

Statewide Interoperability Executive Committee
State of Louisiana
<http://gohsep.la.gov/SIEC>

JOHN BEL EDWARDS
GOVERNOR



CHRIS GUILBEAUX
CHAIRMAN

**AMENDED AND RESTATED BYLAWS OF THE
STATEWIDE INTEROPERABILITY EXECUTIVE COMMITTEE
Revised Version Adopted January 27, 2016**

**ARTICLE I
NAME & PURPOSE**

- 1.1 Name. The name of this committee shall be the Statewide Interoperability Executive Committee, hereinafter sometimes referred to as the "SIEC" for the state of the Louisiana.
- 1.2 Purpose. The SIEC's primary purpose as defined in Louisiana Revised Statutes (La. R.S.) 29:725.6 shall include but are not limited to:
 - 1.2.1 Designing, constructing, and assisting in administering and maintaining a statewide communications interoperability plan for first responders with the ability to transport and receive voice, data, image and video information during day-to-day operations, natural disasters, emergency response situations, and terrorist attacks.
 - 1.2.2 Leveraging the technical expertise of the committee and third-party resources to develop and approve procedural requirements and technical requirements to implement the statewide communications interoperability plan for first responders.
 - 1.2.3 Coordinating interoperability issues with emergency alert services, 911 services, 211 services, integrated criminal justice systems, as well as identifying other systems which may need to be addressed by the committee.
 - 1.2.4 Establishing advisory committees for specific issues.
 - 1.2.5 Submitting a semi-annual report to the governor and to the Unified Command Group (UCG) by January first and July first of each year which includes a copy of the current or revised statewide communications interoperability plan for first responders.
 - 1.2.6 Recommending additions or deletions to the UCG on the statewide interoperability plan, but shall have no authority to change the plan.

- 1.3 Authority. The SIEC is created pursuant to La. R.S. 29:725.6.

ARTICLE II OFFICES

- 2.1 Office. The principal office of the SIEC hereinafter is located at 7667 Independence Boulevard, Baton Rouge, Louisiana 70806 in the parish of East Baton Rouge. The mailing address of the SIEC is 7667 Independence Boulevard, Baton Rouge, Louisiana 70806 in the parish of East Baton Rouge.

ARTICLE III MEMBERS

For purposes of this Article, the term “member” unless otherwise specified, refers to voting members.

- 3.1 Number and Qualification. The appointed members of the SIEC shall be determined by La. R.S. 29:725.6. The designated representative of an appointed member shall have the same rights and powers of the appointed member whom the designee is representing. A member or his designee may not represent more than one appointed member at a meeting.

3.1.1 Regional Members. The appointed members of the SIEC shall be one representative from each of the nine Governor’s Office of Homeland Security and Emergency Preparedness (GOHSEP) regions. The member shall be selected by the Regional Interoperability Committee (RIC). In the absence of a RIC appointment the member shall be appointed by the SIEC Chair.

- 3.2 Suspension and Removal of Member. A member may be suspended or removed for cause by vote of a majority of the SIEC with a vote and in concurrence with the Office of the Governor for the State of Louisiana. Members will have reasonable notice and an opportunity to be heard. Cause includes, but is not limited to, failure to attend fifty per cent (50%) of the meetings held in calendar year.
- 3.3 Meetings. Meetings of the SIEC shall be held at such places and at such times as called by the Chair, or Vice-Chair in case of death, absence, or incapacity, or by any other officer or upon written application of two or more members.
- 3.4 Call and Notice. The SIEC shall give written public notice of any regular, special, or rescheduled meeting no later than twenty-four hours before the meeting. Notice shall include the agenda, dates, times and places of such

meetings, provided that upon approval of two-thirds of the members present at a meeting, the SIEC may take up a matter not on the agenda. Written public notice shall include, but need not be limited to:

3.4.1 Posting a copy of the notice at the principal office of the SIEC and at the building in which the meeting is to be held.

3.4.2 Mailing a copy of the notice to any member of the news media who requests notice of such meetings; any such member of the news media shall be given notice of all meetings in the same manner as is given to members of the SIEC.

3.4.3 It shall be reasonable and sufficient notice to send a member notice by mail, e-mail, facsimile or by telephone at least seven (7) calendar days before a meeting, addressed to such member at his or her usual or last known business address, e-mail, fax number or telephone number.

3.5 Quorum. At each meeting of the SIEC, at least one officer and a majority of the members shall be present in order to constitute a quorum for the transaction of business.

3.6 Rules of Order. All meetings of the SIEC shall be conducted in accordance with Robert's Rules of Order Newly Revised 10th Edition, unless otherwise provided herein.

3.7 Action by Vote. At any meeting of the SIEC at which a quorum is present, a majority of the votes properly cast by the members of the SIEC present shall decide any question, including election of any office, unless otherwise provided by law, La. R.S. 29:725.6, or these bylaws. Every member of the SIEC present shall be entitled to one (1) vote on any question before it.

3.8 Designees. Voting members may vote either in person or by written designation dated not more than one month before the meeting named therein, which designations shall be filed before being noted with the Secretary or other person responsible for recording the proceedings of the meeting. Unless otherwise specifically limited by their terms, such designations shall entitle the holders thereof to vote at any adjournment of the meeting. The designation shall terminate after the final adjournment of such meeting.

