

BY-LAWS
OF THE
METROPOLITAN EMERGENCY SERVICES BOARD
RADIO TECHNICAL OPERATIONS COMMITTEE

SECTION 1. COMPOSITION

There shall be a Radio Technical Operations Committee (“Committee”) composed of one representative from each party to the MESB Joint Powers Agreement (“Agreement”). Additional seats will be awarded to:

The Metropolitan Council.
The Metropolitan Airports Commission.
The Minnesota State Fire Chiefs Association.
Metro Region EMS.

Further, there will be an additional seat designated by the Board to represent other system users that are not represented by one of the entities listed above.

The governing body of each member to the Agreement, by resolution, and the organizations/association listed above shall appoint its representatives and alternates to the Committee; or the governing body of each party to the Agreement shall by resolution designate an appointing authority to make representative and alternates appointments. Alternates shall have the same voting rights as the representative for whom they are appointed to serve as an alternate, in the representative’s absence.

SECTION 2. COMMITTEE CHAIR

The Committee shall recommend to the Chair of the Board at the annual organizational meeting of the Board a Committee Chair. The Chair of the Board shall appoint the Committee Chair subject to the approval of the Board. The Committee Chair shall preside at all Committee meetings and perform the usual duties of a chair.

SECTION 3. COMMITTEE VICE CHAIR

The Committee shall recommend to the Chair of the Board at the annual organizational meeting of the Board a Committee Vice Chair. The Chair of the Board shall appoint the Committee Vice Chair, subject to the approval of the Board. The Committee Vice Chair shall perform the duties of the Committee Chair in the absence of the Chair or in the event of his or her inability or refusal to act.

SECTION 4. POWER AND DUTIES

The Committee shall have the following powers and duties:

- a. Present to the Board plans, standards, studies, and reports, prepared for the Board and recommend to the Board, for adoption, such measures as are deemed necessary to enforce or carry out the powers and duties of the Board.
- b. Monitor the installation and operations of the ARMER system as required by the Board.
- c. Prepare and submit to the Board's Executive Director by May 1st of each year its recommendations for items to be included in the budget request to the Board the following year.
- d. To make recommendations to the Board for primary and alternate appointments to the following SECB committees and subcommittees/workgroups: Land Mobile Radio, Interoperability, Wireless Broadband and Applications; and COMU and STR workgroups.
- e. Perform other such duties as may be prescribed by the Board.

SECTION 5. VOTING

Voting is consistent with the Minnesota Open Meeting Law, Minnesota Statutes Chapter 13D. Each member of the Committee may cast one vote on any motion before the Committee. A simple majority vote of the members present shall be required to pass any motion. A member can be considered present in person or by use of interactive technology consistent with Minnesota Statute Section 13D.02. The use of interactive technology requires all members participating in the meeting to hear and see one another and be able to hear and see all discussion and testimony presented at any location at which at least one member is present. All votes are conducted by roll call so each member's vote on each issue can be identified and recorded. Absentee or proxy voting is not permitted, except as permitted by a designated alternate in a representative's absence.

SECTION 6. MEETINGS

The Committee may provide, by resolution, the time and place for holding regular meetings. Notice of regular meetings shall be given to each Committee member at least five (5) days prior to such meeting, and, in all respects, shall comply with the provisions of Minnesota's Open Meeting Law, Minnesota Statutes Chapter 13D. Special meetings of the Committee may be called by the Committee Chair provided that at least three (3) days' notice be given to each member and the meeting complies with the provisions of Open Meeting Law.

SECTION 7. QUORUM

The majority of the Committee members present in person or via interactive technology, given all attendance requirements are met, designated by the appointing authorities shall constitute a quorum.

SECTION 8. ATTENDANCE

Committee members or their alternates must attend no less than seventy-five percent (75%) of all meetings held in one (1) calendar year and must attend at least 75% of held meetings in person. Any member that does not abide by the minimum meeting requirements will be asked to appoint a different representative to the Committee.

SECTION 9. AMENDMENTS

Amendments to these Bylaws may be proposed by any representative on the Committee. All proposed amendments shall be submitted in writing to each representative on the Committee at least fifteen (15) days prior to a meeting of the Committee, at which time the amendment(s) is/are to be considered. A statement explaining the purpose and effect of the proposed amendment(s) shall be attached to the proposed amendment(s). Amendments shall be considered at a regular meeting of the Committee. A two-thirds affirmative vote of the full membership of the Committee is required for approval of amendments.