

**SOUTH SOUND 911 PUBLIC AUTHORITY  
GOVERNING BOARD**

**BYLAWS**

**ARTICLE 1**

**Name and Authority**

The name of this corporation shall be the “SOUTH SOUND 911 PUBLIC AUTHORITY”, d/b/a/ “South Sound 911”.

South Sound 911 is a public corporation organized pursuant to Substitute Ordinance No. 28595 of the City of Tacoma, Washington adopted on July 9, 2019, as existing or as hereinafter amended (the “Enabling Ordinance”), that approved the Charter of South Sound 911 Public Authority (“Charter”), pursuant to the Revised Code of Washington (“RCW”) 35.21.730 through 35.21.755.

These Bylaws are adopted pursuant to Article X of the Charter. In any inconsistency between the Bylaws and the Charter, the Charter shall prevail.

**ARTICLE II**

**Purpose and Duties**

South Sound 911 is authorized to provide the following services:

1. Communication services (“Communication Services”), including 24-hour dispatch for law enforcement and fire agencies, radio system operations, and other communication services as approved by the Board.
2. Agency support services (“Support Services”), including law enforcement records, firearm licensing, fingerprinting, and any other agency support services approved by the Board.

**ARTICLE III**

**Organization**

SECTION 1: Governing Board (Board of Directors)

The management of all South Sound 911 affairs shall reside in the Governing Board (the “Board”). The Board shall be comprised of 11 members appointed as follows:

<b>Relative size of most recent approved Communications Assessment</b>	<b># of Board Seats</b>	<b>Appointing Authority</b>
<b>As among City and County Contract Agencies</b>		
1 <sup>st</sup> largest communications assessment	2	City or County Council
2 <sup>nd</sup> Largest communications assessment	2	City or County Council
3 <sup>rd</sup> largest communications assessment	1	City or County Council
4 <sup>th</sup> largest communication assessment	1	City or County Council
5 <sup>th</sup> , 6 <sup>th</sup> and 7 <sup>th</sup> largest communications assessments	2	City Councils of the three jurisdictions
<b>As among Fire District Contract Agencies</b>		
1 <sup>st</sup> largest communications assessments	1	Board of Fire Commissioners
2 <sup>nd</sup> largest communications assessment	1	Board of Fire Commissioners
All Fire District Contract Agencies with small communications assessments	1	Pierce County Fire Commissioners Association Board

The 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> largest communications assessment agencies shall select their two seats on a rotational basis as follows:

First term: initial 5<sup>th</sup> and 6<sup>th</sup> largest communications assessment agencies shall each appoint one member.

Second term: initial 6<sup>th</sup> and 7<sup>th</sup> largest communications assessment agencies shall each appoint one member.

Third term: initial 7<sup>th</sup> and 5<sup>th</sup> largest communications assessment agencies shall each appoint one member.

Subsequent terms shall continue this rotation with each agency having two terms on, then one term off. If an agency moves out of the 5th-7th positions, the new agency will step into its place in the rotation.

**SECTION 2: Tenure of Board Members**

Board Members shall be appointed for three-year terms. There shall be no restriction on Board Members serving successive terms.

**SECTION 3: Officers**

Each February the Board shall elect from among themselves the following officers: Chairperson, and Vice Chairperson. The Chairperson and the Vice Chairperson may not be the same person. The term of any officer shall expire at such time as such officer’s membership on the Board ceases or terminates, or at such sooner time as the term of office expires and the office has been filled by appointment or reappointment.

a. Chairperson

The Chairperson shall preside at all meetings of the Board, in which they are present and shall have the duties normally conferred by parliamentary usage of such office. The Chairperson shall have the authority to:

1. Appoint persons to ad hoc committees and generally perform other duties as may be prescribed in these Bylaws and Rules of Procedure.
2. Sign, on behalf of the Board, those documents that require such signature.
3. Call regular and special meetings of the Board.

b. Vice Chairperson

The Vice Chairperson shall work in close cooperation with the Chairperson and shall perform such duties as the Board shall assign. In the absence or incapacity of the Chairperson, the Vice Chairperson shall be vested with all powers and perform all the duties of the office of the Chairperson.