3.9 Order of Business. The order of business for all meetings shall be as follows:

3.9.1 Roll Call

3.9.2 Reading of minutes of preceding meeting

3.9.3 Reports of Officers

- 3.9.4 Reports of Committees
 - 3.9.5 Unfinished Business
 - 3.9.6 New Business
 - 3.9.7 Public Comment
- 3.10 Minutes and Public Record. The SIEC shall keep written minutes of all their meetings. The minutes shall be public records and shall be available within a reasonable time after the meeting, except where such disclosures would be inconsistent with La. R.S. 42:16 and La. R.S. 42:17. The minutes shall include but need not be limited to:
- 3.10.1 The date, time and place meeting.
 - 3.10.2 The members of the SIEC recorded as either present or absent.
 - 3.10.3 The substance of all matters decided, and at the request of any member, a record, by individual member, of any votes taken.
 - 3.10.4 Any other information that the SIEC requests be included or reflected in the minutes.

ARTICLE IV OFFICERS

- 4.1 Officers and Qualifications. The officers of the SIEC shall be a Chair and Vice-Chair. The Chair may select further officers such as a Secretary or Parliamentarian as he shall deem necessary, who shall hold their office for such time as specified by the Chair or the terms of their appointment to the SIEC, and shall perform such duties as shall be determined by the Chair.
- 4.2 Chair. The Chair of the SIEC shall be the assistant deputy director of interoperability. The Chair will serve as an ex officio member of all standing committees, and will have exactly the same rights and privileges as do all other members, including the right to vote. However, as an ex-officio member, the Chair will not be counted in determining the number required for a quorum or in determining whether or not a quorum is present.
- 4.3 Vice-Chair. The SIEC shall by nomination and election select a Vice-Chair. The Vice-Chair shall have such powers, and perform such duties, as shall be assigned him by the Chair, and shall, in the absence or disability of the Chair, perform his duties and exercise his powers.
- 4.4 Compensation of Officers. Members of the SIEC shall be entitled to be reimbursed for actual expenses for travel consistent with allowances for state classified employees and approved by the Chair of the SIEC, if funding is available.

- 4.5 Resignation. An officer may resign by delivering written notice to the Chair, Vice-Chair or to a meeting of the SIEC. 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.

ARTICLE V COMMITTEES

- 5.1 All SIEC advisory committee Chairs and its members shall be appointed by the SIEC Chair and their term of office shall be for a period of one year or less if sooner terminated by the action of the SIEC. Each Chair of the advisory committees shall be a member of the SIEC as listed in La. R.S. 29:725.6. Each advisory committee will consist of no more than seven members including the Chair of that committee.

- 5.1.1 The permanent advisory committees shall be:

5.1.1.1 Technical Subcommittee is responsible for identifying technologies which will enhance the Louisiana Wireless Information Network (LWIN) System by providing voice,, data, image and video information. The Subcommittee will seek redundant network pathways to ensure reliable communications during critical incidents and ensure new technology is utilized to connect disparate public safety systems throughout the state. Additionally, this subcommittee is responsible for the assessment of state and regional communications interoperability equipment needs, capabilities, and shortfalls.

5.1.1.2 Budget and Finance Subcommittee is responsible for developing a comprehensive funding strategy and identifying funding sources, which will enable the continued build-out and enhancement of the statewide system; including researching and applying for funding efforts through federal grant funding sources.

5.1.1.3 Policy and Planning Subcommittee is responsible for establishing policy which will govern the statewide system access, acquisitions, allocation, and management, which include the use of voice, data, and imagery capabilities, including the development and annual review of the Louisiana Statewide Communications Interoperability Plan.

5.1.1.4 Broadband Subcommittee is responsible for the assessment of state and regional broadband wireless communications interoperability needs and capabilities. The subcommittee will develop a comprehensive, statewide public safety broadband strategy to improve broadband capabilities for

first responders in the State. The Subcommittee will work with representatives of the First Responder Network Authority (FirstNet) and FirstNet's Louisiana Statewide Point of Contact (SPOC) in matters pertaining to design, planning, buildout and operation of the Nationwide Public Safety Broadband Network (NPSBN). The subcommittee will support the SPOC with research and planning for broadband, and provide recommendations to the SIEC regarding the State's broadband efforts. In addition to working with FirstNet, the subcommittee will provide coordination with other public and/or private wireless broadband service providers utilized by first responders and public safety personnel.

ARTICLE VI EXECUTIVE COMMITTEE

6.1 The SIEC Executive Committee membership is comprised of the SIEC Chairman, Vice Chairman and each subcommittee Chairman.

6.1.1 The SIEC Executive Committee is authorized such powers, and perform such duties as determined by the SIEC.

ARTICLE VII AMENDMENTS

7.1 These bylaws may be altered, amended or repealed and new bylaws may be adopted by a vote of the members at any meeting or at any special meeting when the proposed amendment has been set out in the notice of such meeting.

These bylaws consisting of six pages including this page were adopted by the SIEC this 27th day of January, 2016.

/s/Christopher Guilbeaux
Chairman, SIEC

/s/Sonya Wiley-Gremillion
Vice-Chairman, SIEC