

## **INTEROPERABILITY COUNCIL SUBCOMMITTEE BYLAWS**

WHEREAS, the Interoperability Council is created under Wis. Stats. 15.315(1) to advise the Department of Military Affairs in implementing interoperable public safety communications, and

WHEREAS, the 9-1-1 Subcommittee is created under Wis. Stats. 15.315(2) to advise the Department of Military Affairs and the Interoperability Council in the planning, implementation, and operation of Next Generation 911 (NextGen9-1-1) and the statewide emergency number system, and

WHEREAS, the Interoperability Council has established the Wisconsin Interoperable System for Communications (WISCOM) Subcommittee to assist in its statutory responsibilities under Wis. Stats. 323.29(2), and

WHEREAS, the Interoperability Council has established the Land Mobile Radio (LMR) Subcommittee to assist in its statutory responsibilities under Wis. Stats. 323.29(2), and

WHEREAS, the Interoperability Council has established the Public Safety Broadband (PSB) Subcommittee to assist in its statutory responsibilities under Wis. Stats. 323.29(2), and

WHEREAS, the Department of Military Affairs, under Wis. Stats. 323.29(3)(a)(1), is to provide staff support to the Interoperability Council and oversight of the development and operation of a statewide public safety interoperable communications system, and

WHEREAS, the Department of Military Affairs, under Wis. Stats. 256.35(3s)(b), is to invite bids to be submitted for the creation, operation, and maintenance of an emergency services IP network to provide all public safety answering points with the network necessary to implement Next Generation 911, and

WHEREAS, the Department of Military Affairs and the Interoperability Council seek to focus their respective statutory duties on and implement the strategic vision, goals, and objectives reflected in the Statewide Communications Interoperability Plan,

NOW, THEREFORE, the Interoperability Council hereby establishes its governance structure with the following bylaws:

# MISSION STATEMENTS

## 1. LMR SUBCOMMITTEE

The mission of the LMR Subcommittee is to:

Advise and make recommendations to the State Frequency Coordinator (SFC), State EMS Communications Coordinator (SECC), and the Office of Emergency Communications (OEC) to assist in establishing protocols and best practices regarding statewide public safety radio communications systems other than WISCOM, as well as the interoperability between those systems and WISCOM.

## 2. WISCOM SUBCOMMITTEE

The mission of the WISCOM Subcommittee is to:

Advise and make recommendations to the Interoperability Council in all areas related to WISCOM to ensure reliable and responsive statewide communications interoperability between fire, law enforcement, rescue, emergency medical services, emergency management and other government services, and to provide an open forum for collaboration, education, and outreach to the WISCOM user community.

## 3. PSB SUBCOMMITTEE

The mission of the PSB Subcommittee is to:

Advise the Wisconsin Interoperability Council and collaborate with the Wisconsin public safety community on matters of broadband wireless technology, evolving standards development; promote public safety broadband in the Wisconsin public safety responder and secondary user communities; collect the needs, requirements, and expectations of the public safety and emergency management communities for broadband regardless of wireless broadband provider.

## 4. 9-1-1 SUBCOMMITTEE

The 9-1-1 Subcommittee balances its duties to its statutory requirements and to the Interoperability Council in promoting the advancement of the Statewide Communications Interoperability Plan.

Because of its unique design, the 9-1-1 Subcommittee structure is different from the subcommittees created by the Interoperability Council. These differences are noted in the appropriate sections of the Subcommittee bylaws.

The mission of the 9-1-1 Subcommittee is to:

Promote, assist, and make recommendations for the implementation of a public safety system where anyone can use one number, on any device, at any time, from anywhere, using any media to obtain a standard level of emergency service.

