

**Bylaws of the Strategic Advisory Committee
Capital Area Emergency Communications District**

Article I – Name, Purpose, Responsibilities

- 1.1. The Strategic Advisory Committee (Committee) is a standing advisory committee of the Capital Area Emergency Communications District (CAECD). The Committee may provide recommendations to the District Board of Managers to:
 - 1.1.1. Facilitate long-range technology planning to carry out regional emergency communications policies and priorities.
 - 1.1.2. Assist in the development of the five-year strategic plan.
 - 1.1.3. Review and recommend service fee levels necessary to fulfill strategic goals.
 - 1.1.4. Assist as well as review and make recommendations regarding development or revision of 9-1-1 policies and procedures for the Public Safety Answering Points, or integration of other emergency communications systems such as radio, emergency notification services or geographic information systems.
 - 1.1.5. Assist as well as review and make recommendations regarding the overall emergency communications architecture including, but not limited to; networking, hardware, software and service providers.
 - 1.1.6. Review and make recommendations on uses of District funds.

Article II – Membership

- 2.1. To be eligible for Committee membership, the member must be employed by the city or county the member is to represent, or by a political subdivision of that city or county, unless otherwise designated by the District Board of Managers.
- 2.2. Members must possess experience and/or training in public safety emergency communications including but not limited to: 9-1-1 operations/dispatching, radio systems, law/fire/emergency medical services, geographic information systems, computer aided dispatching or records management systems. Management level experience is preferred.
- 2.3. The Committee shall be based on population and composed of the following 15 members appointed by the District Board of Managers:
 - 2.3.1. City of Austin 3
 - 2.3.2. Bastrop County 1
 - 2.3.3. Blanco County 1
 - 2.3.4. Burnet County 1
 - 2.3.5. Caldwell County 1
 - 2.3.6. Fayette County 1
 - 2.3.7. Hays County 1

- 2.3.8. Lee County 1
 - 2.3.9. Llano County 1
 - 2.3.10. Travis County* 1 *Population does not include City of Austin
 - 2.3.11. Williamson County 3
- 2.4. A CAPCOG staff member, designated by the CAECD Executive Director, shall serve as Committee liaison and shall attend each Committee meeting.
 - 2.5. The term of appointment for a Committee member shall begin on the date of appointment by the Board of Managers, and end on December 31 of odd numbered years.
 - 2.6. The Board of Managers may reappoint a Committee member.
 - 2.7. In the case of a vacancy, the Board of Managers shall appoint a replacement to serve for the remainder of the unexpired term.
 - 2.8. A vacancy occurs when
 - 2.8.1. A member's term expires and the member is not reappointed;
 - 2.8.2. A member resigns (resignations shall be in writing to the Committee liaison and the Committee Chair);
 - 2.8.3. A member is removed for good cause by the Board of Managers; or
 - 2.8.4. A member no longer satisfies the qualification requirements.
 - 2.9. Attendance of members at all meetings is expected.
 - 2.9.1. The Committee liaison shall maintain attendance records documenting Committee member absences. If a member is unable to attend a scheduled meeting, they must notify the Committee liaison prior to the meeting to receive an excused absence; and the notification submitted in enough time to ensure there will be a quorum. Non-attendance at a Committee meeting without notification to the Committee liaison is an unexcused absence. If a member is unable to attend a meeting, the member may send a representative who assumes all but the voting rights and responsibilities of the member.
 - 2.9.2. Within one calendar year, a member who misses the greater of 50% of the meetings scheduled or two consecutive meetings with at least one unexcused absence is removed from the Committee. The Committee liaison will notify the member of the removal.
 - 2.9.3. Members so removed may appeal in writing to the Board of Managers within two weeks of the date of notification. The Board of Managers will consider appeals in a timely manner and the member notified in writing of the decision.

Article III - Officers

- 3.1. Election of a Chair and Vice-Chair from among the committee members will occur at the first meeting of the calendar year.

- 3.2. Officers serve one-year terms, beginning on the date elected.
- 3.3. Officers may serve a maximum of two consecutive terms.
- 3.4. In the event an Officer is unable to fulfill their term, the Committee shall elect a replacement, at a regular or specially called meeting, who serves for the remainder of the unexpired term.
- 3.5. The Chair shall preside at all meetings of the Committee. The Chair shall represent the Committee in presentations to the Board of Managers, unless the Chair delegates this duty to another member.
- 3.6. In the case of a tie during a vote at which a quorum is present, the Chair has the authority to break the tie.
- 3.7. The Vice-Chair shall perform all the duties of the Chair in the case of absence or disability and such other duties as may arise, from time to time, when requested by the Committee.
- 3.8. In case the Chair and Vice-Chair are absent or unable to perform their duties, the Committee may appoint a Chair pro tem.
- 3.9. The Committee may elect other Officers from time to time to carry out its responsibilities. This requires a simple majority vote of the Committee members at any regularly scheduled meeting where a quorum is present.

