AMENDED BYLAWS OF

THE SOUTH DAKOTA 911 COORDINATION BOARD

ARTICLE I – NAME & PURPOSE

Section 1: The name of the organization shall be The South Dakota 911 Coordination Board.

Section 2: The South Dakota 911 Coordination Board is organized pursuant to SDCL 34-45-18 to set minimum standards for operation of public safety answering points, determine criteria for reimbursement for nonrecurring costs and the amount of reimbursement, and oversee the coordination of 911 services within the state.

ARTICLE II - MEMBERSHIP

Section 1: The South Dakota 911 Coordination Board created pursuant to SDCL 34-45-18 shall consist of representatives from each of the following groups as appointed by the Governor for three-year terms, the initial appointments shall be for staggered terms:

1. One representative of the South Dakota Chapter of the Association of Public Safety Communication Officials;
2. One representative of the Dakota Chapter of the National Emergency Number Association;
3. Two representatives who are South Dakota service providers;
4. One representative who is an employee of the South Dakota Department of Public Safety;
5. Two representatives of the South Dakota Association of County Commissioners;
6. Two representatives of the South Dakota Municipal League;
7. One representative of the South Dakota Police Chiefs Association; and
8. One representative of the South Dakota Sheriffs Association.

Section 2: The Governor shall be provided with a list of ten persons for each board position from each group represented. The Governor has the authority to reject any or all names provided.

Section 3: The Governor may also remove any person appointed to the board at any time without cause.

ARTICLE III - ANNUAL MEETING

Section 1: Annual Meeting. The regular annual meeting shall take place in October, at which time nominations will be accepted and secret ballots shall be cast for Chairperson and Vice-Chairperson, unless uncontested, as defined in Article IV, Section 6. A simple majority of the entire Board is required for a nominee to be elected. In the event of a tie vote, or a ballot with more than two names, board members shall cast another ballot between the top two vote recipients until such simple majority is met. Following such vote(s) the Chairperson and Vice-Chairperson shall immediately assume their duties.

Section 2: Notice. Written notice of each meeting shall be given to each voting member, delivered by U S Postal Service, electronic mail or other acceptable means of notification, not less than two weeks before the meeting except for special meetings. Public notice shall follow guidelines established in South Dakota open meeting law as specified in Chapter 1-25 of SDCL.

ARTICLE IV - BOARD MEMBERS

Section 1: Board Role, Size, Compensation. The Board is responsible for overall policy and direction of the 911 Coordinator and delegates responsibility for day-to-day operations to the 911 Coordinator and Board subcommittees. The Board shall have eleven members. The Board members receive no compensation other than reasonable expenses established by State of South Dakota governmental policy.

Section 2: Meetings. The Board shall meet at least twice annually at an agreed upon time and place. Such meetings and notice of meetings shall follow procedures outlined in current South Dakota open meeting law guidelines.

Section 3: Terms. All Board members shall serve terms as outlined in their appointment by the Governor of South Dakota.

Section 4: Quorum. A quorum must be attended by a simple majority of the Board members (six of eleven members) before business can be transacted or motions made or passed.

Section 5: Notice. An official Board meeting requires that each Board member have written notice two weeks in advance except for special meetings. Public notice shall follow guidelines established in South Dakota open meeting law SDCL 1-25.

Section 6: Officers and Duties. There shall be two officers of the Board consisting of a Chairperson and Vice Chairperson. Their duties are as follows:

The Chairperson shall convene regularly scheduled Board meetings, shall preside or arrange for other members of the Administrative Subcommittee to preside at each meeting.

The Vice-Chairperson will chair subcommittees on special subjects as designated by the Board and shall serve as Chairperson at Board meetings in the event the Chairperson is absent.

Chairperson and Vice-Chairperson shall serve one-year terms and may be re-elected to multiple one-year terms based on nominating and voting procedure outlined in Article III, Section 1.

Section 7: Vacancies. When a vacancy on the Board exists, nominations for new members may be received from present Board members by the Chairperson. The Chairperson, or a designee of the Chairperson, will solicit nominations from the group represented. These nominations shall be forwarded to the Governor’s office as suggested candidates to fill a membership position. When a Board member’s term is set to expire, the Chairperson may receive nominations at the Board meeting immediately prior to the expiration of that position based on requirements set forth in Article II, Section 1. The Governor, according to SDCL 34-45-18.1 shall be provided with a list of ten persons for each board position from each group represented on the board. This process may include re-nomination of the current Board member as terms are not limited. This list of nominations shall be forwarded to the Governor’s office by the Chairperson, or a designee of the Chairperson, for appointment or re-appointment to the Board.

Section 8: Resignation, Termination and Absences. Resignation from the Board may be submitted in writing, via electronic mail, or announced at a board meeting and received by the Chairperson, or a designee of the Chairperson. Replacement shall be handled in the same process as outlined in Section 7 of this Article. Further, a Board member may be recommended for replacement to the Governor’s office for excessive absences from the Board if he or she has three unexcused absences from Board meetings in a year.

Section 9: Special Meetings. Special meetings of the Board shall be called upon the request of the Chairperson or one-third of the Board membership. Notices of special meetings shall be sent out to each voting member, delivered by U S Postal Service, electronic mail or other acceptable means of notification, seventy-two hours in advance. Such notice shall follow special notice requirements of SDCL 1-25-1.3.

ARTICLE V - SUBCOMMITTEES

Section 1: The Board may create subcommittees as needed. Each subcommittee shall elect a subcommittee chairperson. Subcommittee meetings are called by the subcommittee chairperson, or a simple majority of subcommittee members at a date and time agreed upon by the members. If applicable, such notice shall follow current applicable South Dakota open meeting law guidelines.

Section 2: Administrative Subcommittee. Three Board members, of which one shall be the Chairperson, will serve as the members of the Administrative Subcommittee. The membership of this subcommittee shall assist the 911 Coordinator with any day-to-day procedural questions or duties.

Section 3: Funding Subcommittee. The Funding Subcommittee has up to five members drawn from the Board. As assigned by the board, the Funding Subcommittee may be responsible for developing and reviewing fiscal procedures, a funding plan, and annual informational budget with South Dakota Department of Public Safety staff and other Board members. The fiscal year shall follow the state fiscal year. The financial records of the Board are public information to the extent provided for in current South Dakota open records law (SDCL 1-27) and shall be made available as such to the membership, Board members and the public.

Section 4: Technical Subcommittee. The Technical Subcommittee has up to five members drawn from the Board. The subcommittee is responsible for discussing and developing minimum technical standards for Public Safety Answering Points in South Dakota. The subcommittee shall have the power to suggest minimum technical standards for ratification of the full Coordination Board.

Section 5: Operations Subcommittee. The subcommittee has up to five members drawn from the Board. The subcommittee is responsible for discussing and developing minimum operational standards for Public Safety Answering Points in South Dakota. The subcommittee shall have the power to suggest minimum operational standards for ratification of the full Coordination Board.

ARTICLE VI – GOVERNANCE OF MEETINGS

Section 1: All meetings of the full Board and Board Subcommittees shall be governed by the most recent version of Robert’s Rules of Order.

ARTICLE VII - AMENDMENTS

Section 1: These Bylaws may be amended when necessary by a simple majority (six of eleven members) of the Board. Proposed amendments must be submitted to the Board for review and possible action in a public board meeting.

These Bylaws were amended and approved at a meeting of the South Dakota 911 Coordination Board on the twenty-third day of August, 2018 and supersede the original Bylaws of the South Dakota 911 Coordination Board approved on the Thirteenth Day of August, 2009.

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Ted Rufledt, Jr. - Chairperson