

**SOUTH SOUND 911
POLICY BOARD
BY-LAWS AND
RULES OF PROCEDURE**

**ARTICLE I
Composition of Policy Board**

Pursuant to the Interlocal Agreement (hereinafter ILA) for Communication Services executed by and between Pierce County, the City of Tacoma, the City of Lakewood and Pierce County Fire District No. 3 (West Pierce Fire & Rescue), as amended by Amendment No. 1 when the City of Fife became a Member Agency, the Policy Board shall be comprised of nine members. The Policy Board members are representatives of the Member Agencies. Policy Board members may appoint designees or alternates to substitute for the Policy Board member at meetings, for one or more absences of a Policy Board member.

At this time, the Policy Board consists of nine (9) members as follows:

- (1) one Pierce County Council member;
- (2) the Pierce County Executive;
- (3) the Mayor of Tacoma;
- (4) one member of the Tacoma City Council;
- (5) the Mayor or one member of the Lakewood City Council;
- (6) the Pierce County Sheriff;
- (7) the Mayor or one member of the Fife City Council;
- (8) one fire commissioner of West Pierce Fire & Rescue; and
- (9) one Mayor or city or town council member of a city or town in Pierce County

with a resident population under 50,000 persons, provided that such city or town has a contract with South Sound 911 or a Member Agency for emergency communications services. This position shall be a two-year appointment, filled by appointment of the Policy Board.

If additional cities or fire protection districts (or regional fire authorities) become Member Agencies in the future, an amendment to the ILA will be needed. In such event, these By Laws may be amended to provide for one or more additional Policy Board members to serve on the Policy Board.

**ARTICLE II
Purpose and Duties**

Section 1:

Purpose - The South Sound 911 Policy Board shall be the primary policy making body and final decision-making body for South Sound 911, with respect to all fundamental issues pertaining to the governance of the agency and administration of the ILA. Its decisions and policy direction shall be implemented by the Executive Director, with the advice and guidance of the [Combined] Operations Board.

Section 2:

Duties - The duties and responsibilities of the Policy Board are set forth in the ILA as amended, and in summary include:

- budget approval;
- contract approval (in excess of \$50,000);
- development of fiscal policy for South Sound 911;
- confirmation of the Executive Director, after recommendation by the Operations Board;
- termination of the Executive Director, if the Operations Board is deadlocked on that issue;
- establishing the salary range and benefit package of the Executive Director;
- executing the employment agreement of the Executive Director;
- approval or ratification of all collective bargaining agreements;
- establishing or setting Member Agency assessments, and all fees to be charged by South Sound to Member Agencies and non-member agencies;
- adopting any and all personnel rules or regulations applicable to South Sound 911 employees.

ARTICLE III Officers

Section 1:

Appointment - The Policy Board shall have two officers: a Chair and a Vice-Chair, to be appointed by a vote of the Policy Board each year in January, **provided** that, in the event either officer position becomes vacant due to death, resignation, disability, expiration of term of office or recall from elected office, or three (3) consecutive unexcused absences from meetings of the Policy Board, the Policy Board may fill such vacancy at any duly called meeting of the Policy Board.

Section 2:

Duties of Chair – The Chair shall preside at all meetings of the Policy Board and shall have all of the duties normally conferred by parliamentary rules to such office. The Chair shall have the authority to:

- appoint members to ad hoc committees;
- sign, on behalf of the Policy Board, any documents authorized to be executed by such board;
- call regular, special and emergency meetings of the Policy Board;
- ensure the coordination and preparation of all Policy Board meeting notices, agendas and minutes.

Section 3:

Vice Chair - The Vice Chair, in the absence of the Chair, shall perform all the duties of the Chair.

ARTICLE IV
Meetings

Pursuant to an adopted resolution, the regular monthly meeting of the Policy Board shall be held on the fourth Wednesday of each month. Currently, the venue of such meetings is the chambers of the Lakewood City Council, but the location may be changed by Policy Board vote at any time, subject to proper notice complying with the Open Public Meetings Act. Special meetings may be called by the Chair or by request of any three Policy Board members, made at any duly called regular meeting of the Policy Board. Study sessions, workshops, or retreats, which are deemed to be special meetings, may be held as often, and at such locations, as the Policy Board deems necessary and appropriate and as circumstances require. For example, such meetings might be held to discuss preparation of the annual budget, the funding formula as defined in the ILA, or fees or assessments to be charged to Member Agencies or non-member agencies. On all questions of practice or procedure not provided for by these rules, the practice and procedure set forth in *Roberts Rules of Order, Newly Revised* (11th Edition) shall prevail. The Policy Board may meet in executive session to discuss matters provided for under RCW 42.30.110, but the Board shall not make any decisions, or take any votes, informal or otherwise, during any executive session.

ARTICLE V
Voting

Voting shall ordinarily be by voice vote, but a roll call vote may be conducted if requested by the Chair or any Policy Board member. The Chair and Vice Chair shall have full voting rights and may make motions like any other member of the Policy Board.

ARTICLE VI
Amendment of By Laws

These By Laws and Rules of Procedure shall only be amended by a two-thirds (2/3) super-majority of the entire Policy Board, which presently means six affirmative votes are needed for amendment.

ADOPTED by the Policy Board, at a duly called regular meeting of the Policy Board, this day of August 28, 2013.

FOR THE POLICY BOARD:

CHAIR