

**Lower Rio Grande Valley Development Council  
9-1-1 Emergency Communications Advisory Committee Bylaws**

**Article I: Name, Purpose, Responsibilities**

The name of the Committee shall be the Lower Rio Grande Valley Development Council (LRGVDC) 9-1-1 Emergency Communications Advisory Committee (LRGVDC 9-1-1 ECAC).

The LRGVDC 9-1-1 ECAC serves the local governments in Hidalgo and Willacy County within Regional Planning Commission (RPC) - Region 21. The primary purpose and responsibilities shall be to carry out essential governmental functions, including but not limited to providing direction and action of the implementation and operations of the regional emergency communications 9-1-1 system in accordance with HB 9-1-1 (article 1432f) and any further legislation directly affecting the Emergency Communications/9-1-1 Strategic Plan.

Subject to LRGVDC Board of Directors specifying otherwise and pursuant to Chapter 772, Health and Safety Code, LRGVDC 9-1-1 ECAC's specific responsibilities are:

- a) To provide recommendation to local governments and the LRGVDC Board of Directors on issues affecting local government interests in the emergency communications 9-1-1 system.
- b) To advise LRGVDC's member cities, counties, and special districts, directly or through the LRGVDC Board of Directors, on matters within their jurisdiction pertaining to 9-1-1 services and all other matters related to emergency communications.
- c) To maintain a continuous planning program to identify regional issues and determine the region's needs by analyzing existing systems and available resources and establish goals and priorities.
- d) To assist in identifying and conducting training workshops.
- e) Appointing technical advisory committees.

All operations of the 9-1-1 ECAC shall be managed by the LRGVDC Executive Director and other employees as assigned by the director.

**Article II: Membership**

The 9-1-1 ECAC is composed of 16 member Public Safety Answering Points (PSAPs) and non-voting ex-officio members as appointed by the LRGVDC Board of Directors. PSAPs shall be appointed members based upon the following criteria.

- a) Member PSAPs from Hidalgo County 15 PSAP Representatives  
Member PSAPs from Willacy County 1 PSAP Representative(s)
- b) A LRGVDC Emergency Communications/9-1-1 (ECOMMS/9-1-1) Division staff member, designated by the Executive Director shall serve as ECOMMS/9-1-1 liaison and shall attend each 9-1-1 ECAC meeting.
- c) A representative of the LRGVDC Board of Directors may serve on the Advisory Committee as a non-voting member.

- d) The 16 member PSAPs, which are members currently of the 9-1-1 ECAC (having qualified under existing criteria) shall remain as “permanent” members of the 9-1-1 ECAC, so long as they remain eligible pursuant to these Bylaws, ECOMMS/9-1-1 and CSEC requirements.
- e) Upon a vacancy, as described hereunder, the jurisdictions within the affected county shall appoint a replacement candidate. Thereafter, the proposed candidate must be confirmed by a simple majority of all committee members.

The LRGVDC 9-1-1 ECAC shall consist of:

- 1. City of Alamo
- 2. City of Alton
- 3. City of Donna
- 4. City of Edinburg
- 5. City of Elsa
- 6. City of Hidalgo
- 7. City of La Joya
- 8. City of McAllen
- 9. City of Mercedes
- 10. City of Mission
- 11. City of Palmview
- 12. City of Pharr
- 13. City of Raymondville
- 14. City of San Juan
- 15. City of Weslaco
- 16. County of Hidalgo

### **Article III. Appointments and Qualifications**

The membership may have a multi-disciplinary (LE, FD, EMS) representation of members from the region. Member PSAP shall designate one or more individuals to exercise the member’s voting and other privileges on the committee. Such individual shall be an employee of the member jurisdiction or PSAP. Each member jurisdiction/PSAP shall appoint a **primary** representative and **up to three** alternative representatives to represent it on the committee. Appointments to the LRGVDC 9-1-1 ECAC shall be submitted in writing on agency official correspondence and by an Authorized Official and submitted to the committee by a duly authorized representative of the member jurisdiction/PSAP.

The designation may be changed from time to time by the member jurisdiction/PSAP by submitting an amended written designation. No person other than the persons so designated shall be eligible to exercise voting or other privileges for the member.

### **Article IV. Membership Terms**

- a) The membership term shall be two (2) years by the LRGVDC Board of Directors.
- b) A member may be reappointed by the LRGVDC Board of Directors.
- c) In the case of a vacancy, the LRGVDC Board of Directors shall appoint a replacement to serve for the remainder of the unexpired term.
- d) A member may be removed for good cause at any time by the LRGVDC Board of Directors.