SECTION 4: Representation and Communication

All Board Members serve in the public interest as representatives of their respective agencies. Each member's mission is to serve the public and specifically the agencies they represent by keeping their agency informed of Board activities. Members representing the 5<sup>th</sup>, 6<sup>th</sup> or 7<sup>th</sup> largest city/county communications assessment and the Member appointed by the Pierce County Fire Commissioners Association shall also represent contract agencies with smaller communication assessments as appropriate.

SECTION 5: Code of Ethics

Board Members shall conduct themselves in accordance with all applicable laws, including but not limited to, chapter 42.23 RCW (the Code of Ethics for Municipal Officers) and policies of South Sound 911.

SECTION 6: Annual Disclosure Statement

Annually each Board Member shall sign a disclosure statement that the member:

1. Received a copy of the South Sound 911 code of ethics policy, has read and understands the policy, and agrees to comply with the policy;
2. Received Public Records Act training in compliance with RCW 42.56.150; and
3. Received Open Public Meetings Act training in compliance with RCW 42.30.205.

## SECTION 7: Finance Committee

1. Scope of Authority. A Finance Committee is established to advise the Governing Board and the Executive Director on any matters related to South Sound 911 finances.
2. Appointment. The Governing Board shall appoint up to four of its members to serve on the Finance Committee.
3. Rules of Procedure: The Committee may adopt its own rules of procedure.

## SECTION 8: Public Safety Communications Operations Committee

1. Scope of Authority. The Committee is established to advise the Governing Board and the Executive Director on any matters related to South Sound 911 operations.
2. Selection: Each entity represented on the Governing Board shall appoint an equal number of Committee members as it has seats on the Board. The Executive Director may appoint, subject to Board confirmation, up to 9 additional members.
3. Eligibility: Any police or fire chief, or an individual directly reporting to a police or fire chief, from a contract agency is eligible to be a member. For so long as the County has two Board Members, one of the members must be a law enforcement official primarily responsible for providing sheriff services in a city contracting with the County for such services.
4. Alternates: Committee members are authorized to designate an alternate from time to time who may attend in their absence.
5. Term: There are no terms. Committee members serve until replaced or no longer qualified to serve (for example, due to retirement, leaving employment of their appointing agency or their appointing agency is no longer on the Board).
6. Rules of Procedure: The Committee may adopt its own rules of procedure.

## **ARTICLE IV Meetings**

### SECTION 1: Regular Meetings

A schedule of regular meetings shall be approved by resolution. Regular meetings are currently held on the fourth Wednesday of each month, commencing at 9:00 a.m. at Lakewood City Hall.

### SECTION 2: Special Meetings

Special meetings may be called by the Chairperson or by a majority vote of the members. Notice shall be sent to all members at least five (5) working days prior to any special meeting and shall specify the purpose of such a meeting. Public notice of special meeting will be given pursuant to RCW 42.30.080, the Open Public Meetings Act.

### SECTION 3: Quorum

At all meetings of the Board, a quorum of the Board must be in attendance in order to do business on any issue. A quorum shall be defined as a majority of the Board members in number, excluding any Board member whose voting rights have been suspended due to delinquency in payment of assessments, or who has given notice of withdrawal or has been terminated as a member by vote of the Board.

### SECTION 4: Open Public Meetings

All Board meetings, including committee meetings, shall be open to the public to the extent required by chapter 42.30 RCW. The Board and committees may hold executive sessions to consider matters enumerated in chapter 42.30 RCW or matters as authorized by law.

