

BYLAWS

Portage County Public Safety Communications Board

June 26, 2014

ARTICLE I – ORGANIZATION

The Portage County Public Safety Communications Board is hereby created and maintained by authority of the Sheriff of Portage County, Wisconsin. This organization may be hereafter referred to as the Communications Board, or simply the “Board.”

ARTICLE II – INTENT

The Board is created for the purpose of engaging Portage County public safety communications system users in the collaborative stewardship and continuous quality improvement of the Portage County public safety communications system.

ARTICLE III – MISSION

The mission of the Board shall be to support, empower, guide, assist, and provide quality assurance in the operation and maintenance of the county-wide public safety communications system and the Portage County Sheriff’s Office Communications Center, for the express purposes of championing public and responder safety, the protection of life and property, and promoting a prompt, reliable, interoperable communications system.

ARTICLE IV – DUTIES

The duties of the Board shall be to:

1. Collaboratively develop policies and procedures for the Communications Center and end users of the system.
2. Serve as a forum for the examination and resolution of disputes relating to the communications system which were not resolved at the Communications Manager level.
3. Identify, evaluate, and resolve system deficiencies in staffing, technology, training, and funding.
4. Monitor quality control programs related to communications.
5. Facilitate information sharing among public safety communications system stakeholders.
6. Participate in Communications Center staff recruitment, hiring, and professional development.
7. Assist in the development of training program standards and opportunities for communications system users.
8. Function as subject matter experts for the Board, the Communications Center, and the system users to assist them in the execution of their duties related to communications.
9. Monitor, evaluate, recommend, and advocate for appropriate legislation that impacts the communications system.
10. Encourage equipment and technology sharing and improvements among stakeholders.
11. Provide a clearinghouse of contact information for all stakeholders in the Communications Center.
12. Serve as an advocate for professional public safety communications.

ARTICLE V – MEMBERSHIP

The Board shall be composed of a Chair, seven executive members, regular members, and associate members.

The Sheriff shall designate an appropriate individual, approved by the Board, to serve as Chair of the Board. The position of Chair shall have the same privileges as an executive member, except the Chair may only vote at the committee level. The role of the Chair shall be to guide the Board as it carries out its various roles, set the meeting schedule, appoint all committee members subject to the confirmation of the Board, keep the Board members focused, offer advice as needed, act as the spokesperson for the Board, serve as the presiding officer of all regular and special board meetings, and exercise reasonable control over the activities of the Board.

The executive members shall have full voting privileges, may hold office, serve on any committee established by the Board, set any item on the agenda, and have the privilege to address the Board. Changes in named members and designees shall be allowed for each meeting. The executive members shall be:

1. The Sheriff's Office Communications Manager
2. One member who is appointed by the Portage County Emergency Medical Services Association
3. One member who is appointed by the Portage County Fire Chief's Association
4. One member who is appointed by the Village of Plover Police Department
5. One member who is appointed by the Portage County Sheriff's Office
6. One member who is appointed by the City of Stevens Point Police Department
7. One member who is appointed by the City of Stevens Point Fire Department

The regular members shall have voting privileges at the committee level, serve on any committee established by the Board, and have the privilege to address the Board. Changes in named members and designees shall be allowed for each meeting. The regular members shall be designated from the following organizations or groups:

1. One member from each ambulance service directly paged by the Communications Center
2. One member from each fire department/district directly paged by the Communications Center
3. One member from each emergency medical responder group directly paged by the Communications Center
4. The Portage County Emergency Management Director
5. The Portage County Emergency Medical Director
6. The Portage County Highway Commissioner
7. The Portage County Information Technology Department Director
8. Each of the telecommunications officers and supervisors currently employed at the Communications Center
9. The Wisconsin State Patrol Communications Supervisor, Wausau Post
10. The City of Stevens Point Director of Emergency Management
11. The Director of Protective Services, University of Wisconsin – Stevens Point

The associate members shall be those individuals who have been asked by any committee to participate in the work of that committee. Associate members have no voting or other rights outside of their committee, and their membership shall expire when they are no longer participating in that particular committee.

Membership Certification – Members shall be designated in writing to the Board by the appointing organization or official, except for ex officio members. Temporary designees for single meetings shall not require written certification to the Board.

Term of Service – Each member of the board shall serve at the pleasure of the official or organization that made the appointment. The member shall serve until such time as he or she tenders a resignation to the appointing official, or until the member is removed or replaced. Ex officio members shall serve as long as they hold the named position.

Individual Service – Each member present shall only represent one of the designated membership positions, no matter how many possible positions that person may be eligible to serve in.

Compensation – Board members shall receive no special compensation for serving on the Board.

Membership on the Board does not, in and of itself, empower any person to act as a legal agent for Portage County.

ARTICLE VI – OFFICERS & COMMITTEES

In addition to the Chair, the Board shall have a Vice Chair and Committee Chairs.

Vice Chair – The Vice Chair shall be an executive member. It shall be the duty of the Vice Chair to conduct the meetings in the absence of the Chair, and to perform such other duties as may be assigned by the Chair or the Board. The Vice Chair shall serve in office beginning upon the date elected by the Board and continuing until the next election. An election shall be held at the first regular meeting of the Board each odd numbered year. A vacancy shall be filled by special election held at the next regularly scheduled meeting.

Committees and Committee Chairs – The Board may create and dissolve permanent or temporary committees from time to time, to address specific issues or to work on particular areas of concern. The Board shall set any requirements or schedules for any committee as they may deem appropriate and prudent. The members of each committee shall elect a chair who shall be responsible for the conduct and work of that committee. Committees may add any person to assist with the work of the committee, who shall be an associate member, and enjoy such privileges at the committee level that the committee shall confer.

ARTICLE VII – MEETINGS

Regular Meetings – The Board shall normally meet the fourth Thursday of every even numbered month. The Board shall approve changes to the meeting date at the preceding meeting, if necessary.

Special Meetings – Special meetings may be called from time to time by the Chair or by a majority of the executive members of the Board present at a duly called meeting.

Quorum – A quorum of the Board must be present for any business to be conducted, except to make announcements, deliver training, or set the date for the next meeting and to adjourn. A quorum shall consist of one half or more of the executive members.

Voting – Each duly appointed member of the Board present and entitled to vote under these bylaws, at a duly called meeting, shall be entitled to one vote. No proxy voting shall be allowed.

Committee Meetings – Committees shall set their own meeting schedule, as determined by the Committee Chair, unconstrained by any requirements of these bylaws, except where specifically denoted. There shall be no requirement for any committee to have a quorum of its own

members to conduct their business, unless agreed to by the members of that committee. Committees may agree to meet in person, or by any other reasonable means agreed to by all members of that committee.

ARTICLE VIII – AMENDMENT TO BYLAWS

These bylaws may be amended by the approval of two thirds of the Board's executive members present at a duly called meeting of the Board. No amendments to the bylaws shall be allowed unless presented to the Board in its final form at a previous meeting and approved by the Sheriff.

ARTICLE IX– ADOPTION OF BYLAWS

These bylaws shall become effective upon the adoption by a majority vote of the Dispatch Advisory Group at a duly called meeting. Upon adoption of the bylaws, the Dispatch Advisory Group shall be dissolved.

ARTICLE X – PARLIAMENTARY AUTHORITY

All proceedings of the Board, not otherwise addressed, shall be generally governed by Roberts Rules of Order to the greatest extent reasonably possible.