



WISCOM Policies, Procedures and Guidelines

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Subject	SSMG ByLaws
Approved	State Interoperability Council on 11/25/2009
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BYLAWS AND GUIDELINES STATEWIDE SYSTEM MANAGEMENT GROUP

1. Mission

1.1 Charter Mission Statement

- A. The Wisconsin Statewide System Management Group (SSMG) is an assembly of public officials representing public safety / service agencies throughout the State. The mission of the WISCOM system is to provide reliable and responsive statewide communications interoperability between fire, law enforcement, rescue, emergency medical and emergency management and other government services.

1.2 Authority

- A. The SSMG is a decision-making group empowered by the State of Wisconsin Interoperability Council (IC) and the Office of Justice Assistance (OJA) to implement and govern the WISCOM system.

1.3 Duties and Responsibilities

- A. Meet as needed to ensure a creation and implementation of a communications infrastructure for statewide interoperability and monitor progress, scope and effectiveness of WISCOM.
- B. Develop governance structure and language necessary for WISCOM to exist.
- C. Determine the technical standards of the WISCOM system.
- D. Develop Request for Proposals (RFP), evaluate consultants and review frequency availability and allocations to engineer the WISCOM system. Solicit bids and contracts for goods/services, based on state guidelines.
- E. Establish policies, procedures, directives, and potential fees relevant to WISCOM operations.
- F. Review and authorize agencies submitting requests to join the WISCOM system, define levels of system participation, and determine the membership criteria to join the WISCOM system within each level of system participation.
- G. Identify funding methods and determine the entity that will act as the fiscal agent for WISCOM.
- H. Determine the entity that will act as the operational administrator of WISCOM.
- I. Propose funding requests to appropriate participating agencies, and the process for dispersing funds.
- J. Establish short and long-range planning goals and accompanying fiscal needs.

1.4 Administrative Agency

- A. The SSMG will be assisted by the Office of Justice Assistance in the keeping and posting of records of meetings. Committees or sub-committees designated by SSMG will present their meeting records to SSMG for inclusion in the SSMG records. Records shall consist of names of those in attendance, a summary of the business conducted, and motions made and votes taken by SSMG.
- B. The OJA Statewide Interoperable Communications Manager will act as the primary point of contact for the SSMG and will, under the general direction of the SSMG, exercise day-to-day coordination, supervision, and administration of the operation of the SSMG.
- C. The OJA Statewide Interoperable Communications Manager shall be the primary interface with contractors engaged in services for the SSMG and will designate the nature and depth of status and progress reports from the contractor to the SSMG.

2. Membership and Appointment

2.1 The SSMG Shall Consist of:

- A. Single members representing and selected by each of the listed five (5) state, one (1) federal, and one (1) tribal entity using the WISCOM system to include:
 - WI Department of Transportation
 - WI Department of Natural Resources
 - WI Emergency Management
 - WI Department of Corrections
 - WI Dept of Health and Family Services
 - Federal Dept. of Homeland Security Representative for Wisconsin
 - Wisconsin Tribal Emergency Management Association
- B. Five (5) members representing and selected among county agencies using the WISCOM system. Representatives are:
 - Four (4) County Sheriffs Agencies appointed by the Badger State Sheriffs Association and shall serve at the association's pleasure.
 - One (1) County Emergency Manager appointed by the Wisconsin Emergency Management Association and shall serve at the association's pleasure.
- C. Five (5) members representing and selected among agencies within counties using the WISCOM system. Representatives are:
 - Two (2) Police Department Chiefs appointed by the Wisconsin Chiefs of Police Association and shall serve at the association's pleasure.
 - Two (2) Fire Department Chiefs appointed by the Wisconsin State Fire Chiefs Association and shall serve at the association's pleasure.
 - One (1) Emergency Medical Services Director appointed by the Wisconsin EMS Association and shall serve at the association's pleasure.
- D. Four (4) "at-large" representatives selected at the annual WISCOM meeting to be held first quarter of each calendar year.
 - Selection of SSMG At-Large Members will be conducted by a caucus of County Government representatives and Local Government at the annual meeting. These members are voted into the appointment by user agency representatives who are from the counties (2 selections) and from local government (2 selections) present at the caucus. If the caucus group cannot come to agreement on their 2 selections, it comes before the seated SSMG body (less the current 4 at large members) to vote on the selections. The SSMG will ratify the nominations of the caucus.
 - At the 2010 annual meeting, the At-Large membership will migrate to the staggered term rotation. At the 2011 Annual SSMG Meeting, one of the two at large will be selected for a

