

# Washington State Interoperability Executive Committee Bylaws

## ARTICLE I. NAME

The name of this Committee, hereinafter referred to as the "SIEC", shall be the State Interoperability Executive Committee.

## ARTICLE II. DURATION

The SIEC was established on October 1, 2011. Committee Bylaws shall be reviewed annually by the Committee unless the SIEC is eliminated or amended in state law.

## ARTICLE III. PURPOSE

The State Chief Information Officer (CIO) shall appoint a state interoperability executive committee. The committee shall develop policies and make recommendations to the Office of the Chief Information Officer (OCIO), hereinafter also referred to as "the office", for technical standards for state wireless radio communication systems including emergency communications systems as prescribed in state law.

## ARTICLE IV. AUTHORITY

The SIEC will act as set forth in [RCW 43.105.331](#).

## ARTICLE V. RESPONSIBILITIES

The SIEC has the following responsibilities:

- (a) Develop policies and make recommendations to the office for technical standards for state wireless radio communications systems, including emergency communications systems. The standards must address, among other things, the interoperability of systems, taking into account both existing and future systems and technologies;
- (b) Coordinate and manage on behalf of the office the licensing and use of state-designated and state-licensed radio frequencies, including the spectrum used for public safety and emergency communications, and serve as the point of contact with the federal communications commission on matters relating to allocation, use, and licensing of radio spectrum;
- (c) Approve the purchasing of all state wireless radio communications system equipment to ensure that:
  - (i) Any new trunked radio system shall be, at a minimum, project-25; and
  - (ii) Any new land-mobile radio system that requires advanced digital features shall be, at a minimum, project-25;
- (d) Seek support, including possible federal or other funding, for state-sponsored wireless communications systems;
- (e) Develop recommendations for legislation that may be required to promote interoperability of state wireless communications systems;

- (f) Foster cooperation and coordination among public safety and emergency response organizations;
- (g) Work with wireless communications groups and associations to ensure interoperability among all public safety and emergency response wireless communications systems; and
- (h) Perform such other duties as may be assigned by the office to promote interoperability of wireless communications systems.

## **ARTICLE VI. MEMBERSHIP AND ADMINISTRATION**

Members shall be appointed to the SIEC by the Chief Information Officer as outlined in state law. The chair and legislative members of the statutory Technical Services Board will serve as nonvoting ex officio members of the committee.

**Section 1. Member Organizations** Membership must include, but not be limited to, representatives of the Military Department, the Washington State Patrol, the Department of Transportation, the Office of the Chief Information Officer, the Department of Natural Resources, the Department of Fish and Wildlife, the Department of Health, the Department of Corrections, city and county governments, state and local fire chiefs, police chiefs, and sheriffs, and state and local emergency management directors, tribal nations, and 911 call centers. Voting membership shall be limited to 22 members.

**Section 2. Non-voting Members** The committee may also include ex officio, nonvoting members, such as, Federal Agencies, Not-for-Profit organizations, and industry representatives as determined by the Chief Information Officer in consultation with the voting members.

**Section 3. Responsibility of Members** It is the responsibility of each member organization to be active in the SIEC and to ensure attendance at the scheduled meetings.

### **Section 4. Committee - Chair**

The CIO shall appoint one voting member to serve as chair of the committee.

### **Section 5. Committee – Vice Chair**

The voting members of the Committee shall elect one voting member to serve as vice chair of the committee. The vice chair shall serve as chair of the committee in the event that the chair is not available.<sup>1</sup>

### **Section 6. Administration**

The Office of the Chief Information Officer (OCIO), Washington Technology Solutions, will provide staff support for conducting and scheduling meetings, drafting meeting materials, and minutes.

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<sup>1</sup> Adopted on May 17, 2012

## **ARTICLE VII. POWERS, DUTIES AND REQUIREMENTS**

### **Section 1. Powers of the Membership**

The SIEC may exercise any and all powers granted to it by State law. Committee Bylaws or amendments to the Bylaws and procedural provisions shall be consistent with state law, polices, standards, and guidelines and not impinge on the CIO's responsibilities and authority.

### **Section 2. Subcommittees and technical working groups**

The SIEC may establish subcommittees and define the scope, purpose, tenure, and membership of each subcommittee. The SIEC may also establish technical working groups and define the scope, purpose, tenure, and membership of each working group.

