



ASSOCIATION OF
CENTRAL OKLAHOMA
GOVERNMENTS



911 ACOG BOARD OF DIRECTORS



BYLAWS

JANUARY, 2021

Association of Central Oklahoma Governments
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BYLAWS FOR 911 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS BOARD OF DIRECTORS

MISSION STATEMENT OF THE 911 ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS BOARD OF DIRECTORS

The 911 Association of Central Oklahoma Governments (ACOG) Board of Directors (BOD) provides policy guidance and oversight for the 911 ACOG emergency telephone system to ensure that a high quality, reliable single number telephone system is available throughout the entire service area, which meets the needs of emergency response agencies and the public and is financed equitably by participating member governments.

The 911 ACOG BOD provides policy guidance and oversight for the regional interoperability systems and interoperability planning that serves all first responders to ensure that a high quality, reliable method of interoperable communications is available throughout the entire service area, which meets the needs of and is financed equitably among participating emergency response agencies.

ARTICLE 1: OFFICE

The principal office of the 911 ACOG BOD is located at 4205 N. Lincoln Blvd., Oklahoma City, Oklahoma. The location of such principal office may be changed at the discretion of ACOG and the 911 ACOG BOD. ACOG and the 911 ACOG BOD may maintain additional offices from time-to-time, to conduct the affairs of the 911 ACOG BOD.

ARTICLE 2: NUMBER AND QUALIFICATIONS OF MEMBERSHIP

The 911 ACOG BOD shall be representative of the cities and counties participating in the regional 911 system. In accordance with *Article 8: Amendments to the Bylaws*, the membership of the BOD may be changed if the member governments participating in the regional 911 system expands through full membership. The membership of the 911 ACOG BOD is provided in *Addendum A: 911 ACOG Board of Directors Membership*.

With membership open to all units of general-purpose government within the four-county ACOG region and adjacent counties in Central Oklahoma who have authorized implementation of 911 emergency telephone service, the number of persons serving on the 911 ACOG BOD is subject to change based on the addition or withdrawal of local government membership. *Addendum A: 911 ACOG Board of Directors Membership* will be revised annually (if needed) by ACOG staff to reflect the current membership.

Each director of the 911 ACOG BOD has an alternate who can represent them when they cannot attend regular meetings. Any 911 ACOG BOD alternate may attend in place of that jurisdiction's designee and participate in discussions of the 911 ACOG BOD in the same manner as the designated director, but an alternate of a voting director shall vote only when the director for whom he or she is an alternate is physically absent or cannot vote due to a conflict of interest. The ACOG Executive Director or his or her staff designee shall be notified per the ACOG Designation Form sent by email or hand-delivered with the following information of the member government's designee and alternate(s):

- Name of the 911 ACOG member government
- Name(s) and title(s) of the designated director and alternate(s) being appointed by the member government
- Employing agency of the designee and alternate(s)

- Contact information for the designee and alternate(s)

ARTICLE 3: OFFICERS

CHAIR, VICE-CHAIR, AND SECRETARY/TREASURER

1. The officers for the 911 ACOG BOD shall consist of a chair, a vice-chair, and a secretary/treasurer, who shall be members of the Board.
2. The appointed chair shall preside at all meetings of the BOD and perform other duties appropriate to such an office. The chair may have the vice-chair or secretary/treasurer to serve in their absence.
3. Appointed officers shall hold office for one (1) year, or until their successors are elected and qualified. Officers may be re-appointed to serve one (1) additional term. No officer shall succeed more than one (1) consecutive term of office.
4. Officers shall be appointed on an annual basis. The yearly selection of the officers will take place at the regularly scheduled May meeting of the 911 ACOG Board of Directors. The appointment of the officers shall take place to allow the term of office to commence on July 1 of each fiscal year.

VACANCIES AND REMOVAL OF OFFICERS

1. In the event the chair resigns or is unable to serve in his or her position, the vice-chair will succeed to the office of chair and the secretary/treasurer will succeed to the office of vice-chair for the remainder of the term of office. In the event the vice-chair or secretary/treasurer resigns or is unable to serve in his or her position, the chair of the 911 ACOG BOD shall nominate a board member to fill the unexpired term of the vacancy. Any vacancy may be filled by the affirmative vote of a majority of the Directors then in office. A Director elected to fill a vacancy shall be elected for the unexpired term of his or her predecessor in office and until his or her successor is elected and qualified.
2. An officer may be removed for cause at any time by action of the Board. An affirmative vote of more than sixty percent (60%) of the total weighted vote representing seven (7) or more members is required.

