

APPENDIX D

Authority and Administrative By-Laws

The authority for the Regional Planning Committee to carry out its assigned tasks is derived from the FCC Report and Order, Docket 96-86. In Region 33 each committee member that represents an eligible licensee, under FCC Part 90 the Public Safety Radio Services, is entitled to one vote in all committee matters. The following administrative by-laws will govern the committee:

Name & Purpose

This organization is the Ohio Region 33 700 MHz. Planning Committee (hereinafter RPC). Its' primary purpose is to foster cooperation, planning and development of a public safety communications plan in the State of Ohio and the implementation of this plan in the 700 MHz Public Safety band. The Conduct of Regional Meetings including without limitation, debate and voting, shall be governed by Robert's Rules of Order, newly revised 1990 edition, ninth edition, Sarah Corbin Robert, Henry M. Robert III, and William J. Evans.

Membership, Meetings & Voting Procedures

The RPC shall have two classes of members: 'voting' and 'non-voting'.

Voting Members: Voting members shall consist of one representative from any agency engaged in public safety activities eligible to hold a radio license under USC 47 CFR 90.20, 47 CFR 90.523 or 47 CFR 2.103. Upon application, one designee of each FCC designated frequency coordination entity (APCO, IMSA/IAFC, AASHTO, FCCA) shall also be eligible for 'voting' membership. An agency shall be allowed no more than one vote for each distinct eligibility category within the agency's political organization or jurisdiction. Voting members may not vote on issues involving their entity.

Non-voting members are all others interested in furthering the goals of public safety communications.

New members may be added by application. Application forms are available from the RPC Secretary. Membership shall be granted upon approval of application until resignation or removal.

- In addition to any powers and rights as are vested in them by law, or these bylaws, the members shall have such other powers and rights as the membership may determine.

- A member may be suspended or removed with cause by vote of a majority of members after reasonable notice and opportunity to be heard. Failure to attend 50% of the RPC meetings held in a calendar year shall be a specific cause for removal.
- Resignation: A member may resign by written notice to the Chairperson.
- Annual Meetings: The annual meeting of the members shall be held in conjunction with the September meeting of the Ohio Chapter of the Association of Public Safety Communications Officials, Inc.
- Special meetings of the RPC may be called by the Chairperson or the Vice-Chairperson or upon written application of two or more members.
- Reasonable notice of time and place of RPC meetings shall be given each member. Such notice need not specify the purpose of the meeting unless there is to be considered at the meeting: (i) amendment to these by-laws or (ii) removal or suspension of an officer.

It shall be reasonable and sufficient to notify members at least fourteen (14) days prior to a meeting at his or her usual or last known business address as is on record with the RPC Secretary.

Members shall keep the Secretary informed of their most current address/telephone information (including e-mail) so they may be kept properly informed of committee activities.

- At any meeting of the RPC members, twenty per cent of the voting members of record shall constitute a quorum. At no time shall a quorum be less than 10 voting members.
- Each voting member shall have one vote, so long as a quorum is present. A simple majority of votes cast shall decide any issue, except DISSOLUTION. In the event, a motion is made for dissolution of this committee, a vote of two thirds plus one of the membership will be required for approval.

Officers and Agents

The officers of the RPC shall be a Chairperson, Vice-Chairperson, Treasurer, Secretary and such other officers as may be deemed necessary by the membership.

- Election and Tenure: Chairperson and Vice-Chairperson shall be elected by the voting members at their first meeting and, thereafter, at the annual meeting. The term of office shall be one year. Officers may succeed themselves.

- Chairperson: The Chairperson shall be the chief executive officer of the RPC and, subject to the control of the voting members, shall have general charge and supervision of the affairs of the RPC. The Chairperson shall preside at all meetings of the RPC.
- Vice-Chairperson: The Vice-Chairperson, if any, shall have such duties and powers, as the Chairperson shall determine. The Vice-Chairperson shall have and may exercise all the powers and duties of the Chairperson during the absence of the Chairperson or in the event of his or her inability to act.
- Treasurer: The Treasurer shall be appointed by the Chairperson and is the chief financial and accounting officer of the RPC. The Treasurer shall be in charge of its financial affairs, funds, and valuable papers and shall keep full and accurate records thereof.
- Secretary: The Secretary shall be appointed by the Chairperson and shall record and maintain records of all proceedings of the members in a file or series of files kept for that purpose. The files shall be kept within the Region and shall be open at all reasonable times to the inspection of any member. Such file or files shall also contain records of all meetings and the original, or attested copies, of bylaws and names of all members and the address (including e-mail address, if available) of each. If the Secretary is absent from any meeting of members, a temporary Secretary chosen at the meeting shall exercise the duties of the Secretary at the meeting.
- Resignation: An officer may resign by delivering his or her written resignation to the Chairperson. Such resignation shall be effective upon receipt (unless specified to be effective at some other time), and acceptance thereof shall not be necessary to make it effective unless it so states.
- Vacancies: If the office of Chairperson or Vice-Chairperson becomes vacant, the voting members may elect a successor who shall hold office for the remainder of the normal term or until his or her successor is elected and qualified.
- Subcommittees or Working Groups shall be formed as necessary to fulfill the RPC missions and Goals. Initially, this RPC shall form Technology and Planning, Implementation and Interoperability subcommittees. The Chairpersons of these subcommittees shall be determined by the membership of said subcommittee except that the Interoperability Chair shall be a representative of the State of Ohio due to FCC mandated state involvement/leadership in this function. Subcommittees or working groups

may be disbanded when their purpose is fulfilled at the discretion of the RPC Chairperson.

Amendments

These bylaws may be altered, amended or repealed in whole or in part by majority vote of the membership. The membership may otherwise adopt, alter, amend, or repeal any provision which FCC regulation or these bylaws requires action by the voting members.

Dissolution

This RPC may be dissolved upon completion of its stated purpose by vote of two-thirds plus one of the members. The FCC shall be notified.