

The 9-1-1 Advisory Board

Charter

The 9-1-1 advisory board was established by Act 12 of 2015, an act which contained amendments to Chapter 53 of Title 35 of the Pennsylvania Consolidated Statutes. The 9-1-1 board is codified in Section 5303 of Title 35 of the Pennsylvania Consolidated Statutes.

The 9-1-1 advisory board was created to advise the Pennsylvania Emergency Management Agency on the administration and operation of 911 systems in the Commonwealth. Advice from the 9-1-1 board shall pertain to the performance review and quality assurance standards of 9-1-1 systems to ensure public safety and performance improvement, the measures to ensure the compliance of 9-1-1 systems with industry standards and applicable federal regulations, and measures to achieve cost-savings, regionalization of Public Safety Answering Points, and the promotion of next generation 9-1-1 technology. The 9-1-1 board shall also provide advice and recommendations on formulas and methods to distribute money from the 9-1-1 fund.

The 9-1-1 board shall promote effective communication and information sharing between the agency and county 9-1-1 coordinators, while also recommending improvements to 9-1-1 systems in this Commonwealth. The 9-1-1 board shall also encourage the regional use of technology, and the sharing of information among the agency, 9-1-1 systems, and other state and local agencies relating to the operation and improvement of 9-1-1 systems.

By-Laws

ARTICLE I NAME

The name of this board shall be the 9-1-1 Board.

ARTICLE II AUTHORIZATION

This Board is authorized and organized pursuant to Section 5303 of Title 35 of the Pennsylvania Consolidated Statutes.

ARTICLE III PURPOSE

This Board is created for the purpose of advising the Pennsylvania Emergency Management Agency on regulations and guidelines relating to the administration and operation of 9-1-1 systems in this Commonwealth.

ARTICLE IV MEMBERSHIP

Section 1. Members.

The 9-1-1 Board shall consist of 42 members. Members shall be appointed pursuant to Section 5303 of Title 35 of the Pennsylvania Consolidated Statutes. Members shall be identified as voting or non-voting members.

Section 2. Classes of members.

The following shall serve as voting members of the 9-1-1 Board:

- (i) The director of the agency, who shall act as chairperson.
- (ii) The State 9-1-1 coordinator.
- (iii) The Commissioner of the Pennsylvania State Police.
- (iv) The chairman of the Veterans Affairs and Emergency Preparedness Committee of the Senate.
- (v) The minority chairman of the Veterans Affairs and Emergency Preparedness Committee of the Senate.
- (vi) The chairman of the Veterans Affairs and Emergency Preparedness Committee of the House of Representatives.
- (vii) The minority chairman of the Veterans Affairs and Emergency Preparedness Committee of the House of Representatives.
- (viii) The State Fire Commissioner
- (ix) The Chairperson of the State Geospatial Coordinating Board
- (x) The mayor of a city of the first class.
- (xi) A county executive of a county of the second class.
- (xii) A county commissioner of a county of the second class A, or a home rule equivalent.
- (xiii) A county commissioner of a county of the third or fourth class, or its home rule equivalent.
- (xiv) Two county commissioners of a county of the fifth, sixth, seventh or eighth class, or a home rule equivalent.
- (xv) The 9-1-1 coordinator of a city of the first class.
- (xvi) The 9-1-1 coordinator of a county of the second class.
- (xvii) The 9-1-1 coordinator of a county of the second class A.
- (xviii) The 9-1-1 coordinator of a county of the third or fourth class.
- (xix) Two 9-1-1 coordinators of a county of the fifth, sixth, seventh or eighth class.

The following shall serve as non-voting members of the 9-1-1 Board:

- (i) The Pennsylvania Public Utility Commission.
- (ii) The Governor's Office of Administration.
- (iii) The Pennsylvania Chiefs of Police Association.
- (iv) The Fraternal Order of Police.
- (v) The Pennsylvania Emergency Health Services Council.
- (vi) The Pennsylvania Fire and Emergency Services Institute.
- (vii) The Association of Public-Safety Communications Officials.
- (viii) The Pennsylvania Chapter of the National Emergency Number Association.
- (ix) The Keystone Emergency Management Association.
- (x) The Pennsylvania Professional Fire Fighters Association.
- (xi) The Firemen's Association of the State of Pennsylvania.
- (xii) The Pennsylvania Wireless Association.
- (xiii) The Pennsylvania Telephone Association.
- (xiv) The Broadband Cable Association of Pennsylvania.
- (xv) The Pennsylvania Municipal League.
- (xvi) The Pennsylvania State Association of Boroughs.

