

INDIANA STATEWIDE 911 BOARD

BY-LAWS

ARTICLE I

ORGANIZATION

Section 1. Creation. The Indiana Statewide 911 Board (the "Board") is a public body corporate and politic of the State of Indiana (the "State") created and existing under the authority of Indiana Code § 36-8-16.7 and is separate from the State in its corporate and sovereign capacity.

Section 2. Purpose. The purpose of the Board is to develop, implement, and oversee the statewide 911 system which exists as an essential governmental function of the State.

Section 3. Authority for By-laws. The purpose of these By-laws is to establish rules and procedures for the conduct of Board business, the use of Board facilities, and the use of Board services. It is not the intention of these By-laws to exceed or contradict the laws governing the creation and operation of the Board or the statewide 911 system. In any matter where these By-laws are found to contradict Indiana law, the prevailing law shall control.

Section 4. Membership. The Board shall consist of the members provided for under Indiana Code § 36-8-16.7-24(c), as amended.

Section 5. Offices. The offices of the Board are located at 10 West Market Street, Indianapolis, Indiana, 46204.

Section 6. Immunity. As an instrumentality of the State, the Board is protected from loss by the immunity provided by Indiana Code § 34-13-3-3, so long as its members and employees act within the scope of their authority.

ARTICLE II

MEETINGS OF THE BOARD

Section 1. Regular Meetings. The Board shall meet at least once each calendar quarter. Such meetings shall be held at the Offices of the Board or at such other place as may be designated in the public notice required by Indiana Code § 5-14-1.5. Notice of a Regular Meeting shall be given to the Membership not less than two (2) business days before the date that such meeting is to be held. Membership notice may be waived in a writing signed by any Board member. Attendance by a Board member at any such meeting shall constitute waiver of notice of that meeting. The Executive Director, in concert with the Chairperson, shall prepare all necessary agendas and notices and post in accordance with Indiana Code § 5-14-1.5 and these By-laws.

Section 2. Special Meetings. Additional meetings of the Board may be called by the Chairperson or at the request of four (4) Board members. Such specially called meetings shall be held within thirty (30) days of the request, unless such members agree to a later date. Notice of the time and place of special meetings shall be provided in the same manner as Regular Meetings.

Section 3. Executive Sessions. The Board may convene an executive session under those circumstances as outline in Indiana Code § 5-14-1.5-6, as amended, and in compliance with all agenda and notice requirements associated therewith.

Section 4. Quorum. Quorum is controlled by Indiana Code § 36-8-16.7-25, as amended.

Section 5. Substitution of Members. The Treasurer of the State, the State Fire Marshal, or the Superintendent of the State Police may be represented by a designee, so long as the designee is appointed in writing and notice of the appointment is given to all Board members prior to the representation taking effect. Such designees must be employees of or appointees under the control of the designating Board member. Nothing in this Section should be construed as allowing for proxy voting, which is expressly prohibited by Indiana Code § 36-8-16.7-24(f).

Section 6. Participation by Alternative Means of Communication. Pursuant to Indiana Code § 5-14-1.5, the Board is subject to the laws governing Board member participation in public meetings of bodies corporate and politic. The Board may adopt and, as needed, revise a policy that governs the participation of Board members in meetings via alternative means of communication.

Section 7. Motions and Resolutions. The Board shall transact its business by motion or resolution which may be made by any Board member in attendance, including the Chairperson of the meeting. Voting on all motions shall be by “yea” or “nay” unless a division is called for by any Board member in attendance; in which case, the roll shall be called and the vote of each Board member present shall be recorded. All resolutions shall be numbered consecutively and the original copy of each shall be kept in a book or books for such purpose, which shall be considered a matter of public record.

Section 8. Minutes. All proceedings of the Board shall be recorded in a book or books kept for such purpose, which shall be considered a matter of public record. When the Board has approved the minutes of a meeting, the minutes as approved shall represent the sole and final determination of the Board as to the motions and resolutions set forth therein, superseding all statements made by the Board members at the meeting.

ARTICLE III

COMMITTEES

Section 1. Board Committees. The Board, by resolution, may designate one or more committees by a majority vote of Board members present at a meeting in which a quorum is present.

