

## **Gulf Coast Regional 9-1-1 Emergency Communications District Bylaws**

### **Background**

Section 772.608 of the Health and Safety Code provides the Gulf Coast Regional 9-1-1 Emergency Communications District (GCRECD) Board authority to adopt orders, rules, bylaws, policies and procedures governing the operations of the board and the district.

### **Current situation**

At the February 16, 2016 meeting, the GCRECD Board of Managers designated a Bylaws Committee to draft and recommend governing bylaws for the District. The committee met on March 15, 2016 and approved the attached bylaws by unanimous consent.

### **Action Requested**

Request approval of Bylaw Committee recommendations for proposed Gulf Coast Regional 9-1-1 Emergency Communication District Bylaws.

## **PRELIMINARY DRAFT**

### **Bylaws**

### **Gulf Coast Regional 9-1-1 Emergency Communications District**

#### **Article 1. Creation and Authority**

1. The Gulf Coast Regional 9-1-1 Emergency Communications District (the District) was created pursuant to Chapter 772, Subchapter H, of the Texas Health and Safety Code effective February 9, 2016 through passage of resolutions by County Commissioners Courts and City Councils within the District service area.
2. The service area of the District consists of Brazoria, Chambers, Colorado, Liberty, Matagorda, Walker, Waller, and Wharton counties, and all cities therein, except for any city served by another emergency communications district.
3. The District is a political subdivision and carries out essential governmental functions by providing high quality 9-1-1 emergency communications services to all participating jurisdictions within the District.

#### **Article 2. Board of Managers**

1. The District shall be governed by a Board of Managers (the Board), consisting of at least one member from each county within the district, who shall also be members of the Board of Directors of the Houston-Galveston Area Council. Terms shall be concurrent with terms on the Board of Directors of the Houston-Galveston Area Council.
2. Members of the Board who are unable to attend District meetings may be represented by an alternate with vote, who shall be the member's alternate to the Board of Directors of the Houston-Galveston Area Council.
3. The Board shall be the governing body of the District and shall adopt plans, policies, procedures, budgets, orders, and motions as necessary to carry out the purpose of the District.
4. The Board shall meet at least quarterly, and may meet more frequently as it determines necessary, at a time and place it shall designate. Meetings may be called by: the Chair, the Executive Director, or by written request of at least three Board members.
5. The officers of the Board shall be a Chair and a Vice Chair, who shall be members of the Board, and who shall be elected by the Board at its first meeting of the year. If the Chair and Vice Chair are absent at any meeting, Board members in attendance shall designate a presiding officer pro tem.
6. A quorum of the Board shall consist of a majority of its members.
7. The Board shall annually adopt a strategic plan, budget, and service fee for the District.
8. The Board may appoint continuing and special committees as it determines necessary, including a technical advisory committee.

9. The District is subject to, and shall operate in accordance with, the Texas Public Information Act.

**Article 3. Board of Managers Responsibilities**

1. Annually adopt a Strategic Plan, Budget, and Service Fee providing for current operation of the District and, to the extent revenues allow, for the orderly development of an equipment upgrading and replacement program.
2. Ensure that an annual independent audit is performed on accounts of the District.
3. Enter into contracts, agreements, or memoranda of understanding to carry out the District's purpose.
4. Designate the District financial depository and authorize signatories on District accounts.
5. Take any and all actions necessary to carry out the purpose of the District, consistent with these Bylaws and applicable laws.

**Article 4. Administration**

1. The Executive Director of the Houston-Galveston Area Council shall be the Executive Director of the District and, consistent with the direction of the Board, shall function as the Chief Administrative Officer of the District in accordance with Sec. 772.609, Health and Safety Code. The Chief Financial Officer of the Houston-Galveston Area Council shall be the Chief Financial Officer of the District.
2. The Houston-Galveston Area Council shall function as planning, program, fiscal, and administrative agent for the District, in accordance with Sec. 772.609 of the Health and Safety Code.

**Article 5. Dissolution**

1. The District may be dissolved by majority approval of a dissolution resolution by the Board.
2. Should the District be dissolved, 9-1-1 activities shall be carried on by the Houston-Galveston Area Council in accordance with Chapter 772.621 Health and Safety Code.

**Article 6. Amendments**

1. These Bylaws may be amended by majority vote of the Board at a duly called meeting.
2. The proposed text of any amendment shall be furnished to all Board members at least ten days prior to the meeting at which the amendment is considered by the Board.