

CHATHAM COUNTY
E★911
EXECUTIVE
ADVISORY BOARD

CHATHAM COMMUNICATION CENTER
E-911 EXECUTIVE ADVISORY BOARD

BY-LAWS

APPROVED: JULY 2018





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ACRONYM TABLE

Board	Chatham Communications Center E-911 Executive Advisory Board
CEMA	Chatham Emergency Management Agency
CES	Chatham Emergency Services
EMS	Emergency Medical Services
ESF	Emergency Support Function
GIS	Geographic Information Systems
OCGA	Official Code of Georgia
MPC	Metropolitan Planning Commission
SAGIS	Savannah Area Geographic Information System
SCCPSS	Savannah Chatham County Public School System



ARTICLE I – NAME

The name of the Board governed by these Bylaws shall be the Chatham Communications Center E-911 Executive Advisory Board (hereinafter referred to as the Board).

ARTICLE II – AUTHORITY AND PURPOSE

- I. The Board shall function under the authority of the Chatham County Board of Commissioners and the Official Code of Georgia Annotated Section 46-5-136.
- II. The duties of the Board shall be to assist in:
 - a. Providing guidance and advice to the governing body and the 911 Director;
 - b. Reviewing and analyzing the progress by public safety agencies in developing “911” system requirements;
 - c. Recommending steps of actions to effect necessary coordination, regulation, and development of a “911” system;
 - d. Identifying mutual aid agreements necessary to affect the “911” system;
 - e. Assisting in the promulgation of necessary rules, regulations, operating procedures, schedules, and other such policies and administrative devices as shall be deemed necessary and appropriate; and
 - f. Providing other services as may be deemed appropriate by the local government.
- III. The Purpose of the Board is to coordinate and implement standardization, efficiency and data management across the public safety spectrum throughout Chatham County. Due to this effort extending across all public safety disciplines, membership on the Board includes partners who have a role in public safety and information sharing to ensure cohesive communications with all partners.

ARTICLE III – RESPONSIBILITIES

- I. The policies of the Board shall be internally and independently determined according to those methods set forth in Roberts Rules of Orders unless otherwise specified in these By-Laws or any special rules or order adopted by the Board.
- II. The Board shall not be bound by nor assume responsibility for the independent unauthorized action on behalf of the Board of any member or group of members.
- III. It shall be the policy of the Board that all Officers and Members shall avoid any conflict between their own respective individual interests, including their interests as an employee or principal of a public safety provider, or other institution or organization, and the interests of the Board in any and all actions taken by them on behalf of the Board in the respective capacities.
- IV. The Board shall have the responsibility to advise Chatham County on:



- a. The implementation of the E-911 Communications Strategy and provide specific guidance and counsel on the steps of actions necessary to effect the coordination, regulation and development of the County’s 911 system; and
 - b. All matters related to the planning, development, coordination, and implementation of initiatives to promote the E-911 Communications Strategy for the County.
- V. The Board shall also have the responsibility to cause to be developed an E-911 Communications Strategy that improves the County’s ability to:
- a. Review and analyze the progress in developing 911 system requirements;
 - b. Identify, coordinate and implement Mutual Aid Agreements and Intergovernmental Agreements with communications stakeholders and suppliers;
 - c. Coordinate day-to-day communications across a multitude of public safety partners;
 - d. Capture, maintain and share information regarding situational awareness of real or potential threats to the community;
 - e. Respond to and recover from natural and man-made threats;
 - f. Use technological resources to:
 - i. Facilitate the interoperability of communications resources;
 - ii. Coordinate warning and alert systems;
 - iii. Incorporate multidisciplinary approaches to emergency communications;
 - g. Promulgate necessary rules, regulations, operating procedures, scheduled and other such policy and administrative devices as deemed necessary and appropriate.
- VI. The Board will ensure the E-911 Communications Strategy complements and operates in coordination with the Georgia 911 Emergency Telephone Number Plan and the Chatham County Emergency Operations Plan.

