

**Bylaws of the Board on Public Safety Standards and Training
Telecommunications Policy Committee**

**Article I
NAME, PURPOSE, and POWERS**

The Telecommunications Policy Committee, established by Oregon Revised Statute (ORS) 181.637, is charged with the responsibility of developing policies, requirements, standards, and rules relating to the telecommunications and emergency medical dispatch disciplines. All recommended policies, requirements, standards and rules are submitted to the Board on Public Safety Standards and Training (Board) consideration.

**Article II
MEMBERSHIP, APPOINTMENTS, RESIGNATION and TERMINATION**

Membership. Membership is defined in ORS 181.637.

Appointments. Nominations for membership will be submitted to the Department of Public Safety Standards and Training (DPSST) for presentation to the Board chairperson for consideration. All appointments to the committee will be ratified by the Board.

The term of an appointed member is two years. An appointed member may be appointed to a second term.

Committee vacancies will be handled in the same manner as making an initial appointment.

Resignation and Termination. Resignation from the committee must be in writing and received by the committee chairperson.

Any appointment made based on a committee member's employment is automatically revoked if the committee member changes employment.

A committee member may be removed by the Board chairperson for just cause or at the request of the recommending or represented organization/agency.

**Article III
MEETINGS and QUORUM REQUIREMENTS**

Meetings. Meetings will be held in accordance with Oregon Public Meetings Law (ORS 192.610-192.690). The committee will meet at such times and places as-determined by the committee in coordination with the Board and DPSST. Meeting times and dates will be scheduled on a yearly basis and can be changed at the discretion of the chairperson.

Meeting Agendas. An agenda will be prepared by DPSST staff, in consultation with the committee chairperson. Discussions and actions of the committee will not be limited to agenda items. Discussions and actions may include any business consistent with the duties and responsibilities of the committee.

Participation. Deliberation of issues will only be conducted by committee members. Individuals other than committee members wishing to address the committee must submit a written request to DPSST at least two weeks prior to any meeting. In special circumstances, the chairperson of the committee may allow non-members to address the committee at a meeting, provided they adhere to the subject and limit their presentation as requested by the chairperson.

Voting/Quorum. A quorum for any meeting of the committee must consist of a majority of voting members of the committee. No formal action may be taken by the committee without approval of a majority of a quorum. Only officially appointed members may vote.

Committee members are appointed to make recommendations to the Board regarding the policies and standards that govern the telecommunications and emergency medical dispatch disciplines. To abstain from a vote is to fail to perform a most important function given to a committee member. Absent compelling circumstances committee members should not abstain from voting.

Past policy committee decisions will not dictate precedence for future policy committee decisions.

Subcommittees. The committee chairperson, in consultation with committee members, may create subcommittees if needed.

Records. The transactions of every public meeting of the committee will be recorded in the form of minutes and will be made available to the public. Minutes will reflect the subject and outcome of each vote. Records will be retained in accordance with the Secretary of State Archives Division Records Retention Schedule for DPSST/BPSST.

Article IV ELECTION of OFFICERS, RESPONSIBILITIES

Chairperson. Only members of the committee who are also members of the Board are eligible to serve as chairperson. The chairperson will convene and preside over meetings of the committee and sign on behalf of the committee as required by law. The chairperson will represent the committee at Board meetings and before all public bodies and will serve as a member of the Executive Committee to the Board. The chairperson will perform other duties as assigned by the Board.

Committee Members. Committee members will act as conduits for the exchange of information between the constituency, the associations they represent and the committee.

Committee members will follow statutes and administrative rules or work to change such rules and statutes if inappropriate. Committee members will take into consideration the statewide impact on agencies and other disciplines when making decisions.

Article V
AMENDMENTS TO BYLAWS

These bylaws may be amended by a majority vote of members of the committee at any regular meeting, provided the proposed amendment or amendments have been sent to each committee member five working days prior to the meeting.

These bylaws were approved at a meeting of the Telecommunications Policy Committee on **November 5, 2014**.