

Bylaws of the North Carolina 911 Board

ARTICLE I - NAME, PURPOSE, POWERS, MEMBERSHIP

Section 1: Name. The name of the organization shall be “North Carolina 911 Board,” hereafter referred to as “the 911 Board.”

Section 2: Creation. The North Carolina General Assembly created the North Carolina 911 Board by Session Law 2007-383, s. 3 to be effective 1 January 2008.

Section 3: Purpose. The purposes of the 911 Board include managing, overseeing, and monitoring administration of the 911 service fees and Public Safety Answering Points (PSAPs); distributions of such fees to eligible service providers and PSAPs; preparing and administering a 911 plan for the State; executing duties and responsibilities under the Act; and other such purposes as enabled through the Acts of the General Assembly. The 911 Board serves as the central 911 policy planning body of the State and shall communicate and coordinate with federal, state, regional, and local agencies and private entities in order to implement coordinated policies of the 911 Board. The 911 Board promotes and supports professional development and training for PSAP staff.

Section 4: General Powers. The property and business of the 911 Board shall be managed under the direction of the 911 Board who may exercise all powers permitted by G.S. §143B-1400 *et seq.*

Section 5: Reporting. The 911 Board submits periodic reports to the Governor and Legislative Committees as required. Reports summarize the 911 Board’s activities during the reporting period and contain any information about the 911 Board’s activities that is requested by the Governor or the Committee.

Section 6: Membership. The 911 Board members are appointed as provided in G.S. §143B-1401.

Section 7: Policies and Procedures. Committees and the Executive Director shall develop policies as directed by the Board, and as desired by the Committees and Executive Director. Draft policies shall be presented to the Board for discussion and shall not be adopted for implementation until a later meeting of the Board. The Executive Director shall develop procedures for internal operations of the Board’s staff and shall inform the Board of such procedures in a timely manner.

ARTICLE II - 911 BOARD

Section 1: 911 Board Role. The 911 Board is responsible for administration of laws and policies regarding 911 services, 911 service fees, and delegates responsibility for day-to-day operations to the Executive Director and Committees.

Section 2: Service of 911 Board Members. 911 Board members shall serve the term of their respective appointments subject to changes effected by law, action of the appointing authority, resignation, disqualification, or other cause. Board members shall serve on at least one committee of

the 911 Board. Board members shall actively participate by regularly attending meetings of the Board and their respective Committee(s). Regular attendance shall mean at least seventy-five (75%) percent of the meetings of the Board unless a higher percentage is required by law or other authority. The 911 Board Chair may report inactivity or ethical violations of any Board member to their appointing authority, or other appropriate authority, for consideration of further action.

Section 3: Compensation. No part of the revenues or assets of the 911 Board shall inure to the benefit of or be distributable to the members of the 911 Board, officers, 911 Board staff, or other private persons. The members of the 911 Board shall receive no salary for their services but may receive per diem and allowances in accordance with G.S. §138-5.

Section 4: Oath. As the holder of an office, each member of the 911 Board must take the oath required by Section 7 of Article VI of the North Carolina Constitution before assuming the duties of a 911 Board member.

Section 5: Terms. Board members are restricted by a number of terms. Board members shall serve no more than two appointed terms. This provision shall be superseded by any Act of the General Assembly establishing term limits or terms of appointment.

Section 6: Chair. The 911 Board Chair shall be the State Chief Information Officer or designee as provided by G.S. §143B-1401(4). The Board shall select a vice-chair annually from the appointed members by simple majority vote. The vice-chair term of office shall be one year.

Section 7: Conduct of Business. The 911 Board may use any appropriate communication technology to conduct its business including, but not limited to, audio conferencing, video conferencing, electronic mail, fax, or internet-based applications. All meetings will be conducted in conformance with the open meetings laws and public records laws of the State. Meetings may be conducted in an informal manner by the 911 Board Chair, but Robert's Rules of Order (newly revised) may be invoked at any time by the Chair upon request of a majority of the members present.

Section 8: Meetings. The 911 Board shall meet at least six times each calendar year on a bimonthly schedule, but may meet more frequently upon the call of the 911 Board Chair, or by Special Meeting, at designated times and places.

Section 9: Special Meetings. Special meetings may be called by the 911 Board Chair or by a majority vote of the 911 Board members. Special meetings of the Board require at least forty-eight (48) hours notice by mail, electronic mail, fax, or telephone.

