

**BYLAWS**  
**Of**  
**VAN BUREN COUNTY CENTRAL DISPATCH 911 BOARD**

**PURPOSE, LEGAL BASIS & TERMS**

In order to centralize the dispatch of emergency police, fire and ambulance service within Van Buren County, the Van Buren County Board of Commissioners ("Commissioners") have created the "Van Buren County Central Dispatch" operation ("VBCCD") through a County 9-1-1 Plan ("Plan") adopted by under the authority of the Emergency Telephone Service Enabling Act, MCL §484.11101 et seq ("Act"). The Plan creates a 911 Board and authorizes the Commissioners to adopt bylaws ("Bylaws") to give further definition to the procedures under which the 911 Board will operate. All terms used in these Bylaws shall have the definitions described in the Act and Plan.

**1. COMPOSITION**

The 911 Board shall be composed of the following members:

- a.) A representative from the Michigan Department of State Police-**Mandatory**
- b.) A representative from the Van Buren County Sheriff Department-**Mandatory**
- c.) A representative from the Van Buren County Fire Chiefs Association- **Mandatory**.
- d.) Two (2) members of the County Board of Commissioners-**Mandatory**.
- e.) A representative from the Emergency Medical Services as appointed by the Van Buren County Medical Control Authority Emergency Medical Services Council – **Mandatory**
- f.) A representative from the Van Buren County Police Chief's Association - **Mandatory**
- g.) The Emergency Management Coordinator-Discretionary with Commissioners.
- h.) A representative from the Michigan Township Association of Van Buren County- Discretionary & Appointed by BOC
- i.) A (1) representative from the General Public-Discretionary & Appointed by BOC
- j.) One (1) elected representatives from a village and/or City-Discretionary & Appointed by BOC

**2. APPOINTMENT/COMPENSATION/INDEMNIFICATION**

The County Board shall annually appoint all members of the 911 Board who are not specifically identified officers or representatives of specifically identified Local Units or Departments.

All members shall serve without recompense provided by the Authority, although nothing herein shall prohibit the appointing body from paying a per diem or other

compensation for VBCCD service, consistent with that body's policies on service to appointed bodies.

Notwithstanding the above, the Commissioners shall indemnify members of the 911 Board, subject specifically and only to the terms of the County's coverage with its insurance company, against expense actually and necessarily incurred by them in connection with the defense of any action, suit claiming money damages in which they or any of them are made parties by reason of any matter relating to the affairs of the VBCCD; provided, however, that the Member does not plead or are adjudged or found guilty by any court of competent jurisdiction of fraud or misconduct in the performance of his or her duties to the 911 Board.

### **3. AUTHORITY**

The functions of the 911 Board shall be advisory except as otherwise provided under the Act and the Plan. The 911 Board shall advise the Commissioners, 911 Director and/or the Sheriff on the following matters related to the operations of the VBCCD:

- (a) 911 related contracts;
- (b) Acquisition and disposition of real and personal property;
- (c) Construction, management or operation of buildings or improvements;
- (d) Contracts with Participating Municipalities or Supporting Entities to provide manpower, equipment or administrative services;
- (e) Submission, application, receipt and administration of grants, gifts, bequests, or assistance funds;
- (f) Incurrence of debts and liabilities;
- (g) Development of VBCCD's Budget;
- (h) VBCCD's expenditures;
- (i) Contracts with the Participating Municipalities and Supporting Entities for the provision of central dispatch and record services;
- (j) The hiring and termination of VBCCD personnel; and
- (k) Other duties and subjects assigned by the Commissioners.

### **4. MEETINGS**

#### **4.1 Organizational Meeting**

The first meeting in each calendar year shall be the organizational meeting. At each such meeting, the Director or the previous Board chairperson if he or she is still a member of the Board, shall initially preside ("Presiding Chair"). The organizational meeting shall be held within fourteen (14) days of New Year's Day, at the call of the Presiding Chair..

The first item of business shall be election of the Board chairperson and vice-chairperson. The Presiding Chair shall call for nominations for the office of chairperson and when nominations are closed by majority vote or no other nominations are forthcoming, the Presiding Chair shall receive written ballots from the members. When one nominee receives a majority of the votes of the members elected and serving, the nominee shall be declared Board chairperson. Upon the approval of a majority of the members, the balloting for chairperson may be secret.

The newly elected chairperson shall assume the role of "chairperson" and proceed with the election of vice-chairperson, which shall be conducted by roll call vote.

#### **4.2 Regular Meetings**

At its first meeting in each calendar year, the Board shall establish its schedule, including meeting times of regular meetings for the balance of the year.

