

Southeast Minnesota
Regional Radio Users Committee

By Laws

May 21, 2008, Revised February 18, 2010

Article I Name

Section 1 – Name

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

Article II Purpose

The purpose of the User Committee is to:

- A. Recommend to the Regional Advisory Committee such policies and procedures as may be required or necessary for consistent, reliable and quality radio interoperability throughout the region.
- B. Recommend to the Regional Advisory Committee such policies and procedures as may be required or necessary for integration of local and regional sub-systems into the ARMER system.
- C. At the direction of the Board and with the cooperation of the Regional Advisory Committee recommend the establishment of minimum training standards for system users, including refresher training.
- D. At the direction of the Board and with the cooperation of the Regional Advisory Committee recommend the establishment of minimum requirements for training service providers including employees of agencies trained to provide training services.
- E. At the direction of the Board and with the cooperation of the Regional Advisory Committee recommend the establishment of minimum equipment specifications for mobile and portable devices authorized for use on regional and local sub-systems.
- F. Such other duties and responsibilities as are assigned by the Board.

Article III Membership

Section 1 – Membership

The administration of each party of the Southeast Minnesota Regional Radio Board shall appoint, at the invitation of the Southeast Minnesota Regional Radio Board, at least one and not more than five individuals engaged in law enforcement, fire suppression, rescue, EMS, public works, emergency services and other public safety related activities. Not more than two appointees from each party to the Southeast Minnesota Regional Radio Board may be from the same discipline. The appointment shall be in writing and addressed to the Chair, Southeast Minnesota Regional Radio Board.

Section 2 – Term

The members of the Regional Radio Users Committee shall serve until replaced by the appointing authority.

Section 3 – Regional Radio Board Representation

The Regional Radio Users Committee shall designate, by a majority vote, a member to serve as a non-voting member of the Southeast Regional Radio Board. Such election shall be on an annual basis.

Article IV Executive Committee

Section 1 – The Southeast Minnesota Regional Radio Board User 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, Vice Chairperson and Secretary.

Section 2 – Term of Office

All terms of office shall be for a period of one year, following election at the first regular meeting of each year.

Section 3 – Duties

- A. Chairperson – The Chairperson shall preside at all meetings of the Southeast Minnesota Regional Radio User 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.

- C. Secretary – The secretary shall take minutes at all meetings as well as maintain the sign in sheets for all meetings.

Section 4 – Vacancies

The membership shall fill all vacancies at the next regular meeting of the User 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 User 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 and 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 User Committee may create and appoint such sub-committees as it deems appropriate to the completion of its purpose. Special consideration should be given to the creation and maintenance of a sub-committee representing all disciplines and jurisdictions of users for public safety interoperable communications.

Article VII 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 User Committee. The schedule may be modified by the membership at any time in a manner to be determined by the User 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 and voting strength of the User Committee.