

STATE 9-1-1 ADVISORY BOARD BY-LAWS

I. PURPOSE

It is the purpose of the State 9-1-1 Advisory Board, hereinafter called Board, to promote communication between Public Safety Answering Points (PSAPs) and the California 9-1-1 Emergency Communications Office (9-1-1 Office) and to advise on matters pertaining to:

1. Policies, practices and procedures for the California 9-1-1 Emergency Communications Office;
2. Technical and operational standards for the California 9-1-1 system consistent with the National Emergency Number Association (NENA) standards;
3. Training standards for county coordinators and PSAP managers;
4. Budget, funding, and reimbursement decisions related to the state Emergency Number Account;
5. Proposed projects and studies conducted or funded by the State Emergency Number Account; and
6. Expediting the rollout of Enhanced 9-1-1 Phase II technology.

II. MEMBERSHIP

Section 1. Composition

Established by statute as follows:

The Board shall be comprised of the following members appointed by the Governor who shall serve at the pleasure of the Governor:

- 1) The Chief of the California 9-1-1 Emergency Communications Office shall serve as the nonvoting chair of the Board.
- 2) One representative from the Department of the California Highway Patrol
- 3) Two representatives on the recommendation of the California Police Chiefs Association
- 4) Two representatives on the recommendation of the California State Sheriffs' Association
- 5) Two representatives on the recommendation of the California Fire Chiefs Association
- 6) Two representatives on the recommendation of the CalNENA Executive Board
- 7) One representative on the joint recommendation of the executive boards of the state chapters of the Association of Public-Safety Communications Officials-International, Inc.

Section 2. Term

Members of the Board shall serve at the pleasure of the Governor, but may not serve more than two consecutive two-year terms, except as follows:

- 1) The presiding Chief of the California 9-1-1 Emergency Communications Office shall serve for the duration of his or her tenure
- 2) Four of the Board members serve an initial term of three years.

Section 3. Alternates

Each organization with authority to recommend Board representatives shall have the option to designate a non-voting alternate from the same organization.

Section 4. Compensation

Members of the Board shall not receive compensation for their service on the Board, but may be reimbursed for travel and per diem for time spent in attending meetings of the Board.

Travel reimbursement shall be in accordance with standard State government travel reimbursement policies.

III. MEETINGS

Section 1. Frequency

The Board shall meet a minimum of four times per year, once per quarter, in public sessions in accordance with the Bagley-Keene Open Meeting Act.

Section 2. Parliamentary Procedure

Robert's Rules of Order shall be used as a guide in conducting Board meetings.

Section 3. Special Meetings

Upon request of a local public agency, the Board shall conduct a hearing on any conflict between a local public agency and the Telecommunications Division (TD) regarding a final plan that has not been approved by the TD pursuant to Government Code Section 53114. The Board shall meet within 30 days following the request, and shall make a recommendation to resolve the conflict to the TD within 90 days following the initial hearing by the Board pursuant to the request.

Section 4. Location

Meeting locations shall be determined by consensus of the Board. Meeting locations may be altered so that no member will be burdened with travelling long distances for each meeting.

Section 5. Attendance

Since the Board meets only quarterly, attendance by members is critical. If a member is unable to attend a quarterly meeting, that member may send their designated alternate. However, the alternate will have no voting privilege.

Section 6. Quorum

A quorum must be present to conduct Board business. A simple majority of the members shall constitute a quorum.

Section 7. Recommendations

Recommendations to the 9-1-1 Office from the Board shall be made only after a consensus is reached amongst Board members. A consensus is agreement among **six** of the ten voting members.

Section 8. Subcommittees

The Board shall have the power to recommend the establishment of committees for the purpose of conducting special studies, performing research or developing surveys. In addition, the Board may elect to establish a committee(s) from amongst its own ranks.

IV. AMENDING THE BY-LAWS

The Board shall have the authority to add, delete, and/or modify the By-Laws by sustained vote of a majority of members, consistent with current law and regulatory provisions impacting the Board.