

# WASHINGTON 911 ADVISORY COMMITTEE

## BYLAWS

*Updated: September 2020*

*Adopted: December 17, 2020*

### ARTICLE 1 – AUTHORITY AND NAME

Pursuant to the authorization in Revised Code of Washington (RCW) 35.52.530, the Washington Enhanced 911 (E911) Advisory Committee is created. The Committee shall be named and known hereafter as the Washington State E911 Advisory Committee and referred to as the “**AC**.”

Where conflict exists between any Article, Section, or provision herein, and the laws of the State of Washington, the regulatory and statutory laws of the State of Washington control.

### ARTICLE 2 – DEFINITIONS

**Population Determination:** Annually in July, with the assistance of the State Enhanced 911 (E911) Coordinator, the Chair will review the official county populations as published by the Office of Financial Management as of April 1st and will make recommendations to the AC for movement of counties between represented groups due to population changes. Changes approved by the AC will be effective annually on August 1st.

**Rural Counties** – Population of 85,000 or less

**Urban Counties** – Population above 85,000

**Small Counties** – Population of 85,000 or less

**Medium Counties** – Population of 85,001 to 250,000

**Large Counties** – Population above 250,000

### ARTICLE 3 – PURPOSE AND DUTIES

Pursuant to the provisions of Title 38, Chapter 52 RCW, specifically sections:

520 State Enhanced 911 Coordination Office (SECO),

530 Enhanced 911 Advisory Committee,

532 Enhanced 911 Advisory Committee—Annual legislative update,

- 535 State Enhanced 911 Coordination Office and Advisory Committee—  
Uniform national standards,
- 540 Enhanced 911 account,
- 545 Priorities for enhanced 911 funding, and
- 561 911 calls from radio communications and interconnected voice over internet  
protocol service companies—Technical and operational standards.

The purpose and duties of the AC are set forth in this Article. The State E911 Coordinator shall provide staff support for the AC. (RCW 38.52.520(2))

#### SECTION 1: PURPOSE

The AC shall advise and assist the State E911 Coordinator in coordinating and facilitating the implementation and operation of enhanced 911 throughout the state. (RCW 38.52.530)

#### SECTION 2: DUTIES

The duties of the AC shall include the following:

1. Advise and assist the State E911 Coordinator in specifying rules defining the purpose for which available state enhanced 911 funding may be expended. (RCW 38.52.520)
2. Annually provide an update on the status of enhanced 911 service in the state to the appropriate committees in the legislature. (RCW 38.52.532)
3. Participate in efforts to set uniform national standards for automatic number identification and automatic location identification data transmission for private telecommunications systems and private shared telecommunications services. (RCW 38.52.535)
4. Advise and assist the State E911 Coordinator in the development of statewide agreements to improve the efficiency of enhanced 911 services for all counties. (RCW 38.52.540(3))
5. Advise and assist the State E911 Coordinator in considering the base needs of individual counties for specific assistance. (RCW 38.52.545)
6. Advise and assist the State E911 Coordinator in setting nondiscriminatory uniform technical and operational standards consistent with the rules of the federal communications commission for the transmission of 911 calls from radio communications service companies and interconnected voice over internet protocol service companies to enhanced 911 emergency communications systems. (RCW 38.52.561)

SECTION 3: ETHICS

AC members are subject to RCW 42.52 – Ethics in Public Service, and are specifically restricted by the statute from accepting or soliciting anything of economic value or gratuity if it could be reasonably expected that the gift, gratuity, or favor would influence the vote, action, or judgment of the officer or employee, or be considered as part of a reward for action or inaction. (RCW 42.52.130, 42.52.140, 42.52.450, and 42.52.170)

SECTION 4: PUBLIC DISCLOSURE

The AC and its members shall comply with RCW 42.56 – Public Records Act, regarding retention and release of public records.

SECTION 5: OPEN PUBLIC MEETINGS

The AC and its members will use RCW 42.30 – Open Public Meetings Act (OPMA), as guidance regarding conducting the people’s business and that all actions and deliberations of the AC be conducted openly.

