

Bylaws of the Standing Committees Of the Statewide Emergency Communication Board

ARTICLE I: Name

In accordance the Statewide Emergency Communication Board (SECB) Bylaws, its standing committees shall include: Finance, Integrated Public Alert and Warning System (IPAWS), Interoperability, Land Mobile Radio, Legislative/Government Affairs, Next Generation 911 (NG911), Steering, and Wireless Broadband and Applications.

ARTICLE II: Purpose

Pursuant to Minn. Stat. 403.37 Subd. 1. **General.** In addition to any other powers specifically provided by law, the Statewide (Radio Board) Emergency Communication Board has the powers necessary to oversee the planning, implementation, and maintenance of the ARMER system given in this section.

Pursuant to Minn. Stat. 403.382 (b) As a Statewide Emergency Communication Board, the board shall be responsible for the statewide coordination of 9-1-1 service in addition to existing responsibilities for the ARMER system provided for in sections 403.21 to 403.37.

Pursuant to Minn. Stat. 403.382. Subd. 8. **Other emergency communication system planning and coordination.** In addition to powers provided for in this section for the coordination of 9-1-1 service, the board shall be responsible for planning and coordination of the following public safety emergency communication networks:

- (1) developing and maintaining a plan for the implementation of a statewide public safety broadband network, including the definition of technical and operational standards for that network; and
- (2) other wireless communication technologies or wireless communication networks for public safety communications, where the board finds that coordination and planning on a regional or statewide basis is appropriate or where regional or statewide coordination has been requested by the Federal Communications Commission or the U.S. Department of Homeland Security which is coordinating the technology or network on a national level.

For the purposes of this document, any reference to the Metro Region will coincide with the definition from Statute 403.02, Subd. 16.

ARTICLE III: 1. Membership

In support of the Statewide Emergency Communication Board, the following committees, membership and responsibilities are established. Representation may be adjusted upon recommendation of the chair and majority voting approval by the Statewide Emergency Communication Board.

Finance

- To advise the Statewide Emergency Communication Board on all matters which have a financial impact upon the Statewide Emergency Communication Board and its members and users.
- Membership is comprised of one primary and one alternate appointed by each of the following:
 - a. Northwest Emergency Communications Board
 - b. Northeast Emergency Communications Board
 - c. Central MN Emergency Services Board
 - d. Metro Emergency Services Board
 - e. Southwest Emergency Communications Board

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- f. South Central Emergency Communications Board
- g. Southwest Emergency Communications Board
- h. Minnesota Ambulance Association
- i. Minnesota Department of Transportation
- j. Minnesota Indian Affairs Council (MIAC)

Integrated Public Alert and Warning System (IPAWS)

- To advise the Statewide Emergency Communication Board on all matters related to the Integrated Public Alert and Warning System and to coordinate and establish policy, procedure, and protocols for the expansion of IPAWS through private/public partnership.
- Membership is comprised of one primary and one alternate appointed by each of the following:
 - a. Association of Minnesota Emergency Managers
 - b. Association of Public Safety Communications Officials, International
 - c. Bureau of Criminal Apprehension
 - d. Northwest Emergency Communications Board
 - e. Northeast Emergency Communications Board
 - f. Central MN Emergency Services Board
 - g. Metropolitan Emergency Services Board
 - h. Southwest Emergency Communications Board
 - i. South Central Emergency Communications Board
 - j. Southeast Emergency Communications Board
 - k. Electronic Signage Providers
 - l. Minnesota Broadcasters Association
 - m. Minnesota Cable Communications Association
 - n. Minnesota Chiefs of Police Association
 - o. Minnesota Department of Health
 - p. Minnesota Department of Public Safety Office of Communications
 - q. Minnesota Homeland Security and Emergency Management
 - r. Minnesota Indian Affairs Council (MIAC)
 - s. Minnesota Sheriffs' Association
 - t. Minnesota State Fire Chiefs Association
 - u. Minnesota State Patrol
 - v. Minnesota Telecom Alliance
 - w. National Emergency Number Association
 - x. National Weather Service
 - y. Office of Enterprise Technology (MN.IT Services)
 - z. Utilities Telecom Council
 - aa. Non-voting member: Department of Public Safety Emergency Communications Network

