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BYLAWS AND GUIDELINES

NW Regional SCIP Implementation Council

1. Mission

1.1 Charter Mission Statement

The mission of the Regional Statewide Communication Interoperability Plan (SCIP) Implementation Council is to:

- Lead local and regional planning for and implementation of SCIP implementation efforts.
- Assist the Regional SCIP Coordinator in the successful migration to narrow banding of radio communications in the region.
- 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

The State Interoperability Council (IC) is empowered through Wisconsin State Statute 15.107 (18) and is authorized to charter subcommittees of the Council. On February 12, 2010, the State Interoperability Council chartered the NW Regional SCIP Implementation Council (NW- RSIC) as a subcommittee of the council for the purposes stated.

1.3 Duties and Responsibilities

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 Council members and represented agencies to ensure that meeting logistics and office support functions are provided. Each Regional SCIP Interoperability Coordinator will further support Regional Councils by performing the following:

- A. Plan regional migration to narrow banding of radio communications
- B. Provide training to local public safety and elected officials on standard operating procedures and the Statewide Communications Interoperability Plan (SCIP)

- C. Enter information about local/regional communications system assets into the Communication Assets and Survey Mapping (CASM) tool
- D. Develop county-level Tactical Interoperability Communications Plans (TICP) using the Office of Justice Assistance (OJA) TICP template
- E. Assist, when applicable, with the administration of Radio over IP for “PSAP (Public Safety Answering Point) to PSAP/BadgerNet” Project(s).
- F. Assist with local implementation of Wisconsin Interoperability System for Communications (WISCOM).
- G. Complete other assignments provided by State Interoperability Project Coordinator

1.4 Administrative Agency – Wisconsin Office of Justice Assistance

- A. The NW- RSIC will be assisted by the Office of Justice Assistance in the keeping and posting of records of meetings. Committees or sub-committees designated by NW- RSIC will present their meeting records to NW- RSIC for inclusion in the NW- RSIC records. Records shall consist of names of those in attendance, a summary of the business conducted, and motions made and votes taken by the NW- RSIC.
- B. The Regional SCIP Implementation Coordinator will act as the primary point of contact for the NW- RSIC and will, under the general direction of the NW- RSIC, exercise day-to-day coordination, supervision, and administration of the operation of the NW- RSIC.

2. Membership and Appointment

2.1 The NW- RSIC Shall Consist of:

- A. Three members from each county will serve on the Regional Council and will be selected from the following county-wide membership groups to ensure that a variety of perspectives are considered: Fire Association, Law Enforcement Association, and EMS Association.
- B. If a county has a combined membership group (example: Fire/EMS; Public Safety, etc.), the selection of members to serve on the Regional Council should be made to include 3 individuals that can adequately represent the interests of public safety agencies, including fire, law enforcement, emergency medical services, dispatch and/or emergency management.
- C. If there are no law enforcement associations present in a county, the sheriff shall designate member to serve as law enforcement representative on the regional council.
- D. It is most desirable that a variety of disciplines participate on the Regional Council to ensure that all perspectives are shared and that information flows between the Regional Council and public safety professionals throughout the county.
- E. Members of the Regional SCIP Implementation Council will elect a Council Chairperson and Vice-Chairperson.

- F. A Regional SCIP Implementation Coordinator will assist each Regional Council in implementing the SCIP Plan regionally.
- G. County assignment to a particular Regional Council will be organized in the same manner as Wisconsin Emergency Management (WEM) organizes counties into WEM planning regions.
- H. One county or tribal emergency management director from each region will be elected during a Wisconsin Emergency Management Regional Meeting to serve on the regional council. Election will take place immediately, and thereafter each year in December.

2.2 Terms, Appointments, Attendance and Alternate Representation

- A. 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 this group.

- B. Annual review of attendance:

If the NW- 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.

If the NW- RSIC membership determines that an appointee is missing more meetings than they attend, the NW- RSIC chair shall notify the member's jurisdiction of the attendance record and extend an invitation for the representing jurisdiction for replacement.

- C. Alternate appointee representation

Agency / entity alternate – The primary appointee shall be responsible for designating his / her alternate based on the authority granted to that appointee by their respective agency/entity

Association alternate - The primary appointee shall be responsible for designating his / her alternate based on the authority granted to that appointee by their respective association

3. Officers

3.1 Officer Elections and Appointments

- A. All elections and appointments shall occur at the NW- RSIC designated Annual Meeting by the NW- RSIC membership.

3.2 Principal Officers

- A. The NW- RSIC shall elect a **Chairperson**, who will serve a 2-year term.
- B. The NW- RSIC shall elect a **Vice-Chair**, who will serve a 2-year term.
- C. The NW-RSIC shall elect a **Second Vice-Chair**, who will serve a 2-year term.