- (xvii) The Pennsylvania State Association of Township Supervisors.
- (xviii) The Pennsylvania State Association of Township Commissioners.
- (xix) The Ambulance Association of Pennsylvania
- (xx) The Pennsylvania Association of Councils of Governments
- (xxi) A member of the general public, who shall serve as a nonvoting member.

Section 3. Resignation and Removal.

By three-fourths consent of voting members present after a quorum has been established, the 9-1-1 board may request the resignation any member who is absent from three consecutive board meetings. If after such request the member does not tender a resignation within 30 days, the 9-1-1 board shall provide a written recommendation for removal of the member to the Governor.

Section 4. Disclosure of Conflicts of Interest.

Members must disclose in writing to the board any interest or organization which the member represents if such interest is not reasonably apparent to the other board members through the nomination process.

A voting member must abstain from any vote on which the member has a conflict of interest.

**ARTICLE V
OFFICERS**

Section 1. Chairperson.

Pursuant to Section 5303 of Title 35 of the Pennsylvania Consolidated Statutes, the Director of the Pennsylvania Emergency Management Agency shall serve as Chairperson of the 9-1-1 advisory board.

Section 2. Designation of Vice Chairperson.

The chairperson may designate in writing a voting member of the board to act as vice chairperson.

In the absence of the chairperson, the vice-chairperson shall act as chairperson on all matters.

Section 3. Designation of Secretary.

The Chairperson shall designate a secretary to record, in writing, the minutes of each 9-1-1 board meeting and each vote of the 9-1-1 advisory board. Each vote record shall contain the question presented and each affirmative or negative vote associated with the voting member.

**ARTICLE VI
VOTING**

Section 1. Votes.

Each member shall be entitled to one (1) vote on all matters which are before the 9-1-1 advisory board. Votes shall be cast by the roll call voting procedure. Votes may be cast in person, by telephone, by electronic means, or any other live communications medium.

Section 2. Abstention.

Voting members may abstain from votes without affecting the 9-1-1 advisory board's quorum.

A voting member must abstain from any vote on which the member has a conflict of interest.

Section 3. Designee and Proxy.

A voting member of the board may appoint a designee to attend meetings and cast votes in the member's stead; however, any such designee must be an employee or member of the same organization as the voting member.

Voting members may vote by proxy. Prior to any vote, written notice must be provided to the Chairperson of the 9-1-1 advisory board of the proxy. Voting members may only designate other voting members of the board as proxy. Proxy designations are subject to the concurrence of the Chairperson.

Section 4. Reconsideration of Voting Matters.

Voting members may change their vote up until such time as the final vote tally is verbally announced by the Chairperson. Voting members may not change their vote after the final vote is verbally announced by the Chairperson.

Any voting member may request reconsideration of an issue on which the board has previously voted. Further consideration of a reconsidered issue is at the discretion of the Chairperson.

Section 5. Vote to Recommend

All votes by the 9-1-1 advisory board shall be votes to recommend action to the agency pursuant to Section 5303(c) of Title 35 of the Pennsylvania Consolidated Statutes. Each vote to recommend shall be indexed and recorded.

**ARTICLE VII
MEETINGS**

The 9-1-1 advisory board shall meet at least once per quarter of each year. Regular meeting dates shall be established on an annual basis, subject to modification at a preceding meeting.

**ARTICLE VIII
PUBLIC ACCESSIBILITY**

All meetings of the 9-1-1 advisory board shall be conducted in accordance with Pennsylvania's Sunshine Act.

**ARTICLE IX
COMPENSATION**

Members of the board shall serve without compensation. Members shall be reimbursed pursuant to Commonwealth policies for actual and necessary travel in connection with attendance at meetings.

**ARTICLE X
PARLIAMENTARY AUTHORITY**

The rules contained in *Robert's Rules of Order* shall govern the 9-1-1 advisory board where they are not in conflict with these by-laws.

**ARTICLE XI
AMENDMENTS**

These bylaws may be amended, repealed, or suspended at any meeting of the Board by a three-fourths vote of the voting members present at the meeting, provided the members were provided with written notice of such amendment, repeal, or suspension at least one week prior to the meeting.