1 year term through the caucus process, the other will serve for 2 years. Thereafter, elections will be for 2 years terms. There are no term limits.

- At-large vacancies due to unforeseen circumstances are appointed by the SSMG chairperson from nominations of SSMG members. The appointment will be ratified by the SSMG to complete the remainder of the term.
- E. Two (2) members representing public safety communication centers. One is a member of WI Association of Public Safety Communications Officials and is appointed and serves at the president's pleasure and one is a member of WI National Emergency Number Association and is appointed and serves at the president's pleasure.

2.2 Reviews and Alternates

- A. At-large membership selection and review
 - Annual selection of the annual at-large membership will be done through a nomination, review and selection process within the municipal and county categories that the positions represent.
 - Nominations will be solicited to all agency heads within the agency category one month prior to the annual meeting.
- B. Annual review of attendance:
 - If the SSMG membership determines that a member at large is missing more meetings than they attend, the membership can vote to replace said member with an approved alternate from the appointing association.
 - If the SSMG membership determines that an appointed member is missing more meetings than they attend, the SSMG chair shall notify the respective organization of the attendance record and extend an invitation for replacement.
- C. Alternate member representation
 - Agency / entity alternate – The primary member shall be responsible for designating his / her alternate based on the authority granted to that member by their respective agency / entity
 - Association alternate - The primary member shall be responsible for designating his / her alternate based on the authority granted to that member by their respective association
 - Member at large alternate – The primary member shall be responsible for designating his / her alternate. Starting after the annual caucus in 2010, caucuses may choose to pre-designate alternates.

3. Officers

3.1 Officer Elections and Appointments

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

3.2 Principal Officers

- A. The SSMG shall elect a **Chair**, who will serve a 2-year term.
- B. The SSMG shall elect a **Vice-Chair**, who will serve a 2-year term.

Any deviation from the above process can be approved by a three-quarters majority vote of those present at an election.

3.3 Officer Duties

- A. The Chair shall in general:
 - Administer all of the business and affairs of the SSMG.

- Have authority, subject to the bylaws, to appoint committees of the SSMG.
 - Have authority to sign, execute, and / or acknowledge, on behalf of WISCOM, reports and other documents or instruments necessary or proper to be executed in the recourse of the SSMG's regular business, or which shall be authorized by resolutions of the SSMG.
 - Report to the SSMG.
 - Perform all duties incident to the office of Chair.
- B. The Vice Chair shall perform such duties as the Chair or the SSMG may from time to time specify. The Vice Chair shall conduct the meetings and the business of the SSMG in the absence or vacancy of the Chair.

3.4 Resignation or Removal of Members and / or Officers

- A. Any SSMG member or officer may resign at any time by giving written notice to the Secretary. Any member 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 members of the SSMG. Prior to any action to remove a member or officer, a notice to the SSMG general membership, the respective entity (if applicable), and the affected member or officer of the removal process must be made. The affected member or officer will be given an opportunity to address the membership prior to any vote. Voting for removal by teleconference or videoconference is acceptable. Alternate voting is not permitted.

3.5 Vacancies

- A. Any unexpected vacancy in any principal office shall be filled by the Chair, or Vice Chair if filling the Chair's position, until a successor could be duly elected.

