

COMMONWEALTH OF VIRGINIA STATEWIDE INTEROPERABILITY EXECUTIVE COMMITTEE (SIEC) CHARTER AND BY-LAWS

ARTICLE I – AUTHORITY

§ 1.1 Authority.

- A. Code of Virginia: § 2.2-221 The Commonwealth Interoperability Coordinator shall establish an advisory group consisting of representatives of state and local government and constitutional offices, broadly distributed across the Commonwealth, who are actively engaged in activities and functions related to communications interoperability.
- B. This committee shall be governed by the Virginia Freedom of Information Act.

ARTICLE II – OFFICE

§ 2.1 Office.

The principal office of the SIEC shall be the Virginia Office of Public Safety and Homeland Security.

ARTICLE III – VISION

§ 3.1 Vision.

As technologies continue to emerge, interoperability is key in allowing public safety agencies to communicate with one another in their common effort to protect the public. The public safety community must have a way to provide input to the Commonwealth's overall efforts to improve interoperable communications on local, regional, statewide, federal, and tribal levels. Public safety practitioners bring decades of response experience to inform state-level decision-making and provide key recommendations. The Commonwealth's vision is to continue its efforts to improve and support interoperable communication.

ARTICLE IV – MISSION

§ 4.1 Mission.

To be the advisory body to the Virginia Statewide Interoperability Coordinator (SWIC) relative to all matters involving public safety communications. To that end it shall:

- A. bring public safety and technology entities together to focus on maintaining and improving interoperability in areas of communications;

**COMMONWEALTH OF VIRGINIA STATEWIDE
INTEROPERABILITY EXECUTIVE COMMITTEE (SIEC)
CHARTER AND BY-LAWS**

- B. ensure that the needs of first responders and multi-disciplinary entities will be addressed as interoperability plans are sustained, developed, funded, implemented, and reviewed;
- C. in coordination with the SWIC, develop and maintain a statewide communications interoperability plan (SCIP);
- D. recommend standards for public safety interoperable communications to support consistent development of existing and future communications infrastructure;
- E. promote cooperation among local, state, federal, and tribal public safety entities in addressing statewide communications interoperability needs in the Commonwealth;
- F. review priorities for statewide communications interoperability needs and assist in the development of projects, plans, policies, standards, and guidelines for communications interoperability;
- G. provide recommendations to the Governor and the Virginia General Assembly through the Secretary of Public Safety and Homeland Security concerning issues related to statewide communications interoperability for public safety in Virginia.

**ARTICLE V – MEMBERSHIP, APPOINTMENT, TERM, VOTING
AUTHORITY**

§ 5.1 Membership; Appointment.

- A. The SIEC shall consist of the following members:
 - 1. Secretary of Public Safety and Homeland Security, or his or her designee;
 - 2. Superintendent, Virginia State Police, or his or her designee;
 - 3. Director, Virginia Department of Fire Programs or his or her designee;
 - 4. State Coordinator, Virginia Department of Emergency Management, or his or her designee;
 - 5. Director, Virginia Department of Health - Office of EMS, or his or her designee;
 - 6. Director, Virginia Department of Health - Office of Emergency Preparedness, or his or her designee;

**COMMONWEALTH OF VIRGINIA STATEWIDE
INTEROPERABILITY EXECUTIVE COMMITTEE (SIEC)
CHARTER AND BY-LAWS**

7. Adjutant General of the Department of Military Affairs, or his or her designee;
8. Chief Information Officer, Virginia Information Technology Agency, or his or her designee;
9. Commissioner, Virginia Department of Transportation, or his or her designee;
10. State Forester, Department of Forestry, or his or her designee;
11. SWIC (ex officio);
12. a representative of Region 1 Regional Preparedness Advisory Committee – Interoperability (RPAC-I), appointed by Region 1 RPAC-I;
13. a representative of Region 2 RPAC-I, appointed by Region 2 RPAC-I;
14. a representative of Region 3 RPAC-I, appointed by Region 3 RPAC-I;
15. a representative of Region 4 RPAC-I, appointed by Region 4 RPAC-I;
16. a representative of Region 5 RPAC-I, appointed by Region 5 RPAC-I;
17. a representative of Region 6 RPAC-I, appointed by Region 6 RPAC-I;
18. a representative of Region 7 RPAC-I, appointed by Region 7 RPAC-I;
19. a representative of Virginia Association of Counties;
20. a representative of Virginia Association of Chiefs of Police;
21. a representative of Virginia Association of Campus Law Enforcement Administrators;
22. a representative of Virginia Fire Chiefs Association;
23. a representative of Virginia Association of Government EMS Administrators;
24. a representative of Virginia NENA;
25. a representative of Virginia APCO;

**COMMONWEALTH OF VIRGINIA STATEWIDE
INTEROPERABILITY EXECUTIVE COMMITTEE (SIEC)
CHARTER AND BY-LAWS**

26. a representative of Virginia Municipal League;
27. a representative of Virginia Local Government IT Executives;
28. a representative of Virginia Sheriff's Association;
29. a representative of Virginia State Firefighters Association;
30. a representative of Virginia Amateur Radio Emergency Services/RACES;
31. a representative of Virginia Professional Firefighters;
32. a representative of the Virginia State Police Association;
33. a representative of Tribal governing councils, or his or her designee;
34. a representative of the State Council of Higher Education;
35. a representative of the Virginia Military Advisory Council.