## RESPONSIBILITIES

### 1. LMR SUBCOMMITTEE

The LMR Subcommittee shall be responsible for:

- a. Ensuring Wisconsin's statewide mutual aid frequencies are equitably available to all public safety agency users consistent with the goals, objectives and policies reflected in the Statewide Communications Interoperability Plan (SCIP).
- b. Overseeing the work of the Communications Unit Workgroup (COMU WG) to ensure there is cooperation, communication, and coordination to establish and maintain a viable and effective Communications Unit (COMU) recognition system to enhance the professional credibility of COMU positions within the requirements of the COMU Standard Operating Guidelines (SOG).
- c. Reviewing and approving position-specific recognition status, and any changes thereto, as recommended by the COMU WG.
- d. Liaising with other entities that perform similar duties for other radio systems in Wisconsin, including the WISCOM Subcommittee, and in adjacent states, to ensure a coordination of efforts.
- e. Serving as a resource and making recommendations to the Interoperability Council concerning radio communications interoperability in Wisconsin as needed.
- f. Providing an open collaboration platform for the Wisconsin public safety community on matters of land mobile radio technology and/or standards development as may be requested by an agency, IC, SFC, SECC, or OEC within Wisconsin or bordering states.

While working to fulfill the above responsibilities, the LMR Subcommittee shall:

- a. Encourage local and tribal officials and decision makers to participate in LMR Subcommittee business and deliberations.

- b. Consider the unique needs of public safety first responders and other participating entities throughout the state of Wisconsin.
- c. Seek to balance infrastructure and user needs when developing recommendations for interoperable communications.
- d. Ensure that recommendations for interoperability of LMR and other communications systems does not rest on any single individual, agency or technology.
- e. Ensure all strategic initiatives support established goals, strategies, and tactics outlined within the SCIP.
- f. Identify issues within the Interoperability Council's control and recommend that the Interoperability Council apply resources to address those matters.
- g. Promote a collaborative approach in dealing with issues.

## 2. WISCOM SUBCOMMITTEE

The WISCOM Subcommittee shall be responsible for making recommendations on all aspects of the WISCOM system to the Interoperability Council, in order for the Interoperability Council to make recommendations on the system to the Department of Military Affairs (DMA) per Wis. Stats. §323.29. These recommendations are to include but are not limited to:

- a. Technical and operational standards for WISCOM.
- b. Operational guidelines and procedures for using WISCOM.

While working to fulfill the above responsibilities, the WISCOM Subcommittee shall:

- a. Encourage local and tribal officials and decision makers to participate in WISCOM Subcommittee business and deliberations.
- b. Consider the unique needs of public safety first responders and other participating entities throughout the state of Wisconsin.
- c. Seek to balance infrastructure and user needs when developing recommendations for interoperable communications.
- d. Promote a high level of accessibility to the WISCOM system by recommending non-proprietary solutions and technologies based on open, interoperable standards.
- e. Ensure all strategic initiatives support established goals, strategies, and tactics outlined within the SCIP.
- f. Identify issues within the Interoperability Council's control and recommend that the Interoperability Council apply resources to address those matters.
- g. Promote a collaborative approach in dealing with issues.

### 3. PSB SUBCOMMITTEE

The PSB Subcommittee shall be responsible for the oversight and recommendations for public safety broadband initiatives within the state of Wisconsin, including but not limited to:

- a. Determining the level of understanding of public safety broadband and other emerging technologies by local stakeholders.
- b. Identifying a means of outreach and education of local stakeholders regarding public safety broadband initiatives.
- c. Identifying existing wireless data systems and their capabilities as they relate to local and state public safety broadband needs and gaps by region, including potential users.
- d. Serving as a resource and making recommendations to the Interoperability Council regarding public safety broadband initiatives.

While working to fulfil the above responsibilities, the PSB Subcommittee shall:

- a. Encourage local and tribal officials and decision makers to participate in PSB Subcommittee business and deliberations.
- b. Consider the unique needs of public safety first responders and other participating entities throughout the state of Wisconsin.
- c. Seek to balance infrastructure and user needs when developing recommendations for interoperable communications.
- d. Recognize and respect stakeholder concerns and address those concerns that could negatively impact Wisconsin's public safety broadband capabilities.
- e. Ensure that Wisconsin's public safety broadband initiatives does not rest on any single individual, agency or technology.
- f. Ensure all strategic initiatives support established goals, strategies, and tactics outlined within the SCIP.
- g. Identify issues within the Interoperability Council's control and recommend that the Interoperability Council apply resources to address those matters.
- h. Promote a collaborative approach in dealing with issues.

