

BY-LAWS
of the
WISCONSIN EAST CENTRAL
REGIONAL SCIP IMPLEMENTATION COUNCIL

Adopted by East Central RSIC Membership
on December 14, 2010

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WISCONSIN EAST CENTRAL
REGIONAL SCIP IMPLEMENTATION COUNCIL

Article 1
Mission, Authority, and Responsibilities

1.1. Charter Mission Statement.

1.1.1. The mission of the Wisconsin Regional Statewide Communications Interoperability Plan (SCIP) Implementation Council is to:

1.1.1.1. Lead local and regional planning for and implementation of SCIP implementation efforts.

1.1.1.2. Assist the Regional SCIP Implementation Coordinator in the successful migration to narrow banding of radio communications in the region.

1.1.1.3. Conduct at least one meeting of public safety officials and policy-makers in the region to communicate progress in regional SCIP implementation efforts, identify local concerns and potential resolutions, and provide opportunities for great local participation in regional interoperability activities.

1.2. Authority.

1.2.1. The State Interoperability Council (IC) is empowered through Wisconsin Statute §15.107(18) and is authorized to charter subcommittees of the Council. On January 14, 2010, the State Interoperability Council chartered the East Central Regional SCIP Implementation Council (EC-RSIC) as a sub-committee of the council for the purposes stated.

1.3. Duties and Responsibilities.

1.3.1. Through OJA grants, the six Regional SCIP Implementation Councils will be provided staff support in the form of a Regional SCIP Implementation Coordinator. This individual will work closely with East Central RSIC members and represented agencies to ensure that meeting logistics and office support functions are provided. Each Regional SCIP Implementation Coordinator (RIC) will further support the East Central RSIC by performing the following duties:

1.3.1.1. Plan regional migration to narrow banding of radio communications.

1.3.1.2. Provide training to local public safety and elected officials on standard operating procedures and the Statewide Communications Interoperability Plan (SCIP).

- 1.3.1.3. Enter information about local/regional communications system assets into the Communications Assets and Survey Mapping (CASM) tool.
 - 1.3.1.4. Develop county-level Tactical Interoperability Communications Plans (TICP) using the Office of Justice Assistance (OJA) template.
 - 1.3.1.5. Assist, when applicable, with the administration of Radio over IP for "PSAP to PSAP/Badgernet" Projects.
 - 1.3.1.6. Assist with local implementation of the Wisconsin Interoperable System for Communications (WISCOM).
 - 1.3.1.7. Complete other assignments provided by the State Interoperability Project Coordinator.
- 1.4. Administrative Agency - Wisconsin Office of Justice Assistance
- 1.4.1. The East Central RSIC will be assisted by OJA in the keeping and posting of records of meetings. Committees or sub-committees designated by East Central RSIC will present their meeting records to East Central RSIC for inclusion in the East Central RSIC records. Records shall consist of the names of those in attendance, a summary of the business conducted, and motions made and votes taken by the East Central RSIC.
 - 1.4.2. The East Central RIC will serve as the primary point-of-contact for the East Central RSIC and will, under the general direction of the East Central RSIC, exercise day-to-day coordination, supervision, and administration of the operation of the East Central RSIC.

Article 2

Membership and Appointment

- 2.1. The East Central RSIC shall consist of:
- 2.1.1. Three members from each county in the region, to be selected from the membership of the county Fire Association, Law Enforcement Association, and Emergency Medical Services (EMS) Association.
 - 2.1.2. If a county has a combined membership group (e.g. Fire/EMS Association) the selection of members to serve on the East Central RSIC should be made to include three individuals that can adequately represent the interests of public safety agencies, including fire, law enforcement, EMS, dispatch, and/or emergency management.
 - 2.1.3. If there are no law enforcement associations present in a county, the sheriff shall designate a member to serve as the law enforcement representative.

