

## **HERTFORD COUNTY E911 GOVERNANCE BOARD BYLAWS**

### **Article I – Hertford County E911 Communications Governance Board**

The name of this organization shall be "The Hertford County E911 Governance Board, hereinafter referred to as the "Governance Board".

### **Article II - Objectives**

The Governance Board's objectives shall be: to provide advisory administrative oversight of the joint E911 Communications' Agency charged with providing and maintaining a consolidated public safety communications system within Hertford County serving both the Towns and County. This system will promote the delivery of public safety services in furtherance of the public health, safety and general welfare of Hertford County citizens and residents.

### **Article III – Membership**

Section 1. Appointment. Members of the Governance Board shall be appointed by the Hertford County Board of Commissioners, with the exception of the Citizen at large. This member shall be appointed by the Advisory Board.

Section 2. Membership Classifications. Membership on the Governance Board shall consist of eleven voting members with the following representative slots:

- A. Police Chief from the Towns of Murfreesboro & Ahoskie or designee
- B. Hertford County Sheriff or his designee
- C. A representative of Hertford County EMS
- D. A representative of the Hertford County Firemen's Association
- E. A representative of the Town of Ahoskie Fire Department (~~paid squad~~)
- F. Hertford County Emergency Management Director
- G. Council Member from the Towns of Murfreesboro & Ahoskie or designee

H. County Commissioner or designee

I. Member-at-Large (to be selected by the Governance Board)

Section 3. Non-Voting Members. The Governance Board shall include the following non-voting members:

A. The Hertford County IT Director or his/her designee, appointed by the County Manager

B. The Hertford County 911 Director

Section 4. Voting Rights. All members of the Governance Board shall have full and equal voting rights on matters to be considered by the Board.

#### **Article IV - Meetings**

Section 1. Regular Meetings. An organizational meeting shall be held in January of each year for purpose of electing officers and appointing committee members. Regular meetings of the Governance Board shall be held the first Wednesday of each month at 10:00 a.m.

Section 2. Special Meetings. Special meetings may be called at any time by the Chairman. Two days' notice for a special meeting shall be given to all members.

Section 3. Quorum. A quorum to conduct business shall be a majority of the qualified voting membership present.

#### **Article V – Appointment**

Section 1. Appointment of Members. Initial appointment(s) of members shall be staggered terms of one (1); two (2); and three (3) years. All subsequent appointments shall be made for three (3) year terms. Any vacancy in the membership shall be filled for the un-expired term in the same manner as initial appointment.

Section 2. Term of Members. With the exception of the Member-At-Large (which is ~~to~~ too selected by the Governance Board), Members of the Governance Board shall serve at the pleasure of the Board of Commissioners without compensation. Any vacancies will be filled, as needed by the Board of Commissioners. All terms shall expire on December 30 of the appropriate term of appointment. Please note certain representative slots term will be for the duration of position held.

Section 3. Attendance of Members. Members who miss more than three (3) consecutive regular meetings without notification shall be recommended for removal and a request submitted to the Board of County Commissioners to reappoint the position. Absences due to sickness, death or emergencies shall not affect a member's status on the Governance Board provided notification is

given. The Governance Board reserves the right to review reasons for absence and determine whether the absence is excused or unexcused.

## **Article VI- Officers**

Section 1. Number and Titles. The elected officers shall be three (3) in number: Chairman, Vice-Chairman, and Secretary. The Chairman shall conduct all meeting and serve as the official spokesman of the Governance Board.

Section 2. Eligibility. Only an active member shall be eligible to serve as an officer.

Section 3. Term of Office. Term of office for all officers shall be one (1) year or until a successor is duly elected.

Section 4. Duties. Officers shall perform the duties as may be prescribed by these Bylaws, Standard Operating Guideline, and the authority prescribed in the Inter-local Agreement adopted by the respective entities.

Section 5. Vacancies. In the event the office of Chairman shall become vacant, the Vice Chairman shall become Chairman for the unexpired portion of the term. Vacancies in the offices of Vice Chairman and Secretary shall be filled by election by the Board.

## **Article VIII. - Committees**

Section 1. User Committees. In accordance with authorizing legislation, the Governance Board shall create or designate Fire, EMS and Law Enforcement User Committees for the purpose of establishing dispatch protocols, procedures, policies and systems related to service delivery for their respective service area or activity.

Section 2. Standing Committees. There may be the following standing committees appointed by the Chairman and approved by the ~~Executive~~ Governance Board: User, Finance, Bylaws, Standard Operating Guidelines, and Nominating.

Section 2. Duties. Committees shall perform the duties as may be prescribed by these Bylaws, the Manual of Procedures, and the parliamentary authority adopted by the Organization.

Section 3. Composition and Term of Office. All committees are composed of a Chairman and at least one member. The term of office for all committees shall be two years.

Section 4. Other Committees. The Governance Board may create such other special committees, subcommittees, or task forces as shall be deemed necessary and which shall not be in conflict with other provisions of these Bylaws. The duties of any such bodies shall be prescribed upon their creation.

## **Article IX - Finance**

Section 1. Fiscal Year. The fiscal year of this Governance Board shall be July 1<sup>st</sup> to June 30<sup>th</sup>.

Section 2. Budget. With recommendations of the 911 Director and Finance Committee, the voting members shall adopt an annual operating budget (including amount proposed to be paid by each municipality for participation) covering all activities of the E911 Communications Center to be presented to the County Manager for each fiscal year. This Governance Board must adopt a positive balanced budget.

## **Article X - Amendments**

Section 1. These Bylaws may be amended at a general meeting of the Governance Board as follows:

- A. By a majority vote provided that the proposed amendments have been presented in writing at least thirty (30) days prior to voting and that all amendments have been reviewed and approved Bylaws Committee before presentation to the membership.

Section 2. A revision of these Bylaws may be ordered at the recommendation of the ~~Executive~~ Governance Board and a majority vote of the general membership. When a revision of the Bylaws is brought before the general membership for a vote only a majority vote is necessary to adopt an amendment to the proposed revision, but a two-thirds (2/3) vote is necessary to adopt the proposed revision, provided approval of the revised Bylaws has been obtained from Bylaws Committee before presentation to the membership.

Adopted this 4<sup>th</sup>, day of September 2013.

Revised August 5<sup>th</sup>, 2015.