### 4. 9-1-1 SUBCOMMITTEE

Under Wis. Stats. §256.35(3s)(d) the 9-1-1 Subcommittee shall be responsible for:

- a. Advising DMA on Next Generation 911 emergency services IP network contracts.
- b. Advising DMA on the statewide efforts, leveraging of existing infrastructure, and industry standards that are necessary to transition to Next Generation 911.

- c. Making recommendations to DMA regarding federal sources of funding and the sustainable funding streams that are required to enable public safety answering points to purchase and maintain equipment necessary for Next Generation 911.
- d. If funding is made available for DMA or another state agency to make grants to public safety answering point for training or upgrading facilities or services or for implanting Next Generation 911, advising DMA or other state agency on making grants, including advising on eligibility criteria for the grants. The criteria shall include basic training and service standards that grant applicants must satisfy.
- e. Conducting a statewide 911 telecommunications system assessment.
- f. Developing recommendations for service standards for public safety answering points.
- g. Promoting, facilitating, and coordinating interoperability across all public safety answering points with respect to telecommunications services and data systems, including geographic information systems.
- h. Promoting, facilitating, and coordinating consolidation of public safety answering point functions where consolidation would provide improved service, increased efficiency, and cost savings.
- i. Undertaking all of its duties in a manner that is competitively and technologically neutral.

As a subcommittee of the Interoperability Council under Wis. Stats. §15.315(2)(a), the 9-1-1 Subcommittee shall also be responsible for:

- a. Advising the Interoperability Council on all matters related to the development, deployment, and maintenance of the statewide emergency number system, including all of the subcommittee's responsibilities under Wis. Stats. §256.35(3s)(d).
- b. Assisting the Interoperability Council in developing recommendations under Wis. Stats. §323.29(2)(f) related to technical and operational standards, guidelines and procedures, and minimum standards related to public safety interoperable communications systems, including certification criteria for persons who operate such systems for dispatch centers.

While working to fulfill the above responsibilities, the 9-1-1 Subcommittee shall:

- a. Encourage local and tribal officials and decision makers to participate in 9-1-1 Subcommittee business and deliberations by creating a transparent environment for decision makers to present their agencies' concerns.
- b. Identify opportunities within the Interoperability Council's control and recommend the IC apply resources and address the opportunities.
- c. Consider the unique needs of Public Safety Answering/Access Points (PSAPs), (both large and small), public safety first responders, and other participating entities throughout the state of Wisconsin.

- d. Promote a cost effective 9-1-1 system that is both redundant and reliable.
- e. Promote funding to PSAPs to develop inter/intra state-to-state operability.
- f. Promote a grant funding process that creates a fair opportunity for all PSAPs.
- g. Use industry and/or organizational standards to implement best practices for PSAPs.
- h. Promote a cost-effective legacy-to-future transition to NextGen9-1-1.
- i. Promote a standard Geographic Information System (GIS) format for PSAPs.
- j. Develop basic training standards for PSAPs.
- k. Promote a collaborative approach in dealing with issues.
- l. Promote a transparent and technically agnostic solution to NextGen9-1-1.
- m. Ensure all strategic initiatives support established goals, strategies, and tactics outlined within the SCIP.

## MEMBERSHIP

### 1. ALL SUBCOMMITTEES EXCEPT THE 9-1-1 SUBCOMMITTEE:

- a. All members of the Interoperability Council subcommittees shall be appointed by the Interoperability Council, with confirmation by simple majority vote.
  - 1. For subcommittee positions representing specific Agencies, Offices, Departments, Divisions, or any other subdivision of State or Federal government, the Interoperability Council will work with the Office of Emergency Communications to solicit nominations from appropriate representatives of the subject subdivision of State or Federal government. All nominations considered for such positions must be accompanied by the approval of the appropriate Secretary or agency head.
    - i. Approved nominations for positions representing State or Federal government Agencies, Offices, Departments, Divisions, or other subdivisions shall be considered perpetual until voluntarily vacated or until a superseding nomination is received for the subject position.
  - 2. For all other subcommittee positions not representing a subdivision of State or Federal government, the Interoperability Council shall establish an application period by issuing a public notice at least thirty (30) days prior to confirming any appointment to fill a subcommittee vacancy.

3. The Office of Emergency Communications shall accept applications on behalf of the Interoperability Council during the application period and present all received applications to the Council and subject subcommittee(s) for consideration once the application period has closed.
  4. The Interoperability Council will consider recommendations from the subject subcommittee(s).
- b. Membership terms for defined-term appointments begin on the date of the next meeting of the subcommittee following confirmation or appointment by the Interoperability Council and expire at the end of the appointment period defined in these bylaws for the specific subcommittee position being filled.
  - c. Members whose terms have expired may continue to serve in their position until the Interoperability Council approves an appointment to fill the position.
    1. This provision is intended to assist in the maintenance of continuity and shall not be used to perpetually extend expired subcommittee memberships.
  - d. The Interoperability Council may remove subcommittee members with just cause after a notice of at least thirty (30) days has been provided to the individual members, as well as to the agency/association they represent, if applicable. Causes for removal may include, but are not limited to:
    1. Engagement in conduct that is inconsistent with the mission of the Interoperability Council or its subcommittees.
    2. Failure to fulfill the membership expectations set forth in these bylaws, including regular attendance and active engagement in subcommittee business.

**2. ALL SUBCOMMITTEES INCLUDING THE 9-1-1 SUBCOMMITTEE:**

- a. Voting members of any Interoperability Council subcommittee may not be voting members of any other Interoperability Council subcommittee.
- b. Members of all subcommittees 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.
- c. Members of all subcommittees must complete required training related to State of Wisconsin open records and open meeting laws within thirty (30) days of appointment, and at least annually thereafter.



### 3. LMR SUBCOMMITTEE

The LMR Subcommittee shall consist of seventeen (17) voting members.

The following members shall be confirmed by the Interoperability Council for three (3) year terms:

- One (1) representative from the Region 45 800 MHz NPSPAC RPC
- One (1) representative from the Region 54 800 MHz NPSPAC RPC
- One (1) representative from a federally recognized American Indian tribe or band in Wisconsin
- One (1) Local Law Enforcement Representative
- One (1) Local Fire Service (volunteer or full-time) Representative
- One (1) representative from each of the six (6) Wisconsin Emergency Management regions

The following members shall be appointed by the Interoperability Council based on Secretary or agency head recommendation:

- One (1) representative from the Wisconsin Department of Justice
- One (1) representative from the Wisconsin State Patrol
- One (1) representative from the Wisconsin Department of Natural Resources
- One (1) representative from the Wisconsin Department of Military Affairs
- One (1) representative from the WI Department of Health Services with responsibility for or direct knowledge of EMS Communications requirements
- State Frequency Coordinator or one (1) representative from the WI Department of Transportation or another Division or Department charged with managing State radio frequency licenses

The Statewide Interoperability Coordinator (SWIC) shall serve as a non-voting member of the LMR Subcommittee.

Representative(s) from the U.S. Department of Homeland Security responsible for overseeing communications interoperability within Region V shall serve as non-voting members of the LMR Subcommittee.

When the State is actively served by Regional Interoperability Coordinators (RICs) or equivalent, each coordinator shall serve as a non-voting member of the LMR Subcommittee.

### 4. WISCOM SUBCOMMITTEE

The WISCOM Subcommittee shall consist of twenty-two (22) voting members.

The following members shall be confirmed by the Interoperability Council for three (3) year terms:

- Two (2) representatives from each of the six (6) Wisconsin Emergency Management regions, representing daily user agencies of the WISCOM system in that region.
  - If a region does not have two (2) current daily user agencies on the WISCOM system, a non-daily user may be appointed in place of each unfilled daily user agency representative.
  - To the extent possible, representatives from any single region should represent different public safety disciplines (e.g., fire, EMS, law enforcement).
- One (1) representative from an American Indian tribe or band in Wisconsin who is a daily user of the WISCOM system
  - If there is not a daily user of tribal or band representation, a non-daily user tribal or band representative may be appointed.
- One (1) radio system administrator or technician representing an affiliated land mobile radio system managed by a local, county, or state government
- One (1) representative from a federal entity which is a daily user of the WISCOM system.
  - If there is not a federal daily user of the system, a non-daily federal entity user may be appointed.

The following members shall be appointed by the Interoperability Council based on Secretary or agency head recommendation:

- One (1) representative from the Wisconsin Department of Justice
- One (1) representative from the Wisconsin State Patrol
- One (1) representative from the Wisconsin Department of Natural Resources
- One (1) representative from the Wisconsin Department of Health Services
- One (1) representative from the Wisconsin Department of Military Affairs
- One (1) representative from the Wisconsin Department of Corrections
- One (1) Wisconsin Department of Health Services Hospital and Healthcare Systems Coordinator, or their designee

When the State is actively served by Regional Interoperability Coordinators (RICs), each coordinator shall serve as a non-voting member of the WISCOM Subcommittee.

## 5. PSB SUBCOMMITTEE

The PSB Subcommittee shall consist of fifteen (15) voting members.

The following members shall be confirmed by the Interoperability Council for three (3) year terms:

- One (1) representative from the Wisconsin Police Executive Group
- One (1) representative from the Wisconsin Chiefs of Police Association
- One (1) representative from the Badger State Sheriffs' Association
- Two (2) representatives from Wisconsin fire services, of which:
  - One (1) appointee represents a career fire agency, and
  - One (1) appointee represents a volunteer or paid-on-call fire agency
- Two (2) representatives of Wisconsin emergency medical services agencies, which may include fire agency representatives with primary responsibility over emergency medical services administered by a fire agency
- One (1) representative of a federally recognized American Indian tribe or band in Wisconsin
- One (1) representative from a Wisconsin professional public safety communications association
- One (1) other person with relevant experience or expertise in wireless broadband data communications and/or networks

The following members shall be appointed by the Interoperability Council based on Secretary or agency head, recommendation:

- One (1) representative from the Wisconsin Department of Transportation
- One (1) representative from the Wisconsin Department of Natural Resources
- One (1) representative from the Wisconsin Department of Administration, Division of Enterprise Technology
- One (1) representative from the Public Service Commission of Wisconsin
- One (1) representative from the Department of Military Affairs

The Statewide Interoperability Coordinator (SWIC) shall serve as a non-voting member of the PSB Subcommittee.

## 6. 9-1-1 SUBCOMMITTEE

Members of the 9-1-1 Subcommittee are appointed by the Governor and the Adjutant General under Wis. Stats. §15.315(2)(a).

Membership terms begin on the date of appointment by the Governor or Adjutant General.

## GOVERNANCE AND DECISION-MAKING PROCEDURES

All subcommittees of the Interoperability Council shall follow common governance and decision-making procedures.

## 1. SUBCOMMITTEE OFFICERS

Each subcommittee, except the 9-1-1 Subcommittee, shall elect a chairperson and vice-chairperson, as directed in this section. The 9-1-1 Subcommittee shall follow the guidance set forth in §15.09.

Duties of each subcommittee chairperson:

- a. Coordinate all subcommittee activities and meetings, including establishing the agenda, time, and location of each meeting.
  1. The chairperson of the 9-1-1 Subcommittee may be assisted by the staff of the Office of Emergency Communications through Staff Support provided under §323.29(3)(a)(1) and as defined in the Interoperability Council Bylaws.
- b. Announcement of meetings and circulation of approved agendas in compliance with applicable Wisconsin laws.
  1. The chairperson of the 9-1-1 Subcommittee may be assisted by the staff of the Office of Emergency Communications through Staff Support provided under §323.29(3)(a)(1) and as defined in the Interoperability Council Bylaws.
- c. Ensure all subcommittee activities comply with all applicable Wisconsin laws.
- d. Preside over all regular and special subcommittee meetings.
- e. Ensure timely public notice of meetings, recording of meeting minutes, and dissemination of meeting minutes to each subcommittee member in a timely manner.
  1. The chairperson of the 9-1-1 Subcommittee may be assisted by the staff of the Office of Emergency Communications through Staff Support provided under §323.29(3)(a)(1) and as defined in the Interoperability Council Bylaws.
- f. Serve as the point of communication between the subcommittee and the Interoperability Council, and attend regular meetings of the Council to report subcommittee decisions and recommendations to interested parties.
- g. Monitor attendance and the status of subcommittee membership, and make recommendations to the Interoperability Council, or the Office of the Governor for the 9-1-1 Subcommittee, to address related issues, including dismissal of inactive members, modifications of membership composition, and filling of vacancies.