ARTICLE IV – MEMBERSHIP

- I. O.C.G.A. 46-5-136 (a) directs local governments to create a 911 Advisory Board provided that such advisory board shall not exceed thirteen appointed members. Members shall not be compensated and the voting membership shall be composed of the following persons, and such term shall be for the public official’s term of office:
 - a. The Sheriff of Chatham County
 - b. The Chatham County Manager (Chairperson)
 - c. The City Manager of the City of Bloomingdale



- d. The City Manager of the City of Pooler
 - e. The City Manager of the City of Port Wentworth
 - f. The City Manager of the City of Garden City
 - g. The City Manager of the City of Savannah
 - h. The City Manager of the Town of Thunderbolt
 - i. The City Manager of the City of Tybee Island
 - j. The Director of the Chatham County Emergency Management Agency
 - k. The Chief Medical Officer for Chatham County Emergency Services
 - l. The County Board of Education Superintendent
 - m. To Be Determined
- II. Each member may designate one Alternate to serve as his or her representative at Board meetings when the Member is not able to attend. This designation must be submitted to the Secretary in writing. The Secretary shall keep a roster of all Voting Members and their designated Alternate.

ARTICLE V – OFFICERS

- I. Officers of the Board shall consist of the Chairperson who will be the Chatham County Manager. The Board will appoint a Vice-Chairperson and a Secretary.
- II. The power and duties of the officers shall be as follows:
 - a. **CHAIRPERSON** – The Chairperson shall be the official spokesperson of the Board and shall preside at all meetings of the Board. The Chairperson may create Committees, appoint the Subcommittee Leads for each Committee and assign their duties. It shall be the duty of the Chairperson to call the meeting to order at the appointed time; to preside at all meetings; to announce the business before the Board; to preserve order and decorum; and to decide all questions of order.
 - b. **VICE-CHAIRPERSON** – the Vice-Chairperson shall assist the Chairperson and assume the duties of the Chairperson in their absence or when the Chairperson speaks on an item of business on the agenda in other than a neutral role. The Vice-Chairperson may serve as the Subcommittee Lead or a member of any other Subcommittee as assigned by the Chairperson.
 - c. **SECRETARY** – The Secretary shall be responsible for causing the minutes of each meeting of the Board to be recorded and assure that they are properly preserved for Board use. The minutes of the previous meeting must always be completed and prepared for presentation to each member in accordance with Article of these Bylaws titled Meetings. The Secretary shall ensure a correct list of each member is maintained. Upon request of the Board, the Secretary shall ensure notification



of all members of the time, date, and place of meetings of the Board. The Secretary shall conduct the general correspondence of the Board as requested by the Board or its officers.

ARTICLE VI – ORGANIZATIONAL STRUCTURE

- I. The Board shall cause to be developed a subordinate organizational structure consisting of the following committees. (See Appendix A for an Organizational Chart):
 - a. Recommendations Review Committee: Composed of the Police Chief, Fire Chief and Department Head of system subscribers and stakeholders who will provide guidance and recommendations to the Board. The Board Chairperson will appoint this Committee Lead (Note: The Chatham County Resolution refers to this Committee as the Management Oversight Committee. The title was changed to align with the purpose of this committee and to minimize any confusion with the Management of the Chatham Communications Center);
 - b. Law Enforcement Services Subcommittee (ESF-13): Composed of E911 Staff and Law Enforcement operators from across the County who will make recommendations to the Recommendations Review Committee on discipline specific communication strategies and coordination efforts. The Lead for this Subcommittee will be the ESF-13 Primary Coordinator unless otherwise appointed by the Board Chair.
 - c. Fire Fighting Services Subcommittee (ESF-04): Composed of E911 Staff and Fire Service operators from across the County who will make recommendations to the Recommendations Review Committee on discipline specific communication strategies and coordination efforts. The Lead for this Subcommittee will be the ESF-04 Primary Coordinator unless otherwise appointed by the Board Chair.
 - d. Emergency Medical Services Subcommittee (ESF-08): Composed of E911 Staff and EMS operators from across the County who will make recommendations to the Recommendations Review Committee on discipline specific communication strategies and coordination efforts. The Lead for this Subcommittee will be the EMS Chief serving the County's EMS Zone unless otherwise appointed by the Board Chair.
 - e. Technology and Radio Subcommittee (ESF-02): Composed of E911 Staff, radio program managers, communications specialists, Information Technology Directors, and hardware and software vendors who will make recommendations to the Recommendations Review Committee on radio and technology strategies and coordination efforts. The Lead for this Subcommittee will be the ESF-02 Primary Coordinator unless otherwise appointed by the Board Chair.
 - f. GIS / Mapping Subcommittee (ESF-05): Composed of the E911 Staff, GIS operators, SAGIS and the MPC who will make recommendations to the Recommendations Review Committee on discipline specific mapping and GIS



strategies and coordination efforts. The Lead for this Subcommittee will be the Chatham County GIS Administrator unless otherwise appointed by the Chair.

