



Wisconsin Public Safety Wireless Broadband Workgroup Bylaws

ARTICLE I: Name

In accordance with action by the Wisconsin State Interoperability Executive Council, henceforth known as the Interoperability Council, under authority of section 15.107 (18) and Governor Directive dated August 16, 2012, the name of the workgroup tasked with undertaking activities relative to public safety wireless broadband shall be known as the Public Safety Wireless Broadband Workgroup, hereafter referred to as the PSWBW.

ARTICLE II: Purpose

The purpose of the PSWBW is to advise and make recommendations to the Wisconsin Interoperability Council in all areas related to the Nationwide Public Safety Broadband Network project as well as the development and implementation of a plan to collect and assess information related to Public Safety Wireless Broadband (PSWB) within the State of Wisconsin.

ARTICLE III: Organizational Responsibilities

The PSWBW shall be responsible for the following:

1. Identifying potential goals and objectives for a nationwide public safety wireless broadband system.
2. Determining the level of understanding of PSWB and other emerging technologies by local stakeholders
3. Identifying a means of outreach and education of local stakeholders regarding PSWB.
4. Identifying existing wireless data systems and their capabilities as it relates to PSWB.
5. By region, identify PSWB needs and gaps.
6. Identify and complete other tasks related to preparing for the National Telecommunications and Information Administration PSWB planning grant.
7. Serve as a resource and make recommendations to the Interoperability Council as needed and perform any other functions as deemed necessary by the Interoperability Council.
8. In collaboration with the [Statewide SCIP Implementation Group \(SSIG\)](#) and [Interoperable Communications Standards Group \(ICSG\)](#), provide the Interoperability Council with a recommendation regarding whether or not to participate in the national public safety wireless broadband program.
9. Develop and adopt by-laws to govern the PSWBW.



ARTICLE IV: Members

1. The membership of the PSWBW shall consist of the following:

- Executive Director/[WI Office of Justice Assistance](#)
- Statewide Interoperability Communications Manager/[WI Office of Justice Assistance](#)
- Representation of a professional public safety communications association
- Community at large
- Representation of the WI Department of Transportation
- Representation of the WI Department of Natural Resources
- Division of Enterprise Technology
- Education Communications PSWBW
- Public Utilities
- Public Service Commissions

2. Voting

- Each member entity is entitled to only one vote and representatives/designees will have sole voting rights for their entity. **If the voting member is unable to attend, the alternate voting member will cast the vote for that department/entity.**
- Each member or their designee shall be vested with the authority to speak and act on behalf of the participating entity regarding all matters concerning the PSWBW and must be identified in writing to the Chair of the PSWBW on annual basis.
- Participating entities may not designate another member entity to serve as its proxy for voting purposes.

2. Attendance Requirements

If an entity representative fails to attend 50% or more of the regularly scheduled PSWBW meetings within a calendar year, the Chair can request the entity appoint a replacement PSWBW member.

ARTICLE V: Officers

1. The officers of the PSWBW shall consist of the Chair, Vice-Chair and Secretary.

2. All officers must be members of the PSWBW.

3. Elections

- Elections for Officers shall be conducted at the first meeting of the PSWBW
- Officers shall serve a one-year term or until their successors are chosen.



- Each officer's term shall be effective at the close of the meeting at which they were re installed.
 - New elections will be held annually at the first meeting of each fiscal year.
4. Chair's Roles and Responsibilities
- Directing the operations of PSWBW
 - Presiding at PSWBW meetings
 - Representing the PSWBW and serving as its primary spokesperson.
 - Ensure activities comply with all applicable Wisconsin laws
 - Assisting with the transition of the newly elected Chair at the end of their term.
5. Vice-Chair's Roles and Responsibilities
- Assist the Chair in the performance of their duties
 - Assume such duties in the absence of the Chair.
6. Secretary's Roles and Responsibilities
- Provide members notice of upcoming meetings
 - Oversee preparation of meeting agendas
 - Record meeting minutes
 - Disseminate meeting minutes to each member in a timely manner.
7. If a member is unable to attend a board meeting, an alternate from their entity may be designated to attend the meeting.

ARTICLE VI: PSWBW Meetings

1. Regular Meetings

- Regular meetings of the full PSWBW shall be held at **least quarterly**.
- Meetings may be held in person, via teleconference, internet conference, or by any other appropriate means approved by the Members.
- Meeting notices shall be provided to each Member **fifteen** days prior to the meeting.
- Notice shall include the venue, time and agenda of the meeting.

Regular meetings of the PSWBW will be conducted in the following sequence:

- a. Call to order
- b. Motions, if any, by members to amend the published agenda;
- c. Approval of the minutes of prior meeting(s);
- d. Special reports;
- e. Old business;
- f. New business;
- g. Other business;
- h. Motion to adjourn.



- Meetings may be cancelled by the Chair upon agreement by a majority of the members.
- Cancellation notices shall be provided as far in advance of the scheduled meeting as possible.

2. Special Meetings

- May be called by the Chair or as required.
- Special meeting announcements should be sent to PSWBW members at least three calendar days prior to the meeting and include the date, time, place and agenda
- Business at special meetings shall be limited to the subjects listed in the published agenda.

3. A quorum shall consist of a simple majority of the Members

4. Immediately preceding a vote by the PSWBW, the recording Secretary shall repeat the motion, name of the person making the motion and the name of the person who has seconded the motion. Any PSWBW member may request to have their vote entered in the minutes.

5. All decisions shall require a simple majority vote to pass.

6. When a member/designee and their alternate are present at a meeting, only the member is to be seated at the meeting table and only the member may cast votes and be recorded in proceedings

ARTICLE VIII: Robert's Rules

Unless otherwise specified, Robert's Rules of Order will prevail in PSWBW proceedings.

ARTICLE VIII: Amendment of Bylaws

The bylaws may be amended by first circulating a notice to all PSWBW members for 10 days detailing the contents of the proposed amendment(s) and by attaining a two-thirds vote of a quorum at a regular meeting of the PSWBW.