

BYLAWS of the Statewide Emergency Communications Board

Established October 2005

ARTICLE I: Name

In accordance with Minn. Stat. §403.36 this board shall be herein named the Statewide Emergency Communications Board (ECB) as a successor to the Statewide Radio Board (SRB).

ARTICLE II: Purpose

1. In accordance with Minn. Stat. §403.36 1(e) The Statewide Emergency Communications Board exists to develop a project plan for a statewide, shared, trunked public safety radio communication system in Minnesota, to develop and apply statewide standards and guidelines for interoperability and to initiate an education plan to stakeholders.
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2. The statewide radio system may be referred to as Allied Radio Matrix for Emergency Response or ARMER.
3. Pursuant to Minn. Stat. §403.36 Subd. 1g: The Statewide Emergency Communications Board shall act as Minnesota's Statewide Interoperability Executive Committee (SIEC).
4. Pursuant to Minn.Stat.403.382 Subd. 1b: As a Statewide Emergency Communication Board, the board shall be responsible for the statewide coordination of 911 service in addition to existing responsibilities for the ARMER system provided for in sections 403.21 to 403.37

ARTICLE III: Members

1. Membership

In accordance with Minn. Stat. §403.36 Subd. 1, the membership of the Statewide Emergency Communications Board shall consist of the following members or their designees:

- (a) The commissioner of public safety
- (b) The commissioner of transportation
- (c) The state chief information officer
- (d) The commissioner of natural resources
- (e) The chief of the Minnesota State Patrol
- (f) The commissioner of management and budget
- (g) The chair of the Metropolitan Council
- (h) Two elected city officials, one from the nine-county metropolitan area and one from Greater Minnesota, appointed by the governing body of the League of Minnesota Cities
- (i) Two elected county officials, one from the nine-county metropolitan area and one from Greater Minnesota appointed by the governing body of the Association of Minnesota Counties
- (j) Two sheriffs, one from the nine-county metropolitan area and one from Greater Minnesota, appointed by the governing body of the Minnesota Sheriff's Association
- (k) Two chiefs of police, one from the nine-county metropolitan area and one from Greater Minnesota, appointed by the governor after considering recommendations made by the Minnesota Police Chief's Association
- (l) Two fire chiefs, one from the nine-county metropolitan area and one from Greater Minnesota, appointed by the governor after considering recommendations made by the Minnesota Fire Chiefs' Association
- (m) Two representatives of emergency medical service providers, one from the nine-county metropolitan area and one from Greater Minnesota, appointed by the governor after considering recommendations made by the Minnesota Ambulance Association
- (n) The chair of the regional radio board for the metropolitan area
- (o) A representative of Greater Minnesota regional radio boards selected in accordance with ARMER Standard 8.1.0 adopted on January 24, 2011

Each member or designee shall be allowed to choose an alternate and all members shall annually identify in writing to the Chair of the Statewide Emergency Communications Board the name and contact information of members and alternates.

2. Attendance

The membership of the SRB and any standing committees shall maintain an attendance record of either the designee or the alternate of 75% of all official meetings across a twelve month rolling calendar. If a member or the alternate fails to meet the attendance requirement, the Chair of the committee shall notify the member's organization in writing of the attendance record and request a replacement designee. At the discretion of the Chair of the committee, the member's appointment may be omitted in determining the presence of a quorum until the attendance record is in compliance as outlined in the article. A member that is not in compliance of the attendance requirement will not be able to vote on any action items until the attendance record is in compliance as outlined in this article.

ARTICLE IV: Officers

Per Minn. Stat. §403.36 Subdivision 1(a), the commissioner of public safety shall convene and chair the Statewide Emergency Communications Board.

1. The officers of the Board shall consist of the Vice Chair and the Executive Secretary.
2. The Vice-Chair and Executive Secretary must be members of the Board.
3. The Vice-Chair and Executive Secretary shall be elected annually.
4. Officers shall serve a one-year term or until their successors are chosen. The term of office shall be effective at the close of the meeting at which the officers are installed. No member may hold more than one office at a time. In the event of a vacancy in one of the officer positions, the Chair may appoint a member to serve the remaining portion of the term.
5. The Chair's duties and responsibilities include representing the Board as its principal spokesperson; presiding at Board meetings; directing the preparation of the agenda for all Board meetings; and appointing members to standing and special committees.
6. The Vice-Chair shall exercise the duties and responsibilities of the Chair whenever the Chair is unable to serve.
7. The Executive Secretary shall exercise the duties and responsibilities of the Chair whenever both the Chair and Vice Chair are unable to serve.
8. The Vice-Chair and Executive Secretary must equally represent the State of Minnesota Metro Area and Greater Minnesota.