### SECTION 5: Public Comment

1. The Public Comment period is reserved for public testimony on items on the agenda. Comments on items not on the agenda may be allowed by the Chairperson, if time allows.
2. Comments will be limited to three minutes, unless otherwise announced by the Chairperson. In the event of a significant number of public comments, the Chairperson reserves the right to limit all persons' comments to an equal period of less than three minutes.
3. Speakers may address the Board once during the Public Comment period.
4. Public comment sign-up forms will be made available.
5. The Chairperson will begin the Public Comment period by calling names of those who have signed up. Those wishing to speak who did not place their name on the sign-up form may approach the podium following those that signed in.
6. Those wishing to speak should identify themselves and the topic(s) on the agenda they will address for the public record.
7. All remarks shall be addressed to the Board as a whole and not to individuals, staff or the public.
8. The Public Comment period may not be used to promote or oppose any candidate for public office.
9. The Public Comment period may not be used for advertising.
10. All speakers shall be courteous in their language and demeanor.
11. Speakers who disrupt the orderly conduct of any Board meeting or fail to comply with the rules governing public participation in Board meetings may forfeit their right to address the Board and may be removed from the meeting at the discretion of the Chairperson.

### SECTION 6: Parliamentary Procedure

The rules in the current edition of Robert's Rules of Order Newly Revised, 11<sup>th</sup> Edition, shall govern the meetings in all cases to which they are applicable, where they are not inconsistent with the Charter or Bylaws.

SECTION 7: Telephonic Participation

Board Members may participate in a regular or special meeting through the use of any means of communication by which all Board Members and members of the public participating in such meeting can hear each other during the meeting, as determined by the Chairperson. Any Board Member participating in a meeting by such means is deemed to be present in person at the meeting for all purposes including, but not limited to, establishing a quorum.

SECTION 8: Voting

Voting shall ordinarily be by voice vote, but a roll call vote may be conducted if requested by the Chairperson or any other Board Member. The Chairperson and Vice Chairperson shall have full voting rights and may make motions like any other member of the Governing Board. In a supermajority vote where there is a split vote between two board members representing one agency, each Board Member will vote one half of the weighted vote of the agency represented.

**ARTICLE V**  
**Administration**

SECTION 1: Executive Director

The Governing Board may appoint, designate, employ and remove an Executive Director of South Sound 911. The Director shall be responsible to the Board for the administration of the affairs of South Sound 911.

The Director is authorized to:

1. Supervise and be responsible for the effective management of the administrative affairs of South Sound 911;
2. Sign documents and contracts on behalf of South Sound 911;
3. Prepare and present a proposed budget;
4. Employ, supervise and terminate employees;
5. Approve and administer personnel policies and procedures; and
6. Perform such other duties as assigned by the Board.

SECTION 2: Budget

1. The Executive Director, in consultation with the Board, shall annually present a proposed budget for Board consideration. The proposed budget shall include programs and objectives, estimated revenues and expenditures, any changes in the calculation of fees or assessments, and the required financial participation for each contract agency for the following year.
2. The budget process shall include a process for public participation, or a public hearing on the budget, prior to final adoption.

3. The Board shall adopt the final annual budget, including Assessments and Fees, and submit to the contract agencies by September 30.
4. Each contract agency shall pay its assessment in four equal installments payable within 20 days from the beginning of the quarter or in other installments as agreed to in writing.

## **ARTICLE VI**

### **Amendments**

Any Board Member may propose an amendment to the Bylaws (which may consist of a new set of Bylaws) at any meeting (regular or special) of which thirty (30) days' advance notice has been given to each Board Member. Notice of any proposed amendment shall include the text of the amendment presented in a format with strikes over material to be deleted and underline under new material and shall be accompanied by a statement of its purpose and effect. If notice of a proposed amendment to the Bylaws is given, and information including the text of the proposed amendment and a statement of its purpose and effect, then the Board may vote on the proposed amendment at the same meeting as the one at which the amendment is introduced. If such notice and information is not so provided, the Board may not vote on the proposed amendment until the next regular Board meeting or special meeting of which thirty (30) days' advance notice has been given. Germane amendments to the proposed amendment within the scope of the original amendment will be permitted at the meeting at which the vote is taken. Approval shall require a supermajority vote pursuant to the Charter.