

**Southeast Minnesota
Regional Radio Board
Owners and Operators Committee
By Laws**

**Adopted by Committee December 17, 2009
Approved by Regional Radio Board**

ARTICLE I NAME

Section 1 – Name

This organization shall be known as the Southeast Minnesota Regional Radio Owners and Operators Committee. The committee may be referred to as the “Owners and Operators Committee”.

ARTICLE II PURPOSE

The purpose of the Owners and Operators Committee is to:

- A. Promote the exchange of information, experience and concepts related to public safety interoperable communications and communications system operations.
- B. Encourage decisions and planning leading to greater levels of system interoperability among agencies and jurisdictions.
- C. Promote and encourage the cooperation and sharing of resources among the members.
- D. Propose and develop policies and standards for adoption by the Southeast Minnesota Regional Radio Board.
- E. Advise the Southeast Minnesota Regional Radio Board on matters of protocol, procedures and operations.
- F. Provide a forum for the participation of public safety communications system managers to create an environment leading to effective operational use of interoperable communications systems between agencies and services in Southeast Minnesota.

ARTICLE III MEMBERSHIP

Section 1 – Membership

The administration of each party to the Southeast Minnesota Regional Radio Board shall appoint, at the invitation of the Southeast Minnesota Regional Radio Board, one individual engaged in the management and operation of a communications system serving public safety. The appointment shall be in writing and addressed to the Chair, Southeast Minnesota Regional Radio Board.

Section 2 – Term

The term of appointment shall be determined by the appointing authority. Members, once appointed by their respective parties, shall remain the appointee of the Members agency until notified in writing of a change.

ARTICLE IV EXECUTIVE COMMITTEE

Section 1 – The Southeast Minnesota Regional Radio Board Owners and Operators Committee may establish an Executive Committee and establish rules for its conduct.

ARTICLE V OFFICERS

Section 1 – Elected Officers

The elected officers shall be Chairperson and Vice Chairperson.

Section 2 – Term of Office

All terms of office shall be for a period of one calendar year, following election at the first regular meeting of each year, provided that the first elected officers shall serve through December 31st, 2010.

Section 3 – Duties

- A. Chairperson – The Chairperson shall preside at all meetings of the Southeast Minnesota Regional Radio Owners and Operators Committee. The Chairperson is responsible for making committee appointments and delegating assignments with the advice of the committee membership.
- B. Vice Chairperson – The Vice Chairperson shall act in the place of the Chairperson in his or her absence, and shall hold responsibilities as directed by the membership.

Section 4 – Vacancies

The membership shall fill all vacancies at the next regular meeting of the Owners and Operators Committee.

ARTICLE VI VOTING, NOMINATIONS AND ELECTIONS

Section 1 – Voting

Each member appointed by a member jurisdiction shall be entitled to a vote on all matters considered by the Owners and Operators Committee. Under no circumstances will any jurisdiction be entitled to more than one vote per member actually present.

Section 2 – Candidates

Any member in good standing appointed by a member jurisdiction to a term fully inclusive of the proposed term of office may be nominated for office.

Section 3 – Quorum and Voting

For the purpose of conducting business at any meeting, a quorum shall consist of members representing at least half of the total member jurisdictions. Approval by a majority of the members in attendance shall be valid.

ARTICLE VII SUB-COMMITTEES

Section 1 – Sub-Committees

The Owners and Operators Committee may create and appoint such sub-committees as it deems appropriate to the completion of its purpose.

ARTICLE VIII MEETINGS AND FISCAL YEAR

Section 1 – Meetings

- A. Regular meetings shall be held at a time and place determined in accordance with a schedule adopted by the Owners and Operators Committee. The schedule may be modified by the membership at any time in a manner to be determined by the Owners and Operators Committee
- B. Special meetings may be called by the Chairperson, after polling, by phone or email, and obtaining the consent of members representing at least 50% of the appointed members of the Owners and Operators Committee.

Section 2 – Fiscal Year

A. The fiscal year shall run from January 1 through December 31.

ARTICLE IX RULES OF ORDER

Robert’s Rules of Order will prevail in all Owners and Operators Committee or sub-committee meetings except as amended in the by-laws of the Southeast MN Owners and Operators Committee. The Authorized Version shall be the most recent version available.

ARTICLE X AMENDMENTS TO BYLAWS

These Bylaws may be amended at any meeting by a minimum of two-thirds vote of those appointed members present, providing a Quorum has been established (see Article VI, Section 3, Nominations and Elections, Quorum/Voting). A minimum of thirty (30) day written notice of the intent to change the Bylaws must be submitted to the entire Committee. All modifications and addendums to the Owners and Operators Committee Bylaws must be approved by the Southeast Minnesota Regional Radio Board before taking effect.

ARTICLE XI LIMITATIONS

Section 1 – Membership Expenses

The Owners and Operators Committee shall not be responsible for any expenses of members. All member jurisdictions shall be solely responsible for expenses incurred by their representatives.

ARTICLE XII DISSOLUTION

Section 1 – Dissolution

The Owners and Operators Committee may only be dissolved as provided by the parties to agreement forming the Southeast Minnesota Regional Radio Board.