### **Article V. Removal Resignation and Disqualification**

All members shall make a good faith effort to attend all LRGVDC 9-1-1 ECAC Meetings or shall designate the alternate to act on his/her behalf at any scheduled meeting. A record of attendance shall be kept of all meetings and shall be reviewed annually for good attendance and participation. The appointing authority shall be notified of attendance for appropriate action.

#### **Article VI. Vacancies & Attendance**

- a. Vacancies shall exist upon the death, removal, resignation or disqualification of any member. Vacancies shall be filled in the manner described in Article IV, Section Three
- b. Member jurisdictions/PSAPs shall be responsible for ensuring that the member's designated representative attends all meetings.
- c. Attendance records documenting member absences will be maintained by the LRGVDC ECOMMS/9-1-1 liaison. If none of the representatives designated by a member is able to attend a scheduled meeting, notification must be provided to the ECOMMS/9-1-1 liaison prior to the meeting.
- d. A member jurisdiction/PSAP is expected to attend all regular and special meetings. A member jurisdiction failing to attend at least 50% of the meetings during a calendar year shall be automatically removed from the Committee. The member will be notified in writing of such removal.
- e. Members so removed may appeal in writing to the LRGVDC Board of Directors within two (2) weeks of the date of notification. Appeals will be handled in a timely manner and the member will be notified in writing of the decision.

#### **Article VII: Elections**

The LRGVDC 9-1-1 ECAC shall hold election in August of every odd year.

##### Election

- a) The LRGVDC 9-1-1 ECAC shall elect a Chair and Vice-Chair from among the primary representatives designated by the member jurisdictions or PSAPs. Election of a Chair and Vice-Chair will occur at the initial meeting of the Advisory Committee and, thereafter, at the first meeting of the calendar year. Only the individual elected by the committee shall be eligible to carry out the functions of the office to which that person is elected, i.e., alternative representatives from the same member jurisdiction do not serve in the officer's absence.

##### Term

- a) Officers serve one-year terms beginning on the date of election. Upon committee and LRGVDC Board of Directors approval, Officers may serve a maximum of three (3) consecutive terms.

##### Duties

- a) The Chair presides at the meetings and shall have full voting privileges.
- b) The Vice-Chair performs the Chair's duties in the absence of the Chair. In the event that both the Chair and Vice-Chair are absent from a meeting, the committee shall select a temporary chair from among those board members present at the meeting, who shall preside at the meeting.

##### Other Officers

The committee may elect other Officers from time to time to carry out its responsibilities. This may be done by a simple majority vote of the members at any regularly scheduled meeting where a quorum is present.

#### **Article VIII: Officers**

The LRGVDC 9-1-1 ECAC shall elect a Chair and a Vice Chair from its membership to serve (1) one-year term. Officers shall be eligible for re-election. Terms of office shall be for a period of (3) three years following election or appointment. The Chair shall preside at the meetings, appoint task forces or sub-committees as necessary, and shall represent the committee. In the absence of the Chair, the Vice Chair shall perform the duties of the Chair.

#### **Article IX: Voting**

The voting procedures for the LRGVDC 9-1-1 ECAC shall be as follows:

- a. Each member or alternate on the committee, with the exception of the Chair, shall have one (1) vote.
- b. The Chair votes only in the case of a tie.
- c. Committee members or alternates shall not vote if they or the PSAP have a vested interest in the matter.
- d. The member present will represent its jurisdiction/PSAP and shall assume the authority of its jurisdiction/PSAP and vote on action items as presented on the agenda.

#### **Article X: Meetings**

##### a. Regular Meetings

The LRGVDC 9-1-1 ECAC shall schedule meetings to occur as needed, but not less than quarterly, time and place specified by the LRGVDC Board of Directors, the LRGVDC ECOMMS/9-1-1 liaison or the LRGVDC 9-1-1 ECAC as a whole.

Written notice, including an agenda for each regular meeting shall be prepared by the LRGVDC ECOMMS/9-1-1 liaison and electronically transmitted to each member at least five (5) business days before the meeting date provided, however, if the notice is not provided within the time indicated here, and a quorum of members are present at the meeting, such meeting may proceed and the defect in notice shall not affect the validity of any action taken at such meeting.

In an emergency or public necessity, as determined by the Chair and Vice Chair, may conduct telephone and videoconference calls to conduct meetings. These meetings must be set up to provide live two-way communication during the entire conference call and the identity of each member must be clearly stated prior to speaking.

##### b. Special Meetings

The committee shall meet specially if called upon by the LRGVDC Board of Directors, the LRGVDC ECOMMS/9-1-1 liaison, the Chair or requested in writing by at least one third 1/3 of the membership, excluding vacancies, of the committee.