**ARTICLE 4 – MEMBERSHIP**

SECTION 1: STATUTORY MEMBERSHIP – STATE RESIDENCY REQUIRED

The membership of the AC shall be by agency, group, or organization, each of with representation as designated. The AC shall consist of members who represent diverse geographic areas and are state residents who are members of the following organizations as appointed by the Adjutant General according to RCW 38.52.530.

1. National Emergency Number Association (NENA), Washington Chapter
2. Association of Public Safety Communications Officials (APCO), Washington Chapter
3. Washington State Fire Chiefs Association (WSFCA)
4. Washington Association of Sheriffs and Police Chiefs (WASPC)
5. Washington State Council of Fire Fighters (WSCFF)
6. Washington State Council of Police Officers (WACOPS)
7. Washington Ambulance Association (WAA)
8. Washington State Firefighters Association
9. Washington Association of Fire Marshalls
10. Washington Fire Commissioners Association (WFCA)

11. Washington State Patrol (WSP)
12. Association of Washington Cities (AWC) - (East)
13. Association of Washington Cities (AWC) - (West)
14. Washington State Association of Counties (WSAC) - (East)
15. Washington State Association of Counties (WSAC) - (West)
16. Washington Utilities and Transportation Commission (WUTC)

**SECTION 2: STATUTORY MEMBERSHIP – STATE RESIDENCE NOT REQUIRED**

An equal number of representatives from the following organizations, which are not required to be state residents:

17. Local Exchange Telephone Companies – Large
18. Local Exchange Telephone Companies – Small
19. Radio Communication Service Companies (Wireless) – Large
20. Radio Communication Service Companies (Wireless) – Small
21. Voice Over Internet Protocol Service Company

**SECTION 3: OTHER MEMBERSHIP**

The AC may recommend representatives for appointment by the Adjutant General for representation on the AC. Appointed representatives shall have equal representation to statutory organizations:

22. Washington State Emergency Management Association (WSEMA)
23. Washington Department of Health (DOH)
24. Public Safety Answering Point (PSAP) Director or 911 Coordinator from Urban Counties - East
25. PSAP Director or 911 Coordinator from Urban Counties - West
26. PSAP Director or 911 Coordinator from Rural Counties - East
27. PSAP Director or 911 Coordinator from Rural Counties - West
28. 911 Coordinator from King County

#### SECTION 4: REPRESENTATIVES

To ensure the AC will conduct its business with continuity, each member agency, group, or organization will identify a primary and an alternate representative who shall be members of the sponsoring agency, group, or organization by submitting the same in writing to the State E911 Coordinator.

#### SECTION 5: VACANCIES

Vacancies occurring on the AC shall be filled by the Adjutant General, based on the nomination from the representative agency, group, organization, or AC and recommendations from the State E911 Coordinator.

#### SECTION 6: VOLUNTEERS

All members of the AC and any associated sub-committee shall serve without compensation on a voluntary basis.

#### SECTION 7: ATTENDANCE

The AC shall request the presence of the State E911 Coordinator, or designee, at all AC meetings.

Primary AC members shall attempt to attend all AC meetings, either in-person or via conferencing technology (if available). When a primary member is unavailable to attend, they shall attempt to provide notice to their alternate representative.

AC members may be removed for lack of attendance (75% attendance requirement) from their position upon recommendation by the AC Chair and agreement by the State E911 Coordinator and a vote of the AC. Upon removal, the alternate representative shall assume the responsibility of the primary member until the agency, group, or organization submits a recommendation.

#### SECTION 8: COMMUNICATIONS

AC members serve in the public interest as representatives of interest groups. The member's mission is to serve the public and specifically the group they represent by keeping that group informed of AC activities as well as gathering information for the AC, when appropriate.

### **ARTICLE 5 – AC OFFICERS**

#### SECTION 1: AC CHAIRPERSON

The AC representatives shall elect an AC Chair from their ranks. The AC Chair shall preside at all meetings and hearings of the AC, shall have the duties normally conferred by parliamentary usage of such office, and establish the agenda for each regular meeting of the AC. The AC Chair shall have the authority to:

1. Appoint and generally perform other duties as may be prescribed in the rules of procedure.
2. Sign, on behalf of the AC, those documents that require such signature.
3. Call regular and special meetings of the AC.