- 2.1.4. It is most desirable that a variety of disciplines participate on the East Central RSIC to ensure that all perspectives are shared and that information flows between the East Central RSIC and public safety professionals through the county.
 - 2.1.5. Members of the East Central RSIC will elect a Council Chair and Vice-Chair.
 - 2.1.6. The East Central RIC will assist the East Central RSIC in the implementation of the SCIP regionally.
 - 2.1.7. County assignment to a particular Regional Council will be organized in the same manner as Wisconsin Emergency Management organizes counties into WEM planning regions.
 - 2.1.8. One county or tribal emergency management director from each region will be elected during a Wisconsin Emergency Management Regional Meeting to serve on the East Central RSIC. The election will take place prior to the first East Central RSIC meeting, and thereafter each year in December.
- 2.2. Terms, Appointments, Attendance, and Alternate Representatives
- 2.2.1. All terms shall be for two years. It would be beneficial to have representatives who are involved in interoperable communications. One individual may serve in several capacities (although not to extend an individual's term) but will only have one vote. Appointees are eligible for reappointment. Appointees of the Interoperability Council may also be appointees of the East Central RSIC.
 - 2.2.2. Annual review of attendance:
 - 2.2.2.1. If the East Central RSIC membership determines that an appointee is missing more meetings than they attend, the membership can vote to replace said appointee with an approved alternate from the appointing association.
 - 2.2.2.2. If the East Central RSIC membership determines that an appointee is missing more meetings than they attend, the East Central RSIC chair shall notify the member's jurisdiction of the attendance record and extend an invitation for the representing jurisdiction for replacement.
 - 2.2.3. Alternate appointee representation.
 - 2.2.3.1. Agency/entity alternate - The primary appointee shall be responsible for designating their alternate based on the authority granted to that appointee by their respective agency/entity.
 - 2.2.3.2. Association alternate - The primary appointee shall be responsible for designating their alternate based on the authority granted to that appointee by their respective association.

Article 3 Officers

3.1. Elections and Appointments.

- 3.1.1. All elections and appointments shall occur at the East Central RSIC Annual Meeting, which will be designated by the East Central RSIC membership.

3.2. Principal Officers.

- 3.2.1. The East Central RSIC shall elect a Chair, who will serve a two-year term.

- 3.2.2. The East Central RSIC shall elect a Vice-Chair, who will serve a two-year term.

3.3. Officer Duties.

3.3.1. The Chair shall:

- 3.3.1.1. Administer all of the business and affairs of the East Central RSIC.

- 3.3.1.2. Have authority, subject to the By-Laws, to appoint committees of the East Central RSIC.

- 3.3.1.3. Have authority, on behalf of the East Central RSIC, to sign, execute, and/or acknowledge reports and other documents or instruments necessary or proper to be executed in the recourse of the East Central RSIC's regular business, or which shall be authorized by resolutions of the East Central RSIC.

- 3.3.1.4. Report to the East Central RSIC.

- 3.3.1.5. Set the agenda for East Central RSIC meetings.

- 3.3.1.6. Maintain order at all East Central RSIC meetings.

- 3.3.1.7. Perform all duties incidental to the office of the Chair.

- 3.3.2. The Vice-Chair shall perform such duties as the Chair or the East RSIC may specify. The Vice-Chair shall conduct the meetings and the business of the East Central RSIC in the absence or vacancy of the Chair.

- 3.3.3. The East Central RSIC may create other leadership positions as needed by a majority vote of the appointees at any meeting.

3.4. Resignation or Removal of Appointees or Officers.

- 3.4.1. Any East Central RSIC appointee or officer may resign at any time by providing written notice to the secretary. Any appointee or officer may be removed for cause (in the

nature of misconduct, negligence, or disregard of duty) by action of a two-thirds (2/3) vote of the remaining appointees of the East Central RSIC. Prior to any action to remove an appointee or officer, a notice to the East Central RSIC membership, the Interoperability Council, the respective agency/entity, and the affected appointee or officer must be made. The affected appointee or officer will be provided an opportunity to address the East Central RSIC prior to any vote. Voting for removal by teleconference or videoconference is acceptable. Alternate appointees may not vote.

3.5. Vacancies.

- 3.5.1. If an unexpected vacancy occurs in any principal office, the Chair (or Vice-Chair if filling the Chair's position) may appoint an interim successor until an election can be held. An election to fill the vacancy will be held at the next meeting of the East Central RSIC .

Article 4 Work Groups

4.1. Establishment and Assignment.

- 4.1.1. The East Central RSIC may establish work groups to assist in performing its duties and responsibilities.
- 4.1.2. Any work group detailed to coordinate, research, recommend, or act upon any matters associated with the East Central RSIC shall be led by an East Central RSIC appointee, by may include non-RSIC subject matter experts appointed by the East Central RSIC.
- 4.1.3. A work group is authorized to carry out the assignment as determined by the East Central RSIC and shall be responsible for delivery of a report to the East Central RSIC as a whole.