#### **4.3 Special Meetings**

The Board shall meet in special meetings upon the call of its chairperson. Notice shall be given as provided in Section 5.3 of these Bylaws. As an alternative, a special meeting must be called by the Director, upon a written petition filed with the Director, signed by one-third or more of the 911 Board members appointed and serving. The petition for a special meeting shall specify the time, date, place, and purpose of the meeting.

#### **4.4 Emergency Meetings**

Emergency meetings of the Board may be held only with the approval of two-thirds of the members of the Board and only if delay would pose a severe and/or imminent danger to the health, safety, and welfare of the public. A meeting is defined as an emergency meeting only if it must be held before public notice as provided in Bylaw 5.3 can be given.

#### **4.5 Place of Meetings**

The Organizational meeting of the Board shall be held in accordance with the requirements of the Open Meetings Act. Other meetings shall be held at locations set by the Board and posted in accordance with the requirements of the Open Meetings Act and these Bylaws. Whenever the regular meeting place appears inadequate for members of the public to attend, the Chairperson may change the meeting location to a larger facility. A notice of such change shall be prominently posted on the door of the regular meeting place.

#### **4.6 Time of Regular Meetings**

The time of regular meetings shall be stated in the regular schedule of meetings adopted under Bylaw 4.2. Matters on the agenda and not yet acted upon at the time of adjournment will be placed on the agenda of the next regular meeting or special meeting if one is called.

#### **4.7 Change in Schedule**

Change in the regular meeting schedule shall not be made except upon the approval of a majority of the members.

- a. If a meeting needs to be cancelled due to exigent circumstances, it will be the decision of the Board Chairman with discussion from the 911 Director.

### **5. PUBLIC NOTICE OF MEETINGS**

The 911 Director shall provide proper notice for all meetings of the Board. Such notice shall include, but not necessarily be limited to, the following:

#### **5.1 Regular Meetings**

Posting a notice, compliant with Michigan's Open Meetings Act, at the Sheriff's Department facility within 10 days after the first meeting of the 911 Board in each calendar year indicating the date, time, and place of the Board's regularly scheduled meeting.

#### **5.2 Schedule Change**

Whenever the 911 Board shall change its schedule of regular meetings, the 911 Director shall post a notice of the change within three (3) days following the meeting in which the change was made.

#### **5.3 Special and Emergency Meetings**

If the 911 Board schedules a special meeting under Bylaw 4.3 or an emergency meeting under Bylaw 4.4, the 911 Director, in a manner compliant with the Open Meetings Act, shall post notice of such meeting immediately. No meeting, except emergency meetings, shall be held until such notice shall have been posted at least eighteen (18) hours. 911 Board members shall be notified by written and/or electronic communication of such a meeting.

## 6. **QUORUM & ATTENDANCE**

### 6.1 **Quorum**

A majority of members of the 911 Board, appointed and serving shall constitute a quorum for the transaction of ordinary business of the Board.

### 6.2 **Lack of Quorum**

In the event the Board shall meet and a quorum is not present, the 911 Board, with the approval of those present, may adjourn the meeting to a later day and time provided that proper notice to members and the public is given. The 911 Board may also entertain business but may not make decisions binding on the Authority unless a Quorum is present.

### 6.3 **Attendance**

No 911 Board member may absent himself or herself without first having notified the chairperson of his or her intent to be absent from a scheduled meeting. The chairperson shall decide if the absence is excused. Whether the absence is excused or not shall be noted in the minutes of the meeting. The appointing body of a member shall be notified if a member has three (3) or more unexcused absences within a calendar year.

## 7. **AGENDA FOR MEETINGS**

### 7.1 **Agenda Preparation Responsibility**

The 911 Director, after first reviewing pending matters and requests, shall prepare a draft of the agenda of business for all Board and committee meetings. The chairperson of the 911 Board or chairperson of the respective committee shall review and add or delete items, as he or she considers proper. Unanticipated agenda items that require discussion or decisions may be covered under the "other business" agenda reference. It is each individual's responsibility to attend the meeting to understand other business items that may be covered.

### 7.2 **Distribution of Regular Board Agenda and Materials**

Upon completion of the agenda for a regular 911 Board meeting, the 911 Director shall distribute to members copies of the agenda, together with copies of reports, explanations, etc. which shall relate to matters of business contained within the agenda. Unless extenuating circumstances arise, the agenda and related materials shall be sent to each 911 Board member at the address each has provided, at least five (5) calendar

days prior to any regular meeting. Distribution may be either physically or electronically.

### **7.3 Distribution of Committee Meeting Agendas**

A committee agenda must be e-mailed or faxed to members at least twenty-four (24) hours before the scheduled committee meeting in draft form. Agenda items may be added the day of the meeting. There may be extenuating circumstances where it is not possible to distribute the agenda in advance of the meeting.

