

Commonwealth of Pennsylvania
9-1-1 Advisory Board
Subcommittee Rules

PURPOSE

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 Advisory 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 (PEMA) on the administration and operation of 9-1-1 systems in the Commonwealth.

The 9-1-1 Advisory Board has elected to create subcommittees to study and provide advice to the PEMA on specific technical and program areas. Subcommittees formed to date are the Technical Subcommittee, Funding Subcommittee, and Operations Subcommittee. Additional subcommittees may be formed by PEMA, in consultation with the Board, as needed.

PEMA and the 9-1-1 Advisory Board Subcommittees have developed a set of rules to standardize how Subcommittees operate and arrive at recommendations.

MEMBERSHIP:

1. The membership for each subcommittee will be posted and maintained on PEMA's website.

OFFICERS:

1. A subcommittee should have a Chairperson, Vice-Chairperson, Secretary, and a PEMA 9-1-1 Office point-of-contact (POC).
2. A subcommittee may set term limits for the Chairperson & Vice-Chairperson.

COMPENSATION:

1. Participation in a subcommittee is voluntary.
2. Members of a subcommittee shall serve without compensation.

VOTING:

1. Votes by a subcommittee shall be votes to provide an action for the 9-1-1 Advisory Board to present as a recommendation to PEMA.
2. Three-fourths consent of members present and voting is required for approval of any action.
3. Votes shall be cast by the roll call voting procedure.
4. Votes may be cast by subcommittee members in person, by telephone, by electronic means, or any other live communications medium.
5. In cases where a subcommittee has multiple members from an entity (County, Agency, etc) voting is limited to one vote per entity on any given subject.
6. The role of the Board and subcommittees is to provide advice to PEMA relating to the administration and operation of 911 systems in Pennsylvania, therefore PEMA will not vote.
7. Consultants are not eligible to vote.

NEW MEMBERS:

1. A request to join a subcommittee shall be sent to the subcommittee's PEMA 9-1-1 POC.
2. Qualifications, geographic representation, and the size of the subcommittee are some factors the subcommittee will consider when a new member request is received. A resume may be requested by the PEMA POC on behalf of the subcommittee.
3. The subcommittee will vote on the new member request. By three-fourths consent of voting members present, the new member request would be accepted.

RESIGNATION OR REMOVAL:

1. Any member may resign from a subcommittee by giving written notice to the Chairperson, Vice-chairperson, or PEMA POC. The resignation will be effective immediately upon receipt of such notice.
2. The PEMA POC will contact a subcommittee member who is absent from three consecutive meetings to determine if they wish to continue as a subcommittee member. The subcommittee may act on a subcommittee member's absence after five consecutive meetings.
3. The subcommittee may remove a member by three-fourths consent of voting members present.

MEETINGS:

1. The frequency of meetings shall be determined by the subcommittee.
2. The PEMA POC will send meeting invites to subcommittee members; guests may attend with the permission of the chairperson, vice-chairperson, and PEMA POC.
3. Meetings may be held in person or by WebEx.
 - a. A subcommittee has discretion to allow or disallow participation by WebEx for in-person meetings.
4. Subcommittee members must identify themselves if participating by WebEx.
 - a. Unidentified callers will be disconnected from the call.
5. Minutes of all meetings will be published on an established site, known to all subcommittee members and maintained by PEMA.