

By-Laws

Carteret County 911 Communications Advisory Board

The Carteret County Board of Commissioners approved a resolution on April 21, 2008 creating the Carteret County 911 Communications Advisory Board; and

SECTION 1: CREATION, NAME, NUMBER OF BOARD MEMBERS

There is hereby created a Carteret County 911 Communications Advisory Board composed of 8 members consisting of the following representation:

1. One (1) member from the Town of Atlantic Beach
2. One (1) member from the Town of Morehead City
3. One (1) member from the Town of Emerald Isle
4. One (1) member from the Carteret County Sheriff's Office
5. One (1) member who is a Chief appointed by the Carteret County Fire and EMS Chief's Association. *This member should not be appointed from a Town or Department already represented.*
6. Two (2) members at large

The Carteret County Emergency Services Director, Carteret County Fire Marshal, and the Carteret County Communications Director, will serve as Ex-Officio members of the Carteret County 911 Communications Advisory Board.

SECTION 2: MISSION

1. The mission of the Carteret County 911 Communications Advisory Board shall be to provide guidance in the development of procedures and implementation of resources with regard to the relationship between services provided by the Carteret County Communications Center and the departments / municipalities they serve.
2. The Carteret County 911 Communications Advisory Board will ensure that the interests of all stakeholders within the county are represented and heard.

SECTION 3: ROLE OF THE 911 COMMUNICATIONS ADVISORY BOARD

The role of the 911 Communications Advisory Board, as approved by the Carteret County Commissioners, is:

1. To serve as a liaison between Carteret County's consolidated 911 communications center and the agencies it serves.
2. To make recommendations to the Office of Emergency Services for continuing improvement of the communications system.
3. To provide guidance and problem solving regarding the Emergency Communications System in Carteret County.
4. To act as an advocate for the Carteret County 911 Communications Center to their respective departments, municipalities, and to the County Board of Commissioners.

SECTION 4: LENGTH OF APPOINTMENTS

Appointments to the 911 Communications Advisory Board shall be as follows:

1. Members appointed to the Carteret County 911 Communications Advisory Board shall serve a four-year term with staggered terms. Members may be replaced to fill vacancies as needed.
2. Members representing Atlantic Beach, Emerald Isle, Morehead City and the Carteret County Sheriff's Office shall serve four (4) year terms. Members representing the local Fire and EMS Chiefs Association and the members at large shall serve two (2) year terms. The Fire and EMS/Rescue Chiefs Association representative must maintain membership within the association to continue service to the Carteret County 911 Communications Advisory Board.
3. Members of the 911 Communications Advisory Board shall be eligible for reappointment for two (2) terms. After two (2) consecutive terms the member may be reappointed after one (1) term off the 911 Communications Advisory Board.
4. The Carteret County Emergency Services Director, Fire Marshal, Communications Director and the Communications Operations Manager will serve as ex-officio members and will not be voting members of the Advisory Board.

SECTION 5: ATTENDANCE OF MEMBERS

An appointed member of the 911 Communications Advisory Board who misses more than three (3) consecutive regular meetings shall be deemed to have tendered his or her resignation as a member of the Carteret County 911 Communications Advisory Board. The Board of Commissioners may take no action to reappoint that member or may replace the member as in case of a vacancy. Absence due to sickness or other emergencies of like nature shall be regarded as excused absences and shall not affect the member's status on the board except that in the event of an illness that causes a prolonged absence, the member may be replaced.

SECTION 6: OFFICERS AND DUTIES

A. Chair

1. The Carteret County Communications Director shall serve as the chair of the 911 Communications Advisory Board.
2. The position of chair shall be a non-voting position. The role of the Chair shall be to guide the 911 Communications Advisory Board as it carries out its various roles. The Chair will keep the 911 Communications Advisory Board members focused, provide information regarding the County Communications Center, and offer advice as needed.
3. The Chair will serve as the presiding officer of all 911 Communications Advisory Board Meetings.
4. As Presiding Officer, the chair shall have the following powers:
 - i. To rule motions in or out of order, including any motion offered for obstructive or other purposes.
 - ii. To determine whether a speaker has gone beyond reasonable standards of courtesy in his / her remarks.
 - iii. To call a brief recess at any time.
5. A decision by the presiding officer under any of the powers listed may be appealed to the 911 Communications Advisory Board upon motion of any member. Such a motion is

in order immediately after a decision under those powers is announced and at no other time. The motion, if timely made, may not be ruled out of order.