Section 2. Committee Authority. Board Committees shall have advisory and supervisory powers. Board Committees can not and will not have the authority to take any final action on behalf of the Board.

ARTICLE IV

BUDGET AND FISCAL MANAGEMENT

Section 1. Budget. The Board shall operate on an itemized fiscal year budget of anticipated operating expense and revenues.

Section 2. Fiscal Year. The Board's fiscal year shall begin July 1 and end June 30.

Section 3. Audits. The Board shall ensure that its accounts are audited annually by an independent public accounting firm.

Section 4. Cash Management. It is the policy of the Board that funds under its control be held, invested, and otherwise managed pursuant to Indiana Code § 5-13.

Section 5. Authorized Signatories. The Chairperson, or his/her designee, and the Executive Director are hereby authorized as signatories for the Board.

Section 6. Contracts. Pursuant to the Cooperative Agreement with the Indiana Department of Administration, as required by Indiana Code § 36-8-16.7-27(b), the Board may authorize its Executive Director to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Board, and such authority may be general or confined to a specific instance.

ARTICLE V

STAFF

Section 1. Executive Director. The Board shall appoint an Executive Director pursuant to Indiana Code § 36-8-16.7-28. The Executive Director shall be the Board's principal executive official whose responsibility it shall be to execute the Board's policies and, more generally, all laws and regulations governing the statewide 911 system.

Section 2. Employees. Subject to ratification by the Board, the Executive Director may hire employees. Such employees serve at the Executive Director's discretion and it is the Executive Director's responsibility to administer, manage, and direct employees.

ARTICLE VI

PROPRIETARY INFORMATION

Section 1. Non-Disclosure Policy. In execution of its purpose, the Board, its Executive Director, its Employees, and other agents of the Board may come into possession of confidential proprietary information that is protected by Indiana Code § 36-8-16.7-42. It shall be

the duty of every such person to sign a non-disclosure agreement, as approved by the Board from time to time, that evinces specific notice and acknowledgement that all such information shall remain confidential regardless of whether such information is specifically identified as proprietary or confidential.

ARTICLE VII

ETHICS AND CIVIL RIGHTS

Section 1. State Ethics Commission. Pursuant to Indiana Code § 4-2-6-2.5, the Board, its Executive Director, and its Employees shall be under the jurisdiction and rules adopted by the State Ethics Commission.

Section 2. Disclosure. Any Board member, officer, employee, or agent of the Board shall disclose to the Board, in a public meeting, any conflicting or suspect interest or relationship prior to deliberation and final action by the Board on any motion or resolution.

Section 3. Equal Employment Opportunity. The Board adopts the State of Indiana's policy to provide equal employment opportunity to all people in all aspects of employer-employee relations without discrimination because of race, color, religion, sex, national origin, ancestry, age, disability, or veterans status.

Section 4. Sexual Harassment. The Board adopts the State of Indiana's policy regarding sexual harassment.

Section 5. Violations. Any action taken in violation of the Indiana Code or these By-laws, with regard to ethics or civil rights, may void the action of the Board.

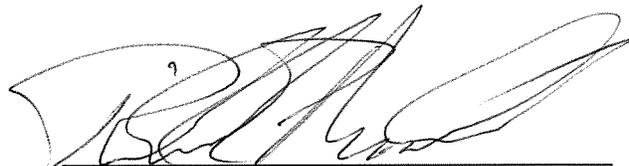
ARTICLE VIII

IMPLEMENTATION

Section 1. Amendment. These By-laws may be amended by a majority vote of the Board at any Regular or Special meeting, provided that notice has been given that an amendment to these By-laws will be voted upon and that a copy of the proposed amendment is submitted to the Board members in their notice.

Section 2. Effective Date. These By-laws shall become effective immediately following their adoption by the Board which shall be signified by member signatures affixed hereto.

THESE BY-LAWS ARE APPROVED BY THE INDIANA STATEWIDE 911 BOARD
THIS 30TH DAY OF AUGUST, 2012.



Richard Mourdock, Board Chairperson

ATTEST:


Barry Ritter, Executive Director