

Washington State Interoperability Executive Committee Bylaws

ARTICLE I. NAME

The name of this Committee, hereinafter referred to as the "SIEC", shall be the State Interoperability Executive Committee.

ARTICLE II. DURATION

The SIEC was established on October 1, 2011. Committee Bylaws shall be reviewed annually by the Committee unless the SIEC is eliminated or amended in state law.

ARTICLE III. PURPOSE

The Director of the Military Department (Director) shall appoint a state interoperability executive committee. The committee shall develop policies and make recommendations to the Military Department, hereinafter also referred to as the "department", for technical standards for state wireless radio communication systems including emergency communications systems as prescribed in state law.

ARTICLE IV. AUTHORITY

The SIEC will act as set forth in RCW 38.52.595

ARTICLE V. RESPONSIBILITIES

The SIEC has the following responsibilities:

- (a) Develop policies and make recommendations for technical standards for state wireless radio communications systems, including emergency communications systems. The standards must address, among other things, the interoperability of systems, taking into account both existing and future systems and technologies;
- (b) Coordinate and manage on behalf of the department the licensing and use of state- designated and state-licensed radio frequencies, including the spectrum used for public safety and emergency communications, and serve as the point of contact with the federal communications commission on matters relating to allocation, use, and licensing of radio spectrum;
- (c) Coordinate the purchasing of all state wireless radio communications system equipment to ensure that:
 - (i) Any new trunked radio system shall be, at a minimum, Project-25; and
 - (ii) Any new land-mobile radio system that requires advanced digital features shall be, at a minimum, Project-25;
- (d) Seek support, including possible federal or other funding, for state-sponsored wireless communications systems;

- (e) Develop recommendations for legislation that may be required to promote interoperability of state wireless communications systems;
- (f) Foster cooperation and coordination among public safety and emergency response organizations;
- (g) Work with wireless communications groups and associations to ensure interoperability among all public safety and emergency response wireless communications systems; and
- (h) Perform such other duties as may be assigned by the department to promote interoperability of wireless communications systems.

ARTICLE VI. MEMBERSHIP AND ADMINISTRATION

Voting members shall be appointed to the SIEC by the Director as outlined in state law. The chair and legislative members of the board will serve as nonvoting ex officio members of the committee.

Section 1. Voting Member Organizations

Membership must include, but not be limited to, representatives of:

1. Military Department
2. Washington State Patrol
3. Department of Transportation
4. Washington Technology Solutions (WaTech)
5. Department of Natural Resources
6. Department of Fish and Wildlife
7. Department of Health
8. Department of Corrections
9. City governments
10. County governments
11. State Fire Chiefs
12. Local Fire Chiefs
13. Police Chiefs
14. Sheriffs
15. State Emergency Management Director
16. Local Emergency Management Directors
17. Tribal Nations
18. Public Safety Answering Points (911 Call Centers)

Voting member organizations may designate a primary and an alternate representative to the committee. Voting membership shall be limited to 22 members.

Section 2. Non-voting Members

The committee may also include ex officio, nonvoting members, such as, Federal Agencies, Not-for-Profit organizations, and industry representatives as determined by the Director in consultation with the voting members.

Section 3. Responsibility of Members

It is the responsibility of each member organization to be active in the SIEC and to ensure attendance at the scheduled meetings.

Section 4. Committee - Chair

The Director shall appoint one voting member to serve as chair of the committee.

Section 5. Committee – Vice Chair

The voting members of the Committee shall elect one voting member to serve as vice chair of the committee. The vice chair shall serve as chair of the committee in the event that the chair is not available.

Section 6. Administration

The Department will provide staff support for conducting and scheduling meetings, drafting meeting materials, and minutes.

ARTICLE VII. POWERS, DUTIES AND REQUIREMENTS

Section 1. Powers of the Membership

The SIEC may exercise any and all powers granted to it by State law. Committee Bylaws or amendments to the Bylaws and procedural provisions shall be consistent with state law, polices, standards, and guidelines and not impinge on the Director’s responsibilities and authority.

Section 2. Subcommittees and technical working groups

The SIEC may establish subcommittees and define the scope, purpose, tenure, and membership of each subcommittee. The SIEC may also establish technical working groups and define the scope, purpose, tenure, and membership of each working group.