### **7.4 Order of Business**

Generally, 911 Board meetings should adhere to the following order of business:

- a. Call to Order
- b. Roll Call
- c. Any Amendments to the Agenda
- c. Adoption of Agenda
- d. Action on Previous Meeting Minutes
- e. Correspondence/communications
- f. Committee and Liaison Reports
- g. Old Business
- h. New Business
- i. Closed Sessions (if Necessary)
- j. Public Comment
- k. Adjournment

## **8. CONDUCT OF MEETINGS**

### **8.1 Chairperson**

The person elected "chairperson" in the first meeting each year of the 911 Board shall preside at all meetings of the Board. In the absence of the chairperson, the person elected vice-chairperson shall preside. If neither the chairperson nor the vice-chairperson is present, the 911 Director shall preside until the members present elect a member to preside during the absence of the chairperson or vice-chairperson.

### **8.2 Form of Address**

911 Board members wishing to speak shall first obtain the approval of the chairperson and each person who speaks shall address the chairperson. Other persons at the meeting shall not speak unless recognized by the chairperson.

### **8.3 Disorderly Conduct**

Since the purpose of the meeting is to discuss public business and not address individual personalities, "personal attacks" on members, the 911 Director or other government officials and employees are prohibited and shall be considered "out of order". The chairperson shall call to order any member or any member of the public, who is being disorderly by speaking or otherwise disrupting the proceedings, by failing to be germane, by speaking longer than the allotted time, or by speaking vulgarities or personal attacks. Such person shall thereupon be quiet and/or seated until the chairperson shall have determined whether the person is in order. If a member or the public shall be ruled out of order, he or she shall not be permitted to speak further at the same meeting except upon special leave by the 911 Board. If the person shall continue to be disorderly and to disrupt the meeting, the chairperson may order the person to leave the meeting. The chairperson may appoint a "sergeant at arms," who may be a member or other person to assist him or her in enforcing the provisions of this Bylaw.

### **8.4 Public Comment Period**

A public comment period will be provided at every 911 Board meeting. The length of comment during this period will be at the discretion of the chairperson.

### **8.5 Procedures to Address the Board**

Any person who addresses the 911 Board shall state their name for the record. When there are many people who desire to address the Board, the chairperson may implement other reasonable rules for public participation.

## **9 RECORD OF MEETINGS**

### **9.1 Minutes and Official Records**

The 911 Director, or his or her assignee, shall be clerk of the 911 Board and shall be responsible for maintaining the official record and minutes of each meeting of the 911 Board. The minutes shall include all the actions and decisions of the 911 Board. The minutes shall include the names of the movant and second on all motions and resolutions and the vote of the members thereon. The record shall also state whether the vote was by voice or by roll call. The Director shall maintain, in his or her office, copies of each resolution or other matter acted upon by the 911 Board, as well as the official minutes.

## 9.2 **Record of Discussion**

The 911 Director shall not be responsible for maintaining a written record or summary of the discussion or comments of the 911 Board members nor of the comments made by members of the public.

## 9.3 **Request for Remarks to Be Included**

Any 911 Board member may have his or her comments printed as part of the record upon the concurrence of a majority of the other members. Comments to be included in the record shall be provided in writing by the member.

## 9.4 **Public Access to Meeting Records**

The 911 Director shall make available to members of the public the records and minutes of the Board meetings in accordance with the Freedom of Information Act. Draft board minutes, prepared but not approved by the Board, shall be available for public inspection within eight (8) business days following the meeting. Minutes approved by the 911 Board shall be available within five (5) business days of the meeting at which they were approved. The Board shall also promptly mail copies of minutes to persons who have subscribed and paid the fee therefore as determined by the 911 Board.

# 10 **COMMITTEES**

## 10.1 **Creation**

At any time, the 911 Board may create standing or ad hoc committees and describe their purview. It is intended that the Board at its organizational meeting will create standing committees for the year.

## 10.2 **Appointment**

With confirmation from the Board, the Board chairperson shall appoint members to all committees and in certain cases, to act as a liaison to the Commissioners and their committees.

## 10.3 **Organization**

The 911 Board chairperson shall appoint a chair for each committee. The committee chair shall preside over the committee meetings.

#### 10.4 **Advisory Nature**

All 911 Board committees, whether standing or ad hoc, shall be advisory and shall not exercise the power or authority of the 911 Board. Accordingly, committee meetings do not have to be noticed or operated in conformance with the Open Meetings Act.

### 11 **CLOSED MEETINGS**

#### 11.1 **Reasons and Procedure**

The 911 Board may meet in closed session, closed to members of the public, upon the motion of any member and appropriate roll call vote for the reasons and in the manner required by the Open Meetings Act.