A request by the membership for a special meeting must be in writing, addressed to the Chair and LRGVDC ECOMMS/9-1-1 liaison, and describe the purpose or purposes of the meeting. Only that business reasonably related to the purposes described in the request may be conducted at a special meeting.

When possible, notice of any special meeting shall be given at least 72 hours prior to the special meeting.

c. Quorum

A majority of the total voting members, excluding vacancies, constitutes a quorum for conducting LRGVDC 9-1-1 ECAC business.

A majority vote of the members present at a meeting at which a quorum is present is necessary for action by the committee. During a meeting at which a quorum has been established, and then subsequently lost due to members leaving, all remaining business items requiring a committee vote or action must be postponed until the next scheduled meeting at which a quorum is established. Should a member leave a meeting, it will constitute as an absence.

An LRGVDC 9-1-1 ECAC member may not transfer voting rights by proxy to another jurisdiction or PSAP.

d. Professional Conduct

LRGVDC 9-1-1 ECAC members should maintain objectivity and professionalism when carrying out business of the committee. In the event a member acts in a manner which brings the work of the committee into question or controversy, it shall be the responsibility of the LRGVDC Board of Directors to address the incident with the appointing member of the LRGVDC Board of Directors.

**Article XI – Ad Hoc Committees**

- a. Ad hoc committees may be appointed by the Chair with the approval of the LRGVDC 9-1-1 ECAC and shall serve for special purposes to comply with special needs.
- b. Membership on ad hoc committees shall be established to achieve the purpose for which the committee was created.
- c. The method for calling ad hoc committee meetings shall be the same as that for calling LRGVDC 9-1-1 ECAC meetings or at the discretion of the ad hoc committee membership to discharge their responsibility.
- d. Chairs of the ad hoc committees shall be appointed by the Chair of the LRGVDC 9-1-1 ECAC.

## **XII. Parliamentary Procedures, Open Meetings and Records**

Except where these bylaws require otherwise, Robert's Rules of Order shall govern the conduct of LRGVDC 9-1-1 ECAC meetings in the event of any dispute regarding the conduct of business.

All regular meetings of the LRGVDC 9-1-1 ECAC shall be open to the public. Minutes of the meetings, documents distributed and other records are the property of the LRGVDC. The LRGVDC ECOMMS/9-1-1 liaison shall keep the tape recordings of all meetings produced by the Secretary for a period of ninety (90) days after each meeting; print copies of summary minutes for each meeting shall be permanently maintained on file. These materials are available for public view, at the LRGVDC ECOMMS/9-1-1 offices, upon receipt of a written request by the interested party.

When specifically authorized by a majority of the membership, the committee may conduct business via conference call and/or electronic transmissions, with any actions taken by the committee being placed on the next regularly scheduled meeting for ratification by the LRGVDC 9-1-1 ECAC.

### **Article XIII: Administrative Support**

The staff of the LRGVDC ECOMMS/9-1-1 Division shall serve as Administrative Support to the committee and shall be responsible for the scheduling of meetings, the development of agendas, meeting notices, preparation of appropriate presentations at such meeting, and maintenance of Committee minutes and other records. The LRGVDC ECOMMS/9-1-1 Division staff will provide day to day administrative functions necessary to implement and operate the Regional Emergency Communications/9-1-1 system.

### **Article XIV - Amendments**

- a. By LRGVDC Board of Directors

The LRGVDC Board of Directors may amend these bylaws at a regular or special meeting. The written text of a proposed amendment must be included with the notice of the meeting at which the amendment will be considered.

- b. By LRGVDC 9-1-1 ECAC

The Committee may recommend amendments to these bylaws by a vote of two-thirds of its membership at a regular or special meeting. The written text of a proposed amendment must be included with the notice of the meeting at which the amendment will be considered. A recommendation for amendment adopted by the Committee is not effective unless approved by the LRGVDC Board of Directors.

- c. By LRGVDC ECOMMS/9-1-1 Liaison or Staff

Pursuant to state guidelines and requirements, the LRGVDC may amend these bylaws at a regular or special meeting. The written text of a proposed amendment must be included with the notice of the meeting at which the amendment will be considered.

#### **XV. Effective Date**

An Amendment to the bylaws takes effect when approved by the LRGVDC Board of Directors unless the amendment specifies a later effective date. Copies of amended bylaws will be distributed to Committee members by the Committee liaison.

*NOTE: these bylaws shall be in effect as of January 1, 2020 with the approval of the LRGVDC Board of Directors.*

#### **Bylaws History**

Amendment and/or Revised – 09.13.2019