Section 10: Notice. Every six (6) months, the 911 Board Chair shall notify 911 Board members of the dates of regular 911 Board meetings for the following six (6) months. Additional notice shall be given to each 911 Board member, by mail or electronic mail at least ten (10) days prior to the regular meeting. Any member may waive notice of any meeting. Attendance of a meeting by a member shall constitute a waiver of notice for the meeting, unless the member attends for the express purpose of objecting to the transaction of any business because the meeting was unlawfully called or convened.

Section 11: Quorum. A quorum shall consist of a simple majority of the 911 Board members, exclusive of vacancies, before business can be transacted or motions made or passed.

Section 12: Voting. It shall be the responsibility of every board member to vote on every item unless the member has a conflict of interest. Each member shall have one (1) vote on each issue that comes before the 911 Board. An individual who is representing a 911 Board member may participate in discussion but shall not have a vote on any issues that come before the 911 Board. Proxy voting shall not be permitted. A simple majority of the votes cast on any issue, except amendment of these bylaws or a motion and affirmative vote requiring a larger majority for specific action, will establish the 911 Board's decision.

Section 13: Records. The 911 Board staff shall be responsible for keeping records of 911 Board actions, overseeing the taking of minutes at all 911 Board meetings and Committee meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each 911 Board member, and assuring that 911 Board records are maintained.

Section 14: Conflict of Interest, Ethics. Members of the 911 Board shall comply with the statutory and policy provisions of G.S. §14-234, G.S. §138A-1 *et seq.* (State Government Ethics Act), and G.S. §120C-100 *et seq.* (Lobbying) prohibiting conflicts of interest, governing ethics and lobbying activities. In addition, if any member, officer, or employee of the 911 Board is interested either directly or indirectly, or is an officer or employee of or has an ownership interest in any firm or corporation, not including units of local government, interested directly or indirectly, in any contract with the 911 Board, the member, officer, or employee must disclose the interest to the 911 Board, which must set forth the disclosure in the minutes of the 911 Board. The member, officer, or employee having an interest may not participate on behalf of the 911 Board in the authorization of any contract. 911 Board members must also comply strictly with the State Ethics Act.

Section 15: Removal of 911 Board Members. The Governor may remove any member of the 911 Board for misfeasance, malfeasance, or nonfeasance in accordance with G.S. §143B-13(d). The Governor or the person who appointed a member may remove the member for using improper influence in accordance with G.S. §143B-13(c).

Section 16: Vacancies. All members of the 911 Board shall remain in office until their successors are appointed and qualified. A vacancy in an appointment made by the Governor shall be filled by the Governor for the remainder of the unexpired term. A vacancy in an appointment made by the General Assembly shall be filled in accordance with G.S. §120-122. A person appointed to fill a vacancy must qualify in the same manner as a person appointed for a full term.

ARTICLE III – STAFF

Section 1: Executive Director. The 911 Board Chair shall identify potential appointees to the position of Executive Director and seek advice from the Board prior to selecting an individual for the position. The Executive Director shall be the principal executive officer of the 911 Board and, subject to the direction of the 911 Board, shall be responsible for daily operations regarding business and affairs of the 911 Board, except as otherwise prescribed by the Chair. The Executive Director shall execute and administer all contracts implementing the Board's budget, and as otherwise approved by the Board.

Section 2: Staff. The Executive Director shall supervise administrative and professional staff support for the 911 Board.

ARTICLE IV – COMMITTEES

Section 1: Standing Committees. There shall be five (5) permanent committees. They shall include: the Funding Committee, Grants Committee, Technology Committee, Education Committee and Standards Committee. Committees shall have a minimum of three (3) members of the 911 Board.

a. Funding Committee. The Funding Committee will receive and review information regarding costs of 911 service pursuant to G.S. §143B-1406, review uses of 911 funds under applicable law, regulations, and policies, and make recommendations to the 911 Board. The Committee will conduct any other reviews as requested by the 911 Board Chair or assigned by the 911 Board. The Committee shall have other duties as assigned by the 911 Board.

b. Grants Committee. The Grants Committee will oversee and monitor processes to establish grants pursuant to G.S. §143B-1407. These processes comprise development and publication of grant applications, review and recommendations for funding grant applications received, development and use of standard grant agreements and such other matters as may be necessary or proper for the grant program. The Committee will monitor other grant opportunities related to 911 grants. The Committee shall have other duties as assigned by the 911 Board.

c. Technology Committee. The Technology Committee will oversee, and monitor operation of the State 911 network and technologies used by the PSAPs. These operations include communications technologies, CAD, GIS services for 911 call taking, and shall include review of interfaces, integrations or other uses regardless of funding sources. The Committee shall have other duties as assigned by the 911 Board.

d. Education Committee. The Education Committee will oversee development of lists or an index of training classes eligible for financial support pursuant to G.S. § 143B-1406(d). The Committee shall work with other Committees to develop and coordinate educational materials or presentations to implement policies of the Board. The Committee shall have other duties as assigned by the 911 Board.

e. Standards Committee. The Standards Committee will oversee development of standards and administrative rules. Proposed standards and administrative rules shall be presented to the Board for discussion and adoption in the manner of policies in Art. I, Sec. 7 of these Bylaws. The Committee shall have other duties as assigned by the 911 Board.