The AC Chair's term of office shall be two (2) years. The election of the AC Chair shall be held at the first meeting of the calendar year where a quorum exists, by a majority of members present. Nominations for the position shall be opened at the last meeting of the previous year. The AC Chair shall be elected on even years.

Tenure shall be limited to four (4) consecutive years.

#### SECTION 2: AC VICE-CHAIR

The AC representatives shall elect an AC Vice Chair from their ranks. The AC Vice Chair shall work in close cooperation with the AC Chair. In the absence or incapacity of the AC Chair, the AC Vice Chair shall be vested with all powers to perform all the duties of the office of the AC Chair for the duration of the AC Chair's current term.

The AC Vice Chair's term of office shall be two (2) years. The election of the AC Vice Chair shall be held at the first meeting of the calendar year where a quorum exists, by a majority of the members present. Nominations for the position shall be opened at the last meeting of the previous year. The AC Vice Chair shall be elected on odd years.

A mid-term vacancy shall be filled by AC Chair appointment to fulfill the remainder of the term.

Tenure shall be limited to four (4) consecutive years.

### **ARTICLE 6 – MEETINGS**

#### SECTION 1: REGULAR MEETINGS

Regular meetings shall be held on a schedule determined by the AC. Proposed agenda items shall be referred to the AC Chair no later than the day before the meeting. Meeting agendas shall be posted on the SECO website or via another communications method as approved by the AC. No other business may be considered unless by a majority vote of members present and voting.

#### SECTION 2: SPECIAL MEETINGS

A Special Meeting may be called at any time by the AC Chair or by a majority of the AC members by delivering written notice personally, by mail, by fax transmission, or by electronic means to each member of the AC.

Notice of a Special Meeting called shall be posted on the SECO website. Notices must be delivered or posted online at least 24-hours before the time of the Special Meeting and specify the business to be transacted.

Final disposition shall not be taken on any other matter at the Special Meeting. (RCW 42.30.080)

SECTION 3: QUORUM

A quorum necessary to conduct a meeting of the AC shall be no less than a simple majority of the appointed members or their designated alternates. Adoption of all motions shall require a majority of the voting members present.

SECTION 4: RULES OF ORDER

The current version of Roberts Revised Rules of Order shall generally govern the deliberations of all members of the AC.

SECTION 5: EXECUTIVE SESSION

The AC may include in the agenda and may meet in executive session to discuss applicable matters delineated in RCW 42.30.110 with the State E911 Coordinator or other individuals as required by the AC.

The AC may not take action during the executive session.

**ARTICLE 7 – VOTING**

SECTION 1: ELIGIBILITY

Each primary member or if not present, the designated alternate, is entitled to one vote except for the AC Chair who does not vote. The AC Chair's alternate shall vote for the represented agency, group or organization in place of the AC Chair unless the alternate is not present. The AC Chair may vote in the instance of a tie vote by the AC. The same voting structure applies to the AC Vice Chair in the instance that the AC Vice Chair is acting as the AC Chair.

SECTION 2: PROXY

No AC member will vote by proxy. Each member or designated alternate must be present to cast their vote.

SECTION 3: ABSTENTION

Members may register their abstention on any vote. The abstention shall be reflected in the minutes. Members are required to recuse themselves on matters that pose, or give the appearance of posing, a personal conflict of interest for them.

SECTION 4: MAJORITY

Passage of motions shall require the simple majority of those present and voting. Informal polling for consensus shall not be considered voting and need not be reflected in the meeting minutes.

**ARTICLE 8 – SUBCOMMITTEES**

SECTION 1: ESTABLISHMENT

Subcommittees shall be established by the AC for the purpose of focusing on specific issues including policies, education, technology, studies, or research projects and for assembling information for special projects, in order to provide advice to the State E911 Coordinator and the AC. The AC will provide expectations to the Subcommittee Chair. The Subcommittee Chair will maintain agendas and documentation of subcommittee work.