Interoperability

- To advise the Statewide Emergency Communication Board on all matters related to public safety communications interoperability.
- Membership is comprised of one primary and one alternate appointed by each of the following:

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- a. Bureau of Criminal Apprehension
- b. Northwest Emergency Communications Board
- c. Northeast Emergency Communications Board
- d. Central MN Emergency Services Board
- e. Metropolitan Emergency Services Board
- f. Southwest Emergency Communications Board
- g. South Central Emergency Communications Board
- h. Southeast Emergency Communications Board
- i. Emergency Management District VI (metropolitan area)
- j. Emergency Medical Services Regulatory Board
- k. Minnesota Department of Corrections
- l. Minnesota Department of Health
- m. Minnesota Department of Natural Resources
- n. Minnesota Department of Transportation
- o. Minnesota Homeland Security and Emergency Management
- p. Minnesota Indian Affairs Council (MIAC)
- q. Minnesota National Guard
- r. Minnesota State Patrol
- s. One seat from Emergency Management District I, II, III, IV or V (greater Minnesota)
- t. Twin Cities Urban Area Security Initiative
- u. Two chiefs of police appointed by the Minnesota Chiefs of Police Association—one from the metropolitan area and one from greater Minnesota
- v. Two fire chiefs appointed by the Minnesota State Fire Chiefs Association—one from the metropolitan area and one from greater Minnesota
- w. Two members of Minnesota Ambulance Association—one member from the metropolitan area and one from greater Minnesota
- x. Two Minnesota sheriffs appointed by the Minnesota Sheriffs' Association—one from the metropolitan area and one from greater Minnesota
- y. United States Federal Government
- z. Non-voting member: Department of Public Safety Emergency Communication Networks

Land Mobile Radio

- To advise the Statewide Emergency Communication Board on all matters operational and technical as they pertain to use of the ARMER and Land Mobile Radio technologies.
- Membership is comprised of one primary and one alternate appointed by each of the following:
 - a. Northwest Emergency Communications Board
 - b. Northeast Emergency Communications Board
 - c. Central MN Emergency Services Board
 - d. Metropolitan Emergency Services Board
 - e. Southwest Emergency Communications Board
 - f. South Central Emergency Communications Board
 - g. Southeast Emergency Communications Board
 - h. Minnesota Ambulance Association
 - i. Minnesota Chiefs of Police Association

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- j. Minnesota Department of Transportation
- k. Minnesota Indian Affairs Council (MIAC)
- l. Minnesota Sheriffs' Association
- m. Minnesota State Fire Chiefs Association
- n. Minnesota State Patrol
- o. Non-voting member: Department of Public Safety Emergency Communication Networks

Legislative/Government Affairs

- To advise the Statewide Emergency Communication Board on all matters related to legislation and government affairs that have the potential to impact the Statewide Emergency Communication Board and its members.
- Membership is comprised of one primary and one alternate appointed by each of the following:
 - a. Association of Minnesota Counties
 - b. Northwest Emergency Communications Board
 - c. Northeast Emergency Communications Board
 - d. Central MN Emergency Services Board
 - e. Metropolitan Emergency Services Board
 - f. Southwest Emergency Communications Board
 - g. South Central Emergency Communications Board
 - h. Southwest Emergency Communications Board
 - i. League of Minnesota Cities
 - j. Minnesota Ambulance Association
 - k. Minnesota Chiefs of Police Association
 - l. Minnesota Department of Transportation
 - m. Minnesota Indian Affairs Council (MIAC)
 - n. Minnesota Sheriffs' Association
 - o. Minnesota State Fire Chiefs Association
 - p. Non-voting member: Department of Public Safety Emergency Communication Networks

Next Generation 911 (NG911)

