

VACANT  
Chairman

\_\_\_\_\_ *Parish*  
*Interoperability Committee*

VACANT  
Vice Chairman

**PROPOSED BY LAWS OF THE  
\_\_\_\_\_ PARISH INTEROPERABILITY COMMITTEE**

**ARTICLE I  
NAME & PURPOSE**

1.1 Name. The name of this committee shall be the \_\_\_\_\_ Parish Interoperability Committee, hereinafter sometimes referred to as the "PIC" in the state of the Louisiana.

1.2 Purpose. The PIC's primary purpose shall include but are not limited to:

1.2.1 Outreach.

1.2.1.1 Provide the Regional Interoperability Committee (RIC) with input for all parish communications interoperability issues.

1.2.1.2 Develop an Interoperable Communications Plan (ICP) for the parish.

1.2.1.3 Obtain consensus among all localities, disciplines, and organizations within the parish regarding communications interoperability projects.

1.2.1.4 Educate local policymakers.

1.2.2 Programmatic Implementation.

1.2.2.1 Align the Statewide Communications Interoperability Plan (SCIP), regional tactical communications interoperability plan to a parish interoperable communications plan.

1.2.2.2 Provide the RIC with input and data for the development and revision of the SCIP and regional tactical interoperable communications plan.

1.2.2.3 Develop a standing memorandum of understanding (MOU) among all localities within the parish; this MOU should address sharing resources for parishwide communications interoperability planning and implementation.

1.2.2.4 Develop a process to allow associated equipment to be purchased collectively ensuring compatibility and favored pricing throughout the parish.

### 1.2.3 Grants Coordination and Policy Development

1.2.3.1 Develop grant investment justifications for all entities within the parish and provide recommendations to the RIC for consideration.

1.2.3.2 Administer awarded grant funds for parish projects.

1.2.4 Establishing advisory committees for specific issues.

## ARTICLE II OFFICES

2.1 Office. The principal office of the PIC hereinafter is located at (Street Address), (Parish Name), Louisiana (Zip Code) in the parish of (Parish Name). The mailing address of the PIC is at (Street Address), (Parish Name), Louisiana (Zip Code) in the parish of (Parish Name).

## 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 PIC shall be determined by the following:

### 3.1.1 Voting Members

Parish President or his designee

Sheriff or his designee

Chief of Police from one of the municipalities within the parish as selected by the Association of Chiefs of Police or his designee

Communications District representative or his designee

Fire Chief from one of the rural fire departments within the parish as selected by the Fire Chiefs Association or his designee

Fire Chief from one of the urban fire departments within the parish as selected by the Fire Chiefs Association or his designee

Emergency Medical Service representative from one of the parishes within the region as selected by the Louisiana Ambulance Alliance or his designee

Parish Homeland Security and Emergency Preparedness director or his designee

Tribal representative from one of the tribes within the parish as selected by the Office of Indian Affairs or his designee

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.

- 3.2 Suspension and Removal of Member. A member may be suspended or removed for cause by vote of a majority of the PIC. 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 PIC shall be held at such places and at such times as called by the Chair, Vice-Chairman or in case of death, absence, incapacity, by any other officer or, upon written application of two or more members.
- 3.4 Call and Notice. The PIC 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 PIC 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 PIC 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 PIC.

- 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, address, fax number or telephone number.
- 3.5 Quorum. At each meeting of the PIC, 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 PIC shall be conducted in accordance with Robert's Rules of Order Newly Revised 10<sup>th</sup> Edition, unless otherwise provided herein.
- 3.7 Action by Vote. At any meeting of the PIC at which a quorum is present, a majority of the votes properly cast by the members of the PIC present shall decide any question, including election of any office, unless otherwise provided by law, or these By Laws. Every member of the PIC present shall be entitled to one (1) vote on any question before it.
- 3.8 Proxies. Voting members may vote either in person or by written proxy dated not more than one month before the meeting named therein, which proxies 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 proxies shall entitle the holders thereof to vote at any adjournment of the meeting. The proxy 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 PIC 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 R.S. 42:6 and R.S. 42:6.1. 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 PIC 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 PIC requests be included or reflected in the minutes.

#### **ARTICLE IV OFFICERS**

- 4.1 Officers and Qualifications. The officers of the PIC 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 PIC, and shall perform such duties as shall be determined by the Chair.
- 4.2 Chair. The PIC shall by nomination and election select a Chair. 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, of course, 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 PIC 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 PIC 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 PIC, if regional 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 PIC. 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 PIC advisory committee Chairs and its members shall be appointed by the PIC Chair and their term of office shall be for a period of one year or less if sooner terminated by the action of the PIC. Each Chair of the advisory committees shall be a member of the PIC as listed in Article III,

3.1.1. 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 P25 System by providing voice communications, high speed broadband data and image transfer. 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 parish, 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 parish Interoperable Communications Plan.

## **ARTICLE VI EXECUTIVE COMMITTEE**

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

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

## **ARTICLE VII AMENDMENTS**

7.1 These by laws may be altered, amended or repealed and new by laws 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 by laws consisting of seven pages including this page were adopted by Resolution of the PIC this \_\_\_\_\_ day of \_\_\_\_\_, 2008.

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Chairman, PIC

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Vice-Chairman, PIC