

BYLAWS
KENT COUNTY DISPATCH AUTHORITY
ADMINISTRATIVE POLICY BOARD

ARTICLE I
PURPOSE

In order to implement technology integration and operational compatibility of dispatch of emergency, police, fire and ambulance service within Kent County, the "Kent County Dispatch Authority" has been created through an Amended and Restated Agreement to Establish a Kent County Dispatch Authority under the Urban Cooperation Act and the Emergency Telephone Service Enabling Act (ETSEA). The Amended and Restated Agreement to Establish a Kent County Dispatch Authority provides that the Kent County Dispatch Authority shall be governed by an Administrative Policy Board and that the Administrative Policy Board is authorized to adopt bylaws. The purpose of these Bylaws is to establish procedures for the operation of the Kent County Dispatch Authority and the Administrative Policy Board not otherwise addressed in the Amended and Restated Agreement and applicable law.

For purposes of these Bylaws, "KCDA" shall refer to the Kent County Dispatch Authority; "Enabling Agreement" shall refer to the Amended and Restated Agreement to Establish the Kent County Dispatch Authority; "Board" shall refer to the Administrative Policy Board, and "Director" shall refer to the Director of the Kent County Dispatch Authority.

*Revised
NOV. 8 2007
JCH*

ARTICLE II

ADMINISTRATIVE POLICY BOARD

The Administrative Policy Board ("Board") consists of thirteen (13) members to be composed of two (2) representatives from the City of Grand Rapids, one (1) representative each from the Cities of Grandville, Wyoming, and Walker, one (1) representative from the Michigan State Police, one (1) representative from Kent County, one (1) representative from the Kent County Sheriff's Department, two (2) representatives from the Cities that are Supporting Entities under the Enabling Agreement, two (2) representatives from Townships as Supporting Entities, and one (1) representative of Kent County Emergency Medical Services, Inc., or other agency as appointed to be the Medical Control Authority for Kent County pursuant to MCL333.20918 as a Supporting Entity. The five (5) initial members representing the Supporting Entities, as described above, shall be appointed by a proper vote of the other eight (8) Board members to terms of three (3) years each; provided, however, that for the first three-year term of the two (2) representatives of the City Supporting Entities, the City of Lowell and the City of Rockford shall each appoint one (1) Board member. One of the members appointed as a representative of the Township Supporting Entities shall be a firefighter. All Board Members shall serve without compensation.

The powers and functions of the Board shall be as provided in the Enabling Agreement. The Board shall meet at least quarterly with mandatory meetings in January and October. The Board may meet more frequently at its discretion. The Board shall schedule and hold its meetings in conformity with Michigan's Open Meetings Act, MCL 15.261 *et seq.*, as amended.

ARTICLE III

OFFICERS

Officers of the Board shall be the Chairperson, Vice Chairperson, Secretary and Treasurer who shall be elected for a one-year term by a majority vote of appointed Board members at the organizational meeting of the Board as provided in the Enabling Agreement. The first meeting in January shall be the organizational meeting of the Administrative Policy Board.

Officers shall exercise functions including but not limited to:

Chairperson - shall arrange for and preside at the meetings of the Board; serve as the public spokesperson of the KCDA; coordinate activities of the Board, the KCDA Director, and the Technical Advisory Committee; and perform such other duties as normally pertaining to his/her office and as specified in the Enabling Agreement.

Vice Chairperson - shall exercise the powers of the Chairperson when the Chairperson is unavailable.

Treasurer - shall be responsible for performing such duties normally pertaining to his/her office and as specified in the Enabling Agreement.

Secretary - shall be responsible for recording and distribution of the minutes of each meeting, and for such other duties normally pertaining to his/her office and as specified in the Enabling Agreement.

The Board may delegate any of the responsibilities of the Treasurer and the Secretary to the Director.

ARTICLE IV
COMMITTEES

Technical Advisory Committee (TAC). The Board may appoint a Technical Advisory Committee. The Committee shall be comprised of police, fire, or EMS professionals, or other technical consultants as deemed appropriate by the Board. The Board Chairperson and KCDA Director shall serve as *ex officio* members of the TAC. In addition, the Board may appoint other representatives as deemed necessary.

Regular meetings of the TAC shall be held at a place and time determined by the TAC and at such other places and times as the group may determine. Notices of each TAC meeting shall be sent to each KCDA member before each meeting.

