

BYLAWS of the Statewide Emergency Communication Board

Established October 2005

ARTICLE I: Name

In accordance with Minn. Stat. §403.382 this board shall be herein named the Statewide Emergency Communication Board (SECB) as a successor to the Statewide Radio Board (SRB).

ARTICLE II: Purpose

In accordance with Minn. Stat. §403.36 1e, the Statewide Emergency Communication Board exists to develop a project plan for a statewide, shared, trunked public safety radio communication system in Minnesota, to develop and apply statewide standards and guidelines for interoperability and to initiate an education plan to stakeholders.

The statewide radio system may be referred to as Allied Radio Matrix for Emergency Response (ARMER).

Pursuant to Minn. Stat. §403.36 Subd. 1g: The Statewide Emergency Communication Board shall act as Minnesota's Statewide Interoperability Executive Committee (SIEC).

Pursuant to Minn.Stat.403.382 Subd. 1b: As a Statewide Emergency Communication Board, the board shall be responsible for the statewide coordination of 911 service in addition to existing responsibilities for the ARMER system provided for in sections 403.21 to 403.37.

In accordance with Minnesota Statutes Chapter 403, the Statewide Emergency Communication Board (SECB) governs the Next Generation 9-1-1 (NG9-1-1) system, the Allied Radio Matrix for Emergency Response (ARMER) system, and other public safety communications systems. The responsibilities and powers of the SECB are outlined in Minn. Stat. sections 403.20 through 403.40. Pursuant to Minn. Stat. §403.36 Subd. 1g, the SECB is designated as Minnesota's State Interoperability Executive Committee.

ARTICLE III: Members 1. Membership

SECB membership is statutorily defined in Minn. Stat. §403.36 Subd. 1.

The Statewide Emergency Communication Board shall coordinate the appointment of board members representing greater Minnesota with the appointing authorities and may designate the geographic region or regions from which an appointed board member is selected where necessary to provide representation from throughout the state in accordance with ARMER Standard GOV-3 – Greater Minnesota Regional ESB/ECB Statewide Emergency Communication Board Member Selection.

Terms of Office

Each member or designee shall be allowed to choose an alternate and all members shall annually identify in writing to the chair of the Statewide Emergency Communication Board the name and contact information of members and alternates.

Pursuant to Minn. Stat. §403.36 Subd.1a, members have no set term and remain on the board until a successor is appointed, as provided in Minn. Stat. §403.36 Subd. 1. With respect to members who must be elected officials, a successor must be appointed no later than the date that the member is no longer an elected official, unless the member dies while in office, in which case a successor must be named as soon as practicable.

Attendance

The membership of the SECB shall maintain an attendance record of either the designee or the alternate of 75% of all official meetings across a twelve-month rolling calendar. If appointees fail to meet the attendance requirement, the chair of the board shall notify the member's organization in writing of the attendance record and request a replacement designee.

ARTICLE IV: Officers

Per Minn. Stat. §403.36 Subd. 1, the commissioner of public safety shall convene and chair the Statewide Emergency Communication Board. Per these Bylaws, the SECB shall establish additional officers of the board.

1. The officers of the board shall consist of the chair, vice chair and the executive secretary.
2. The vice-chair and executive secretary must be members of the board.
3. The vice-chair and executive secretary shall be elected annually.
4. Officers shall serve a one-year term or until their successors are chosen. The term of office shall be effective at the close of the meeting at which the officers are installed. No member may hold more than one office at a time. In the event of a vacancy in one of the officer positions, the chair may appoint a member to serve the remaining portion of the term.
5. The chair's duties and responsibilities include representing the board as its principal spokesperson; presiding at board meetings; directing the preparation of the agenda for all board meetings; and appointing members to standing and special committees.
6. The vice-chair shall exercise the duties and responsibilities of the chair whenever the chair is unable to serve.
7. The executive secretary shall exercise the duties and responsibilities of the chair whenever both the chair and vice chair are unable to serve.
8. The vice-chair and executive secretary must equally represent the state of Minnesota metro area and greater Minnesota.

ARTICLE V: Board Meetings

Regular meetings of the Statewide Emergency Communication Board shall be held at the call of the chair but not less than quarterly. Notice of meeting cancellation shall be provided as far in advance of the scheduled meeting as possible.

Per Minn. Stat. §403.36 Subd. 1c, a simple majority of the membership shall constitute a quorum.

The agenda for each board meeting shall be established and published by the chair and be sent to the board members five business days prior to the meeting. At the beginning of a regular meeting any member may move to amend the published meeting agenda.

Regular meetings of the board will be conducted in the following order:

1. Call to order;
2. Approval of the agenda;
3. Approval of the minutes of prior meeting(s);
4. Reports by standing committees;

5. Special reports;
6. Old business;
7. New business;
8. Other business;
9. Motion to adjourn.

Upon the request of any board member, immediately preceding a vote by the board, 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 board member may request to have their vote entered in the minutes.

Special meetings of the board may be called by the chair or as indicated by Minn. Stat. §403.36, Subd. 1d providing that any six members may call a meeting. Notice of special meetings shall include the date, time, place and agenda and be sent to board members at least three calendar days prior to the meeting. Business at special meetings shall be limited to the subjects listed in the published agenda.

Voting

Pursuant to Minn. Stat. §403.36 Subd. 1c, each member has one vote. When a member/designee and their alternate are present at a board, only the member may cast votes and be recorded in proceedings.

ARTICLE VII: Robert's Rules

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

ARTICLE VIII: Committees

As outlined in Minn. Stat. §403.40 Subd. 2, the SECB may create advisory committees. The SECB chair may recommend to the board for its approval the establishment of special or standing committees to assist the board in performing its duties and responsibilities. The chair's recommendation shall include the duties and responsibilities of the committee, its chair and members, and any other matters necessary for the efficient operation of the committee. Committees operate under the Bylaws of the Standing Committees of the Statewide Emergency Communications Board, which are approved by the Board.

The standing committees of the SECB are: Finance; Integrated Public Alert and Warning System (IPAWS); Interoperability; Land Mobile Radio (LMR); Legislative/Government Affairs; Next Generation 9-1-1 (NG9-1-1); Steering; and Wireless Broadband and Applications (WBBA).

ARTICLE IX: Amendment of Bylaws

These bylaws may be amended at any regular meeting of the board by a two-thirds vote of the members present representing a quorum, after a ten-day notice to board members setting forth in detail the contents of the proposed amendment(s).

Revised: XXXX xx, 2020
 July 27, 2017
 June 2015
 June 2013
 September 2012
 January 22, 2009
 October 25, 2007