

STATE 9-1-1 ADVISORY BOARD BY-LAWS

I. STATEMENT OF PUBLIC POLICY

Pursuant to Government Code section 53100, the Legislature declared that it is in the public interest to shorten the time required for a citizen to request and receive emergency aid.

Pursuant to Government Code section 53100.5, subdivision (a), the Legislature declared: "The provision of fire protection services, rescue services, emergency medical services, hazardous material response services, ambulance services, and other services related to the protection of lives and property is a matter of public safety and critical to the public peace, health, and safety of the state."

II. AUTHORITY

In 2003, Government Code section 53115.1 subdivision (a), created the State 9-1-1 Advisory Board (Board).

III. BOARD MEMBERSHIP

A. Appointment

Pursuant to Government Code section 53115.1, subdivision (b), the Board shall be comprised of the following members appointed by the Governor who shall serve at the pleasure of the Governor:

- (1) The Deputy Director of Public Safety Communications shall serve as a nonvoting member 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.

B. Vacancies

Upon expiration of a member's term or other vacancy, the entity with recommending authority identified in Government Code section 53115.1, subdivision (b), shall, within 30 days of the vacancy, nominate a representative for the Governor's consideration.

Pursuant to Government Code section 53115.1, subdivision (c), recommending authorities shall give great weight and consideration to the knowledge, training, and expertise of the appointee with respect to their experience within the California 911 system. Board members should have at least two years of experience as a Public Safety Answering Point (PSAP) manager or county coordinator, except where a specific person is designated as a member.

C. Term of Appointment

Pursuant to Government Code section 53115.1, subdivision (d), Board members shall serve at the pleasure of the Governor but may not serve more than two consecutive two-year terms, except the Deputy Director of Public Safety Communications shall serve for the duration of their tenure.

D. Compensation

Pursuant to Government Code section 53115.1, subdivision (e), Board members 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 reimbursements shall be for travel within California and are governed by the travel reimbursement policies of California Department of Human Resources (Cal HR).

E. Delegation

Pursuant to Government Code section 53115.1, subdivision (g), any Board member may designate a person to act as that member in their place and stead for all purposes, as though the member were personally present.

IV. PURPOSE

Pursuant to Government Code section 53115.2, subdivision (a), the purpose of the Board is to provide advice and formal recommendations to the California Governor's Office of Emergency Services (Cal OES). Cal OES is supervised by the Director of Emergency Services. (Gov. Code, §§ 8585 subd. (a); 53122.) In fulfilling its purpose of advising Cal OES's Director, the Board shall advise and may make formal recommendations on all of the following subjects:

- (1) Policies, practices and procedures for the California 9-1-1 Branch;
 - (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 Telephone Number Account (SETNA);
 - (5) Proposed projects and studies conducted or funded by the State Emergency Telephone Number Account; and
 - (6) Expediting the rollout of Next Generation 9-1-1 technology.
- (Gov. Code, § 53115.2, subd. (a).)

Formal recommendations shall be made in writing to Cal OES after a consensus is reached amongst Board members. A consensus is the agreement of a majority of voting members.

Pursuant to Government Code section 53115.2, subdivision (c), the State 9-1-1 Advisory Board may enlist an independent technical expert for advisory purposes. The Board shall not enlist an independent expert who has worked for

Cal OES, or who has been a current or former Next Generation 911 vendor, in the prior two years.

The Board shall not enlist an expert for advisory purposes if the expert has a conflict of interest with Cal OES or a Board member.

V. MEETINGS

A. Open Meetings

Pursuant to Government Code section 53115.1, subdivision (f)(1), the Board shall meet quarterly in public sessions. All meetings, including meetings held via teleconference, of the Board are governed by the Bagley-Keene Open Meeting Act codified at Government Code sections 11120-11132. The Bagley-Keene Open Meeting Act also governs Board member communications related to Board matters outside of a public meeting.

Any special meeting or emergency meeting must comply with all Bagley-Keene Open Meeting Act procedures. (Gov. Code, §§ 11125.4, 11125.5.)

B. Closed Meetings

Closed sessions shall be held only in accordance with the Bagley-Keene Open Meeting Act. (See Gov. Code, §§ 11125, 11126, 11126.1, 11126.3, 11127, 11128, 11132.)

C. Quorum

A quorum of the Board shall be a majority of its duly-appointed members. A quorum of the Board is necessary to hold a meeting. To establish quorum, a majority of duly-appointed members must be present at the same location.

D. Meeting Chair

Pursuant to Government Code section 53115.1, subdivision (f)(2), at its first meeting of each calendar year, or at another time the Board deems appropriate, the Board shall elect one of its voting members to serve as chair.

The chair shall be elected by a majority vote of the members of the Board present and voting, if a quorum is present.

The chair of the Board shall preside at meetings. If the elected chair is absent or has a conflict of interest, the chair may yield the chair position to another member.