A special meeting of the TAC may be called by the Chairperson of the Committee or upon request of at least one-third of the TAC members. Notice of the date, time, place, and purpose of a special meeting shall be sent to each TAC member as soon as practical.

A quorum for a meeting shall consist of a majority of appointed members. TAC meetings shall be conducted according to the current edition of Robert's Rules of Order. All matters to be voted on by the TAC shall be decided by a majority vote of the appointed members present. Each appointed member present shall be entitled to one vote.

The TAC shall act in an advisory capacity and be directly responsible for assisting the Board and Director in fact finding and providing recommendations on technical and operational aspects of dispatch services and other duties as assigned to it by the Board.

Other Committees. The Board may establish standing committees, special committees and advisory committees. Such committees shall have such duties and responsibilities as the Board shall determine. Members of such committees shall be

appointed by the Board Chairperson. Regular and special meetings of such committees shall be held at a date, time and place determined by the Committee. Notice of date, time, place and purpose of the regular meeting, and, if practical, of a special meeting, shall be mailed to each committee member. A quorum shall consist of a majority of the members of the committee. Each committee member present shall have one vote. Committee meetings shall be conducted according to the Current edition of Robert's Rules of Order.

Removal. Committee members may be removed from a committee by a vote of the Board. Matters may be referred to a committee or may be removed from a committee by a vote of the Board.

ARTICLE V

STAFF

Director - The Board may employ a Director who shall be responsible for the administrative operations of the KCDA on a day-to-day basis consistent with the Enabling Agreement and applicable law. The functions of the Director may include but are not limited to:

- (a) hiring, firing, disciplining and supervising all KCDA personnel subject to adopted KCDA personnel policies;
- (b) preparing and administering the budget, and reporting regularly to the Board regarding the financial and budgetary condition of the KCDA;
- (c) overseeing the maintenance of equipment;
- (d) carrying out all policies and directives of the Board;
- (e) assisting the Secretary of the Board in the performance of Secretary's duties;

- (f) communications and public relations;
- (g) performing all functions and tasks delegated by the Board.

The Director's performance shall be reviewed annually by the Board.

ARTICLE VI

GENERAL

Meeting Quorum - A majority of appointed members shall constitute a quorum of the Board and any committee for all regular business except as otherwise provided in the Enabling Agreement.

Rules - Roberts Rules of Order, as revised from time to time, shall govern procedures at Board and Committee meetings on all matters, except that these Bylaws shall control in the event of any conflict between Roberts Rules of Order and these Bylaws.

Amendments - The Board may amend these Bylaws from time to time. Proposed amendments must be printed and distributed to Board members for consideration prior to adoption. Amendments so adopted shall be distributed to participating municipalities for informational purposes.

Minutes - Minutes shall be regularly kept by the Board, the TAC, and any other committees established by the Board.

Fiscal Year - The fiscal year will be January 1 through December 31.

Voting - Each member of the Board shall have one vote on all matters to be voted upon. No absentee ballots or proxies shall be permitted. Except as otherwise expressly provided in the Enabling Agreement or these Bylaws, a motion will carry upon the

affirmative majority of those members present and voting. The Enabling Agreement requires Special Votes for certain matters under Sections 3.2A(2)(j) and 3.2A(2)(k) of the Agreement. Special Votes require a vote of at least two-thirds of the seven Board members representing the Cities of Grandville, Grand Rapids, Wyoming and Walker, Kent County and the Kent County Sheriff's Department at a meeting where at least two-thirds of those seven Board members are present. Section 5.4 of the Enabling Agreement requires a two-thirds vote of all Board members to alter the \$10,000 pre-authorized ceiling for expenditures approved by the KCDA Director prior to Board approval.

ARTICLE VII
CONSTRUCTION

Wherever possible, these Bylaws shall be construed in a manner consistent with Michigan law and the Enabling Agreement. In the event of a conflict between these Bylaws and Michigan law or the Enabling Agreement, Michigan law and the Enabling Agreement shall control.

ATTESTATION

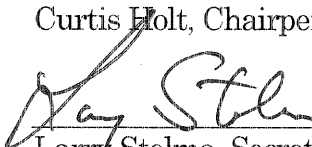
We, the Chairperson and Secretary of the KCDA Administrative Policy Board, hereby certify that on September 17, 2007, the Board duly approved these Bylaws.

Dated: November 8, 2007



Curtis Holt, Chairperson, KCDA Board

Dated: November 8, 2007



Larry Stelma, Secretary, KCDA Board