4. Secretary

4.1 Duties and Responsibilities

- A. OJA will provide the function of **Secretary** for the SSMG.
- B. The Secretary position shall:
- Keep the minutes of the SSMG meetings.
 - Give all notices in accordance with the provisions of these By-Laws or as required by law.
 - Be custodian of the SSMG's records.
 - Keep a register of the post office address of each member of the SSMG. - In general, perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the Chair or SSMG.

5. Work Groups

5.1 Establishments and Assignments

- A. The SSMG 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 WISCOM shall be led by an SSMG member; but may include non-SSMG member subject matter experts appointed by the SSMG.
- C. A work group is authorized to carry out the assignment as determined by the SSMG and shall be responsible for reporting back to the SSMG as a whole.

6. Meetings

6.1 The SSMG shall meet no less than four (4) times per calendar year. A regularly scheduled meeting may be cancelled by the Chair. Notification shall be made to all members via email / text message once a determination is made.

6.2 A quorum shall be the presence of one (1) more than one half (50%) of the members currently serving on the SSMG.

6.3 Each appointed SSMG member present shall have one vote on matters before the SSMG.

6.4 Annual Meeting

A. An annual meeting will be held the first quarter of each calendar year to present with invitation to all public safety and service agencies for the purpose of presenting status of SSMG initiatives and WISCOM as a whole. Annual membership appointments will be conducted at this meeting by casting vote of the existing SSMG membership.

6.5 Meetings shall be subject to Wisconsin Open Meetings Law and Roberts Rules of Order.

A. In the event of a conflict between these bylaws, Wisconsin Open Meetings Law, and Roberts Rules of Order, Wisconsin state statute takes precedent followed by these bylaws, followed by Roberts Rules of Order.

6.6 Meetings via teleconference and / or videoconference shall be allowed (with the exception of the annual meeting).

- A. At least one (1) location must be noticed as a location where members of the public may attend.
- B. At least one (1) primary or authorized alternate member of the SSMG and / or the Secretary must be present at all remote locations on a teleconference and / or videoconference.
- C. Members that are present at remote locations shall be recorded for the purposes of establishing quorum.

6.7 Meeting Order

A. Regular meetings of the SSMG will be conducted in the following order:

- Call to order / Roll call
- Motions, if any, by members to amend the published agenda
- Approval of the minutes of prior meeting(s)
- 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)
- Committee / work group reports
- Special reports
- Old business
- New business
- Other business (as authorized by law)
- Next meeting date discussion
- 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

C. SSMG 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".

6.8 Member Alternates

- A. Member alternates will be allowed to fully participate in place of a primary member in matters before the SSMG, unless restricted elsewhere, with 24 hour written notice to the chairperson or his / her designee of the SSMG from the primary SSMG member. Notice shall include the name of the alternate and the reason for the need for the alternate. Approved alternates shall be recognized at the start of all meetings.

6.9 Voting

- A. Each SSMG member will be allowed to designate a proxy with 24 hour written notice to the chairperson or his / her designee, in lieu of an alternate or the alternate's vote.
- B. Voting shall be recorded as pass or fail on voice votes. Any primary or alternate member may request a roll call or a secret ballot on any vote. Individual member votes shall be recorded on roll call votes or when a member or alternate requests their individual vote to be recorded. Prior to a secret ballot, the Chair shall designate a ballot committee to record the vote.

7. Adoption of By-Laws/Guidelines

7.1 Adoption of the original By-Laws and Guidelines was made at the May 2nd, 2008 meeting of the SSMG upon a majority roll call vote of those present.

8. Amendment of By-Laws/Guidelines

8.1 Amendment of these By-Laws and guidelines shall be made at any regular or special meeting of the SSMG upon two-thirds vote of those members present.

9. Minor Expenses of the SSMG / WISCOM

9.1 Subject to the Charter, the two principal officers may agree and have the authority to expend SSMG-allocated funds for WISCOM purposes providing the following

- A. The expenditure is for an individual or activity that does not exceed \$300 and that decisions be reported to the SSMG at its next regular meeting.