B. Vice Chair

1. The 911 Communications Advisory Board will select a Vice-Chair annually from among the voting members.
2. The position of the Vice- Chair shall be a voting position.
3. The role of the Vice-Chair shall be to serve as the presiding officer of the 911 Communications Advisory Board in the absence of the Chair.
4. While serving as the presiding officer, the Vice-Chair shall have the same powers as the Chair.

C. Secretary

1. The 911 Communications Advisory Board will select a Secretary annually from among the voting members.

There is no limit on how many times an Advisory Board member might be elected as an officer. In the event an officer's appointment to the Advisory Board is terminated, a successor shall be elected by the Advisory Board at the meeting following the termination of the officer's service for the balance of the officer's term.

SECTION 7: MEETINGS

The 911 Communications Advisory Board shall meet as needed to accomplish its mission as designated by the Chair. Each member is responsible for attending all regular 911 Communications Advisory Board meetings unless excused by the Chair.

A. Regular Meetings

1. The 911 Communications Advisory Board shall hold a regular meeting each quarter or in accordance with another schedule approved by the majority of the 911 Communications Advisory Board. The meetings will be conducted at the Carteret County Emergency Operations Center when possible. Alternate meeting locations will be approved by a vote of the members.
2. Special Meetings
 - a. The Chair may call for a special meeting if the Chair determines that delaying the consideration of an issue would be contrary to public interest.
3. Meeting Notice- Regular Meetings
 - a. A current schedule specifying the time, date, and place of the 911 Communications Advisory Board's regular meetings will be kept on file with the Deputy Clerk to the Board of Commissioners. Any revision to the schedule will be sent to the Deputy Clerk at least seven calendar days before the revised meeting date.
4. Meeting Notice- Special Meetings
 - a. For any 911 Communications Advisory Board meeting to be held at a time or place other than those shown on the filed schedule of the 911 Communications Advisory Board's meeting, a written notice of the date, time, place and purpose will be sent to the Deputy Clerk to the County Commissioners at least three (3) calendar days before the meeting.

5. Quorum

- a. A simple majority of the full membership of the 911 Communications Advisory Board will constitute a quorum of the 911 Communications Advisory Board Members. A quorum is required to transact any 911 Communications Advisory Board business other than to adjourn the meeting.
- b. The Chair may not call the meeting to order until such time that as a quorum is present unless, after waiting a reasonable time past the meetings schedule starting time, the Chair determines that there is no hope of obtaining a quorum. In that case, the Chair will call the meeting to order, note the lack of a quorum, and adjourn the meeting.
- c. If a quorum ceases to be present at any time during a meeting, the Chair will note the lack of a quorum, order the cessation of business, and adjourn the meeting.

SECTION 8: CONDUCT OF MEETINGS

1. In accordance with the State's open meeting law, all official meetings of the Carteret County 911 Communications Advisory Board will be open to the general public and any person is entitled to attend.
2. As presiding officer, the Chair may take whatever action is necessary to provide for discussion of issues, focus comments and discussion on issues being considered, ensure orderly meetings, and ensure the efficient disposition of issues before the 911 Communications Advisory Board.
3. Any voting member of the 911 Communications Advisory Board may make a motion; no second is required.
4. A substitute motion is out of order while another substantive motion is pending.
5. A motion shall be adopted by a simple majority of the votes cast, unless otherwise required by the laws of North Carolina.
6. After a motion is made, the Chair shall state the motion and then open the floor for debate. The Chair shall preside over the debate according to the following general principles:
 - a. The maker of the motion is entitled to speak first.
 - b. A member who has not spoken on the issue shall be recognized before someone who has already spoken.
 - c. To the extent possible, the debate shall alternate between proponents and opponents of the motion.
7. A motion that is defeated may be renewed at any later meeting unless a motion to prevent reconsideration has been adopted.
8. The introducer may withdraw a motion at any time before it is amended or before the Chair puts the motion to a vote, whichever occurs first.

SECTION 9: MINUTES

1. The minutes of the 911 Communications Advisory Board's meeting represent the official record of the 911 Communications Advisory Board's discussions and actions.
2. The elected Secretary will prepare the minutes for the 911 Communications Advisory Board Meetings. The minutes will state which members were present and which were absent.

3. The minutes will briefly summarize the content of each item before the 911 Communications Advisory Board, who made and seconded the motions (if there was a second), and record the votes of each item.
4. 911 Communications Advisory Board meeting minutes will be on file in the Carteret County Emergency Services Offices and may be inspected by any person at all reasonable times.