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**STATE OF OHIO
STATEWIDE INTEROPERABILITY EXECUTIVE COMMITTEE**

BYLAWS

February 22, 2013

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I. OFFICIAL DESIGNATION

There is established an executive committee designated as the Statewide Interoperability Executive Committee (SIEC) pursuant to Governor's Executive Order 2012-07K (the Order).

Pursuant to the order, the Directors of the Ohio Department of Public Safety and the Department of Administrative Services (the Directors) shall establish a Statewide Interoperability Executive Committee to advise the Directors on matters of interoperable communications, including communications funding efforts. The committee shall include, but not be limited to, state, regional, local, and non-government officials who have public safety communications responsibilities and who represent first responders. Members of the SIEC shall be comprised of representatives from the agencies, departments and organizations listed in Appendix A of the order. Members of the SIEC shall serve without compensation.

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II. MISSION

The mission of the Ohio SIEC is to provide guidance and strategic direction for public safety first responders in their communications initiatives, for the purpose of continuous improvement in reliable, mission critical communications interoperability. The SIEC will leverage the experience, expertise, and statewide connections of its membership to provide the Directors with independent, real-time advice to support decision making across the spectrum of interoperable communications matters.

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III. PURPOSE

The SIEC shall regularly report to the Directors, and is authorized to:

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- A. Develop policy recommendations related to comprehensive public safety communications systems, processes and operations throughout the state.
 - B. Create and implement comprehensive strategies to develop, sustain and improve public safety communications technologies at the local, regional, and statewide levels.
 - C. Coordinate the implementation of such comprehensive state strategies with state, regional, local government partners, first responders, non-government

46 organizations, the private sector, and experts within academia and research
47 communities.

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49 D. Be responsible for the coordination and implementation of national
50 communications plans and policies at the state level, including, but not limited
51 to, the National Emergency Communications Plan and the Nationwide Public
52 Safety Broadband Network.

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54 E. By way of the Statewide Interoperability Coordinator (SWIC), be the single
55 point of contact with federal communications entities for the State of Ohio.

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57 F. Evaluate the feasibility and effectiveness of implementing and funding specific
58 priorities of state, regional, and local communications efforts in coordination
59 with national communications priorities and funding initiatives.

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61 G. Review and evaluate existing and emerging issues that relate to statewide,
62 regional, and local public safety communications matters.

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64 **IV. MEMBERSHIP AND OFFICERS**

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66 The SIEC shall be comprised of representatives from state, regional, local and non-
67 government organizations, as outlined in Appendix A of the order, with diverse and
68 appropriate professions that have an interest in the committee, as outlined in section III,
69 above. Representatives shall be appointed to the committee by each organization listed
70 in Appendix A of the order and shall serve at the pleasure and discretion of their
71 appointing authority. Once appointed, an SIEC member may designate an alternate
72 member from within the same appointing authority for purposes of representation and
73 voting. Individuals appointed to the SIEC shall serve until notifying the committee
74 chairperson in writing of their resignation. With sufficient cause, which includes failure
75 to attend scheduled meetings of the SIEC, the Directors may dismiss any member or
76 alternate of the Committee. Any change in representation shall require a new
77 appointment letter from the appointing authority.

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79 The inclusion of new member organizations will be at the discretion of the Governor.

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81 The Directors shall appoint one or more individuals as chairperson(s) to manage the
82 affairs of the SIEC on an ongoing basis. The chairperson(s) shall preside over the
83 meeting of the SIEC. If a chairperson position becomes vacant, one of the Directors
84 shall assume the position until a new chairperson is designated.

