

**DAKOTA COMMUNICATIONS CENTER (DCC)**  
**BYLAWS**  
**March 16, 2006**

**1. NAME**

The name of this Joint Powers Board shall be the Dakota Communications Center, herein after referred to as the "DCC".

**2. PURPOSE**

The purpose of the DCC is to acquire and provide the facilities, infrastructure, hardware, software, services and other items necessary and appropriate for the establishment, operation and maintenance of a joint law enforcement, fire, EMS, and other emergency communications system for the mutual benefit of the members and the people of Dakota County.

**3. TERM**

These Bylaws shall become effective upon approval by the DCC Board of Directors and shall continue in full force and effect for such time as the Joint Powers Agreement, dated September 20, 2005 remains in effect.

**4. ORGANIZATION**

The DCC shall consist of a Board of Directors, an Executive Committee, and an Operations Committee. The Board of Directors shall provide policy leadership and approve the general policies of the DCC; the Executive Committee shall oversee the operations and functions of the DCC; and the Operations Committee shall be advisory to the Executive Director and the Executive Committee in the coordination and preparation of unified procedures and policies, coordinate field training and back up exercises, and be the contact at each member's law enforcement or fire/EMS department. The Operations Committee may establish subcommittees as necessary for the conduct of its duties. Initially, the Operations Committee shall have two sub-committees, Law Enforcement and Fire/EMS.

## **5. APPOINTMENTS AND TERMS**

### **5.1 Board of Directors**

The governing body of the DCC is its Board of Directors, which consists of an elected official from each Member. Each Member shall appoint an elected official to serve as a Director, and an elected official to serve as an Alternate Director to serve in the absence of the named Director. Each Member shall appoint a Director and Alternate at the time the Joint Powers Agreement is approved. Thereafter, Farmington, Hastings, Inver Grove Heights, Mendota Heights, Rosemount, South St. Paul, and West St. Paul shall appoint a Director and an Alternate in January of each odd numbered year beginning in 2007, and Apple Valley, Burnsville, Dakota County, Eagan, and Lakeville shall appoint a Director and an Alternate in January of each even numbered year beginning in 2008. Except for the first term, the term of each Director and Alternate shall be for two years. Directors and Alternates may be reappointed at the discretion of the Member.

### **5.2 Executive Committee**

The Executive Committee shall consist of the chief administrators of each Member. Each Member shall appoint an alternate at the time the Joint Powers Agreement is approved. Thereafter, the Members shall appoint an alternate in January of every even numbered year, beginning in 2008. The term of the alternate shall be for two years.

### **5.3 Operations Committee**

Each law enforcement agency, fire agency and the Dakota County EMS Council shall designate a primary member and an alternate member to the Committee after approval of the Joint Powers Agreement. Thereafter, the each law enforcement agency, fire agency, and the Dakota County EMS Council shall appoint a member and an alternate in January of each even numbered year beginning in 2008. The terms of the member and alternate shall be for two years.

Each law enforcement agency and fire agency of a community that is served by the DCC but is not a Member of the DCC may participate in the Operations Committee as a non-voting, ad-hoc member.

## **6. OFFICERS AND TERMS**

### **6.1 Board of Directors**

1. The DCC Board of Directors shall elect a Chair and a Vice Chair from among the Directors at its first meeting after approval of the Joint Powers Agreement. Thereafter, the DCC Board of Directors shall elect a Chair and a Vice Chair at its first meeting of each even numbered year beginning in 2008.
2. The Chair and the Vice Chair shall serve two year terms or until their successors are elected. The term of office shall be at the close of the meeting at which the Chair and Vice Chair are elected. No member may hold more than one office at a time.
3. In the event of a vacancy in the office of Chair or Vice Chair, the Board members shall elect a replacement to serve for the remainder of the term at the first meeting following the vacancy.
4. The Chair's duties and responsibilities include representing the Board as its principal spokesperson; presiding at Board meetings; directing the preparation of the agenda for all Board meetings; and appointing members to special committees.
5. The Vice Chair shall exercise the duties and responsibilities of the Chair whenever the Chair is unable to serve.
6. The Chair and Vice Chair shall not serve for more than two consecutive terms.
7. The DCC Executive Director shall serve as the Secretary to the Board.