#### 11.2 **Record of Vote**

The vote to hold a closed Board meeting shall be by roll call vote and recorded in the minutes of the meeting at which the decision was made.

#### 11.3 **Minutes**

For each closed meeting, the 911 Director shall make a separate record of the topics discussed. This record shall not be disclosed to the public except upon the order of a court. The 911 Director may destroy the minutes in accordance with the requirements of the Open Meetings Act.

### 12. **RULES**

#### 12.1 **Parliamentary Authority**

Robert's Rules of Order (Newly Revised) shall govern all questions of procedure not otherwise provided by these Bylaws or by state law. The legal counsel to the 911 Board and/or other person so designated by the 911 Board shall serve as the 911 Board's parliamentarian and shall advise the presiding officer regarding rules of procedure.

#### 12.2 **Statement by Chairperson, Motions, and Resolutions**

No motion or resolution shall be adopted until the chairperson states or has the minute taker or movant state the motion or unless a written copy of the motion or resolution has been circulated to each 911 Board member before or at the meeting.

### 12.3 **Nondebatable Motions**

The motions to fix the time of the next meeting, adjourn, recess, point of privilege, call for orders of the day, to table, vote immediately, limit or extend debate shall be ordered and voted upon without debate.

### 12.4 **Motion to Reconsider**

The motion to reconsider shall be in order on any question that the 911 Board has decided, but no question shall be reconsidered more than once. The motion to reconsider shall be in order on the same day as the vote to be reconsidered was taken or at the next regular or special meeting. The motion to reconsider shall be made only by a member who voted with the prevailing side or who was absent. A motion to reconsider a motion to amend shall not be in order if the main question has been voted upon. If the Board has adopted a motion to reconsider, however, motions to amend shall be in order.

### 12.5 **Temporary Suspension of the Rules**

The 911 Board's parliamentary rules may be suspended temporarily at any time by vote of two-thirds of the members elected.

### 12.6 **Appeal of Chairperson's Rulings**

Any member may appeal the ruling of the chairperson. On all appeals receiving a second, the question shall be "Shall the decision of the Chairperson stand as the decision of the 911 Board?"

## 13. **VOTING**

### 13.1 **Abstaining from Voting**

Whenever the chairperson puts a question to the members, every member present shall vote on the question. No member present shall abstain from voting "yes" or "no" unless he or she has received the unanimous permission of the 911 Board members in attendance.

### 13.2 **Roll Call Votes**

Except as otherwise provided herein, the 911 Board may cause voting by voice or direct a roll call vote. Any member may ask for a roll call vote. However, as noted above, the election of the Board chairperson may be by secret ballot with the approval of a majority of members present.

**13.3 Votes Required**

Matters arising at a meeting of the 911 Board, except for those decisions required by the Act, Plan or these Bylaws to have a higher majority, shall be decided by a majority of the members present.

**14. CONSTRUCTION & AMENDMENT**

**14.1 Interpretation**

Wherever possible, these Bylaws shall be construed in a manner consistent with Michigan law and the Plan. Where there is a conflict with Michigan law or the Plan, the conflicting terms of these Bylaws shall be null and void and considered severed from the remaining portions which shall continue in full force and effect.

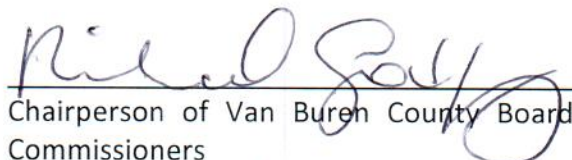
**14.2 Approval/Modification**

These Bylaws must be approved by a two-thirds vote or greater of the Commissioners elected and serving at two consecutive meetings. Any modification of these Bylaws can only occur if approved by two-thirds vote of the Commissioners elected and serving at two consecutive regular meetings of the County Board. If any change is made at the second meeting, the bylaws or their amendment shall not be approved unless the modified Bylaws are approved by a two-thirds vote without change at the next meeting.

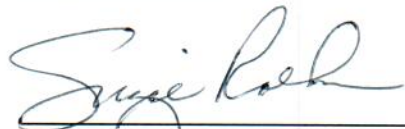
**ATTESTATION**

We, the Chairperson of the Van Buren County Board of Commissioners and the Van Buren County Clerk, hereby certify that on October 12, 2022, the Van Buren County Board of Commissioners duly approved these Bylaws. <sup>21</sup>

October 12, 2021

  
Chairperson of Van Buren County Board of Commissioners

October 12, 2021

  
Van Buren County Clerk

Adopted Bylaws –August 2011. Revised: October, 2021