ARTICLE VII – MEETINGS AND VOTING

- I. **Board Meeting Frequency:** Regular meetings of the Board shall be held on such frequency as required to complete the mission of the Board. This frequency will be decided on by the Board based on the needs of the Board. When meetings are conducted, they will be scheduled on the third Wednesday of each month beginning at 11:00 AM. Notice of the meetings will be communicated to the membership by e-mail along with the previous minutes no later than the Friday preceding the meeting date. The Secretary shall be responsible for notifying the members.
- II. **Committee Meeting Frequency:** The Recommendations Review Committee and the Discipline Specific Subcommittees shall meet regularly based on the need of the Board's direction or the prudent frequency necessary to draft or review a recommendation for consideration.
- III. **Special Called Meetings:** Special called meetings may be held at the discretion of the Board Chairperson to consider items deemed important. A minimum of 48 hours advance notice by telephone or e-mail is required. The Secretary shall be responsible for notifying the members of the Board.
- IV. **Quorum:** A Quorum shall be required to conduct business and shall consist of at least 51% of the voting members of the Board.
- V. **Agenda Preparation:** Any person wishing to address the Board must be included on the agenda and a brief synopsis of the subject matter must be submitted to the Secretary no later than the Wednesday preceding the next meeting date.
- VI. **Agenda Addendums:** At regular or special called meetings, items not on the published agenda will be allowed with unanimous consent of the members present.
- VII. **Voting:** Members present at the Board meeting shall exercise their vote unless a conflict of interest is determined. Assuming a Quorum is obtained, 51% of the voting membership present at the Board meeting shall constitute a passage of an item. In the event of a tie, a second vote will be taken on the same topic. If a tie is obtained from the second vote, the item will be tabled and pushed to the next Board meeting for a third vote. If an item receives a tie following the third vote, that recommendation will be returned to the Recommendations Review Committee and/or the Discipline Specific Subcommittee for additional action.
- VIII. **Alternate / Absentee Voting:** When representing the Voting Member, the Alternate shall have the same privileges offered to the Voting Member. If the Voting Member has not designated an Alternate, and the Voting Member is not able to attend a Board Meeting, the Voting Member will be allowed to vote by absentee ballot by submitting such vote in writing to the Secretary one day prior to the meeting.



ARTICLE VIII – SETTING POLICIES AND INFORMATION FLOW

- I. Generally, the Board or the Recommendations Review Committee will assign a specific task or series of tasks to the Discipline Specific Subcommittees for review and drafting of recommendations for improving or implementing a specific operational protocol, communications effort, efficiency strategy, standardization practice, etc. If the Board or the Recommendations Review Committee does not make this assignment, the Discipline Specific Subcommittees may select a topic, or topics, of choice to request adoption. (See Appendix B for the Information Flow Diagram).
- II. The Discipline Specific Subcommittees will submit recommendations in writing to the Board Secretary for distribution to the Recommendations Review Committee at least three days prior to their meeting.
- III. If the Recommendations Review Committee cannot agree on advancing a recommendation to the Board, that recommendation will be returned to the Discipline Specific Subcommittee for additional action.
- IV. For those recommendations for which the Recommendations Review Committee agree, the Recommendations Review Committee will submit that recommendation in writing to the Board Secretary no later than the Wednesday preceding the next meeting date.
- V. The Board shall review the recommendations from the Recommendations Review Committee and make a collective determination on adoption and relevance of the recommendation. If the Board rejects a recommendation, that recommendation will be returned to the Recommendations Review Committee and/or the Discipline Specific Subcommittee for additional action.