Section 3. Duties of Chair

The SIEC Chair shall serve as the point-of-contact for the SIEC to interested communities and stakeholders including the local, regional, state, national, and international level.

Section 4. Duties of Member Organizations

It shall be the duty of the member organizations and their voting member representative on the SIEC to further the vision and goals articulated in this charter. Member organizations are strongly encouraged to ensure attendance by their designated representative at all meetings and remain current with SIEC activities.

At regular meetings, member organizations or their voting member representative shall provide reports on all active SIEC sponsored projects and initiatives they are leading.

Member organizations or their voting member representative shall provide a technical point-of-contact to enable active participation and coordination of SIEC

activities, initiatives, working groups and subcommittees.

ARTICLE VIII. VOTING

Section 1. Representation

Each voting member shall have one vote. SIEC members may proxy vote by sending notice to the Committee Chair. Proxy voting may only be granted to another voting member of the SIEC and limited to specific action items published on the meeting agenda.

Section 2. Quorum

A quorum, for meeting and voting purposes shall include 50% plus one representative of all organizations having representatives appointed.

Section 3. Voting Rules

1. Decisions will be based on majority present, including proxy representation, at the meetings and generally be guided by Robert's Rules of Order.
2. Unanimity (everyone agreeing) is the best outcome. When unanimity cannot be reached, minority opinions will be documented in meeting minutes.
3. Voting members are expected to uphold a high ethical standard and avoid conflicts of interest or even the appearance of conflicts of interest.
4. SIEC member organizations may officially abstain from votes. This abstention will be recorded in the meeting minutes.

ARTICLE IX. MEETINGS

Section 1. Regular Meetings

Regular meetings of the SIEC shall be held on **at least** a Quarterly basis.

Section 2. Special Meetings

The Chair may call special meetings. Requests for a special meeting may be made in writing by any voting committee member. Special meetings will be held as soon as practical and voting members will be provided seven day notification of a pending special meeting.

Section 3. Meeting Notice and Materials

Staff to the Chair shall send regular meeting notices, agendas, minutes, and meeting material to all SIEC members electronically.

Section 4. Meeting Participation

Voting Members may participate in person, or by electronic means including telephone or video conferencing. Members participating via telephone or video conference shall have the same voting rights and privileges as members

participating in person. Voting members participating by electronic means shall be counted for the determination of a meeting quorum.

Section 5. Open Public Meetings

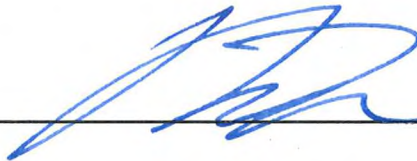
The Open Public Meetings Act applies to the conduct of the SIEC and the SIEC shall comply with open meeting requirements and applicable accessibility requirements.

ARTICLE X. AMENDMENTS

These Bylaws may be amended by resolution of the voting members at any regular or special meeting, provided that the following conditions have been met:

1. That proposed amendments to the **Bylaws** are presented in writing to the voting members at least fifteen (15) business days prior to the date of the SIEC meeting at which they are to be discussed and voted on.
2. That the proposed amendments to the Bylaws are supported by an affirmative vote of at least two-thirds of the **voting members present at the time of the vote.**
3. That the date of approval must be included with any amendment to these Bylaws.

APPROVED: _____



Document History

Version	Date	Author(s)	Notes
1.0	November 17, 2011	D. Mah	discussion draft
1.1	December 9, 2011	D. Mah	Non-technical update
1.2	January 12, 2012	D. Mah	Changes based on 12/16/11 Committee feedback
2.2	January 12, 2012	D. Mah	Made corrections to Article 7, section 1
2.4	February 10, 2012	D. Mah	Made changes to Article 3 and Article 7, Section 3, per L. Porter
2.4	February 16, 2012	SIEC	Approved version 2.4 as presented and striking Article VI, section 1, subsection 1 at regular meeting
2.5	May 8, 2012	D. Mah	Amended the bylaws to include a new Article VI, Section 5 regarding a vice-chair.
2.6	October 25, 2021		Updates based on 10/25/21 Committee feedback
2.7	April 21, 2022	B. Kehoe	Updates reviewed at 04/21/22 Committee meeting.
2.8	August 12, 2024	A. Wasserman	Updates reviewed at 08/12/2024 Committee meeting and voted approved.
2.9	August 12, 2025	A. Wasserman	Updates to quorum and primary/alternate memberships.