The AC shall have two (2) categories of subcommittees, Standing and Ad Hoc.

SECTION 2: STANDING SUBCOMMITTEE(S)

A subcommittee that requires membership that reflects the statutory members of the AC. The standing subcommittees shall submit membership rosters to the AC Chair to ensure that all stakeholders are being equally represented.

Standing subcommittees may have as many participants complete the work of the subcommittee as the Chair of the subcommittee deems appropriate, provided that such participants shall not be reimbursed for travel expenses solely for participating in subcommittee activities, unless pre-approved by the AC Chair and State E911 Coordinator. Voting representatives of standing subcommittees shall include:

- A. One (1) representative from King County,
- B. One (1) representative of Large Counties – East,
- C. One (1) representative of Medium Counties – East,
- D. Two (2) representatives of Small Counties – East,
- E. One (1) representative of Large Counties – West,
- F. One (1) representative of Medium Counties – West,
- G. Two (2) representatives of Small Counties – West, and
- H. Two (2) AC members who are not 911 County Coordinators, and at least one of whom will represent an agency, group, or organization listed in RCW 38.52.530.



Standing subcommittees consist of the following subcommittee(s): Policy.

### SECTION 3: AD HOC SUBCOMMITTEE(S)

A subcommittee other than a Standing Subcommittee, formed to complete a specific task. Ad Hoc subcommittees shall submit membership rosters to the AC Chair, however there is no responsibility to ensure equal representation from the AC.

The AC Chair or Advisory Committee by majority vote may establish ad hoc subcommittees, provided that such action taken by the AC Chair shall be reported to the AC at the next regular meeting.

Membership of ad hoc subcommittees may be determined by the AC, with the understanding that no agency, group, organization, or county may cast more than one (1) vote on matters before the subcommittee. Where any agency, group, organization, or county has multiple representatives, the County Coordinator shall designate the primary (voting) member for the subcommittee.

Once the ad hoc subcommittee has completed its task, the Committee will formally request for the subcommittee to dissolve or stand down.

### SECTION 4: SUBCOMMITTEE OFFICERS AND REQUIREMENTS

Each subcommittee shall have a Chair and Vice Chair. These positions are appointed by the AC Chair, both of whom shall be either a member of the AC or their designee, 911 County Coordinator, or an employee of the County/PSAP.

The Vice Chair shall act as the Chair in all matters when the Chair is absent from the subcommittee.

The subcommittee Chair shall maintain and provide the AC Chair and the State E911 Coordination Office (SECO) with a current subcommittee membership roster.

### SECTION 5: SUBCOMMITTEE MEMBERSHIP

All subcommittee membership(s) shall be submitted on the new membership form to the AC Chair and/or AC Vice Chair and the SECO to be voted on by the AC at the next meeting.

A group may change their representative at any time by notifying the subcommittee Chair, AC Chair and receiving the consent of the AC.

### SECTION 6: SUBCOMMITTEE ATTENDANCE

If a subcommittee member misses three (3) consecutive meetings or more than half the meetings in one 12-month period without good cause, the subcommittee Chair may recommend to the AC that the position be declared vacant.

Prior to contacting the AC, the subcommittee Chair shall correspond with the member and the represented agency, group, organization, or county indicating such action.

## **ARTICLE 9 – AMENDMENTS**

These bylaws may be amended by a majority vote of the members of the AC. A proposed amendment must identify the Article(s) to be amended, the reason for the proposed amendment, and the language of the amendment.

The proposed amendment must be distributed to the AC members prior to the meeting where action will be taken. Discussion of the amendment(s) will occur at the next regularly scheduled meeting and must allow for public comment.

The AC members shall vote on the proposed amendment(s) at the next regularly scheduled or Special Meeting to be held not less than twenty-five (25) days after the discussion of the amendment(s).

A copy of the amended bylaws shall be published on the SECO website and provided to the Adjutant General.