Article 5 Meetings

5.1. Frequency of Meetings.

- 5.1.1. The East Central RSIC shall meet no less than three (3) times per calendar year. A regularly scheduled meeting may be cancelled by the Chair. Notification shall be made to all appointees via e-mail, list serve, or text message when a meeting cancellation determination is made.

5.2. Quorum.

- 5.2.1. A quorum shall be the presence of one (1) person more than one-half (50%) of the appointees currently serving on the East Central RSIC.

5.3. Votes.

5.3.1. See Section 5.9.

5.4. Annual Meeting.

5.4.1. An annual meeting will be held during the first quarter of each calendar year. Election of officers shall take place at this meeting when applicable.

5.5. Open Meetings Laws.

5.5.1. All meetings of the East Central RSIC shall be subject to Wisconsin Open Meetings Laws and shall be conducted using Roberts Rules of Order, revised. In the event of a conflict between these By-Laws, Wisconsin Open Meetings Law, and Roberts Rules of Order, Wisconsin Statute shall take precedent, followed by these By-Laws, followed by Roberts Rules of Order. All records of East Central RSIC activities are subject to Wisconsin Open Records Law.

5.6. Teleconference/Videoconference Meetings.

5.6.1. Meetings via teleconference or videoconference shall be allowed, with the exception of the annual meeting.

5.6.2. At least one (1) location must be noticed as a location where members of the public may attend.

5.6.3. At least one (1) primary or authorized alternate appointee of the East Central RSIC must be present at all remote locations during meeting conducted via teleconference or videoconference. This section does not apply to informational or stakeholder input teleconference/video calls.

5.6.4. Appointees that are present at remote locations shall be recorded for the purposes of establishing quorum.

5.7. Meeting Order.

5.7.1. Regular meetings of the East Central RSIC will be conducted in the following order whenever possible:

5.7.1.1. Call to order.

5.7.1.2. Roll call, determination of quorum.

5.7.1.3. Committee, Work Group reports.

5.7.1.4. Special reports.

5.7.1.5. Old business.

- 5.7.1.6. Other business (as authorized by law).
- 5.7.1.7. Next meeting date/time/location discussion.
- 5.7.1.8. Adjournment.
- 5.7.2. Additional agenda items may be submitted to the Secretary, for consideration by the Chair, fourteen (14) calendar days prior to the meeting date. If approved by the Chair, additional items may be allowed up to 24 hours prior to the meeting if proper public notice can be made.
- 5.7.3. East Central RSIC agenda and minutes shall be posted on the OJA Interoperability website as soon as possible following each meeting. Minutes that have not been approved shall be marked as "DRAFT", with notice they are subject to approval.
- 5.8. Appointee Alternates.
 - 5.8.1. Appointee alternates will be allowed to fully participate in place of a primary appointee in matters before the East Central RSIC, unless prohibited by the By-Laws. The primary appointee shall notify the Chair or their designee at least 24 hours before the meeting. Approved alternates shall be recognized at the start of all meetings.
- 5.9. Voting.
 - 5.9.1. Each appointee or their alternate present shall have one vote on matters before the East Central RSIC.
 - 5.9.2. Each appointee will be allowed to designate a proxy with 24-hour written notice to the Secretary, in lieu of an alternate or the alternate's vote.
 - 5.9.3. Voting shall be recorded as pass or fail on voice votes. Individual appointee votes shall be recorded on all roll call votes.

Article 6 Adoption of By-Laws

- 6.1. Adoption of the original By-Laws shall be made during a meeting of the East Central RSIC upon a majority roll call vote of those present.

Article 7 Amendment of By-Laws

- 7.1. Amendment of these By-Laws shall be made at any regular or special meeting of the East Central RSIC upon a two-thirds (2/3) vote of the appointees present.

Article 8
Termination of the East Central RSIC

- 8.1. The East Central RSIC may be dissolved at any time upon termination of the Charter by the State Interoperability Council.

Adopted by majority vote on: December 14, 2010
Date

Witness: Kevin Lemke
Print Name Signature

Witness: Jeff Stauber
Print Name Signature

--- End of By-Laws Document ---