3.3 Officer Duties

- A. The Chairperson shall in general:
 - 1. Administer all of the business and affairs of the NW- RSIC.
 - 2. Have authority, subject to the bylaws, to appoint committees of the NW-RSIC.
 - 3. Have authority to sign, execute, and / or acknowledge, on behalf of NW-RSIC, any reports and other documents or instruments necessary or proper to be executed in the recourse of the Council's regular business, or any reports and other documents or instruments authorized by resolutions of the NW- RSIC.
 - 4. Report to the NW- RSIC.
 - 5. Set the agenda for meetings
 - 6. Maintain order at all meetings
 - 7. Perform all duties incidental to the office of Chair.
- B. The Vice Chair shall perform such duties as the Chair or the NW- RSIC may from time to time specify. The Vice Chair shall conduct the meetings and the business of the NW- RSIC in the absence or vacancy of the Chair.
- C. The Second Vice-Chair may represent NW-RSIC at state and/or regional meetings.
- D. The NW- 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 and / or Officers

- A. Any NW- RSIC appointee or officer may resign at any time by giving written notice to the Secretary (Regional SCIP Implementation Coordinator).
- B. 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 NW-RSIC. Prior to any action to remove an appointee or officer, a notice of removal must be sent to the NW-RSIC, the Interoperability Council, the respective entity (if applicable) and the affected appointee and/or officer. The affected appointee and/or officer will be given an opportunity to address the NW-RSIC prior to any vote. Voting for removal by teleconference or videoconference is acceptable. Alternate appointees may not vote on removal of appointees and/or officers.

3.5 Vacancies

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

4. Work Groups

4.1 Establishments and Assignments

- A. The NW- RSIC may establish work groups to assist in performing its duties and responsibilities.

- B. Any work group detailed to coordinate, research, recommend or act upon any matters associated with the NW- RSIC shall be led by a NW- RSIC appointee, but may include non-NW- RSIC appointee subject matter experts appointed by the NW- RSIC.

A work group is authorized to carry out the assignment as determined by the NW- RSIC and shall be responsible for reporting back to the NW-RSIC as a whole.

5. Meetings

5.1 Frequency of Meetings

The NW- 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 email / text message once a determination is made.

5.2 Quorum

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

5.3 Votes

See section 5.9.

5.4 Annual Meeting

An annual meeting will be held the first quarter of each calendar year. Elections of officers will take place at this meeting.

5.5 Open Meetings Law and Roberts Rules of Order

Meetings shall be subject to Wisconsin Open Meetings Law and 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 state statute takes precedent followed by these By-laws, followed by Roberts Rules of Order. All records are subject to Wisconsin Open Records Law.

5.6 Teleconference/Video Conference Meetings

- A. Meetings via teleconference and / or videoconference shall be allowed (with the exception of the annual meeting).
- B. At least one (1) location must be noticed as a location where appointees of the public may attend.
- C. At least one (1) primary or authorized alternate appointee of the NW- RSIC must be present at all remote locations on a teleconference and / or videoconference. This section does not apply to informational or stakeholder input teleconference/Video calls.
- D. Appointees that are present at remote locations shall be recorded for the purposes of establishing quorum.

5.7 Meeting Order

- A. Regular meetings of the NW- RSIC will be conducted in the following order:
 - 1. Call to order / Roll call
 - 2. Approval of the minutes of prior meeting(s)
 - 3. Public Comment (shall be limited to pre-registered speakers and shall be limited to three (3) minutes per speaker unless otherwise granted by the Chair)
 - 4. Committee / work group reports
 - 5. Special reports
 - 6. Old business
 - 7. New business
 - 8. Other business (as authorized by law)
 - 9. Next meeting date discussion
 - 10. Motion to adjourn

- B. Additional agenda items shall be submitted to the Secretary, for consideration by the Chair, fourteen (14) days prior to the meeting date. If approved by the Chair, additional items may be allowed up to twenty-four (24) hours prior to the meeting.

- C. NW- RSIC agendas and minutes shall be posted on OJA's interoperability website as soon as possible following each meeting. Minutes that have not been approved shall be marked as "DRAFT".

5.8 Appointee Alternates

Appointee alternates will be allowed to fully participate in place of a primary appointee in matters before the NW- RSIC, unless prohibited by the By-Laws. The alternate appointee shall notify the Chairperson in writing or orally before the start of the meetings. Approved alternates shall be recognized at the start of all meetings.

5.9 Voting

- A. Each appointee or alternate present shall have one vote on matters before the NW- RSIC.

- B. Each NW- RSIC appointee will be allowed to designate a proxy with written notice to the Secretary, in lieu of an alternate or the alternate's vote.

- C. Voting shall be recorded as pass or fail on voice votes. Individual appointee votes shall be recorded on roll call votes.

6. Adoption of By-Laws/Guidelines

- 6.1 Adoption of the original By-Laws was made on May 19, 2010 at the NW-RSIC meeting held at the LCO Convention Center in Hayward Wisconsin.

7. Amendment of By-Laws/Guidelines

7.1 Amendment of these By-Laws and guidelines shall be made at any regular or special meeting of the NW- RSIC upon two-thirds vote of those appointees present.

8. Termination of the Interoperable Communications Standards Group

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

These Bylaws are authorized by the Wisconsin Interoperability Council under the authority of Wis. Stats. §16.9645.

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