### **6.2 Executive Committee**

1. The Executive Committee shall elect a Chair and Vice Chair from among its members at its first meeting after approval of the Joint Powers Agreement. Thereafter, the Executive Committee shall elect a Chair and Vice Chair at its first meeting of every even numbered year beginning in 2008.
2. The Chair and Vice Chair shall serve two year terms or until their successors are elected. The term of office shall be effective at the close of the meeting at which the Chair and Vice Chair are elected. No member may hold more than one office at a time.
3. In the event of a vacancy in the office of Chair or Vice Chair, the Committee members shall elect a replacement to serve for the remainder of the term at the first meeting following the vacancy.
4. The Chair's duties and responsibilities include representing the Executive Committee as its principal spokesperson; presiding at Committee meetings; directing the preparation of the agenda for all Committee meetings; and appointing members to special committees.

5. The Vice Chair shall exercise the duties and responsibilities of the Chair whenever the Chair is unable to serve.
6. The Chair and Vice Chair shall not serve for more than two consecutive terms.
7. The DCC Executive Director shall serve as the Secretary to the Executive Committee.

### **6.3 Operations Committee**

1. The Operations Committee shall elect Co-Chairs, one from law enforcement and one from fire/EMS, at its first meeting after approval of the Joint Powers Agreement. Thereafter, the Operations Committee shall elect the police Co-Chair at its first meeting of every odd numbered year beginning in 2007, and the fire/EMS Co-Chair at its first meeting of every even numbered year beginning in 2008.
2. The Co-Chairs shall serve two year terms or until their successors are elected. The term of office shall be effective at the close of the meeting at which the Co-Chairs are elected.
3. In the event of a vacancy of a Co-Chair, the Committee members shall elect a replacement to serve for the remainder of the term at the first meeting of the Committee following the vacancy.
4. The Co-Chairs shall preside at all meetings and perform such duties as are normally associated with that position.
5. The Co-Chairs of the Operations Committee shall serve as the Chairs of their respective sub-committees.
6. The Co-Chairs shall not serve for more than two consecutive terms.
7. The DCC Executive Director shall provide staff support, including secretarial duties such as keeping minutes and sending minutes via email to all members and alternates, to the Operations Committee and its subcommittees.

### **6.4 Chair Pro-Tem**

In the absence of the Chair and the Vice Chair of the Board of Directors, the Executive Committee, and both Co-Chairs of the Operations Committee, the remaining members of the Board or Committee shall elect from among themselves a Chair Pro-Tem who shall perform the duties of Chair for that meeting.

## 7. MEETINGS

### 7.1 Board of Directors

- a. The Board of Directors shall have regular meetings as least twice each calendar year. The Chair upon agreement by a majority of the members may cancel regular meetings. Notice of such cancellation shall be provided as far in advance of the scheduled meeting as possible.
- b. A quorum for the conduct of all business by the Board of Directors shall consist of a majority of the Directors, or in their absence Alternate Directors, then holding office.
- c. For regular meetings, thirty days prior notice shall be provided to each Member, Director, and Alternate Director of the date, time, and location. Notice shall be provided in writing and by email.
- d. Five days prior to each regular meeting, the Secretary shall send an agenda to each Director and Alternate Director and to each member of the Executive Committee. At the beginning of a regular meeting any member may move to amend the meeting agenda.
- e. Regular meetings of the Board will be conducted in the following order:
  1. Call the Meeting to Order;
  2. Roll Call;
  3. Approve Agenda;
  4. Consent agenda
  5. Action Items;
  6. Information Updates and Discussion Items;
  7. Other business;
  8. Adjourn.
- f. Upon the request of any Board member, immediately preceding a vote by the Board, the Secretary shall repeat the motion, name of the person making the motion and the name of the person who has seconded the motion. Any Board member may request to have their vote entered in the minutes.
- g. Special meetings may be called by the Chair, or by any four Directors.
- h. For special meetings, three days written and email notice shall be provided to all Members, Directors and Alternate Directors that shall include an agenda specifying the subjects of such special meeting. The business conducted at a special meeting shall be limited to those items specified in the agenda.
- i. When a member and their alternate are present at a regular meeting or special meeting, only the member is to be seated at the meeting table.
- j. When a member and their alternate are present at a regular or special meeting, only the member may cast votes and be recorded in proceedings.