Article IV – Meetings

- 4.1. The Committee shall meet on the 4th Wednesday of the first month of each quarter or at a time, date and place specified by the CAECD Executive Director, the Committee liaison or the Committee as a whole.
- 4.2. The Committee liaison will prepare the written notice, including an agenda, for each regular meeting and mail, electronically transmit or hand-deliver the notice and agenda to each Committee member at least five business days before the meeting date.
- 4.3. The CAECD Executive Director, the Committee liaison, the Committee Chair or at least one-third of the membership, excluding vacancies, of the Committee may call a special meeting of the Committee.
- 4.4. A request by the membership for a special meeting must be in writing, addressed to the Chair and describe the purpose or purposes of the meeting. The only business considered at a special meeting shall reasonably relate to the purpose or purposes described in the request for the special meeting.
- 4.5. Special meetings require at least 72 hours prior notice to the Committee members.
- 4.6. A majority of the total voting membership, excluding vacancies, constitutes a quorum for conducting Committee business.
- 4.7. A majority vote of the members present at a meeting at which a quorum is present is necessary for action by the Committee. Loss of a quorum for any reason during a meeting at which a quorum is initially established requires postponement of all remaining business items requiring a Committee vote or action until the quorum is reestablished or the next scheduled meeting at which a quorum is established.
- 4.8. A Committee member may not transfer voting rights by proxy.
- 4.9. All meetings of the Committee shall be open to the public unless the nature of the discussion involves service provider confidentiality as provided or reveals information that

could pose an emergency communications system security risk related to an act of terrorism or other criminal activities. The meetings are not subject to the Texas Open Meetings Act.

- 4.10. Minutes of the Committee meetings, documents distributed and other records are the property of CAECD. The Committee liaison or his/her designee shall be the recording clerk. The recording clerk shall keep tape recordings and/or written copies of summary minutes according to the CAECD Records Retention Schedule. These materials are available for public view, at the CAECD offices, upon receipt of a written request by the interested party.
- 4.11. Except where these bylaws require otherwise, *Robert's Rules of Order* shall govern the conduct of Committee meetings.
- 4.12. A Committee member, other than an elected public official, who is a member of the governing body, an officer or an employee of an applicant for funding must disclose his or her status before the consideration of the application by the Committee and may not participate in discussion of or vote on the application. The member's presence is included in determining the existence of a quorum. A vote cast in violation of this paragraph is invalid.
- 4.13. Committee members should maintain objectivity and professionalism when carrying out business of the Committee. In the event a Committee member acts in a manner which brings the work of the Committee into question or controversy, it shall be the responsibility of the CAECD Executive Director to address the incident with the appointing member of the Board of Managers.

Article V – Subcommittees

- 5.1 Standing Subcommittees
 - 5.1.1. Standing subcommittees will be established to focus on specific regional planning issues. Areas of focus include but are not limited to "Next Generation" 9-1-1 services, public safety communications interoperability, public safety answering points, and geographic information systems.
 - 5.1.2. Each Subcommittee Chair will report on the activities of the subcommittee to the Committee at each meeting.
 - 5.1.3. Membership on any subcommittee shall be established to achieve the purpose for which the subcommittee was created.
 - 5.1.4. The Subcommittees will meet as needed or as determined by each Subcommittee Chair. The method for calling Subcommittee meetings shall be the same as that for calling meetings or at the discretion of the subcommittee membership to discharge their responsibility.
 - 5.1.5. Subcommittee members will select the Chair for the subcommittee. Subcommittee Chairs are not required to be members of the Strategic Advisory Committee.
- 5.2. Ad Hoc Work Groups
 - 5.2.1. The Chair, with approval of the Committee, may appoint an ad hoc work group for

- special purposes to comply with special needs.
- 5.2.2. The Committee shall establish membership qualifications for an ad hoc work group to achieve the designated purpose of the work group.
 - 5.2.3. The method for calling ad hoc work group meetings shall be the same as that for calling Committee meetings or at the discretion of the ad hoc work group membership to discharge their responsibility.
 - 5.2.4. The Chair shall appoint the Leader of an ad hoc work group.

Article VI - Amendments

- 6.1. The Board of Managers may amend these bylaws at a regular or special meeting. The notice of the meeting must include the written text of any proposed amendment.
- 6.2. The Committee may amend these bylaws at a regular or special meeting. The notice of the meeting must include the written text of any proposed amendment. The minutes of the meeting must include the final written text of a proposed amendment as adopted. An amendment adopted by the Committee is not effective unless approved by the Board of Managers.
- 6.3. An amendment to the bylaws takes effect when approved by the Board of Managers unless the amendment specifies a later effective date.
- 6.4. The Committee Liaison will distribute amended copies of the bylaws to Committee members.

Bylaws History

Adopted 11-13-2013

Adopted 05-14-2014