



Franklin Regional Council of Governments

Operating Procedures for the Franklin County Emergency Communication System Oversight Committee

Amended: September, 2011

Amended: January, 2015

Article 1 – Name

The name of the Committee shall be the Franklin County Emergency Communication System (FCECS) Oversight Committee, hereinafter referred to as the Oversight Committee.

Article 2 – Purpose

The Oversight Committee was formed by the Franklin Regional Council of Governments (FRCOG) to oversee the FCECS for the purpose of ensuring that it is properly maintained and improved by the FRCOG to meet the emergency communications needs of its users.

Generally, the Oversight Committee shall be the advisory committee to the FRCOG, recommending and advising the best ways to implement, oversee, manage, improve and maintain in good working order the emergency communication equipment and infrastructure of the FCECS, owned by the FRCOG.

Specific responsibilities of the Oversight Committee are listed below in Article 5 – Responsibilities.

Article 3 - Definitions

Franklin County Emergency Communication System: All equipment and infrastructure owned by the FRCOG, hereinafter referred to as the FCECS.

Article 4 – Organization

The Oversight Committee shall consist of one representative appointed from each of the following organizations:

1. The Franklin County Police Chiefs Association

2. The Franklin County Fire Chiefs Association
3. The Franklin County EMS Committee
4. The Franklin Regional Council of Governments Executive Committee
5. Tri State Fire Mutual Aid
6. Shelburne Dispatch Control
7. Franklin County Sheriff's Office

Said organizations may also appoint an alternate representative who may vote in meetings if the appointed representative is not present or otherwise unable to vote.

The Oversight Committee may appoint ex officio members, as may be determined by a majority vote of the representative members. The Oversight Committee's vote shall determine the purpose of the ex officio member and whether or not they are a voting member. No city, town, district, or other participating entity shall have two voting members on the Oversight Committee at any time.

Article 5 – Responsibilities

The Oversight Committee shall be responsible for the following:

1. To convene and conduct regularly scheduled meetings at least quarterly, and as called by the Chair, as necessary.
2. To regularly monitor the condition of the FCECS.
3. To prepare an annual report for the FCECS, to include a maintenance plan and budget, for submission to and approval by the FRCOG Executive Committee Finance Committee and Council.
4. To recommend to the FRCOG all maintenance and emergency expenditures and capital expenditures as needed to assure the ongoing operation of the FCECS.
5. To advise FRCOG on operating procedures and system utilization matters.

Article 6 – Officers, Committees, Rules of Procedures, Terms of Office and Meetings

1. Officers: The Oversight Committee shall elect annually by and from its members a chair and vice-chair. Each officer shall hold his/her office until his/her successor is elected. The organizational election shall occur at its first regular meeting after January 1st. The officer-

elect will take possession of his/her office immediately upon the election becoming final. FRCOG staff shall serve as the Oversight Committee's clerk.

The chair shall have the right to authorize grant applications and to initiate the FRCOG process to make emergency expenditures and make any other time-sensitive decisions between meetings, so long as the decision is reported at the next Oversight Committee meeting.

Upon a vacancy in the office of chair, the vice-chair shall assume the office of the chair and shall serve in said capacity until the next annual election. Upon vacancy of the office of the vice-chair, the Oversight Committee shall nominate and elect a vice chair who shall serve in said capacity until the next annual election.

2. Committees: The Oversight Committee may establish such technical, advisory or other subcommittee(s) as may be needed to carry out its responsibilities.
3. Rules of Procedure: As a committee of the FRCOG, the Oversight Committee is a public body under Massachusetts law, and shall therefore abide by the Massachusetts Open Meeting Law. The Oversight Committee shall use the procedures contained herein for its activities and shall keep a record of its meetings, transactions, resolutions, findings and determinations, all of which shall be a public record. If no other procedures are specified herein, the Oversight Committee shall follow the most recent edition of Robert's Rules of Order.
 - a. Quorum: The minimum number of members of the Oversight Committee required to be present for business to be transacted shall be a simple majority of all appointed members.
 - b. Voting: Each member of the Oversight Committee shall have one vote.
 - c. Amendment of Operating Procedures: These Operating Procedures may be amended by mutual agreement between the FRCOG Executive Committee and the Oversight Committee. A vote to amend these Operating Procedures may be taken at any meeting of the Oversight Committee or the FRCOG Executive Committee and must pass by a two-thirds (2/3) majority of members in attendance, where at least a quorum of appointed members are present and voting, and provided that a copy of the proposed amendment has been sent (by USPS mail or e-mail) to all members of both the Oversight Committee and the FRCOG Executive Committee at least 14 calendar days in advance of said meeting. Said amendment shall take effect when both Committees have voted to amend. If deemed to be in the best interest of the FRCOG, the FRCOG Executive

Committee may unilaterally amend these procedures and shall provide the Oversight Committee members with a copy of the amendment prior to its next posted meeting.

4. Terms of Office: Each Oversight Committee member shall serve a term of three years. Terms shall begin as of July 1st and shall end as of the end of day on June 30th. In the case of a vacancy, a new appointment shall be made by the organization whose representative has vacated his/her position on the Oversight Committee. A vacancy shall be deemed to have occurred if the member has notified the Oversight Committee of his/her resignation or if they have not attended two (2) meetings without notifying the chair in writing of his/her reason for absence and interest in continuing to serve. An appointment to fill a vacancy shall complete the unexpired term of the vacant position. The FRCOG Executive Director shall assign FRCOG staff to support the Oversight Committee. FRCOG staff shall notify the appointing organization of the need to appoint or reappoint a member at least three months prior to the end of the current term. Appointing organizations shall notify FRCOG staff in writing of the date of vote and the name and contact information for the appointed member.
5. Meetings: The Oversight Committee shall, at a minimum, hold quarterly meetings, two of which shall be held in January and December of each year. Officers shall be elected during the January meeting and the FCECS budget for the upcoming fiscal year shall be developed during the meeting in December for recommendation to the FRCOG Executive Committee, Finance Committee, and Council.