Duties of each subcommittee vice-chairperson:

- a. Assist the chairperson in the performance of his/her duties.
- b. Preside over subcommittee meetings in the absence of the chairperson.
- c. Attend Interoperability Council meetings and report to the Council in the absence of the chairperson.

## 2. ELECTION OF SUBCOMMITTEE OFFICERS

Each subcommittee shall elect a chairperson and vice-chairperson to carry out the duties described above. Each subcommittee shall hold an election during the first meeting of each year. Each subcommittee shall hold additional elections as required to fill vacancies in the chairperson and vice-chairperson positions. Results of any conducted election shall be immediately reported to the chair of the Interoperability Council and to the Office of Emergency Communications.

If electing a chairperson and vice-chairperson, the presiding chair shall solicit nominations from the floor for the position of chairperson; no seconds are required. Each nomination shall be accepted by the nominee before the nomination is considered for a vote. Once all nominations have been received, the presiding chair shall determine the need for a vote. If only a single nomination has been received, no vote is necessary, and the presiding chair may declare the single nominee to be the winner by acclamation. If more than one nomination has been received, the presiding chair shall call for a vote by secret ballot.

After electing a chairperson, the presiding chair shall solicit nominations from the floor for the position of vice-chairperson, and may declare a winner by acclamation if only a single nomination is received, or conduct a vote, following the same procedure as outlined above.

Following the completion of all election activity, the presiding officer may relinquish the meeting to a newly elected officer, if the officer is prepared to preside over the remainder of the meeting. Otherwise, the presiding chair shall continue to preside over the meeting-in-progress, and newly elected officers shall begin executing their duties following the adjournment of the meeting.

## 3. MEETINGS

Each subcommittee shall schedule and conduct regular meetings at a frequency of no less than once per calendar quarter. The Interoperability Council chair may approve, or optionally defer to the Council for consideration and approval, a request to conduct less frequent meetings, made in writing by a subcommittee chair.

To the extent possible, each subcommittee should determine an advance schedule of the minimum required quarterly meetings for the next calendar year at the last meeting of the current year, but no later than the end of the third week in December, and any other expected regular meetings, in coordination with the Interoperability Council. If a meeting date needs to be changed, the chair or vice-chair may propose a new meeting date and time and will be responsible for determining if a quorum can be achieved. Changes to scheduled meetings should be announced as soon as possible.

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern meetings in all cases to which the rules are applicable and when such rules are not inconsistent with these bylaws or any special rules of order which the Interoperability Council may adopt for itself or its subcommittees.

The subcommittees are expected to assist the Interoperability Council with regular updates to the Subcommittee Bylaws, the Statewide Interoperability Communications Plan, and subcommittee-specific Outreach and Education Plans. When determining the advance schedule of meetings for the next calendar year, each subcommittee should also identify which meeting will be assigned to address these updates.

Suggested Subcommittee Schedule Odd Years:

<b>January</b>	<b>March</b>	<b>May</b>	<b>July</b>	<b>September</b>	<b>November</b>
Start SCIP edits	Approve SCIP edits	Start outreach and education plan edits		Approve outreach and education plan edits	Finalize meeting schedule for following year

Suggested Subcommittee Schedule Even Years:

<b>January</b>	<b>March</b>	<b>May</b>	<b>July</b>	<b>September</b>	<b>November</b>
Start bylaws edits	Approve bylaws edits	Start outreach and education plan edits		Approve outreach and education plan edits	Finalize meeting schedule for following year

Suggested Interoperability Council Schedule Odd Years:

<b>January</b>	<b>March</b>	<b>May</b>	<b>July</b>	<b>September</b>	<b>November</b>
		Review suggested SCIP edits	Approve SCIP	Start reviewing subcommittee outreach and education plans  Finalize meeting schedule for following year	Approve subcommittee outreach and education plans

Suggested Interoperability Council Schedule Even Years:

January	March	May	July	September	November
		Review bylaws edits	Approve SC bylaws	Start reviewing subcommittee outreach and education plans  Finalize meeting schedule for following year	Approve subcommittee outreach and education plans

Suggested 9-1-1 Subcommittee Schedule Odd Years:

February	April	June	August	October	December
Start SCIP edits	Approve SCIP edits	Start outreach and education plan edits		Approve outreach and education plan edits	Finalize meeting schedule for following year

Suggested 9-1-1 Subcommittee Schedule Even Years:

February	April	June	August	October	December
Start bylaws edits	Approve bylaws edits	Start outreach and education plan edits		Approve outreach and education plan edits	Finalize meeting schedule for following year

#### 4. SUBCOMMITTEES MEETING JOINTLY

Each subcommittee is established by the Interoperability Council with a specific scope and responsibilities. Some projects or initiatives undertaken by the Interoperability Council or its subcommittees may not fall within the scope of a single subcommittee, but instead may span the scope or responsibilities of two or more subcommittees. The Interoperability Council subcommittees are encouraged to identify opportunities to collaborate and to meet jointly when necessary to engage



members of multiple subcommittees in the development of unified solutions, proposals, and other work products. However, subcommittees are cautioned to use discretion in scheduling joint meetings due to the additional resources and time commitment required from the members in order to maintain quorums of all participating subcommittees.

Joint meetings of two or more subcommittees shall be conducted as individual meetings of each subcommittee, with all normal posting, quorum, motioning, and voting procedures applied to each individual subcommittee participating in the joint meeting.

Members of any participating subcommittee which fails to meet its quorum requirement may continue to participate in the meeting as guests, but no action may be taken by that subcommittee. In such cases, any subcommittee(s) failing to achieve quorum in a joint meeting may be required to take action at a future meeting to confirm actions taken by the other subcommittee(s) in order to keep work products synchronized.

## 5. QUORUM

The presence of a simple majority of the voting members (including any approved, designated alternates) in-person, or via teleconference, shall constitute a quorum. If a quorum is not present, the meeting may be adjourned.

If any voting member is unable to attend a subcommittee meeting, it is recommended that an alternate from the respective region, agency, association, or discipline, as appropriate, be designated to attend the meeting, subject to prior notice and approval by the chairperson (or vice-chairperson if the chairperson is unavailable or if the vice-chairperson will preside over the meeting). Approved alternates shall be counted as voting members when establishing quorum, but only for the approved meeting date(s).

A minimum of twenty-four (24) hours' notice must be given to the subcommittee chairperson or vice-chairperson by the member planning to designate an alternate to attend a meeting in his/her place; failure to provide sufficient advanced notice may prevent the approval of an alternate. Any subcommittee member planning to designate an alternate shall be responsible for arranging the delivery of preparatory materials to the named alternate.

Each voting member of a subcommittee has one vote. If an alternate for an absent voting member has been approved by the chairperson or vice-chairperson, that person may cast all votes in place of the named voting member for whom he/she serves as an alternate.

A simple majority is required for approval of subcommittee decisions and recommendations.

Should extenuating circumstances affect subcommittee member availability, including, but not limited to, military or disaster relief deployment, sabbatical, bereavement, or family medical leave, a subcommittee chair may choose to accept a persistent designated alternate from the respective region, agency, association, or discipline, as appropriate, to serve in place of an appointed subcommittee member for a period of no longer than one year while such circumstances are in effect. Extenuating circumstances extending beyond a one-year period shall be reviewed by the Interoperability Council. Subcommittee officers are encouraged to review such situations with the chairperson of the Interoperability Council prior to approving persistent alternates; at minimum, the subcommittee chair shall notify the chairperson of the Interoperability Council and the Office of Emergency Communications when any persistent designated alternate has been approved due to extenuating circumstances affecting an appointed subcommittee member. Quorum requirements shall not be modified by this provision.