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86 The Directors, or their designees, shall appoint a secretary of the SIEC. The duties of
87 the secretary shall include:

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- maintain the list of all members and all records of the organization, including
89 committee reports, on file;

- 90 • notify members of their election to office or appointment to committees and
91 furnishing them with the proper documents;
- 92 • maintaining the official documents of the organization, including the bylaws, rules
93 of order, standing rules, and minutes;
- 94 • taking minutes at all meetings, handling the correspondence, and, in the absence
95 of the Administrator, preparing the agenda for meetings.
- 96 • The secretary shall cooperate with all members of the SIEC and be of service to
97 the entire committee.
- 98 • The secretary shall serve until notifying the committee chairperson in writing of
99 his/her resignation. With sufficient cause, which includes failure to attend
100 scheduled meetings of the SIEC, the Directors may dismiss the secretary of the
101 Committee.

102 The Directors, or their designees, shall appoint Ohio's Statewide Interoperability
103 Coordinator (SWIC). The SIEC shall make recommendations to the Directors or their
104 designees, concerning the designation of a SWIC and Assistant SWIC. The Assistant
105 SWIC shall serve in the capacity of SWIC only if the SWIC is not available.

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107 The SWIC shall act as the administrator of the SIEC and will be responsible for the day-
108 to-day operations and administrative functions of the SIEC.

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110 The chairperson(s) or the administrator may establish any number of subcommittee,
111 task force, or working group entities and/or assign individual SIEC members to produce
112 work product, represent the SIEC at other forums, and/or exchange information with
113 other organizations and advise the SIEC. For purposes of committee organization, the
114 subcommittee chairperson shall report to the administrator.

115 116 **V. VOTING RIGHTS**

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118 Voting rights for the SIEC shall stand as follows:

- 119 A. Proxy votes are not permitted.
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121 B. A committee member or his/her alternate must be present to cast a vote.
122 Committee members represented by an alternate shall notify the
123 Administrator in advance of the alternate's function for specified meetings.
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125 C. A quorum, which is defined for this purpose as a simple majority of SIEC
126 members as listed in the most recent roster approved by the Directors, is
127 required for all official actions of the committee.
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129 D. Motions and other actions brought before the committee will be acted upon by
130 a simple majority vote of those present.
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135 **VI. RELATIONSHIP TO OTHER COMMITTEES**

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137 The SIEC may solicit advice from subject matter experts, committees, councils, boards,
138 authorities and commissions as necessary, and pursuant to paragraph 3 of the Order.
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140 **VII. ESTIMATED COSTS**

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142 Subject to the availability of appropriations, the Departments of Public Safety and
143 Administrative Services envisions the need for and shall provide the SIEC with
144 administrative support, to include operating expenses and administrative costs incurred
145 in conducting its business.
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147 **VIII. RULES**

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149 The SIEC shall follow Robert's Rules of Order and other rules as follows:

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151 A. The Directors shall review the committee's membership and bylaws on the
152 state biennium, when a new director is appointed, or at the request of the
153 SIEC.
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155 B. The SIEC Secretary will maintain a membership roster including authorized
156 alternate members. The secretary will maintain an attendance roster for each
157 meeting. The Secretary will determine and announce the presence of a
158 quorum at the beginning of each meeting.
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160 C. The SIEC shall meet at least quarterly. Meetings may be conducted, and
161 members may attend in person or via videoconferencing, teleconference, or
162 other electronic means.
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164 D. The SWIC, as administrator of the SIEC, shall be the sole representative of
165 the SIEC and act as the single point of contact with government officials. The
166 Assistant SWIC may act in place of the SWIC if the SWIC is unavailable.
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168 E. Components of the SIEC may meet in the form of standing subcommittee, ad-
169 hoc task force, or working group entities as tasked by the Chairperson(s) or
170 Administrator. These entities may only address specific issues as assigned
171 by the Chairperson(s) or Administrator. The Secretary shall maintain the
172 membership of these groups.
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174 F. The SIEC shall record and provide minutes of each meeting to committee
175 members for review. Minutes will be scheduled for approval at the next
176 regularly scheduled committee meeting.
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178 G. Pursuant to the Executive Order, the SIEC shall function on a continuing
179 basis until amended or terminated.
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181 **IX. EFFECTIVE DATE**

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183 February 22, 2013 (as approved by the SIEC)

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