Section 2: Non-Standing Committees.

a. Executive Committee. The Chair may appoint an Executive Committee to address matters not assigned to a Standing Committee including but not limited to governance, legislative or regulatory issues. The Board Vice Chair shall serve as Chair of the Executive Committee. An Executive Committee shall reflect the Board's composition to the extent practicable. The Executive Committee may be convened quickly to act on matters that may not allow time for assembly of the full Board. As such, this Committee will act in good faith to review the matter at hand and recommend action that it believes is representative of the majority of the Board. The Executive Director and legal counsel will participate in Committee meetings. Any Committee recommendations and actions will be provided to the

911 Board for action as soon as possible. The Chair may rotate Executive Committee membership as may be needed. The Committee shall have other duties as assigned by the 911 Board.

Section 3: Chairs and Vice-Chairs. The 911 Board Chair shall appoint all Committee Chairs and Vice-Chairs.

Section 4: Meetings. Committee chairs shall call meetings in a timely manner to complete the business of their Committees. 911 Board staff shall be responsible for securing a location and providing all Committee members with notices of meetings and meeting materials. Board members shall comprise a majority of voting members on any Committee. A committee quorum shall include two (2) or more Board members. Committee actions shall be decided by simple majority of a quorum of voting members.

Section 5: Membership. Any Committee may include persons who are not 911 Board members at the discretion of the Committee Chair upon approval of the 911 Board Chair. Such Committee members may be appointed for terms of three (3) years and appointments may be renewed at the Board Chair's discretion. Committee members shall not miss two (2) consecutive meetings of the Committee without the approval of the Committee Chair and must attend seventy-five (75%) percent of the Committee meetings scheduled.

Section 6: Non-Board Members of Committees. Non-Board members of committees may be selected from the public having particular subject matter knowledge and expertise. The 911 Board may give public notice of its desire to select non-Board members and may seek recommendations for such members from the Executive Director. The Executive Director or Committee Chairs shall forward names of individuals from the public who are interested in serving as non-Board members to the 911 Board Chair for approval. Non-Board members may not participate in official votes of any Committee, unless such privilege is granted by the 911 Board Chair.

Section 7: Reporting. The Chair of each Committee or designee shall report to the 911 Board at each 911 Board meeting if there are items for discussion from their Committee or for decision making by the 911 Board. The majority opinion of the Committee shall be reported. Committee recommendations, if presented for action by the 911 Board, shall not require a second prior to discussion or vote on the recommendation.

Section 8: Creation of Additional Committees. The 911 Board, or the 911 Board Chair, may create additional committees as deemed necessary or proper. Such committees may serve specific time-limited purposes or other purposes at the pleasure of the 911 Board.

ARTICLE V – FINANCES

Section 1: Fiscal Year. The fiscal year of the 911 Board shall end on the last day of June.

Section 2: Budget. The 911 Board must approve the budget and any major changes in the budget. The approved budget shall be administered by the Executive Director.

Section 3: Financial Records and Reporting. All accounts of the 911 Board shall be maintained by the Department of Information Technology. An annual report shall be submitted to the 911 Board showing income and expenditures.

Section 4: Contracts. The 911 Board shall enter into contracts and execute and deliver any instrument in the name of and on behalf of the 911 Board, upon the signature of the Executive Director.

Section 5: Audits. The accounts of the 911 Board shall be audited as provided by G.S. §143B-1410.

ARTICLE VI - AMENDMENTS

Section 1: Amendments. These Bylaws may be amended when necessary by a two-thirds majority of the 911 Board. Proposed amendments must be submitted in writing to the Executive Director at least thirty (30) days prior to a vote on said amendment to be sent out with regular 911 Board announcements.

These Bylaws were approved at a meeting of the 911 Board North Carolina on July 16, 2010, and revised December 6, 2019, and December 3, 2021.

By: The North Carolina 911 Board