ARTICLE 4: COMMITTEES

1. The chair shall appoint committees, as necessary, to fulfill the roles and responsibilities of the BOD. The chair shall appoint the chairs of any and all committees.
2. The 911 Regional Planning and Advisory Committee (RPAC), a committee of the Board composed of a representative from each public safety answer point (PSAP) in the 911 ACOG regional system shall provide technical advice to the 911 ACOG BOD. The RPAC shall meet on a quarterly basis or when needed for providing recommendations to the 911 ACOG BOD.
3. A committee of the BOD may create subcommittees, as needed.
4. On occasion, the officers of the 911 ACOG BOD may be requested to serve on other committees pertaining to the Association of Central Oklahoma Governments (ACOG).

ARTICLE 5: MEETINGS OF THE BOARD AND COMMUNICATION

1. The 911 ACOG BOD shall meet once a month, with the exception of the month of July.
2. Written notice of all regular monthly meetings shall be in compliance with the requirements of the Oklahoma Open Meeting Act and an agenda shall be required for such meetings. All meetings of the 911 ACOG BOD shall be held at the principal office or at other locations, if deemed necessary within the ACOG region.

3. Special meetings may be called by the chair with notice in compliance with the requirements of the Oklahoma Open Meeting Act and delivered as written, electronic, or by telephone notice to all voting members. Special meetings shall be called by the chair upon written demand of five (5) directors. Only the specific item(s) of business specified in the notice for special meetings shall be conducted at such meeting. Such meetings shall be held at the principal office or at other locations if deemed necessary within the ACOG region.
4. Special and regular meeting notices will be posted in the lobby of the principal office in compliance with the requirements of the Oklahoma Open Meeting Act.

ARTICLE 6: QUORUM AND ACTION BY THE BOARD

Directors representing more than fifty percent (50%) of the total weighted votes of the Board and representing ten (10) or more members shall constitute a quorum for the transaction of business. To pass, all questions must receive more than fifty percent (50%) of the total weighted vote representing six (6) or more members. All votes shall be subject to roll call upon request by any director.

ARTICLE 7: PARLIAMENTARY PROCEDURES

1. All meetings shall be conducted in accordance with the latest version of Robert's Rules of Order.
2. All regular and special meetings shall be open to the public. The chair presiding over any meeting may call the 911 ACOG BOD into executive session to deal with matters relating to legal, personnel, real estate negotiations, or other matters that are applicable for executive session pursuant to the Oklahoma Open Meeting Act.

ARTICLE 8: AMENDMENTS

1. The adoption, amendment, or repeal of bylaws and subsequent changes require an affirmative vote of more than fifty percent (50%) of the total weighted vote representing six (6) or more members.
2. Amendments to the bylaws may be presented at any regularly scheduled meeting of the BOD. A copy of the proposed change in the bylaws shall be emailed to board members and ACOG staff at least fourteen (14) days prior to the meeting at which the vote will occur.

ARTICLE 9: MISCELLANEOUS

1. The fiscal year of the ACOG 911 BOD shall be July 1 through June 30 of each year.
2. The 911 ACOG BOD Officers shall be authorized to sign checks, drafts, or other orders for payment of money; to sign acceptances, notes, or other evidence of indebtedness; to enter into contracts; or to execute and deliver other documents and instruments.
3. The 911 ACOG BOD shall keep at its principal office, **(1)** correct and complete books and records of account, **(2)** minutes of the proceedings of the members, the BOD and any committee having any of the authority of the Board, and **(3)** a record of the names and addresses of the institutional members entitled to vote. All books and records of the 911 ACOG BOD may be inspected by any institutional member having voting rights, or his or her agent or attorney, for any proper purpose at any reasonable time.

ADDENDUM A:

911 ACOG BOARD OF DIRECTORS MEMBERSHIP

The membership of the 911 ACOG Board of Directors (BOD) includes thirty-eight (38) delegates from the following local governments:

- Four (4) Commissioners appointed (or their alternate) by the Counties of Canadian, Cleveland, Oklahoma, and Logan.

- Thirty-four (34) Local elected officials appointed (or their alternate) by the Cities of Arcadia, Bethany, Blanchard, Cedar Valley, Choctaw, Del City, Edmond, El Reno, Forest Park, Guthrie, Harrah, Jones City, Lake Aluma, Lexington, Luther, Meridian, Midwest City, Moore, Mustang, Newcastle, Nichols Hills, Nicoma Park, Noble, Norman, Piedmont, Slaughterville, Smith Village, Spencer, The Village, Tuttle, Valley Brook, Warr Acres, Woodlawn Park, and Yukon.