ARTICLE V: Board Meetings

1. Regular meetings of the full Statewide Emergency Communications Board shall be held at the call of the Chair but not less than quarterly. Regular meetings may be cancelled by the Chair upon agreement by a majority of the members. Notice of such cancellation shall be provided as far in advance of the scheduled meeting as possible.
2. A simple majority of the membership shall constitute a quorum.
3. The agenda for each Board meeting shall be established and published by the Chair and be sent to the Board members five business days prior to the meeting. At the beginning of a regular meeting any member may move to amend the published meeting agenda.
4. Regular meetings of the Board will be conducted in the following order:
 - (a) Call to order
 - (b) Motions, if any, by members to amend the published agenda;
 - (c) Approval of the minutes of prior meeting(s);
 - (d) Reports by standing committees;
 - (e) Special reports;
 - (f) Old business;
 - (g) New business;
 - (h) Other business;

- (i) Motion to adjourn.
5. Upon the request of any Board member, immediately preceding a vote by the Board, the Recording Secretary shall repeat the motion, name of the person making the motion and the name of the person who has seconded the motion. Any Board member may request to have their vote entered in the minutes.
6. Special meetings of the Board may be called by the Chair or as indicated by Minn. Statute 403.36, Subd. 1d providing that any six members may call a meeting. Notice of special meetings shall include the date, time, place and agenda and be sent to Board members at least three calendar days prior to the meeting. Business at special meetings shall be limited to the subjects listed in the published agenda.
7. When a member/designee and their alternate are present at a regular meeting or committee meeting, only the member may cast votes and be recorded in proceedings.

ARTICLE VI: Committees

The Statewide Emergency Communications Board Chair may recommend to the Board for its approval the establishment of special or standing committees to assist the Board in performing its duties and responsibilities. The Chair's recommendation shall include the duties and responsibilities of the special committee, task force or work group, its chair and members, and any other matters necessary for the efficient operation of the committee. Committees operate under the same by-laws as Statewide Emergency Communications Board.

Standing Committees

The following standing committees are established:

Finance:

- To advise the Statewide Emergency Communications Board upon all matters that have a financial impact upon the Statewide Emergency Communications Board and its members.
- Membership is comprised of one primary and alternate from each of the following: Minnesota Department of Finance, Minnesota Department of Transportation, the regional radio board for the metropolitan area, and one regional radio board from Greater Minnesota.

Legislative/Government Affairs:

- To advise the Statewide Emergency Communications Board upon all matters related to legislation and government affairs that have the potential to impact the Statewide Emergency Communications Board and its members.
- Membership is comprised of one primary and alternate from each of the following: regional radio board from Greater Minnesota, the regional radio board for the metropolitan area, Minnesota Department of Transportation, Minnesota Ambulance Association, Minnesota Sheriff's Association, Minnesota Fire Chiefs Association, and Minnesota Chiefs of Police Association.

Operations and Technical:

- As directed by Minn. Statute 403.40.
- To advise the Statewide Emergency Communications Board upon all matters operational and technical as they pertain to use of the ARMER system.
- Membership is comprised of one primary and one alternate from each of the following: Minnesota Ambulance Association, Minnesota Chiefs of Police Association, Minnesota Fire Chief's Association, Minnesota Sheriff's Association, Minnesota Department of Transportation, Minnesota State Patrol, and each regional radio board.

Steering:

- To advise the Statewide Emergency Communications Board upon all policy decisions.
- Membership is comprised of one primary and alternate from each of the following: regional radio board from Greater Minnesota, the regional radio board for the metropolitan area,

Minnesota Department of Transportation; Minnesota Ambulance Association; Minnesota Sheriff's Association, Fire Chiefs Association; Minnesota Chiefs of Police Association, and Office of Enterprise Technology (MN.IT Services).

Interoperability:

Shall seek to represent regions within the state whose membership includes federal, local, and tribal public safety officials, including emergency management officials from all regions of the state.

The responsibilities of the Interoperability Committee shall be:

- To advise the Statewide Emergency Communications Board upon all matters related to public safety communications interoperability. To address the responsibilities provided for in Minn. Stat. 403.36 Sub. 1e.
- To coordinate and establish standards and protocols as needed for the use of the Statewide Interoperable Frequencies, such as, but not limited to:
 - VLAW 31 (155.475 MHz) (Formerly MINSEF)
 - VFIRE23 (154.295 MHz) (Formerly SWFIREMA)
 - VMED28 (155.340 MHz) (Formerly EMS HEAR)
 - MNCOMM (155.370 MHz) (formerly MIMS)
 - Any other identified state interoperable in VHF, UHF, and/or 700-800 MHz bands.

