

## THE BYLAWS OF THE IOWA E-911 COMMUNICATIONS COUNCIL

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#### ARTICLE 1

##### NAME AND LOCATION

The name and location of the Council is the Iowa E911 Council, hereafter referred to as the Council. The principal office of the Council shall be located @ Emergency Management Division, Hoover State Office Building in Des Moines Iowa, but regional meetings may be held at such places within the State of Iowa as designated by the Officers of the Council.

#### ARTICLE 2

##### PURPOSE

The council shall serve as an advisory position to the E911 program director. In that position the Council will coordinate with the E911 director the planning and implementation of the State E911 system. The Council would operate in accordance with Chapter 34A under the Code of Iowa.

#### ARTICLE 3

##### AUTHORIZATION

As authorized by the 67th session of the Iowa legislature; the Iowa E911 Council was established and codified with the passing of Senate File 2470. The authority of the Council is limited to the issues specifically identified in the bill and does not preempt the authority of the utilities board, created in section 474.1, or E911 Program Manager to act on issues within the jurisdiction of the utilities board.

#### ARTICLE 4

##### MEMBERS

The members of the Council shall consist of the following representatives or their designated alternate:

- a. One person appointed by the commissioner of public safety.
- b. One person appointed by the Iowa state sheriffs' and deputies' association.
- c. One person appointed by the Iowa association of chiefs' of police and peace officers.
- d. One person appointed by the Iowa emergency medical services association.
- e. One person appointed by the Iowa association of professional firefighters.
- f. One person appointed by the Iowa firemen's association.
- g. One person appointed by the Iowa chapter of the national emergency number association.
- h. One person appointed by the Iowa chapter of the association of public safety communication officials-international, inc.
- i. One person appointed by the Iowa emergency management directors association.
- j. Two persons appointed by the Iowa telephone associations, with one person appointed to represent telephone companies having fifteen thousand or more customers and one person appointed to represent telephone companies having less than fifteen thousand customers.
- k. Two persons appointed by the Iowa wireless industry. One appointee shall represent cellular companies, and the other appointee shall represent personal communications service companies.

Each organization shall be responsible for the making the appointment of their representative. The term of such appointments will be at the discretion of the appointing agency or organization. All appointments to the Council shall be made in writing to the Council. Appointments shall become effective at the first meeting of the Council after the receipt of the letter. The new appointments will be eligible to vote on all subsequent Council action. Alternate representatives are considered members of the Council and will be recognized as the voting member in the absence of the appointed member. Alternate representatives are not eligible to travel out of state to conferences. Regular travel expenses will be paid to the alternate member in cases where they are representing their organization in the absence of the Council member.

## ARTICLE 5

### OFFICERS AND DUTIES

The officers of the Council will be the Chairperson, Vice-Chair, and Secretary. Officers will be elected from the membership on the Council at the first regular meeting in January of each third year. Officers will be elected by a majority of voting members when a quorum has been determined. New officers will assume office immediately following election. A vacancy shall be filled by a vote of the Council. The individual elected to fill the vacancy shall serve the remainder of the term of the member that he or she replaces.

A. The Chairperson: The Chairperson will be chief officer of the Council and will preside at all meetings of the Council. The Chairperson will appoint and create special committees as the need arises.

B. The Vice-Chair: The Vice-chair will perform the duties and exercise the same powers as the chairperson in the event that the chair is absent. The Vice-Chairperson will further perform such duties as may be prescribed by the Chairperson.

C. The Secretary: The Secretary shall be responsible for all correspondence as directed by the Council. He or she will prepare meeting minutes, as well as agenda preparation. A scribe may be appointed from the membership of the Council (representatives or alternates) to assist the secretary in taking minutes of the meetings. This person will be reimbursed for their travel expenses to attend the Council's meetings.

## ARTICLE 6

### MEETINGS AND ATTENDANCE

Regular meetings of the Council will be held a minimum of at least once a quarter; or otherwise as required. Special meetings may be called by the Chairperson or by a request of the majority of the Council. Members will be notified of meetings by a notice from the secretary. All meetings will be posted forty-eight hours in advance of the meeting date. Postings will be in accordance with Iowa law. A quorum of 51% must be present for the meeting to be an official meeting of the E911 Communications Council. The Chairperson for the following reasons may cancel a meeting.

- a. A quorum is not present
- b. Weather conditions prohibit travel
- c. Reasonable circumstances consistent with welfare of the Council.

Members that are absent (unexcused) from three consecutive meetings shall be considered to have resigned their position. The appointing body shall be notified to fill the vacancy as soon as possible.

## ARTICLE 7

### ORDER OF BUSINESS

The following order of business shall be observed at all regular meetings of the Council:

- a. Roll Call
- b. Recognition of new members and guests
- c. Minutes of the preceding meeting and action thereon
- d. Unfinished business
- e. New business

## ARTICLE 8

### AMENDMENTS

These bylaws may be amended by a majority vote of the membership of the Council. All members will be provided a notice of such amendments and nature of the amendment at least (1) month prior to the date of the meeting at which the amendment (s) are to be considered.

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Amended this date by:

Chairperson