

**WASHINGTON STATE
ENHANCED 9-1-1 ADVISORY COMMITTEE
Amended as of July 16, 2015**

BY-LAWS

**ARTICLE 1
Authority and Name**

Pursuant to the authorization in Revised Code of Washington (RCW) 38.52.530, this committee is created. The committee hereby is named and shall be known as the Washington State Enhanced 9-1-1 Advisory Committee, hereinafter referred to as the "E911 Advisory Committee." Where conflict exists between this Article, or any section or provision thereof, and the laws of the State of Washington, the regulatory and statutory laws of the State of Washington control.

**ARTICLE II
Purpose and Duties**

Pursuant to the provisions of Chapter 38.52 RCW, specifically RCW 38.52.520, .530, .532, .535, .540, .545, and .561, the purpose and duties of the E911 Advisory Committee are set forth in this Article. The State E911 Coordinator shall provide staff support for the E911 Advisory Committee (RCW 38.52.520(2))

SECTION 1:

Purpose - The E911 Advisory Committee shall advise and assist the state enhanced 911 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 E911 Advisory Committee include the following:

1. Advise and Assist the State E911 Coordinator in specifying rules defining the purposes 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 enhanced 911 coordinator in the development of statewide agreements to improve the efficiency of enhanced 911 services for all counties. (RCW 38.52.540)
5. Advise and assist the state enhanced 911 coordinator in considering the base needs of individual counties for specific assistance. (RCW 38.52.545)

6. Advise and assist the state enhanced 911 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)

7. Ethics – Advisory Committee Members are subject to RCW 42.52 – Ethics in Public Service and are specifically restricted by RCW 42.52.130, .140, .150 and .170 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. 8. Public Disclosure – The Advisory Committee and its members shall comply with the Public Records Act, RCW 42.56, with regard to retention and release of public records.

ARTICLE III Membership

SECTION 1: State Residency Required

Statutory Membership - The membership of the E911 Advisory Committee shall be by agency, group, or organization, each with representation as designated. The E911 Advisory Committee shall consist of members who represent diverse geographical areas and are state residents who are members of the following organizations, per RCW 38.52.530. The Director of the Washington Military Department – The Adjutant General, appoints members and alternates.

1. National Emergency Number Association (NENA), Washington Chapter
2. Association of Public-Safety Communications Officials (APCO), Washington Chapter
3. Washington State Fire Chiefs Association
4. Washington Association of Sheriffs and Police Chiefs
5. Washington State Council of Fire Fighters
6. Washington State Council of Police Officers
7. Washington Ambulance Association
8. Washington State Fire Protection Policy Board
9. Washington Fire Commissioners Association
10. Washington State Patrol (WSP)
11. Association of Washington Cities *
12. Washington State Association of Counties*
13. Washington Utilities and Transportation Commission (WUTC)
14. Voice Over Internet Protocol Service Company

* The Advisory Committee recommends to the Adjutant General that a representative from East and West be appointed for each association.

SECTION 2: State Residency Not Required

Statutory Membership – An equal number of representatives from the following organizations; which are not required to be state residents.

15. Local Exchange Telephone Companies, Large & Small
16. Washington Wireless Service Companies, Large & Small

SECTION 3: State Residency Required

Other Membership - The Advisory Committee may recommend representatives for appointment by the Adjutant General for representation on the E911 Advisory Committee. These representatives are required to be state residents. Appointed representatives shall have equal representation to statutory organizations:

17. Washington State Emergency Management Association (WSEMA)
18. Department of Health (DOH)
19. PSAP Director or 911 Coordinator from urban counties East (>75,000 pop.)
20. PSAP Director or 911 Coordinator from urban counties West (>75,000 pop.)
21. PSAP Director or 911 Coordinator from rural counties East (<75,000 pop.)
22. PSAP Director or 911 Coordinator from rural counties West (<75,000 pop.)
23. King County
24. At Large

Annually in July, with the assistance of the State E911 Coordinator, the Chair will review the official county population as published by the Office of Financial Management as of April 1st. and will make recommendations to the Committee for movement of counties between represented groups due to population changes. Changes approved by the Committee will be effective August 1st.

SECTION 4:

Representatives - To assure the E911 Advisory Committee will conduct its business with continuity, each member agency, group, or organization will identify its representative and one alternate (or any changes thereto) who shall be members of the sponsoring organization by submitting the same in writing to the State E911 Coordinator.