### **Section 3. Duties of Chair**

The SIEC Chair shall serve as the point-of-contact for the SIEC to interested communities and stakeholders including the local, regional, state, national, and international level.

### **Section 4. Duties of Member Organizations**

It shall be the duty of the member organizations and their voting member representative on the SIEC to further the vision and goals articulated in this charter. Member organizations are strongly encouraged to ensure attendance by their designated representative at all meetings and remain current with SIEC activities.

At regular meetings, member organizations or their voting member representative shall provide reports on all active SIEC sponsored projects and initiatives they are leading.

Member organizations or their voting member representative shall provide a technical point-of-contact to enable active participation and coordination of SIEC activities, initiatives, working groups and subcommittees.

## **ARTICLE VIII. VOTING**

### **Section 1. Representation**

Each voting member shall have one vote. SIEC members may proxy vote by sending notice to the Committee Chair. Proxy voting may only be granted to another voting member of the SIEC and limited to specific action items published on the meeting agenda.

### **Section 2. Quorum**

A quorum consists of sixty percent (60%) or more of the voting members participating at a meeting. Proxy votes shall not be used to determine a quorum of voting committee members.

### **Section 3. Voting Rules**

1. Decisions will be based on majority present, including proxy representation, at the meetings and generally be guided by Robert's Rules of Order.

2. Unanimity (everyone agreeing) is the best outcome. When unanimity cannot be reached, minority opinions will be documented in meeting minutes.
3. Voting members are expected to uphold a high ethical standard and avoid conflicts of interest or even the appearance of conflicts of interest.
4. SIEC member organizations may officially abstain from votes. This abstention will be recorded in the meeting minutes.

## **ARTICLE IX. MEETINGS**

### **Section 1. Regular Meetings**

Regular meetings of the SIEC shall be held on a Quarterly basis.

### **Section 2. Special Meetings**

The SIEC Chair may call special meetings. Requests for a special meeting may be made in writing by any voting committee member. Special meetings will be held as soon as practical and voting members will be provided seven day notification of a pending special meeting.

### **Section 3. Meeting Notice and Materials**

Staff to the Committee Chair shall send regular meeting notices, agendas, minutes, and meeting material to all SIEC members electronically.

### **Section 4. Meeting Participation**

Voting Members may participate in person, or by electronic means including telephone or video conferencing. Members participating via telephone or video conference shall have the same voting rights and privileges as members participating in person. Voting members participating by electronic means shall be counted for the determination of a meeting quorum.

### **Section 5. Open Public Meetings**

The Open Public Meetings Act applies to the conduct of the SIEC and the SIEC shall comply with open meeting requirements and applicable accessibility requirements.

## **ARTICLE X. AMENDMENTS**

These Bylaws may be amended by resolution of the voting members at any regular or special meeting, provided that the following conditions have been met:

1. That proposed amendments to the Charter are presented in writing to the members at least fifteen (15) business days prior to the date of the SIEC meeting at which they are to be discussed and voted on.
2. That the proposed amendments to the Bylaws are supported by an affirmative vote of at least two-thirds of the voting members.
3. That the date of approval must be included with any amendment to these Bylaws.

**APPROVED**



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**William S. Kehoe, State Chief Information Officer**

## Document History

Version	Date	Author(s)	Notes
1.0	November 17, 2011	D. Mah	discussion draft
1.1	December 9, 2011	D.Mah	Non-technical update
1.2	January12 2012	D.Mah	Changes based on 12/16/11 Committee feedback
2.2	January 12, 2012	D.Mah	Made corrections to Article 7, section 1
2.4	February10, 2012	D.Mah	Made changes to Article 3 and Article 7, Section 3, per L. Porter
2.4	February16, 2012	SIEC	Approved version 2.4 as presented and striking Article VI, section 1, subsection 1 at regular meeting
2.5	May 8, 2012	D.Mah	Amended the bylaws to include a new Article VI, Section 5 regarding a vice-chair.
2.6	October 25, 2021		Updates based on 10/25/21 Committee feedback
2.7	April 21, 2022	B. Kehoe	Updates reviewed at 04/21/22 Committee meeting.