



North Central Texas Council of Governments

BYLAWS OF THE REGIONAL PUBLIC SAFETY COMMUNICATIONS GOVERNANCE COMMITTEE

ARTICLE I

NAME AND PURPOSE

1.1 Name and Purpose: The name of this Committee is the Regional Public Safety Communications Governance Committee (hereafter, Committee). Its primary purpose is to foster cooperation, collaboration, planning, development, and the implementation of regional plans for the North Central Texas Council of Governments' (NCTCOG) region. The appointing body of NCTCOG will make every effort to include representatives from large and small public safety agencies, communications professionals, non-public safety persons who will contribute to the Committee's mission and representatives from both metropolitan and less populated geographic areas of the region.

ARTICLE II

MEMBERS

For purposes of this Article, the term "member", unless otherwise specified, refers to voting representatives from within the 16- county North Central Texas planning region, and possibly outside the region as might be expected for state representatives or personnel whose agencies are outside this region, but provide services within the region. Vendor representatives can not be voting members, but may attend Committee meetings. Voting members are appointed by and serve at the pleasure of NCTCOG's Executive Board. It is the responsibility of the voting member to make every effort to attend Committee meetings. Missing three (3) consecutive meetings may subject the member to release from the Committee.

2.1 Number, Appointment, and Qualifications:

Voting Members: Committee size is limited to 45 voting members from agencies engaged in public safety, or persons who are not affiliated with any agency, but in the Executive Board's judgment, will significantly contribute to the Committee's mission. Each member will have one vote. In voting on any issue, the member must identify himself/herself and the agency he or she represents.

Other Representatives: Other persons who are not Committee members, but interested in furthering the goals of public safety communications may attend the meetings, but they are ineligible to cast a vote.

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2.2 Tenure: Each member shall hold membership from the date of acceptance until resignation, removal by the entity he or she represents, or until the member's term expires. Approximately one-third of the membership will serve 1, 2, or 3-year terms. Members may be reappointed by NCTCOG's Executive Board. Officers will serve two or three terms to provide continuity of leadership. Officers may move to a higher office when a vacancy occurs.

2.3 Resignation: A representative may resign at any time by conveying his/her intent to do so by email, telephone, or letter. Such notification will be directed to a staff member of NCTCOG, or to the Committee's Chair.

2.4 Meetings: Meetings shall be held at the facilities of the North Central Texas Council of Governments in Arlington, Texas.

2.5 Special Meetings: Special meetings may be held at any time and at any place within the NCTCOG region. Special meetings may be called by the Committee Chair or the Vice-Chair.

2.6 Call and Notice: The time and place for meetings will be announced at the earliest possible date, but at least 10 working days in advance. It is the usual practice to announce the meeting date 21 to 30 days in advance.

It shall be reasonable and sufficient notice of the time and place for special meetings to be mailed to members at least five days prior to a called special meeting or a notice sent by email/facsimile at least three days prior to a called special meeting. Such notices must be addressed (either U.S. mail or email) to the appropriate person at the addresses of record contained in the membership roster of members of the committee. It is the responsibility of the individual member to insure that the address of record is correct.

Email is an acceptable form of notification. If approved by the Committee's Chair, electronic messaging or conference calling may be used as a means to discuss an issue and vote on that issue if there is insufficient time to provide notice to meet.

2.7 Quorum: At any meeting, a minimum of thirty three percent (33%) of the voting members, including at least one officer, shall constitute a quorum. Failure to seat a quorum may result in adjournment and the resetting of a future meeting date.

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2.8 Action by Vote: Each voting member shall have one vote. In case of a dispute of credentials, the officers, acting as a credentials committee, will determine the authorized voter representative. When a quorum is present at any meeting, a majority of the votes properly cast by voting members representing a quorum shall decide any question.

2.9 Action by Writing: Any action permitted to be taken at any meeting may be taken without a meeting if a majority of the members entitled to vote consent to the action in writing. The written consents must be signed and shall be filed with the records of any actions taken. Such consents shall be Email consents are acceptable.

2.10 Proxy Voting: Voting members may vote either in person or by written proxy carried by the member's representative or mailed/mailed/fax'd to the Committee's Secretary, specifically dated for the meeting at which the proxy is to be executed. The proxy must indicate the name of the voting member who is entitled to execute the proxy, the date of the meeting for which the proxy is intended, and the signature of the voting member in whose name the vote will be cast. A legal proxy shall be counted as a voter in attendance and is therefore considered a part of the quorum count. Voting members carrying a proxy must file the proxy with the person acting as secretary prior to any business for which the proxy vote may be cast. Any proxy will terminate at the final adjournment of the meeting for which the proxy was written.

ARTICLE III

OFFICERS AND AGENTS

3.1 Number and Qualifications: The officers of the Committee shall be a Chair and Vice-chair. All officers must be qualified voting members.

3.2 Appointment: The Chair and Vice-chair shall be appointed by NCTCOG's Executive Board.

3.3 Tenure: The officers' tenure shall be at least two years. There is no term limit on officers. Officers will serve two or three terms to provide continuity of leadership. Officers may move to a higher office when a vacancy occurs.

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3.4 Chair and Vice-Chair: The Chair shall direct the business of the Committee. The Chair shall preside at all meetings of the Committee and shall cast the deciding vote in any case of a tie vote on any issue

The Vice-Chair shall have all the powers and duties of the Chair during the absence of the Chair or in the event of his or her inability to act.

3.5 Secretary/Treasurer Responsibilities: Secretary/Treasurer responsibilities shall be provided by a staff member of the North Central Texas Council of Governments and include such matters as attending to the financial affairs of the Committee and providing assistance to members by recording the Committee's business, notifying the Committee of meetings, facilitating meetings and planning activities, and providing other assistance, as needed.

3.6 Resignation: An officer may resign by delivering his or her signed written resignation to the North Central Texas Council of Governments. Such resignation becomes effective upon receipt, unless specified to be effective at some other time.

3.7 Vacancies: If an office becomes vacant, NCTCOG's Executive Board will appoint a successor at its earliest convenience.

ARTICLE IV

AMENDMENTS

These bylaws may be altered, amended, or replaced in whole or in part by a two-thirds vote of a quorum.

ARTICLE V

DISSOLUTION

This Committee may be dissolved by NCTCOG's Executive Board.

ARTICLE VI

RULES OF PROCEDURES

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The conducting of business for the Committing meetings, unless otherwise in conflict with these bylaws, shall be governed by Robert's Rules of Order, newly revised Tenth edition, Darwin Patnode, Ph.D.

These bylaws were adopted unanimously by the Regional Public Safety Communications Governance Committee on April 17, 2008. A quorum was present.

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