

## Steps for Applying for an Interoperability Council Subcommittee Vacancy

1. As vacancies on the Land Mobile Radio (LMR), Public Safety Broadband (PSB), 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 application 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 application 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 application period. The public notice will also include the application period end date. The public notice will be in the form of:
  - a. To apply for a vacant position, please submit an application using the following form: [Subcommittee Membership Application](#)
  - b. Information will be sent out as an OEC Update via the [gov delivery distribution list](#), including a link to the subcommittee bylaws document.
4. On behalf of the IC, the OEC will accept applications (form submission or via email to [InterOp@widma.gov](mailto:InterOp@widma.gov)) during the application period.
5. The application period will end 30 days after the public notice and will be clearly labeled on the notice.
6. The OEC will present all received applications and applicant details (including date of postings and number of applications received for each vacancy), to the IC via email and copy the subject subcommittee chair for consideration once the application period has closed. If no applications 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 applications (and/or review vacancies with no applications).
  - b. The OEC will ask the subject subcommittee chair if they would like to provide a recommendation on the applicants.
7. The IC will vote to approve or deny the applications received.
8. The OEC will notify the applicants of the decision made by the IC.

9. The OEC will send new member information to any approved applicant(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 training related to State of Wisconsin open records and open meeting laws within thirty (30) days of appointment, and at least annually thereafter.

Questions regarding an Interoperability Council Subcommittee vacancy, or the process to apply, may be emailed to [InterOp@widma.gov](mailto:InterOp@widma.gov).