B. The SIEC Steering Group shall consist of the following members of the SIEC:

1. Superintendent for Virginia State Police;
2. State Coordinator for the Virginia Dept. of Emergency Management;
3. Director of the Virginia Dept. of Health – Office of EMS;
4. Director of the Virginia Dept. of Health – Office of Emergency Preparedness;
5. Adjutant General of the Dept. of Military Affairs;
6. Chief Information Officer, Virginia Information Technology Agency;
7. Statewide Interoperability Coordinator (ex officio);
8. Region 1 RPAC-I;
9. Region 2 RPAC-I;
10. Region 3 RPAC-I;

COMMONWEALTH OF VIRGINIA STATEWIDE INTEROPERABILITY EXECUTIVE COMMITTEE (SIEC) CHARTER AND BY-LAWS

11. Region 4 RPAC-I;
12. Region 5 RPAC-I;
13. Region 6 RPAC-I;
14. Region 7 RPAC-I;
15. a Fire representative, appointed through consensus of the SIEC representatives for the VA Dept. of Fire Programs, VA Dept. of Forestry, VA Fire Chiefs, VA State Firefighters, and VA Professional Firefighters;
16. a Public Safety Communications representative, appointed through the consensus of the SIEC representatives for the VA APCO and VA NENA;
17. Virginia Association of Chiefs of Police;
18. Virginia Sheriffs Association;
19. Virginia Association of Counties;
20. Virginia Municipal League;
21. Virginia Association of Campus Law Enforcement Administrators;
22. Virginia Local Government IT Executives.

C. Membership Selection.

Representatives will be chosen by the leadership of the organizations they represent.

D. Membership Appointment Documentation:

Membership appointment documentation must be submitted to the Chair of the SIEC with a copy to the appointed individual when:

1. a member who is serving by virtue of position chooses to appoint a designee in his/her stead as listed in Section 5.1 (A) or;
2. an organization appoints a representative as listed in Section 5.1 (A).

**COMMONWEALTH OF VIRGINIA STATEWIDE
INTEROPERABILITY EXECUTIVE COMMITTEE (SIEC)
CHARTER AND BY-LAWS**

§ 5.2 Voting Authority.

- A. Members with voting authority shall include:
 - 1. all members in Section 5.1 (B). When appointing a designee the designee shall be the only voting member;
 - 2. the alternate representative, as pre-appointed by the leadership of each entity, in the absence of the primary representative.
 - a) Notification to the Chair of the absence of the primary representative must be made at least 24-hours in advance of the scheduled meeting.

§ 5.3 Term.

- A. All members of the SIEC shall serve at the pleasure of the appointing authority.

ARTICLE VI– SIEC MEMBERS EXPECTATIONS

§ 6.1 SIEC Members.

- A. Participate in periodic, pre-scheduled meetings.
- B. Communicate decisions, plans, and results to relevant constituencies.
- C. Provide general guidance and recommendations to the Steering Group.
- D. Provide feedback and support to the Steering Group and SWIC.
- E. Participate in subcommittees to develop work products and recommendations as appointed.

**COMMONWEALTH OF VIRGINIA STATEWIDE
INTEROPERABILITY EXECUTIVE COMMITTEE (SIEC)
CHARTER AND BY-LAWS**

ARTICLE VII – SIEC STEERING GROUP EXPECTATIONS

§ 7.1 SIEC Steering Group.

- A. Participate in periodic, pre-scheduled meetings.
- B. Provide leadership and guidance to coordinate initiatives, communicate information, and facilitate discussions on interoperability efforts between and among the Commonwealth’s localities, regions, state agencies, tribes, and the federal government.
- C. Consider and approve guidance and recommendations from the SIEC.
- D. Convene subcommittees as required.
- E. Recommend solutions for interoperability concerns.
- F. Coordinate communications between all stakeholders.
- G. Serves as the conduit of all interoperability dialogue from the Office of the Governor to the regions, professional associations, state agencies, and tribes.
- H. Recommend an approach to Virginia interoperability efforts, evaluate progress, and recommend changes in direction and scope for the overall strategy.
- I. Provide advice, feedback, and support to the SWIC.
- J. Support and promote local and regional interoperability efforts that are in alignment with the statewide strategic plan.
- K. Resolve issues requiring policy, procedural, or other business decisions as needed.
- L. Represent and advocate for interoperable communications at more senior levels of government and among member constituencies.
- M. Recommend additional Steering Group and SIEC members.