SECTION 5:

Vacancies - Vacancies occurring on the E911 Advisory Committee shall be filled by The Adjutant General, based on nomination from the represented agency, group, organization, or E911 Advisory Committee and recommendations from the State E911 Coordinator.

SECTION 6:

Volunteers - All members of the E911 Advisory Committee shall serve without compensation on a voluntary basis

SECTION 7:

Attendance - E911 Advisory Committee shall request the presence of the State E911 Coordinator, or designee, at all E911 Advisory Committee meetings. Member attendance will be addressed by the Chair on an individual basis as necessary or needed.

SECTION 8:

Communications - Committee 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 committee activities as well as gathering information for the committee.

ARTICLE IV Committee Officers

SECTION 1:

Chairperson - The E911 Advisory Committee representatives shall elect the Chair. The Chair shall preside at all meetings and hearings of the E911 Advisory Committee, shall have the duties normally conferred by parliamentary usage of such office, and establish the agenda for each regular meeting of the E911 Advisory Committee. The 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 E911 Advisory Committee, those documents that require such signature.
3. Call regular and special meetings of the E911 Advisory Committee.

The Chair's term of office shall be one year. The election of the Chair shall be held at the first meeting of the calendar year, where a quorum exists, by a majority of the members present. Tenure shall be limited to four consecutive years.

SECTION 2:

Vice Chair - The E911 Advisory Committee representatives shall elect the Vice Chair. The Vice Chair shall work in close cooperation with the Chair and shall perform such duties, as the E911 Advisory Committee shall assign. In the absence or incapacity of the Chair, the Vice Chair shall be vested with all powers and perform all the duties of the office of the Chair for the duration of the Chair's current term. Tenure shall be limited to four consecutive years. The Vice Chair's term of office shall be one year. The election of the Vice Chair shall be held at the first meeting of the calendar year, where a quorum exists, by a majority of the members present.

ARTICLE V Meetings

SECTION 1:

Regular meetings will be held on a schedule determined by the E911 Advisory Committee. Proposed agenda items shall be referred to the Chair no later than two weeks prior to the meeting. No other business may be considered unless by a majority vote of members present and voting. The regular meeting schedule of time and place shall be filed with the code reviser on or before January of each year for publication in the Washington state register. (RCW 42.30.075)

SECTION 2:

A Special Meeting may be called at any time by the Chair or by a majority of the Advisory Committee members by delivering written notice personally, by mail, by fax, or by electronic mail to each member of the Advisory Committee. Notice of a special meeting called shall be posted on the Advisory Committee's website, displayed at the main entrance of Advisory Committee's principal location and the meeting site if it is not held at the Advisory Committee's principal location. Notices must be delivered or posted 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:

A quorum necessary to conduct a meeting of the E911 Advisory Committee 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 members present.

SECTION 4:

All E911 Advisory Committee meetings shall be open to the public. The Advisory Committee, though not required, has as a policy chosen to follow the Open Public Meetings ACT (OPMA), RCW 42.30. The agenda for regular meetings must be available online no later than 24 hours in advance of the published start time of the meeting. E911 Advisory Committee members must be trained in the OPMA within 90 days of assuming their position, and then again once every four (4) years. (RCW 42.30.205)

All E911 Advisory Committee Subcommittee meetings shall be open to the public and are to follow the OPMA (RCW 42.30) except for meeting notice and agenda posting requirements.

SECTION 5:

Roberts Revised Rules of Order, the latest version, shall generally govern the deliberations of all members of the E911 Advisory Committee.

SECTION 6:

Executive Session - The E911 Advisory Committee 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. The Advisory Committee may not take action during the executive session.

**ARTICLE VI
Voting**

SECTION 1:

Each member or their designated alternate, including the Chair, shall be entitled to one vote.

SECTION 2:

No members will vote by proxy. Each member or designated alternate must be present to cast her/his vote.

SECTION 3:

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:

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

ARTICLE VII

Subcommittees

SECTION 1:

Subcommittees shall be established by the E911 Advisory Committee for the purpose of focusing on specific issues including conducting visits, studies, surveys, or research projects and for assembling information for special projects in order to provide advice to the State E911 Coordinator and the E911 Advisory Committee. The policy, strategic planning, and WAC maintenance subcommittees are standing committees. Any other committee established by the chair is ad hoc and serving at the direction of the Advisory Committee.