Alternates are not allowed to be designated for appointed members of the 9-1-1 Subcommittee under the provisions of these bylaws. Inquiries regarding alternate attendees and quorum requirements for 9-1-1 Subcommittee should be directed to the Office of the Governor.

## MEMBERSHIP EXPECTATIONS AND STAFF SUPPORT

The Interoperability Council has standing subcommittees to focus on programs that are vital to the success of public safety interoperability in the state of Wisconsin. Accordingly, it is compulsory upon the named members of each subcommittee to invest the necessary time and effort into the work of the subcommittee to effect positive change and forward progress in each critical program area.

### 1. MEMBER EXPECTATIONS

Duties of each subcommittee member:

- a. Become familiar with the mission, vision, and statutory authority of the Interoperability Council as each relates to the subject subcommittee.
- b. Become familiar with the mission and responsibilities of the subject subcommittee.
- c. Complete training programs required for compliance with applicable rules and regulations, to include, but not limited to State of Wisconsin open records and open meeting laws.
- d. Attend all regular meetings of the subcommittee as called by the chairperson, and if unable to attend in-person, make reasonable attempts

to attend remotely, or designate a suitable alternate to the chairperson in advance of the meeting in accordance with these bylaws.

1. Absence at two or more consecutive meetings without the approval of a suitable designated alternate constitutes cause for dismissal from the Subcommittee.
- e. Review meeting materials, meeting minutes, report drafts, and all other relevant materials in support of the subcommittee's work.
- f. Prepare and submit feedback, proposals, and other input to the subcommittee, representative of the agency, association, public safety discipline, region, or other population appointed to represent.
- g. Engage actively in open and honest deliberations.
- h. Support the decisions and actions of the subcommittee and seek endorsement from respective agencies, associations, etc.
- i. Provide relevant updates on subcommittee activities and initiatives to representatives of the agency, association, public safety discipline, or other user group represented by the member.
- j. Maintain a level of technical and/or operational understanding of appropriate systems and technologies to satisfactorily represent the needs and expectations of the represented agencies, associations, and/or disciplines.
- k. Promptly respond to communications or requests from the Chair, Vice Chair, or support staff.

## 2. STAFF SUPPORT

Under Wis. Stats. §323.29(3)(a)(1), the Department of Military Affairs provides staff support for the Interoperability Council and oversight of the development and operation of statewide public safety interoperable communication systems. This support is provided through the staff of the Office of Emergency Communications (OEC). The scope of staff support provided under this statute is defined in the Interoperability Council Bylaws.

The Office of Emergency Communications may extend limited staff support to subcommittees of the Interoperability Council for specific activities or initiatives at the Council's request; staff support, as defined in the Interoperability Council Bylaws, is provided directly to the 9-1-1 Subcommittee as a statutorily-created subcommittee of the Interoperability Council under Wis. Stats. §15.315(2).

## PERIODIC REVIEW AND CHANGES TO THE BYLAWS

These bylaws shall be reviewed on at least a biennial basis.

Each subcommittee is authorized to petition the Interoperability Council for changes to these bylaws for the common good and to better facilitate the realization of public safety interoperability in the state of Wisconsin.

To effectively handle any unforeseen or unique circumstances that may arise, the Interoperability Council may deviate from these bylaws, and will notify the subcommittees of any such deviations. When there is a known conflict with the current bylaws, the chair and/or vice chair of the affected subcommittee shall bring the issue to the Interoperability Council for discussion and possible action.

All deviations must be approved by a 2/3 vote of members present and voting at a regularly scheduled Interoperability Council meeting. Deviations made under this section shall not set precedent for any future decisions; permanent deviations shall be enacted through amendment and approval of these bylaws by the Interoperability Council.

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These bylaws have been approved by the Wisconsin Interoperability Council under the authority of Wis. Stats. §15.315.

Adopted: Adopted September 26, 2019

Revised: January 28, 2021

Revised: September 22, 2022