- To advise the Statewide Emergency Communication Board on all matters relating to NG911. The committee will recommend to the Statewide Emergency Communication Board uniform 911 network design characteristics, policies, and procedures based on best practices and industry standards to ensure Public Safety Answering Point (PSAP) interoperability across the state through the use of open architecture and the implementation of a coordinated statewide NG911 plan. The NG911 Committee will plan the migration to, utilization of, and the continued operation and maintenance for the statewide, interoperable next generation 911 system.
- Membership is comprised of one primary and one alternate appointed by each of the following:
 - a. County Geographical Information System (GIS)
 - b. Northwest Emergency Communications Board
 - c. Northeast Emergency Communications Board
 - d. Central MN Emergency Services Board
 - e. Metropolitan Emergency Services Board

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- f. Southwest Emergency Communications Board
- g. South Central Emergency Communications Board
- h. Southeast Emergency Communications Board
- i. Minnesota Ambulance Association
- j. Minnesota Chiefs of Police Association
- k. Minnesota Indian Affairs Council (MIAC)
- l. Minnesota Sheriffs' Association
- m. Minnesota State Fire Chiefs Association
- n. Minnesota State Patrol
- o. Tribal PSAP
- p. Non-voting member: Department of Public Safety Emergency Communication Networks

Steering

- To advise the Statewide Emergency Communication Board on all matters related to policy decisions.
- Membership is comprised of one primary and one alternate appointed by each of the following:
 - a. Northeast Emergency Communications Board
 - b. Northwest Emergency Communications Board
 - c. Central MN Emergency Services Board
 - d. Metropolitan Emergency Services Board
 - e. Southwest Emergency Communications Board
 - f. South Central Emergency Communications Board
 - g. Southeast Emergency Communications Board
 - h. Minnesota Ambulance Association
 - i. Minnesota Chiefs of Police Association
 - j. Minnesota Department of Transportation
 - k. Minnesota Indian Affairs Council (MIAC)
 - l. Minnesota Office of Enterprise Technology (MN.IT Services)
 - m. Minnesota Sheriffs' Association
 - n. Minnesota State Fire Chiefs Association
 - o. Non-voting member: Department of Public Safety Emergency Communication Networks

Wireless Broadband and Applications

- To advise the Statewide Emergency Communication Board on all matters relating to wireless broadband for public safety and to represent Minnesota on a national level.
- Membership is comprised of one primary and one alternate appointed by each of the following:
 - a. Association of Minnesota Counties
 - b. Northwest Emergency Communications Board
 - c. Northeast Emergency Communications Board
 - d. Central MN Emergency Services Board
 - e. Metropolitan Emergency Services Board
 - f. Southwest Emergency Communications Board
 - g. South Central Emergency Communications Board
 - h. Southeast Emergency Communications Board

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- i. League of Minnesota Cities
- j. Minnesota Ambulance Association
- k. Minnesota Chiefs of Police Association
- l. Minnesota Department of Natural Resources
- m. Minnesota Department of Transportation
- n. Minnesota Indian Affairs Council (MIAC)
- o. Minnesota Office of Enterprise Technology (MN.IT Services)
- p. Minnesota Sheriffs' Association
- q. Minnesota State Fire Chiefs Association
- r. Minnesota State Patrol
- s. Member at large
- t. Non-voting member: Department of Public Safety Emergency Communication Networks

ARTICLE III: 2. Terms

The terms of members shall be an annual appointment beginning with the first regular meeting of the committee each year.

ARTICLE III: 3. Attendance

The membership of any committees or subcommittees of the Statewide Emergency Communication Board shall maintain an attendance record of 75% of all official meetings across a twelve-month rolling calendar for either the designee or the alternate. If a member or the alternate fails to meet the attendance requirement, the chair of the committee shall notify the member's organization in writing of the attendance record and request a replacement designee. At the discretion of the chair of the committee, the member's appointment may be omitted in determining the presence of a quorum until the attendance record is in compliance as outlined in the article. A member that is not in compliance of the attendance requirement will not be able to vote on any action items until the attendance record complies with this article.

