

BYLAWS of the Statewide Radio Board

Established October 2005

ARTICLE I: Name

In accordance with Minn. Stat. §403.36 this board shall be herein named the Statewide Radio Board.

ARTICLE II: Purpose

1. In accordance with Minn. 403.36 1.e The Statewide Radio 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.
2. Pursuant to the Governor's Executive Order 07-15: The Statewide Radio Board shall act as Minnesota's Statewide Interoperability Executive Committee (SIEC).
3. The system may be referred to as Allied Radio Matrix for Emergency Response or ARMER.

ARTICLE III: Members

1. Membership

Membership of the Statewide Radio Board shall occur in one of the following ways consistent with Minn. Statute §403.36 Subd. 1.:

- a) Commissioners of Public Safety, Transportation, Natural Resources, Chair of the Metropolitan Council, and Finance, Chief Information Officer, Chief of the Minnesota State Patrol, Chair of the Metropolitan Emergency Services Board. Each allowed to choose one designee. Each designee allowed to choose one alternate.
- b) Minnesota Sheriffs' Association, Minnesota Fire Chiefs' Association, Minnesota Chiefs' of Police Association, Minnesota Ambulance Association make recommendations for Governor's appointment. Each allowed to choose one alternate.
- c) League of Minnesota Cities, and Association of Minnesota Counties appoint their elected officials. Each allowed to choose one alternate.
- d) Chairs of regional radio boards representing Greater Minnesota. Each allowed to choose one alternate

Each member shall annually identify in writing to the Chair of the Statewide Radio Board the name and contact information of their designee or alternate.

2. Attendance

An organization whose representative fails to attend 50% or more of the regularly scheduled Statewide Radio Board meetings within a calendar year, shall be requested by the Chair to appoint a replacement board member.

ARTICLE IV: Officers

Per Minn. Stat. §403.36 Subdivision 1. Membership. (a) The commissioner of public safety shall convene and chair the Statewide Radio 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 Radio 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 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 is to be seated at the meeting table.

8. 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 Radio 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.

Standing Committees

The following standing committees are established:

- Finance
- Legislative/Government Affairs
- Operations and Technical as directed by Minn. Statute 403.36 Subd. 1f
- Steering
- Interoperability; Membership as directed by Minn. Statute 403.36 Subd. 1f and shall also seek to represent regions within the state whose membership represent 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 Radio Board upon all matters related to public safety communication interoperability
 - To address the responsibilities provided for in Governor's Executive Order 07-15.

- To coordinate and establish standards and protocols as needed for the use of Statewide Interoperable Frequencies, such as, but not limited to:
 - VLAW31 and 155.475 MHz Minnesota Statewide Emergency Frequency (MINSEF)
 - VFIRE23 Statewide Fire Frequency 154.295
 - VMED28 Emergency Medical Service Frequency 155.340
 - Minnesota Incident Management System 155.370 (MIMS) Frequency
 - Any other identified state interoperable VHF, UHF, and/or 700-800 MHz frequencies.

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.

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.

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:

October 25, 2007

January 22, 2009