

**MICHIGAN PUBLIC SAFETY
FREQUENCY ADVISORY COMMITTEE
BY LAWS
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BY LAWS

Article I: Name and Purpose

Section 1. Name: This organization shall be known as the Michigan Public Safety Frequency Advisory Committee (MPSFAC).

Section 2. Purpose: This committee will implement the 806Mhz and 700Mhz Region 21 Frequency Plans as authorized by FCC Docket #87-112 , 90-221 and Docket #96-86 and FCC Part 90 Subpart "R" and "S". , and modify these plans as changes in law and need may require. Encourage the implementation of Interoperability of radio systems. Inform the Public Safety Community on matters of FCC regulation and Public Safety Communications in general. Attempt to mitigate interference problems brought to the committee's attention. Represent Region 21 before the FCC and other regulatory agencies in regard to proposed policy and rule changes. Assist APCO Frequency Advisors with their duties as they may request.

Article II: Organization and Operation.

Section 1. Authority: This Committee (MPSFAC) shall operate as a volunteer-staffed, independent non-profit body constituted under regulations created by the Federal Communications Commission in the National Public Safety Planning Advisory Committee proceeding identified as Docket 87-112, 90-221 and Docket 96-86 and the Michigan Region 21 plans.

Section 2. Voting: All meetings shall be conducted by Roberts Rules of Order. All actions of the Committee may be approved by a simple majority vote of representatives attending a regularly scheduled and pre-announced Committee meeting that has a quorum. Should action be required between meetings an e-mail or telephone vote may be taken by the Chairperson and will require a majority of official committee members for approval.

Section 3. Quorum: A quorum must be present to conduct a formal vote

on any motion. A quorum shall be five duly authorized members present at an officially announced meeting.

Section 4. Officers; The MPSFAC shall have a Chairperson, Vice Chairperson and Secretary/Treasurer. Officers shall be elected at the first meeting after Jan 1st of every year and serve a term of 1 year.

A: Duties.

Chairperson: Shall conduct all meetings, call special meetings as needed, appoint committees, develop agendas and enforce these by laws.

Vice Chairperson: Shall assume duties of the Chairperson in case the chairperson is absent.

Secretary/Treasurer: Shall record minutes of all meetings and maintain them in a binder available at meetings for review. Minutes shall include record of all applications submitted to the committee and actions taken. Send announcements of meetings by e-mail to all members. Administer any funds that may be used by the MPSFAC and submit a financial report to each meeting if funds are available.

B: Vacancies of Officers: Chairperson shall fill any vacancies that occur between elections by appointment. In case of vacancy of the Chairperson the Vice Chairperson shall serve as Chairperson until the next election.

Section 5. Finance. Individual Committee Members, Officers and Representatives expenses for their attendance at meetings shall be borne by those individuals. The MPSFAC may accept any grants, gifts and donations that are offered or solicited for expenses and activities directly related to the business of the committee. Any funds shall be accounted for and in the custody of the Secretary/Treasurer.

Article III: Policy and Procedure.

Section 1. Equality: The services of the MPSFAC shall be made available equally to all applicants and licensees in the Michigan Public Safety Community.

Section 2. Applications: All applications shall be submitted at least two weeks before the next scheduled MPSFAC meeting for consideration at that meeting. The Chairperson may waive this under special conditions. Copies of the application must be sent to all current members at that time. E Mail copies are sufficient. A hard copy must be submitted to the Chairperson or Secretary/Treasurer.

- **Section 3 : Application Content:** Applications must contain sufficient information to allow the committee to fully evaluate the application. This shall include all information called for in the appropriate Region 21 Plan and any other supplemental information that will aid the Committee in evaluating the application.

Section 4. Application Approval: Applications will require a majority vote of the members present at a regular scheduled Committee meeting having a quorum. The Chairperson may also, under special circumstances, request a vote on an application outside of a regularly scheduled meeting. Such a vote may be conducted by telephone or e-mail after distribution of the Application to all committee members. Under these circumstances a majority vote of the current membership is necessary to approve the application. Failure to obtain valid response from a simple majority of the membership shall table the application until the next scheduled meeting.

Section 5. Interoperability: MPSFAC shall create, adopt and follow policy and procedure to assure that interoperability channels identified by the FCC, Proper Band Plans and the MPSFAC are protected and promoted. MPSFAC shall encourage work done to establish interoperability channels and plans in Michigan and Nationally.

