

BYLAWS of  
Wichita-Sedgwick County Emergency Communications  
Advisory Board

ARTICLE I

PURPOSE AND ORGANIZATION

SECTION 1. The Wichita- Sedgwick County Emergency Communications Advisory Board is formed through an agreement between Board of Sedgwick County Commissioners and the City Council of the City of Wichita, through the authority of County Resolution 228-1993, and City of Wichita Ordinance 42-252.

SECTION 2. The purpose of the Wichita- Sedgwick County Emergency Communications Advisory Board ("Board") shall be to determine operational policies and procedures. The Board may review recommendations of new technologies utilized by the Sedgwick County Emergency Communications Department which directly support the 911 infrastructure and advise on emergency communications-related matters as they affect the Emergency Communications Department.

SECTION 3. There is hereby established a Sedgwick County Emergency Communications Advisory Board. Permanent voting members shall be: Sedgwick County Sheriff, Sedgwick County Fire Chief, Director of Sedgwick County Emergency Medical Service, Director of Sedgwick County Emergency Management, City of Wichita Police Chief, City of Wichita Fire Chief, City of Derby Police Chief, City of Derby Fire Chief, a representative of Suburban Fire Departments, a representative of Suburban Police Departments, a designee by the Sedgwick County Manager, and a designee by the City of Wichita City Manager. Such members shall serve on the Emergency Communications Advisory Board as long as they hold their respective elected office or appointed position.

ARTICLE II

POWERS AND DUTIES OF THE BOARD

SECTION 1. Said Board, after qualifying as provided by law and as herein specified, shall be vested with the following powers, authority, to-wit:

- a. The Board shall review and approve the operational policies and procedures and other related matters regarding the Emergency Communications Department in context of affect on all agencies dispatched by Sedgwick County Emergency Communications.
- b. The Board may review recommendations of new technologies utilized by the Emergency Communications Department which directly support the 911 infrastructure.

### ARTICLE III

#### MEETINGS OF THE BOARD

SECTION 1. Regular meetings of the Board shall be held on the second Thursday of February, April, June, August, October, and December of each year at 2:00 p.m. at the Emergency Communications Department. The President of the Board may deviate from this calendar and reschedule the meeting when he or she deems necessary. Special meetings shall be called by the President when requested by any two (2) members of the Board by giving written notice at least twenty-four (24) hours in advance of said special meeting to all members of the Board.

SECTION 2. The Sedgwick County Emergency Communications Director or Deputy Director (in Director's absence) will prepare a notice of the regular meeting agenda of matters and distribute the same to Board members within five (5) working days preceding the meeting. Any member of the Board may cause matters to be placed on the agenda by advising the Director no later than seven (7) working days preceding the next regular meeting.

Off-agenda items may be brought in for discussion by a majority vote of those members present, but official action may be delayed until the next formal meeting of the Board.

SECTION 3. All regular and special meetings of the Board shall be open to the public and media in a manner consistent with the Kansas Open Meetings Act. Any final action taken by the board will be in a public meeting. Executive sessions shall be held at such time and place as shall be announced by the President subject to approval of a majority of the Board.

SECTION 4. A quorum shall consist of a majority of the voting members of the Board.

SECTION 5. All meetings of the Board shall be conducted in accordance with Robert's Rules of Order except insofar as modified by these bylaws and the rules and procedures as adopted by the Board.

#### ARTICLE IV

##### OFFICERS AND THEIR DUTIES

SECTION 1. The Sedgwick County Emergency Communications Advisory Board shall elect one member as its President and one member as its Vice President. The terms of the President and Vice President shall be for one year. The President will act as leader of the convened meeting, enforce membership rules and will be the official spokesperson and representative of the board. The Vice President will assume the duties of the President in the President's absence.

SECTION 2. Each member of the Board may appoint a designee from their respective organization or agency to serve in the Board member's absence. The designee must be identified and registered on the Board's roll as an alternate member for that agency. The alternate Board member, when working in the absence of the permanent member, has the same rights and authority as the permanent member.

SECTION 3. The Director, or Deputy Director (in Director's absence) of the Emergency Communications Department, will act as staff to the Advisory Board and serve in an ex officio, non-voting member capacity on the Advisory Board. In addition, The Director or Deputy Director (in Director's absence) shall be responsible to cause a proper record to be kept of all proceedings of the Emergency Communications Advisory Board.

SECTION 4. The Board shall appoint such other officers as may be required by law or ordinance, or as the business of the Board demands.

SECTION 5. The Officers of the Board shall be elected by the members at the initial meeting of this Board and thereafter at the first regular meeting of each year.

SECTION 6. An Operations Committee is established and shall be comprised of the Deputy Director of Sedgwick County Emergency Communications and the designees of the

other members of the Board. The Operations Committee is responsible for and is required to report its information and recommendations to the Board.


ARTICLE V

AMENDMENTS TO BYLAWS

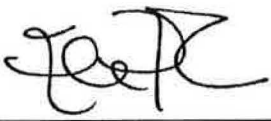
SECTION 1. The Board may, by a majority of the quorum vote thereof, amend these bylaws or any provisions or sections thereof at any time when the same is not in conflict or in contravention of any of the laws of the State of Kansas or Ordinances applicable thereto. Provided, however, that notice of the proposed amendments be furnished by the Director to the Board members not less than ten (10) working days prior to the meeting at which said amendments are to be considered.

The above and foregoing bylaws are hereby amended and adopted as the Bylaws of the Wichita - Sedgwick County Emergency Communications Advisory Board.

Dated this 9th day of February, 2017.

  
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President

ATTEST:   
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Director