ARTICLE IX – AMENDMENTS

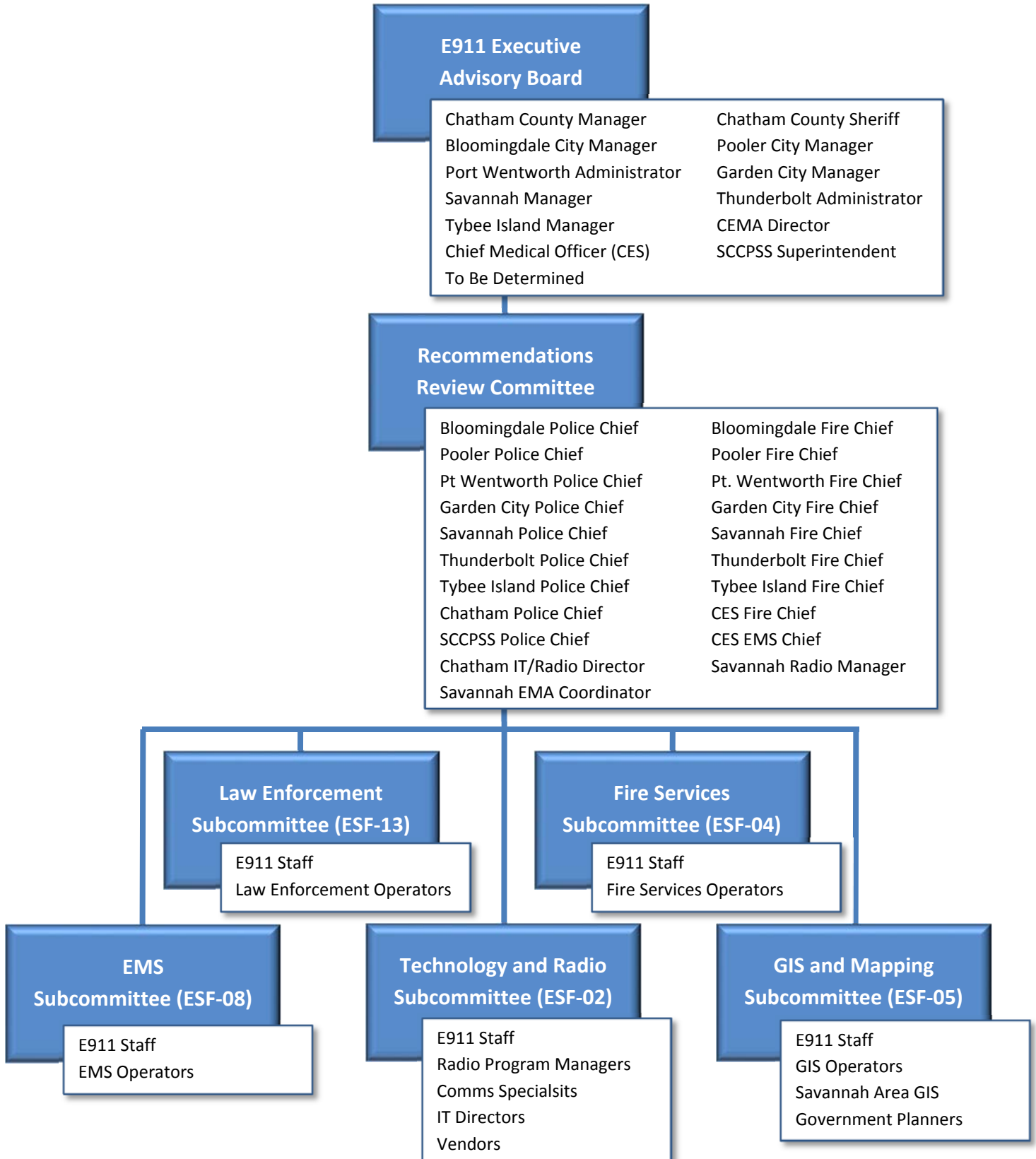
- I. Proposed amendments to the By-Laws must be presented in writing, either during a regular or called Board meeting or by email to the entire membership. Approval of the amendments will require a two-thirds vote of the Board members present at the next meeting.
- II. A period of not less than thirty (30) days shall exist between the meeting at which the amendments are proposed and the meeting at which the vote is taken. Amendments so made shall be effective after adoption by the Board, unless a specific effective date is included in the motion to adopt.

ARTICLE X – ADOPTION

By-Laws officially adopted this **18** day of **JULY**, 2018 by the Chatham Communication Center E-911 Executive Advisory Board.



APPENDIX A – E911 BOARD ORGANIZATIONAL CHART





APPENDIX B – E911 EAB INFORMATION FLOW DIAGRAM