## 7.2 Executive Committee

- a. The Executive Committee shall meet quarterly or more often as determined by the Chair. The Chair upon agreement by a majority of the members may cancel regular meetings. Notice of cancellation shall be provided as far in advance of the scheduled meeting as possible.
- b. A quorum for the conduct of all business by the Executive Committee shall consist of a majority of members, or in their absence, alternate members.
- c. For regular meetings, 15 days prior notice shall be provided to each Committee member and alternate of the date, time, and location. Notice shall be provided in writing and by email.
- d. Five days prior to each regular meeting, the Secretary shall send an agenda to each member and alternate member of the Committee. At the beginning of a regular meeting, any member may move to amend the meeting agenda.
- e. Regular meetings of the Committee shall be conducted in the following order:
  1. Call the Meeting to Order;
  2. Roll Call;
  3. Approve Agenda;
  4. Consent agenda
  5. Action Items;
  6. Information Updates and Discussion Items;
  7. Other business;
  8. Adjourn.
- f. Upon a request of any Committee member, immediately preceding a vote by the Committee, the Secretary shall repeat the motion, name of the person making the motion and name of the person who has seconded the motion. Any Committee member may request to have their vote entered in the minutes.
- g. Special meetings may be called by the Chair, or by any four members.
- h. For special meetings, three days written notice and email notice shall be provided to all members and alternates that shall include an agenda specifying the subjects of such special meeting. The business conducted at a special meeting shall be limited to those items specified in the agenda.
- i. When a member and their alternate are present at a regular meeting or special meeting, only the member is to be seated at the meeting table.
- j. When a member and their alternate are present at a regular or special meeting, only the member may cast votes and be recorded in the proceedings.

### 7.3 Operations Committee

- a. The Operations Committee shall meet six times per year, or more often as determined by the Co-Chairs. The Co-Chairs upon agreement by a majority of the members may cancel regular meetings. Notice of such cancellation shall be provided as far in advance of the scheduled meeting as possible.
- b. A quorum for the conduct of all business by the Operations Committee and its sub-committees shall consist of a majority of the members, or in their absence, the alternate members.
- c. Regular meetings of the Operations Committee shall be scheduled at the Committee's first meeting of each year.
- d. For regular meetings, ten days prior notice shall be provided to each member and alternate of the date, time, and location. Notice shall be in writing and by email.
- e. Five days prior to each regular meeting, the Executive Director shall send an agenda to each member and alternate. At the beginning of a regular meeting any member may move to amend the agenda.
- f. Regular meetings of the Committee will be conducted in the following order:
  1. Call the Meeting to Order;
  2. Roll Call;
  3. Approve Agenda;
  4. Consent Agenda;
  5. Action Items;
  6. Information Updates and Discussion Items;
  7. Other business;
  8. Adjourn.
- g. Upon the request of any Committee member, immediately preceding a vote by the Committee, the recording secretary shall repeat the motion, name of the person making the motion and the name of the person who has seconded the motion. Any Committee member may request to have their vote entered in the minutes.
- h. Special meetings may be called by the Co-Chairs.
- i. For special meetings, three days notice shall be provided to all members and alternates that shall include an agenda specifying the subjects of such special meeting. The business conducted at a special meeting shall be limited to those items specified in the agenda.
- j. When a member and their alternate are present at a regular or special meeting, only the member may cast votes and be recorded in proceedings.

## **8. Voting**

Voting by the Board of Directors, the Executive Committee, and the Operations Committee and its subcommittees, shall be as defined in the Joint Powers Agreement. In addition, no proxy votes or absentee votes shall be allowed.

## **9. Robert's Rules**

Robert's Rules of Order shall govern all meetings of the Board of Director's, the Executive Committee, and the Operations Committee and its sub-committees.

## **10. Amendment of Bylaws**

These Bylaws may be amended at any regular meeting of the Board of Directors by an affirmative vote of 2/3 of the Directors, provided the amendment is not inconsistent with the Joint Powers Agreement. At its discretion, the Board of Directors shall provide an opportunity for the Executive Committee, the Operations Committee and/or other affected parties to review and comment on a proposed amendment. Proposed amendments shall be submitted to the Board of Directors 30 days prior to the meeting at which they will be considered, and the agenda for the meeting shall state that the amendment will be offered. The action of the Board of Directors on any amendment shall be final.