

OPERATING PROCEDURES OF THE EMERGENCY COMMUNICATIONS COMMISSION

Section 1: Creation and Operation of Commission

Section 1.1. Creation of the Commission. The Emergency Communications Commission (the “Commission”) was created within the Department of Administration, pursuant to Idaho Code § 31-4815(1).

Section 1.2. Operations of the Commission. The Commission shall operate in accordance with its mandates under Idaho Code §§ 31-4815 through 31-4818 and any rules promulgated by the Commission pursuant to Idaho Code § 31-4816(9).

Section 1.3. Records of the Commission. Unless otherwise provided by law, including Idaho Code § 31-4814, all records kept by the Commission are subject to the Idaho Public Records Act, Idaho Code §§ 9-337 through 9-349.

Section 1.4. Open Meeting Law. All meetings of the Commission shall be subject to the Idaho Open Meeting Law, Idaho Code §§ 67-2340 through 67-2347.

Section 2: Appointment and Composition of the Commission

Section 2.1. Appointment. The Commission shall consist of thirteen (13) voting members and one *ex officio* nonvoting member in accordance with Idaho Code § 31-4815(2).

Section 2.2. Term. The term of office of each member of the Commission shall be in accordance with Idaho Code § 31-4815(3).

Section 3: Meetings of the Commission

Section 3.1. Meetings. The members of the Commission shall meet at least once annually and upon call of the chairman, in accordance with Idaho Code § 31-4815(3).

Section 3.2. Quorum. A majority of the members of the Commission shall constitute a quorum for all actions. A quorum must be present for any official act of the Commission. Members may be present at a meeting either in person or by telephone, in accordance with Idaho Code § 67-2342(5). Each member of the Commission has one (1) vote on any matter of business before the Commission and may not vote by proxy. A member may send a representative if he or she is unable to attend a meeting but such representative may not vote and will not be counted for the purpose of determining whether a quorum is in attendance.

Section 3.3. Order of Business. The order of business at meetings shall be as follows:

- a. Approval of minutes;
- b. Financial updates;

- c. Reports of officers;
- d. Reports of subcommittees;
- e. Review of communications;
- f. Unfinished business;
- g. New business;
- h. Miscellaneous; and
- i. Adjournment.

Section 3.4. *Motions.* During any meeting of the Commission, at which a quorum is present, a majority vote shall be required to carry any motion.

Section 3.5. *Robert's Rules of Order.* Robert's Rules of Order shall govern procedure of the Commission except as otherwise required by statute or rule or by these Operating Procedures.

Section 3.6. *Establishment of Subcommittees.* By majority vote, the Commission may establish working subcommittees in order to help it achieve its statutory mandates. Such subcommittees are advisory only and may not act to bind the Commission without a vote of the Commission. Subcommittee membership shall be on a volunteer basis only.

Section 4: Officers

Section 4.1. *Officers.* The Commission shall nominate and elect, by majority vote, a chairman. The Commission may also nominate and elect, by majority vote, a vice-chairman, secretary and treasurer. All officers will be elected annually and will serve a term of two (2) years, such term beginning on July 1 of the applicable year.

Section 4.2. *Chairman.* The chairman shall preside at meetings of the Commission and shall perform all duties pertaining to that office. In the event that the chairman and vice-chairman can not be present to preside at a Commission meeting, the chairman will identify a Commission member to preside over a meeting. If the chairman is not able to or does not identify such Commission member, the Commission, by majority vote, will identify a commission member to preside over the meeting.

Section 4.3. *Vice-chairman.* The vice-chairman, if one is elected, shall, in the absence of the chairman, preside over all meetings and exercise the duties and powers of the chairman.

Section 4.4. *Secretary.* The secretary, if one is elected, shall:

- a. In coordination with the Department of Administration, keep correct minutes of the Commission and furnish a copy to each member and to the Department of Administration;
- b. In coordination with the Department of Administration, send written notice of all regular and special commission meetings to each member;
- c. In coordination with the Department of Administration, publish notice of meetings in accordance with the Open Meeting Law; and

- d. In coordination with the Department of Administration, respond to any public records requests to the Commission.

Section 4.5. *Treasurer.* The treasurer, if one is elected, shall:

- a. In coordination with the Department of Administration, track all revenues, from whatever source, of the Commission;
- b. In coordination with the Department of Administration, track all expenditures of the Commission;
- c. In coordination with the Department of Administration, see to the proper payment of all sums owing by or to be expended by the Commission and the treasurer shall have authority, on behalf of the Commission and for expenditures approved by the Commission, to approve payment vouchers. If the treasurer is not able to approve payment vouchers, the chairman or vice-chairman may do so in the treasurer's absence;
- d. In coordination with the Department of Administration, prepare a financial report and present such report to the Commission at each regularly scheduled meeting of the Commission; and
- e. In coordination with the Department of Administration, prepare the annual financial report to the Legislature required by Idaho Code § 31-4816(7).

Section 4.6. *No Individual Officer May Bind the Commission.* No individual officer of the Commission may bind the Commission. All decisions and any actions that bind the Commission must be brought to a vote of the Commission.

Section 4.7 *Vacancy.* Upon a vacancy in any office, a replacement shall be elected by majority vote and the elected member shall serve for the remainder of the term of the vacated office.

Section 5: Amendments to the Operating Procedures

These Operating Procedures may be amended by a majority vote at any duly held meeting of the Commission.

APPROVAL

The foregoing Operating Procedures were approved by majority vote of the Commission present at the duly held meeting of the Commission on the 2nd day of September, 2004.

EMERGENCY COMMUNICATIONS COMMISSION

By: _____
Garret Nancolas, Chairman