Section 6. Policy & Procedure Record: The MPSFAC shall maintain a record of committee established Policy and Procedure in addition to meeting minutes. This Policy & Procedure book shall be generated and maintained by the Secretary/Treasurer or a member appointed by the Chairperson. This Policy Book shall be made available at all meetings and made available for members to copy.

Article IV: Membership.

Section 1. Qualifications: Member and Alternate Representatives of the MPSFAC shall be employed by or retired from a Public Safety Organization. Members who have interest or benefit directly or indirectly from the actions of the MPSFAC must abstain from any such vote.

Section 2. Membership : The MPSFAC shall be composed of at least nine Members but not more than fourteen. Drawn from Agencies or Representative Organizations of eligible licensees as described in FCC Part 90 Subpart “R“ and “S“ , Eligibility Section and/or the appropriate 800 or 700mhz Region 21 Plans.

Section 3: Petition For Membership To the Committee:
Addition or deletion of Members to the MPSFAC may be made by a majority vote of the committee at a regular committee meeting with a quorum. New Member requests must be made to the Chairman in writing.

Section 4: Member Appointment: A Primary and Alternate Member shall be designated by each Member Organization and shall meet the requirements of Section 1 of this Article.
Appointments must be received on respective organization letter head and signed by the organizations appropriate officer. If no change is received by January 31 of each year in writing to the Chairperson of MPSFAC it shall be assumed that the preceding year Member Representative is reappointed.

Section 5: Representative Responsibility: Each appointed representative shall represent the interest of their appointing authority, the Public Safety Community and the goals and objectives of the MPSFAC. Each representative shall notify the Secretary if they are unable to attend a meeting and notify their Alternate to attend. Each representative shall have one vote, may hold office if selected and serve on Sub-Committees as appointed by the Chairperson.

Section 6: Alternate Representative: Alternate Member Representatives must meet the requirements of Article IV Section 1. Alternates may attend any meeting of the MPSFAC but may vote only in the absence of the Primary Representative. Member

Alternates may serve on Sub-Committees if appointed by the Chairperson.

Article V. Meetings:

Section 1. Schedule: MPSFAC shall meet at least twice a year and may meet at the discretion of the majority members or by call of the Chairperson. Time and Location of meetings shall be at the call of the Chairperson or majority vote at a meeting.

Section 2. Notification: The Secretary shall notify each Member Representative by e-mail two weeks in advance with the place and date of the next meeting. Member organizations and MPSFAC may also post meeting schedules on their Web Sites.

Section 3. Attendance: All meetings are open to Public Attendance. Applicants and their engineering and vendor support are encouraged to attend. The Chairperson shall acknowledge the Public in Attendance and ask for name and representation. Chairperson shall give opportunity for Public Comments at each meeting.

Article VI. Communications:

Section 1. Official Communications: Official Communications of the MPSFAC, written, oral or electronic shall only come directly from the Chairperson or authorized member as approved by a majority vote at any MPSFAC meeting or by appointment of Chairperson in writing. All written communications shall be on an approved MPSFAC letterhead and be approved by majority vote at any MPSFAC meeting.

Section 2. FCC Comments: At the direction of the MPSFAC majority at any meeting the Chairperson or designated member shall comment or respond to any FCC proceeding in the Committees name to support and promote Public Safety Communication.

Section 3. Publication: The MPSFAC may upon majority vote at any meeting direct the publication of any Brochure, Letter, Newsletter or Magazine Article as they may see fit to educate, inform and instruct the Public Safety Community regarding all

Communication matters.

Section 4. Website: The MPSFAC may maintain an electronic Web Site under the direction of the Chairperson or appointed Webmaster, with the purpose of Communicating with the Public Safety Community. Content shall be kept current and reviewed by all members and may be altered by majority vote.

Article VII. Bylaw Changes:

Section 1. Proposal: Any member organization representative may suggest an amendment to the bylaws and present it to the Chairperson in writing. It shall be reviewed at the next MPSFAC meeting. The drafted change shall then be sent to all Members by US Mail or e-mail within 30 days along with the date and place a meeting will be held for vote.

Section 2. Bylaw Voting: It shall require a 2/3 affirmative vote by members present at a regular scheduled and announced meeting with a quorum. Change shall be effective immediately.

Article VIII. Dissolution.

Section 1. Assets: Upon dissolution of the MPSFAC all assets shall be distributed as follows. Any remaining grant funds shall be returned to the granting authority. Any other funds shall be dispersed as directed by a Majority vote of the membership representatives.

Section2. Records: Records of the committee shall be maintained in a secure place where they may be available to any past applicant or member as directed by a majority vote of the MPSFAC.