

# BYLAWS

## Central Virginia Radio Communications Board

*Revision date: 06 November 2020*

### **ARTICLE I: Name**

The name of the organization is the Central Virginia Radio Communications Board hereinafter referred to as the "Radio Board".

### **ARTICLE II: Purpose**

The purpose of the Radio Board is to implement the Cooperative Agreement of December 2011, amended August 2020, and to provide for regional administration of enhancements to the regional public safety radio and communications system. The Board will also encourage, create and maintain functional interoperable public safety communications between the participating communities.

### **ARTICLE III: Members**

1. Participation: A County or City that has committed to participate in regional communications activities by adopting the Cooperative Agreement and being accepted by the other participating jurisdictions.
2. Membership. The membership of the Radio Board shall be as follows:
  - a. The Chief Public Safety Communications Officer from each jurisdiction party to the Agreement.
  - b. If the jurisdiction does not have a Chief Public Safety Communications Officer, then the Board member shall be the Chief Law Enforcement Officer.
  - c. The Executive Director of the Central Virginia Planning District Commission (CVPDC) shall be an Ex Officio member.
3. Alternates: Each member may select an alternate to serve in the absence of the appointed member. Alternates have full voting privileges when a regular member is absent.
4. Notification of changes: Each party in the agreement shall notify the Chairperson of the Board following any changes to appointed member.

### **ARTICLE IV: Officers**

The officers of the Board shall be a Chairperson and a Vice-Chairperson and such other positions as the board shall create. The Board shall appoint a Chairperson and Vice-Chairperson. All officers shall be board members.

The appointment of the officers shall be determined on a rotating schedule of each participating jurisdiction so that all members will have an equal opportunity to serve as an officer of the Radio Board.

In practice, Chairperson and Vice-Chairperson appointment rotates as follows: Lynchburg City, Bedford County, Campbell County, Amherst County, Bedford Town and back again.

Once the Chairperson is appointed, the participating jurisdiction next listed in the rotation schedule is selected as the Vice-Chairperson.

Upon completion of the term of the Chair, the Vice-Chairperson then becomes the Chairperson for the year immediately following.

Appointed alternates will serve in the role of the appointed Officer in the absence of the Board Member.

Responsibilities of Officers:

The responsibilities of the Chairperson are:

- a) Preside at all meetings of the Radio Board,
- b) Approve all expenditures of the Radio Board,
- c) Approve agendas, and
- d) Approve meeting minutes for the official record.

The Vice-Chairperson shall do everything necessary to assist the Chairperson in the performance of the Chairperson's duties. The Vice-Chairperson shall exercise the powers of the Chairperson when and if the Chairperson is absent.

The Board shall appoint a recording secretary, who may be the CVPDC Executive Director or other staff of the Central Virginia Planning District Commission, who shall make provision for the proper compilation and promulgation of meeting minutes, notices and communications. The recording secretary is not required to be a member of the Board.

The Board shall select such other officers as it deems appropriate.

All officers so selected shall serve a one-year term of office.

#### **ARTICLE V: Board Meetings**

1. Meeting schedule. The Radio Board shall meet at least annually not later than June 30th of each year for the purpose of electing officers. The date for the annual meeting shall be determined by the Chairperson with the consent of a majority of the members of the Board. The officers of the Board shall be appointed at this meeting.

The Board shall adopt a regular meeting schedule for the twelve (12)

month period following the annual meeting that shall provide for meetings at least quarterly.

2. Meeting cancellation. Regular meetings may be cancelled by the Chairperson as needed. Notice of such cancellation shall be provided as far in advance of the scheduled meeting as possible, but not less than 48 hours.
3. Meeting location. The Board shall determine meeting locations. Meeting locations shall be clearly specified in the schedule of Board meetings adopted by the Board.
4. Quorum. A simple majority of the membership shall constitute a quorum.
5. Meeting Agenda. The agenda for each Board meeting shall be established and published by the recording secretary and be sent to the Board members a week prior to the meeting. At the beginning of a regular meeting any member may move to amend the published meeting agenda. The agenda and supporting material may be distributed electronically.
6. Regular meetings of the Board will be generally conducted in the following order:
  - a. Call to order
  - b. Motions, if any, by members to amend the published agenda;
  - c. Approval of the minutes of prior meeting(s);
  - d. Old business;
  - e. Special reports;
  - f. New business;
  - g. Matters from Board;
  - h. Adjourn.
7. Upon the request of any Board member, immediately preceding a vote by the Board, the recording secretary shall repeat the motion, name of the person making the motion and the name of the person who has seconded the motion. Any Board member may request to have their vote entered in the minutes.
8. Special Meeting. Special meetings of the Board may be called at the request of any member of the Board. Notice of special meetings shall include the date, time, place and agenda and be sent to Board members at least four (4) working days prior to the meeting. Electronic transmission of meeting notice and agenda is sufficient. Business at special meetings shall be limited to the subjects listed in the published agenda.
9. When a member/designee and their alternate are present at a regular meeting or special meeting, only the member may cast votes and be recorded in proceedings.

**ARTICLE VII: Rules of Order**

Unless otherwise specified, the latest edition of Robert's Rules of Order will prevail in Board or Committee proceedings.

**Article VIII: Procurement**

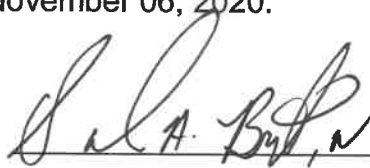
A \$1,000 limit is set for purchases by Radio Board members without the Board's approval.

**ARTICLE IX: Amendment of Bylaws**

These Bylaws may be amended at any regular meeting of the Board by a two-thirds vote of the members present representing a quorum, after a 30-day notice to Board members setting forth in detail the contents of the proposed amendment(s). Such notice may be made by electronic mail or standard postal service.

Amended November 06, 2020.

Attest:



Central Virginia Radio Communications Board Chair

Witness:

