WISCONSIN INTEROPERABILITY
SEAMLESS STATEWIDE · PUBLIC SAFETY RADIO COMMUNICATIONS

TONY EVERS,
Governor

MATT JOSKI,
Chairperson
Interoperability Council

Steps for Applying for an Interoperability Council Subcommittee Vacancy

1. As vacancies on the Land Mobile Radio (LMR), Nationwide Public Safety Broadband Network (NPSBN), or Wisconsin Interoperable System for Communications (WISCOM) Subcommittees arise, they will be placed on the Interoperability Council (IC) agenda for consideration to be filled.
   a. The Office of Emergency Communications (OEC) staff will notify the subject subcommittee chair of any seats being placed on the agenda so they can provide input at the IC meeting. The subject subcommittee chair will be asked to provide a recommendation on whether the seat should be changed or removed, and whether to open the nomination period.

2. The IC will vote whether to fill a subcommittee vacancy at the IC meeting.
   a. If they decide not to vote to open the nomination period for a specific seat, that information will be sent down to the subject subcommittee. The subject subcommittee should then vote to make a recommendation to the IC regarding that specific seat (remove it, change it, etc.).

3. If approved, the OEC will issue a public notice of the intent to fill a vacancy which starts the 30-day nomination period. The public notice will also include the nomination period end date. The public notice will be in the form of:
   a. A Written Letters of Nomination Form will be posted to the OEC website (under the Quick Links Tab).
   b. Information will be sent out as an OEC Update via the gov delivery distribution list, including a link to the subcommittee by-laws document.

4. On behalf of the IC, the OEC will accept written letters of nomination (form submission or via email to interop@wisconsin.gov) during the nomination period.

5. The nomination period will end 30 days after the public notice and will be clearly labeled on the notice.

6. The OEC will present all received nominations and nomination details (including date of postings and number of nominations received for each vacancy), to the IC via email and copy the subject subcommittee for consideration once the nomination period has closed. If no nominations are received, OEC staff will also include that information.
   a. The agenda for the next IC meeting will include a section to review and possibly approve received vacancy nominations (and/or review vacancies with no nominations).
   b. The OEC will ask the subject subcommittee chair if they would like to provide a recommendation on the nominees.

7. The IC will vote to approve or deny the nominations received.

8. The OEC will notify the nominees of the decision made by the IC.

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9. The OEC will send new member information to any approved nominee(s) and will add the new member(s) to the official subcommittee roster.

10. Membership terms begin on the date of the next meeting of the subcommittee following the confirmation or appointment by the IC.

11. New members must complete a conflict of interest disclosure statement prior to beginning their term, or upon occurrence of any other change that may introduce a new, or change an already-disclosed, conflict of interest.

12. New members must complete open records/open meeting laws training prior to beginning or renewing their term.

Questions regarding an Interoperability Council Subcommittee vacancy, or the process to apply, may be emailed to interop@wisconsin.gov.