SECTION 2:

Standing Subcommittee membership - To allow for stability and an appropriate level of representation the Policy Subcommittee, Strategic Planning Subcommittee and the WAC Maintenance Subcommittee shall have the following membership:

- 1 Representative of King County
- 1 Representative of Large Urban Counties East
- 1 Representative of Medium Urban Counties East
- 2 Representatives of Rural Counties East
- 1 Representative of Large Urban Counties West
- 1 Representative of Medium Urban Counties West
- 2 Representative of Rural Counties West
- 2 Advisory Committee members who are not 911 coordinators, at least one of whom will represent an RCW 38.52.530 listed agency. When filling these positions the Advisory Committee should take geographic diversity into consideration.

Large, medium, and small counties are defined as follows:

Large Urban County	population shall be > 250,000
Medium Urban County	population shall be 75,000 – 250,000
Rural County	population shall be < 75,000

The representative for each group shall be selected and recommended to the E911 Advisory Committee by those Counties that are represented. It is the responsibility of the representatives to communicate with, and seek the advice of those counties they represent. At any time a group may change their representative by notifying and seeking the approval of the E911 Advisory Committee.

No action of a Subcommittee will be considered for recommendation to the E911 Advisory Committee until adequate time has been allowed for the representatives to contact their constituents for input.

SECTION 3:

Other Subcommittees membership - Subcommittee membership shall include a representative of the E911 Advisory Committee that shall be appointed by the E911 Advisory Committee Chair. The remaining subcommittee membership shall be determined by the E911 Advisory Committee, with the understanding that no county shall be represented by more than one individual on any single subcommittee and the County 911 Coordinator shall approve that individual.

SECTION 4:

Each subcommittee shall have a chair and a vice-chair both of whom shall be either a member of the E911 Advisory Committee or a 911 County Coordinator. The chair of the subcommittee shall be appointed by the Advisory Committee and shall be a non-voting member of the committee. The Vice-chair shall be selected from the representatives on the subcommittee and shall be confirmed by the Advisory Committee. A county Public Education Coordinator is permitted to be the Chair or Vice-chair of the Public Education Subcommittee, a county GIS Coordinator is permitted to be the Chair or Vice-chair of the GIS Subcommittee and a county Training Coordinator is permitted to be the Chair or Vice-chair of the training subcommittee. The Vice-chair shall act as the chair in all matters when the Chair is absent. The subcommittee membership shall be submitted to and confirmed by the E911 Advisory Committee. At the first E911 Advisory Committee meeting following the start of each State fiscal year a confirmation and/or appointment of the Chair, Vice-chair and membership of each subcommittee shall be approved by the E911 Advisory Committee.

SECTION 5:

Responsibilities of Chair - The Subcommittee Chair must provide the State E911 Coordinator's Office with a current roster of its subcommittee membership to assure that members are eligible for travel reimbursement. The Subcommittee Chair shall assure that minutes are written and submitted to the State E911 Coordinator's Office for each formal meeting of the committee members as soon as possible following the meeting and shall report on subcommittee activities to the E911 Advisory Committee. The Chair shall ensure that written objectives for the committee are created, maintained and adhered to throughout the life of the committee.

SECTION 6:

Attendance - If a subcommittee member misses three consecutive meetings or more than half the meetings in one year without good cause, the E911 Advisory Subcommittee Chair shall recommend to the E911 Advisory Committee that the position be declared vacant. Prior to contacting the State E911 Advisory Committee, the Subcommittee Chair shall correspond with the member and the represented group, company or agency indicating such action.

SECTION 7:

Dissolution – Any ad hoc subcommittee will formally dissolve when its task, as directed by the E911 Advisory Committee, has been completed. A motion will be made and acted upon at the next regularly scheduled E911 Advisory Committee meeting to approve the Subcommittee's dissolution.

ARTICLE VIII Amendments

The By-laws may be amended by a majority vote of the members of the E911 Advisory Committee. 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 members. Discussion of the amendment will occur at the next regularly scheduled meeting. The members shall vote on the proposed amendment at the next regularly scheduled or special meeting to be held not less than twenty-five (25) days after discussion of the proposed amendment.