

# **SUMMIT COUNTY COMMUNICATIONS SYSTEM ADVISORY COMMITTEE**

## **BYLAWS**

Revised January, 2015

### **ARTICLE 1 – NAME AND RESPONSIBILITIES**

The Summit County Communications System Advisory Committee (SCCSAC) is formed to:

- (a) Address issues associated with the Regional Radio System.
- (b) Annually develop and implement goals for the Regional Radio System
- (c) Approve operating policy for the Regional Radio System
- (d) Make financial recommendations to the Ownership Committee regarding the Regional Radio System infrastructure, service and maintenance

### **ARTICLE 2 – AUTHORITY**

The SCCSAC is formed in compliance with the Summit County Regional 800 MHz Radio System User Agreement.

### **ARTICLE 3 – MEMBERSHIP**

Members of SCCSAC will be made up of one representative from each User community, one user member from the City of Akron and one user member from the County of Summit. Each representative will have equal representation on all issues brought before the committee. Owner representatives and the Summit County Radio System Administrator shall serve as non-voting members of the Committee.

### **ARTICLE 4 – TERM OF OFFICE**

Each member and an alternate shall be appointed in writing by their respective jurisdiction. Each member will serve until removed or replaced by their respective jurisdiction or they are removed under Article 6 – Removal.

### **ARTICLE 5 – VACANCIES**

Should there be a vacancy in any member's seat on the Committee, the Alternate shall assume the position of the member and a new Alternate shall appointed in their place. Should there be a vacancy in any Alternate's position, the seat shall remain vacant until it is filled by the jurisdiction.

When a vacancy occurs, appointment for the unexpired term shall be made in the same manner as the original appointment. The appointing authority shall be promptly notified of all vacancies in writing.

## **ARTICLE 6 – REMOVAL**

Any member of the SCCSAC may be removed from office by the appointing authority for neglect of duty, misconduct, malfeasance in office, or other reasons according to the law.

The Chairperson may notify the appointing authority of any member failing to attend four (4) meetings in a calendar year. The Chairperson may recommend removal of a member if the failure of attendance continues.

## **ARTICLE 7 – OFFICERS**

### **SECTION I – OFFICERS**

The officers of SCCSAC shall consist of the Chairperson and Vice Chairperson. The Radio System Administrator shall serve as Recording Secretary without a vote.

### **SECTION II – ELECTION AND REMOVAL**

The officers shall be elected annually by majority vote at the first regular meeting of each year. No person other than recording secretary shall be eligible to serve more than three consecutive one-year terms in the same office. New officers shall assume their duties at the close of the meeting at which they were elected.

Vacancies in officer positions shall be filled by majority vote of the Administrative Committee at its next regular meeting.

Any SCCSAC officer may be removed for cause by a majority vote of the Administrative Committee at a regular meeting.

### **SECTION III – DUTIES**

The officers shall have those duties as outlined in “Robert’s Rules of Order,” and as specified in these By-Laws.

### **CHAIRPERSON**

The Chairperson shall preside at all meetings of the Advisory Committee.

The Chairperson shall, in addition to the usual duties pertaining to the office, exercise such authority and perform such duties as the Advisory Committee may from time to time deem necessary.

## **VICE CHAIRPERSON**

The Vice Chairperson shall perform the duties of the Chairperson during the absence of the Chairperson or when the Chairperson is unable to discharge the duties of office. The Vice Chairperson will chair the Working Group.

The Vice Chairperson shall, in addition to the usual duties pertaining to the office, exercise such authority and perform such duties as the Administrative Committee may from time to time deem necessary.

## **RECORDING SECRETARY**

The Recording Secretary shall be responsible for all minutes and records of the Advisory Committee. The Recording Secretary may utilize any willing committee member or participating agency to assist in their responsibilities.

The Recording Secretary shall maintain a record of attendance at all meetings and notify the chair of any member who violates the attendance requirement.

## **ARTICLE 8 – MEETINGS**

### **SECTION I – REGULAR**

The Advisory Committee shall hold regular meetings at the time and place designated by the Chairperson, including by telephone or video conferencing. The Committee shall meet on a monthly basis as per the User's Agreement.

### **SECTION II – ANNUAL**

The first regular monthly meeting of each year shall be known as the Annual Meeting and shall be for the purpose of electing officers, receiving any reports of recommendations of officers and members, and any other business which may arise.

### **SECTION III – SPECIAL**

Special meetings may be called by the chairperson or by petition of two members. Where practical, all members shall be given 48 hours notice of all special meetings.

### **SECTION IV – EMERGENCY**

Emergency meetings may be held in time of emergency or impending emergency. Emergency meetings may be called by any two members. All members shall be notified whenever possible. A full report of all business conducted at an emergency meeting

shall be made to the Administrative Committee at the following regular or special meeting.

#### **SECTION V – ATTENDANCE**

Attendance shall constitute participation in the meeting by the means in which the meeting was scheduled, including, but not limited to, in person, teleconferencing and videoconferencing.

#### **SECTION VI – QUORUM AND VOTING**

A quorum for any regular meeting shall consist of the members or authorized alternates who are in attendance..

An agenda will be sent to all members at least 7 (seven) days prior to the regularly scheduled meeting. New business will not be voted on until the following business meeting for the benefit of all user representatives.

#### **SECTION VII – MEETING REGULATION**

All regular and special meetings of the Advisory Committee shall be open to the public, except as provided by law. Comments from the public may be made at the discretion of the Chairperson prior to the adjournment.

### **ARTICLE 9 – BOARDS AND COMMITTEES**

Standing committees, task forces, ad hoc and/or special committees may be appointed by the Chairperson with confirmation by the Administrative Committee. Membership on the Communications System Administrative Committee is not required to participate in standing committees, task forces, ad hoc and/or special committees.

The Executive Board is a standing committee comprised of seven (7) members and consisting of two (2) members of the Ownership Committee, as outlined in Section 6 of the Interlocal Agreement, the Chair and Vice-Chair of the SCCSAC, the Radio System Administrator and two (2) other representatives as determined by the SCCSAC. The role of the Executive Board shall be to oversee planning and management of the Regional Radio System, including making budgetary recommendations.

The Working Group is a permanent, standing committee chaired by the SCCSAC Vice Chairperson. The Working Group will meet monthly as long as they have business to discuss as assigned to them by the SCCSAC Chairperson or the Advisory Committee.

### **ARTICLE 10 – RECORDS**

The Recording Secretary shall keep all records and minutes of the proceedings of SCCSAC. All books and records shall be maintained at the County of Summit Department of Public Safety's office unless otherwise designated by majority vote of the Advisory Committee. The fiscal year of the organization shall be consistent with the County Fiscal Year of January 1st – December 31st.

#### **ARTICLE 11 – RULES OF ORDER**

The rules contained in "Robert's Rules of Order-Revised" shall govern the Administrative Committee in all cases in which they are applicable and do not conflict with these By-Laws.

#### **ARTICLE 12 – AMENDMENTS TO BY-LAWS**

In order to amend, repeal or change these By-Laws, a majority affirmative vote of the Advisory Committee shall be required at a regular meeting of the SCCSAC.

#### **ARTICLE 13 – FINANCIAL OBLIGATIONS**

Recommendations for financial obligations toward the Regional Radio System shall be submitted by the Radio System Administrator and forwarded to the Regional Radio System Ownership Committee for final adoption