

**STATE 9-1-1 COMMITTEE
BYLAWS**

Adopted 06/12/24

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 members appointed under Sections 713(1)(i) and 713(1)(s) of the Act who may not delegate his or her vote to any other person. Members appointed under Sections 713(1)(i) and 713(1)(s) may serve until replaced by his/her appointing authority if a replacement is not named by the end of their term.
2. The Committee shall elect one of its members to serve as chair and one as vice-chair and both shall serve for a term of one year. The vice-chair shall be the presiding officer in the absence of the chair.
3. A quorum for the conduct of Committee business shall be a majority of the members physically present, designated, and serving on the Committee. Members may attend Committee meetings electronically or by telephone conference but are not permitted to vote on any business unless they meet the remote attendance and exemptions section of Michigan's Open Meetings Act (OMA). Failure to establish a video teleconference due to technical or other problems shall not preclude conducting the meeting, as long as a quorum is present.
4. A majority for adopting any action by the Committee shall be a majority vote 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 The rules of procedure for the Committee and any subcommittees shall be Roberts Rules of Order unless superseded by these bylaws.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 State 9-1-1 Committee is established for the purpose of interpreting existing State 9-1-1 Committee policy when it is not practical or timely to call the State 9-1-1 Committee to order.
 - 6a. The Executive Committee will not set State 9-1-1 Committee policy, nor will it interpret the law.
 - 6b. The members of the Executive Committee shall be the following members of the State 9-1-1 Committee:
 - 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 State 9-1-1 Committee if that individual is not the representative of one of the above organizations.
 - The current vice-chair of the State 9-1-1 Committee if that individual is not the representative of one of the above organizations.

- 6c. The chair of the State 9-1-1 Committee shall serve as the chair of the Executive Committee.
7. Subcommittees:
- 7a. The chair of the Committee, with approval of the Committee, may establish subcommittees as needed and designate the subcommittee chair and vice-chair. These appointments shall be reviewed annually by the chair and vice-chair of the Committee.
- 7b. The chair of the Committee, with recommendations from the subcommittee chair and vice-chair, and the State 911 Office, shall designate members serving on the subcommittee. The Committee chair may also directly appoint interested Committee members to subcommittees.
- 7c. Only duly designated members of a subcommittee may vote on issues before the subcommittee. The State 9-1-1 Administrator and State 9-1-1 Office staff are non-voting members of all subcommittees of the State 9-1-1 Committee.
- 7d. A quorum for the conduct of subcommittee business shall be a majority of the members physically present, designated, and serving on the subcommittee. Members may attend subcommittee meetings electronically or by telephone conference but are not permitted to vote on any business unless they meet the remote attendance and exemptions section of Michigan's Open Meetings Act (OMA). Failure to establish a video teleconference due to technical or other problems shall not preclude conducting the meeting, as long as a quorum is present.
- 7e. The subcommittee chair, in conjunction with the State 9-1-1 Office, shall issue meeting minutes for each subcommittee meeting held, and shall forward such minutes to the State 9-1-1 Committee members no later than five business days prior to the next scheduled State 9-1-1 Committee meeting for review. If this is not possible, the subcommittee chair shall give notice to the chair of the State 9-1-1 Committee regarding the delay and a verbal summary will be given to the Committee, if requested.
- 7f. A member of a subcommittee may be removed by the subcommittee chair, with concurrence from the vice-chair of the subcommittee and chair of the Committee if either of the following circumstances apply:
1. More than two subcommittee meetings are missed in a rolling calendar year.
 2. The member is not taking an active role in fulfilling the responsibilities of the subcommittee and contributing to the overall success of the subcommittee's business and/or work.
- 7g. Membership of each subcommittee shall be reviewed annually by the chair of the Committee, the chair of the subcommittee, and the State 911 Administrator.
- 7h. A subcommittee shall make a report/recommendation to the Committee containing all actionable items that have passed with a majority vote of the subcommittee. The subcommittee chair or vice-chair shall present the report/recommendation at the next Committee meeting.
- 7i. 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 chair 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, as amended), 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, as amended).
12. Conflicts of Interest
 - 12a. The State Ethics Act (Act 196 of 1973, as amended) and the contracts of public servants with Public Entities Act (Act 317 of 1968, as amended) as amended, are adopted by the State 9-1-1 Committee in their entirety, and supersede all conflicting bylaws, policies or other rules of the State 9-1-1 Committee.
 - 12b. Individual members of the Committee and/or subcommittees must promptly disclose in writing any financial or personal interest they may have to the chair of the Committee or subcommittee.
 - 12c. On an annual basis, the State 9-1-1 Committee will distribute the State Ethics Act (Act 196 of 1973, as amended) and the contracts of public servants with Public Entities Act (Act 317 of 1968, as amended), to all Committee and subcommittee members for their review and acknowledgement.
13. The chair of the Committee, in conjunction with the State 9-1-1 Office, shall report two consecutive absences of any member and/or designated member to the appointing authority.
14. Any proposed changes in the bylaws shall be presented to the Committee at least 30 days prior to voting.