missing more meetings than they attend, the SSIG chair shall notify the member's jurisdiction of the attendance record and extend an invitation for the representing jurisdiction 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 SSIG designated Annual Meeting by the SSIG membership.

3.2 Principal Officers

- A. The SSIG shall elect a **Chairperson**, who will serve a 2-year term.
- B. The SSIG 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 SSIG.
 - 2. Have authority, subject to the bylaws, to appoint committees of the SSIG.
 - 3. Have authority to sign, execute, and / or acknowledge, on behalf of SSIG reports and other documents or instruments necessary or proper to be executed in the recourse of the SSIG regular business, or which shall be authorized by resolutions of the SSIG.
 - 4. Report to the SSIG.
 - 5. Set the agenda for meetings
 - 6. Maintain order at all meetings
 - 8. Perform all duties incidental to the office of Chair.
- B. The Vice Chair shall perform such duties as the Chair or the SSIG may from time to time specify. The Vice Chair shall conduct the meetings and the business of the SSIG in the absence or vacancy of the Chair.
- C. The SSIG 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 SSIG 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 SSIG. Prior to any action to remove a appointee or officer, a notice to the SSIG, the Interoperability Council, the respective entity (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 SSIG 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 and election

can be held. An election will be held at next meeting of the SSIG to fill the vacancy.

4. Work Groups

4.1 Establishments and Assignments

- A. The SSIG 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 SSIG shall be led by a SSIG appointee, but may include non-SSIG appointee subject matter experts appointed by the SSIG.

A work group is authorized to carry out the assignment as determined by the SSIG and shall be responsible for reporting back to the SSIG as a whole.

5. Meetings

5.1 Frequency of Meetings

The SSIG 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 SSIG.

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 SSIG 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 SSIG 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. SSIG 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 SSIG, 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 SSIG.
- B. Each SSIG appointee will be allowed to designate a proxy with 24 hour written notice to the Secretary, 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 SSIG 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 SSIG upon two-thirds vote of those appointees present.

8. Termination of the Interoperable Communications Standards Group

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