



Board of County Commissioners Agenda Request

2C
Agenda Item #

Requested Meeting Date: October 9, 2018

Title of Item: 2018 NE MN RAC Bylaws

<input type="checkbox"/> REGULAR AGENDA	Action Requested:	<input type="checkbox"/> Direction Requested
<input checked="" type="checkbox"/> CONSENT AGENDA	<input checked="" type="checkbox"/> Approve/Deny Motion	<input type="checkbox"/> Discussion Item
<input type="checkbox"/> INFORMATION ONLY	<input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>

Submitted by: Jessica Seibert	Department: Administration
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Presenter (Name and Title):	Estimated Time Needed:
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Summary of Issue:

From Holly Olson, St. Louis County:

Attached are the updated Northeast MN Regional Advisory Committee (RAC) 2018 Bylaws for the Appointing Authority to review, approve, and sign.

The updates include clarifying existing language for the appointing authority, adding an attendance clause, and making a name change to the Emergency Communications Board (ECB) per the State's direction.

Please return the completed signature page no later than Thursday, November 1st to: Holly Olson
olsonh@stlouiscountymn.gov or via fax 218-726-2923.

Please feel free to contact me at (218) 726-2921 with any questions. Thank you in advance for your assistance.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Approve by-laws and authorize Board Chair's signature

Financial Impact:

Is there a cost associated with this request? Yes No

What is the total cost, with tax and shipping? \$

Is this budgeted? Yes No *Please Explain:*

2018 BYLAWS

Northeast Minnesota Emergency Communications Board Regional Advisory Committee (RAC)

Submitted by:
Northeast Minnesota Regional Advisory Committee

ARTICLE I NAME

Section 1 – Name

This organization shall be known as the Northeast Minnesota Regional Advisory Committee for Interoperable Public Safety Communications. The committee may be referred to as the “Regional Advisory Committee” or “RAC”. The RAC is formed pursuant to the Joint Powers Agreement (hereinafter “Agreement”) forming the Northeast Minnesota Emergency Communications Board.

ARTICLE II PURPOSE

The purpose of the Northeast Minnesota Regional Advisory Committee for Interoperable Public Safety Communications is to:

- A. Promote the exchange of information, experience and concepts related to public safety interoperable communications.
- B. Encourage decisions and planning leading to greater levels of system interoperability among agencies and jurisdictions.
- C. Develop, implement and maintain a regional plan for interoperable public safety communications.
- D. Promote and encourage the cooperation and sharing of resources among the members.
- E. Advise the Emergency Communications Board on matters of policy and technology.
- F. Such other duties as are assigned by the Board.

ARTICLE III MEMBERSHIP

Section 1 – Membership

The membership of the RAC shall be as provided in the Agreement.

Section 2 – Representation

Each jurisdiction represented on the Regional Advisory Committee shall appoint one representative and one alternate. Each jurisdiction shall be responsible for appointing replacements as are consistent with their individual appointment policies.

ARTICLE IV EXECUTIVE COMMITTEE

Section 1 – Executive Committee

The RAC 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 Emergency Communications Board (ECB) representative and alternate.

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 RAC. The Chairperson is responsible for making committee appointments and delegating assignments with the advice of the RAC 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. The Chairperson and the Vice Chairperson shall serve as the committee's appointments to the Northeast MN Emergency Communications Board (NEECB). The Chair will serve as the delegate and the Vice Chair will serve as the alternate.

Section 4 – Vacancies

The membership shall fill all vacancies at the next regular meeting of the RAC.

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 RAC. Alternates may vote on any issue where the principal appointed member is unavailable or unable to vote. Under no circumstances will any jurisdiction be entitled to more than one vote.

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.

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Section 3 – Quorum and Voting

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

ARTICLE VII COMMITTEES

Section 1 – Standing Committees

The following committees shall be filled as necessary. Any standing committee shall consist of a chairperson appointed by the Chairperson and members appointed by the committee chairperson, upon approval of the RAC. The committee chairperson shall always be a member or alternate of the RAC. Committee members may be members of the RAC, representatives of member jurisdictions or any related public agency with an interest in public safety interoperable communications.

- A. Planning Committee – This Committee shall oversee planning activities for interoperable communications.
- B. Policy – This Committee shall advise the RAC on matters affecting policy.

Section 2 – Other Committees

The RAC may create and appoint such other 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 RAC. The schedule may be modified by the membership at any time in a manner to be determined by the RAC.
- B. Special meetings of the RAC may be called by the Chair with the consent of a majority of the RAC membership. Notice of special meetings shall include the date, time, place and agenda and be sent to members at least five calendar days prior to the meeting. Electronic transmission of meeting notice and agenda shall be sufficient provided a majority of members and alternates respond in the affirmative. Business at special meetings shall be limited to the subjects listed in the published agenda.

Section 2 – Attendance

The members of the Northeast Regional Advisory Committee and any standing committees shall maintain an attendance record of either the designee or the alternate of 75% of all official

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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.

Section 3 – Fiscal Year

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

ARTICLE IX RULES OF ORDER

The most recent version of Robert's Rule of Order will prevail in all RAC or committee meetings.

ARTICLE X AMENDMENTS TO BYLAWS

These Bylaws may be amended at any meeting by a minimum of two-thirds vote of those appointed members or qualified alternates present, providing a Quorum has been established (see Article VI, Section 3, Voting, Nominations and Elections, Quorum and 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 Regional Advisory Committee Bylaws must be approved by the Northwest Minnesota Emergency Communications Board before taking effect.

ARTICLE XI LIMITATIONS

Section 1 – Membership Expenses

The RAC shall not be responsible for any expenses of members or alternates. All member jurisdictions shall be solely responsible for expenses incurred by their representatives.

2018 BYLAWS

Signature Page

Northeast Minnesota Regional Advisory Committee (RAC)

AITKIN COUNTY

Appointing Authority Signature

Title

Printed Name

Date