

## Emergency Telephone Service Committee

### BYLAWS

Adopted 6/26/2007

1. The members entitled to vote on Committee business are the members designated in Section 713(1) of Public Act 79 of 1999 (hereafter 'the Act') or their designated representatives who shall be named in a letter from the member to the Chair of the Committee except that a member appointed under Section 713(1)(i) of the Act may not delegate his or her vote to any other person. A member appointed under Sec. 713(1)(i) may serve until replaced by his/her appointing authority.
2. The Committee shall elect one of its members to serve as chairperson and one as vice chairperson and both shall serve for a term of one year. The vice-chairperson shall be the presiding officer in the absence of the chairperson.
3. A quorum for the conduct of Committee business shall be a majority of the members designated and serving on the Committee.
4. A majority for adopting any action (except bylaws) by the Committee shall be a majority of the members present when an action is proposed and a quorum is present.
5. The rules of procedure for the Committee and any subcommittees shall be Roberts Rules of Order unless superseded by these bylaws.
6. Executive Committee. An Executive Committee of the ETSC is established for the purpose of the interpreting existing ETSC policy when it is not practical or timely to call the ETSC to order.
  - 6a. The proposed Executive Committee will not set ETSC policy, nor will it interpret the law.
  - 6b. The members of the Executive Committee shall be the following members of the ETSC:
    - The Director of the Department of State Police or his or her designated representative.
    - The President of the Michigan Sheriffs' Association or his or her designated representative.
    - The President of the Michigan Fire Chiefs Association or his or her designated representative.
    - The Executive Director of the Michigan Association of Ambulance Services or his or her designated representative.
    - The President of the Michigan Communications Directors Association or his or her designated representative.
    - The President of the Telecommunications Association of Michigan or his or her designated representative.
    - The representative of the Commercial Mobile Radio Service, as specified in MCL 484.1713(1) (s).
    - The current Chair of the ETSC, if that individual is not the representative of one of the above organizations.
    - The current Vice Chair of the ETSC, if that individual is not the representative of one of the above organizations.
  - 6c. Chair of the ETSC will serve as the Chair of the Executive Committee.
7. Subcommittees:

- 7a. The chairperson of the Committee, with approval of the Committee, may establish subcommittees as needed and designate the subcommittee chair.
- 7b. The Chairperson of a subcommittee must be a member of the Committee.
- 7c. The Chairperson of the subcommittee, with the concurrence of the chairperson of the Committee, shall designate members serving on the subcommittee. Other than the Chairperson, members of a subcommittee need not be Committee members. Individuals interested in serving on the subcommittee must submit a written request to the Chairperson of the subcommittee expressing such interest and stating any pertinent affiliations.
- 7d. Only duly designated members of a subcommittee may vote on issues before the subcommittee. The State E9-1-1 Coordinator is a non-voting member of all subcommittees of the Emergency Telephone Service Committee.
- 7e. A quorum must be present to hold an official meeting. A quorum shall consist of a simple majority of the designated members of the subcommittee.
- 7f. The subcommittee chair shall issue meeting minutes for each subcommittee meeting held, and shall forward such minutes, no later than 14 business days prior to the next scheduled Committee meeting, to the Committee Chair for distribution to the Committee.
- 7g. A member of a subcommittee may be removed if more than two subcommittee meetings are missed without prior written notice to the chairperson of the subcommittee.
- 7h. Membership of each subcommittee shall be reviewed annually by the Chair of the Committee and the chair of the subcommittee.
- 7i. A subcommittee shall make a report/recommendation to the Committee after the matter has passed with a majority vote of the subcommittee. The subcommittee chair, or the chair's designee, shall present the report/recommendation at the next scheduled Committee meeting or a special meeting duly called by the Committee Chair.
- 7j. A minority of the subcommittee can make a report/recommendation to the Committee after the subcommittee makes its report/recommendation to the Committee, but it cannot be acted on unless a Committee member makes a motion and gains support to substitute it for the report/recommendation of the subcommittee.
8. The agenda for each Committee meeting shall include a period when any member of the public may address the Committee, subject to relevancy and reasonable time limits.
9. Staff and administrative support for the Committee shall be coordinated by the Michigan State Police representative on the Committee, at the direction of the Chairperson and the Committee.
10. Any writing prepared, owned, used, in the possession of, or retained by the Committee shall be made available to the public in accord with the Freedom of Information Act (Act No. 442 of the Public Acts of 1976), unless specifically exempted by law.
11. Business of the Committee and any subcommittees shall be in compliance with the Open Meetings Act (Act No. 267 of the Public Acts of 1976).
12. The Chairperson of the Committee shall report two consecutive absences of any member and/or designated member to the appointing authority.

13. The bylaws may be amended by a majority of the members designated and serving on the Committee. Any proposed changes in the bylaws shall be presented to the committee of the whole at least 30 days prior to voting.