Membership is comprised of one primary and one alternate from each of the following: two members of Minnesota Ambulance Association—one member from the metropolitan area and one from Greater Minnesota, Minnesota Department of Natural Resources, Minnesota Department of Transportation, a representative from each regional radio board, Minnesota State Patrol, two Minnesota Sheriffs appointed by the Sheriff's Association—one from the Metropolitan area and one from Greater Minnesota, two chiefs of police—one from the metropolitan area and one from Greater Minnesota from the Police Chief's Association, two fire chiefs—one from the metropolitan area and one from Greater Minnesota appointed by the Fire Chief's Association, Department of Corrections, Minnesota Homeland Security and Emergency Management, Emergency Management District VI (metropolitan area), one seat from District I, II, III, IV or V (Greater Minnesota), Bureau of Criminal Apprehension, Minnesota National Guard, the United States Federal Government, and Twin Cities Urban Area Security Initiative.

Integrated Public Alert and Warning System (IPAWS):

- To coordinate and establish policy, procedure, and protocols for the expansion of the Integrated Public alert and Warning System through private/public partnership.
- Membership is comprised of one primary and one alternate from each of the following: Minnesota Fire Chiefs Association, Minnesota Cable Communications Association, Homeland Security and Emergency Management, Bureau of Criminal Apprehension, Emergency Communication Networks, Minnesota State Patrol, Department of Public Safety Office of Communications, National Weather Service, Office of Enterprise Technology (MN.IT Services), Minnesota Department of Health, Tribal Government, Minnesota Broadcasters Association, Minnesota Telecom Alliance, Association of Minnesota Emergency Managers, Minnesota Sheriff's Association, Minnesota Chiefs of Police, Association of Public Safety Communicatons Officials, International, National Emergency Number Association, Utilities Telecom Council, Electronic Signage Providers, Metropolitan Emergency Services Board, and each regional radio board or equivalent.

Interoperable Data:

- To advise the Statewide Emergency Communications Board on all matters relating to wireless broadband for public safety and to represent Minnesota on a national level.
- Membership is comprised of one Primary and one Alternate from each of the following: Minnesota Department of Public Safety, Office of Enterprise Technology (MN.IT Services), Minnesota Management and Budget, Minnesota Department of Transportation, Minnesota Department of Natural Resources, Minnesota State Patrol, Minnesota Sheriff's Association, Minnesota Fire Chief's Association, Minnesota Police Chief's Association, Minnesota Ambulance Association, League of Minnesota Cities, Association of Minnesota Counties, Minnesota Indian Affairs Council, and each regional radio board or equivalent.
- Membership may also include non-voting seats representing non-government and private industry partners at the discretion of the committee. Statewide Emergency Communications Board
- **Next Generation 911 (NG911):**
- **The NG911 Committee will recommend to the Statewide Emergency Communications Board uniform 911 network design characteristics, policies, and procedures based on best practices and industry standards to ensure Public Safety Answering Point (PSAP) interoperability across the state through the use of open architecture and the implementation of a coordinated statewide NG911 plan. The NG911 Committee will plan the migration to, utilization of, and the continued operation and maintenance for the statewide, interoperable next generation 911 system.**
- **Membership is comprised of one Primary and one Alternate from each of the following: each regional radio board or regional emergency communications board, Minnesota Ambulance Association, Minnesota Fire Chiefs' Association, Minnesota State Patrol, Minnesota Sheriff's Association, Minnesota Chiefs of Police Association, Emergency Communication Networks Division, , Tribal PSAP, County Geographical Information System (GIS)**
- Membership may also include non-voting seats representing non-government and private industry partners at the discretion of the committee and the Statewide Emergency Communications Board.

1. Chair and Members.

The Board Chair shall recommend to the Board for approval at its first regular meeting in January, or as soon thereafter as possible, the chair, the members, and responsibility of each standing committee.

Additional representatives may be added to any committee upon recommendation of the chair and majority voting approval by the Statewide Emergency Communications Board.

2. Committee Meetings.

The time and place for standing committee meetings shall be determined by the committee chair.

The procedures for notice, cancellation and the conduction of business at standing committee meetings shall be the same as those for meetings of the full Board.

A simple majority of committee members shall constitute a quorum per the attendance requirements listed in Article 2.

Board members other than those serving on the committee may attend and participate in committee debate but may not cast votes or be counted for the purpose of making a quorum.

ARTICLE VII: Robert's Rules

Unless otherwise specified, Robert's Rules of Order will prevail in Board or Committee proceedings.

ARTICLE VIII: Amendment of Bylaws

These Bylaws may be amended at any regular meeting of the Board by a two-thirds vote of the members present representing a quorum, after a 10-day notice to Board members setting forth in detail the contents of the proposed amendment(s).

Revised:

June 2013
September 2012
January 22, 2009
October 25, 2007