ARTICLE VIII – SUBCOMMITTEES

§ 8.1 Subcommittees.

- A. The SIEC may establish subcommittees as necessary to carry out business, responsibilities, or assigned projects.

**COMMONWEALTH OF VIRGINIA STATEWIDE
INTEROPERABILITY EXECUTIVE COMMITTEE (SIEC)
CHARTER AND BY-LAWS**

- B. The SIEC shall review and decide when a subcommittee is essential and by consensus establish such subcommittee(s).
- C. The SIEC Chair shall designate a voting member of the SIEC to serve as Chair of all subcommittees formed.
- D. The subcommittee Chair shall:
 - 1. assign all subcommittee meeting dates;
 - 2. ensure the meetings are posted, followed by posted minutes, according to statutory requirements;
 - 3. ensure that all subcommittee progress is presented to the SIEC members, at each regularly scheduled meeting throughout the duration of the project.
- E. The subcommittees may include individuals who are not members of the SIEC but who have an interest or expertise in public safety communications interoperability issues.
- F. All established subcommittee members shall be responsible to accomplish projects in a timely manner.

ARTICLE IX – OFFICERS, POWERS & DUTIES

§ 9.1 SIEC Chair; Powers; Duties.

The SIEC Chair shall:

- A. be selected by the group to serve a two year term;
- B. collaborate and advise the SWIC on project and initiative support and funding related to the Commonwealth’s communications interoperability efforts;
- C. be the presiding officer of all SIEC meetings unless otherwise delegates;
- D. have general and active management of the SIEC;
- E. see that all resolutions of the SIEC are carried into effect;
- F. ensure that coordination with adjacent SIEC committees is occurring;
- G. establish a time and location for regular meetings; the SIEC Subcommittee Chairs will establish the time and location for regular subcommittee meetings;
- H. designate a Chair for each active subcommittee;

**COMMONWEALTH OF VIRGINIA STATEWIDE
INTEROPERABILITY EXECUTIVE COMMITTEE (SIEC)
CHARTER AND BY-LAWS**

- I. serve as ex-officio member of all subcommittees;
- J. coordinate staff to ensure all rules of order are followed;

§ 9.2 SIEC Vice-Chair; Powers; Duties.

The Vice-Chair shall:

- A. be elected by the SIEC to serve a two year term;
- B. serves as the SIEC Chair in the absence of the elected Chair;
- C. as directed, assists the Chair in carrying out the Chair's duties;
- D. have such authority as the Chair prescribes.

§ 9.3 SIEC Secretary; Powers; Duties.

The SWIC shall:

- A. carry out the duties of SIEC Secretary;
- B. assist the Chair to ensure the proper conduct of the SIEC;
- C. ensure the meetings are posted, followed by posted minutes, according to statutory requirements;
- D. be responsible for all records of the SIEC including, but not limited to, the original charter/by-laws, minutes, white papers, correspondence, and current membership enrollment;
- E. assist in establishing meeting locations and other logistical requirements as required;
- F. accomplish other duties as requested by the Chair.

ARTICLE X – RULES OF ORDER

§ 10.1 Quorum.

A simple majority of voting members shall constitute a quorum to conduct official business, unless otherwise specified by the bylaws. A majority is defined as half plus one of present voting members.

**COMMONWEALTH OF VIRGINIA STATEWIDE
INTEROPERABILITY EXECUTIVE COMMITTEE (SIEC)
CHARTER AND BY-LAWS**

§ 10.2 Meetings.

- A. All SIEC, Steering Group, and subcommittee meetings will be governed and determined in accordance with Roberts Rules of Order, unless otherwise defined in this document or required by law.
- B. All SIEC members will be invited to attend every SIEC meeting.

§ 10.3 Notice.

All meeting notices for SIEC and subcommittees shall follow statutory requirements.

§ 10.4 Fiscal year.

The fiscal year of the SIEC shall begin July 1 of each year.

ARTICLE XI – AMENDMENTS

§ 11.1 Amendment.

- A. These combined charter and by-laws may at any time and from time to time be amended, supplemented, or repealed by the SIEC Steering Group so long as they do not conflict with existing Statute or Executive Order. A two-thirds quorum vote of all Steering Group in attendance is required.
- B. These combined Charter and By-laws will be reviewed at least every two years.

**COMMONWEALTH OF VIRGINIA STATEWIDE
INTEROPERABILITY EXECUTIVE COMMITTEE (SIEC)
CHARTER AND BY-LAWS**

APPENDIX

Definition

Public Safety Community – As defined in this document, public safety community may include, but is not limited to institutions of higher learning, state agencies, state associations, transportation safety organizations, and non-governmental entities