E. Administrative Support

Pursuant to Government Code section 53115.1, subdivision (f)(1), the Public Safety Communications (PSC) division shall provide administrative support to the Board. Administrative support means:

- Circulating drafts of meeting agendas to Board members;
- Posting finalized meeting agendas and related documents to the California 9-1-1 Branch's website;
- Collecting and distributing meeting materials;
- Hosting public meetings at a Cal OES facility;
- Providing a Board Liaison to communicate with Board members;
- Providing a Board Liaison or other staff member to guide the board through agenda items during the meetings;
- Receiving and processing public comments;
- Recording meeting minutes;
- Organizing and maintaining meeting minutes, video recordings of meetings and documents considered at meetings;
- Ensuring public documents are available and accessible;
- Supporting accommodations as required by the Americans with Disabilities Act; and
- Assisting in the reimbursement of travel expenses.

VI. CODE OF CONDUCT

A. Purpose

The purpose of this Code of Conduct is to establish clear expectations for professional behavior, ethical conduct, and integrity for all members of the Board. As a statewide advisory body providing advice to the Cal OES, members

must uphold standards that promote public trust, transparency, and effective collaboration.

B. Applicability

This policy applies to all Board members, alternates, designees, and participants engaged in official Board, subcommittee, working group activities, or outside activities conducted on behalf of the Board.

C. Guiding Principles

Board members must conduct themselves according to the following principles:

- Integrity, honesty, and ethical behavior.
- Respect for colleagues, stakeholders, and the public.
- Fairness, impartiality, and objectivity.
- Accountability and transparency in decision-making.
- Commitment to public service and public safety.
- Compliance with all applicable laws, regulations, and state-issued policies.

D. Conflict of Interest

Members must disclose in writing any actual, potential, or perceived conflict of interest at the earliest opportunity to the Board Liaison and the Deputy Director of PSC.

A member with a conflict must recuse and remove themselves from discussion or decision-making on topics where a conflict of interest exists.

Members may not use their Board position to secure personal, professional, or financial benefit.

Members must comply with state conflict-of-interest requirements, including Fair Political Practices Commission (FPPC) Form 700 filings.

Conflict of interests include, but are not limited to:

- Having a financial interest in matters being considered by the Board.
- Serving as an employee, consultant, or member of a Board or committee of an entity currently under contract with Cal OES for 9-1-1 related services.
- Having a conflict arising out of a personal relationship with an employee of an entity currently under contract with Cal OES for 9-1-1 related services.
- Discussing or communicating Board matters with individuals employed by or representing an entity currently under contract with Cal OES for 9-1-1 related services, outside of an open meeting.
- Accepting compensation, gifts over annual limits, or other benefits from any employee or representative currently under contract with Cal OES for 9-1-1 related services.
- Failing to disclose gifts according to annual gift reporting requirements.
- Speaking in favor of, or on behalf of, or representing unauthorized Board favor of an entity currently under contract with Cal OES for 9-1-1 related services.
- Advising or accepting advice from an entity currently under contract with Cal OES for 9-1-1 related services, related to Board matters.
- Participating in any contract made by a member in their official capacity, where the Board member has a financial interest.

E. Professional Conduct Requirements

Board members must:

- Treat all individuals with courtesy, dignity, and respect.
- Maintain a professional demeanor during all Board interactions.
- Engage in constructive dialogue and support a collaborative environment.
- Welcome diverse perspectives and conduct themselves with impartiality.
- Avoid meeting with a majority of Board members outside of a public meeting, including a majority of an inadvertently created subcommittee.
- File a Form 700 with the FPPC, when required.
- Upon discovery, immediately disclose a conflict of interest to the Board Liaison and the Deputy Director of PSC by providing a written conflict of interest declaration.
- Recuse themselves from any decision where a conflict of interest exists.

F. Confidentiality and Information Handling

Members must protect confidential, sensitive, or security-related information obtained through Board service. Information designated as confidential may not be disclosed without express authorization from Cal OES.

Members must adhere to applicable state records laws, including the California Public Records Act.

G. Meeting Standards and Responsibilities

Members are expected to:

- Comply with the Bagley-Keene Open Meeting Act at all times, while acting in an official capacity.
- Attend meetings regularly, including via teleconference, and notify the Board Liaison of anticipated absences or changes in scheduled attendance.
- Prepare for meetings by reviewing relevant materials in advance.
- Participate respectfully and avoid interrupting, dominating, or derailing discussions.
- Follow the procedures established by the Board chair, including parliamentary or facilitation guidelines.
- Request agenda items or propose topics during an open meeting or through the Board Liaison.

H. Communication and Public Interaction

Members must communicate professionally when engaging with stakeholders, state employees, or members of the public.

Members cannot act on behalf of the Board outside of the Board meeting without the express written permission of the Director of Cal OES.

Board members are not authorized to speak on behalf of Cal OES.

I. Use of State Resources

State resources, including, but not limited to, facilities, property, documents, and travel funds must only be used for legitimate Board business.

VII. AMENDING THE BY-LAWS

These By-Laws may be amended at any regular meeting of the Board, provided that the amendment has been submitted in writing to the Board and members of the public with the meeting notice.