ARTICLE IV: Officers

Per Statewide Emergency Communication Board bylaws, the chair of the Statewide Emergency Communication Board shall recommend to the Statewide Emergency Communication Board for approval at its first regular meeting in January, or as soon thereafter as possible, the chair of each standing committee.

1. The officers of each committee shall consist of the chair and vice-chair.
2. The chair and vice-chair must be members of the committee and cannot be the same person.
3. To serve as an officer the member must be the primary representative of their respective agency, region, or association
4. The vice-chair shall be elected annually at the committee's first regular meeting of the year.
5. The chair and vice-chair 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.
6. In the event of the chair vacating a position during the year, the vice-chair shall take on responsibility as chair for the remaining portion of the term, and an election will be held to establish a vice-chair to serve the remaining portion of the term.

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7. In the event of the vice-chair vacating a position during the year, an election will be held to establish a vice-chair to serve the remaining portion of the term.
8. The chair's duties and responsibilities include representing the committee as its principal spokesperson, including attendance at Statewide Emergency Communication Board meetings; presiding at committee meetings; directing the preparation of the agenda for all committee meetings; and appointing members to subcommittees.
9. The chair or vice-chair of each committee does not need to be a member or alternate serving on the Statewide Emergency Communication Board. However, the chair or vice-chair is required to report to the SECB each month the action items that need to be voted upon.
10. The vice-chair shall exercise the duties and responsibilities of the chair whenever the chair is unable to serve.
11. The chair and vice-chair must represent different regions, associations, non-governmental organizations or a state agency.

ARTICLE V: Committee Meetings

Regular meetings of each committee of the Statewide Emergency Communication Board shall be held at the call of the chair or vice-chair, but not less than 50% of their annually scheduled meetings. Regular meetings may be cancelled by the chair or vice-chair. Notice of cancellation shall be provided as far in advance of the scheduled meeting as possible. The tentative meeting schedule will be presented at first meeting of the year.

The agenda for each committee meeting shall be established and published by the chair or vice-chair and be sent to the committee 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 each committee will be conducted in the following order:

1. Call to order;
2. Motions, if any, by members to amend or approve the published agenda;
3. Approval of the minutes of prior meeting(s);
4. Announcements;
5. Action Items;
6. Old Business;
7. New Business;
8. Reports;
9. Adjourn.

Upon the request of any committee member, immediately preceding a vote by the committee, 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 recording of votes will be handled in compliance with the Open Meeting Law published by the State of Minnesota.

Special meetings of the committee may be called by the chair or vice-chair. Notice of special meetings shall include the date, time, place and agenda and be sent to committee members at least three calendar days prior to the meeting. Business at special meetings shall be limited to the subject(s) listed in the published agenda.

When a member/designee and their alternate are present at a regular or special meeting, only the member may cast votes and be recorded in proceedings.

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A simple majority of committee members shall constitute a quorum per the attendance requirements listed in Article III.

ARTICLE VI: Subcommittees and Workgroups

Each committee chair may recommend to the committee for its approval the establishment of subcommittees to assist the committee in performing its duties and responsibilities. The chair's recommendation shall include the duties and responsibilities of the subcommittee, its chair and members, and any other matters necessary for the efficient operation of the entity.

Subcommittees operate under the same bylaws as the committee.

Workgroups can be formed ad hoc and are not subject to these bylaws.

ARTICLE VII: Robert's Rules

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

ARTICLE VIII: Amendment of Bylaws

These Bylaws may be amended upon recommendation of a committee at any regular meeting of the Statewide Emergency Communication Board by a two-thirds vote of the members present representing a quorum, following a written notice of ten business days to the committee and board members setting forth, in detail, the contents of the proposed amendment(s).

Revised:

October 10, 2020

July 27, 2017

June 2015

June 2013

September 2012

January 22, 2009

October 25, 2007
