

## 11. Bylaws

### Bylaws of the Region 51 700 MHz Regional Planning Committee

~~Adopted~~Revised  
~~April 4, 2006~~April, 2011

#### 11.1. Name and Purpose

The name of this Committee shall be Region 51 Regional Planning Committee. Its primary purpose is to foster and promote cooperation, planning, development, and evolution of Regional Plans and the implementation of these plans in the 700 MHz Public Safety Band within Region 51.

#### 11.2. Region 51 Includes the Texas Counties

Angelina, Austin, Brazoria, Chambers, Colorado, Fort Bend, Galveston, Hardin, Harris, Houston, Jasper, Jefferson, Liberty, Matagorda, Montgomery, Nacogdoches, Newton, Orange, Polk, Sabine, San Augustine, San Jacinto, Shelby, Trinity, Tyler, Walker, Waller, Wharton.

#### 11.3. Members

For purposes of this document, the term "member," unless otherwise specified, ~~refers to both voting and non-voting members.~~ follows the definitions as described in the following sections.

#### 11.4. Numbers, Election and Qualifications

The Regional 51 700 MHz Regional Planning Committee shall have ~~two~~ three classes of members, "voting members" ~~and "non-voting active members",~~ and "casual observers". New members may be added at annual, special, or regular meetings. The membership/attendees as listed later in this document will change through time based upon changes in individual's employment, etc. As such, the revision of this list will not be required.

#### ~~11.5.~~ Voting Members

~~Voting members shall consist of one (1) representative (or alternate) from any single agency engaged in public safety eligible to hold a license under 47 CFR 90.20, 47 CFR 90.523 or 47 CFR 2.103 and are employed or volunteer in public safety in Region 51. Except that a single agency shall be allowed no more than one vote for each distinct eligibility category (e.g. police, fire, EMS, airport, EOC, highway) within the agency's organization or political jurisdiction. In voting on any issue, the individual must identify himself/herself and the agency and eligibility category in which he or she represents.~~

## ~~11.6.11.5. Non-Voting Members Attendee Classifications~~

~~Non-voting members are all other non-public safety personnel interested in furthering the goals of public safety communications.~~

### ~~11.5.1. Voting members~~

- ~~• Voting members shall consist of one (1) representative (or alternate) from any single agency engaged in public safety eligible to hold a license under 47 CFR 90.20, 47 CFR 90.523 or 47 CFR 2.103 and are employed or volunteer in public safety in Region 51. Except that a single agency shall be allowed no more than one vote for each distinct eligibility category (e.g. police, fire, EMS, airport, EOC, highway) within the agency's organization or political jurisdiction.~~

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### ~~11.5.2. Active members~~

- ~~• Attendees who are employed by a public safety agency and who are not classified as the voting member~~
- ~~• Attendees who are employed by a manufacturer of public safety communications equipment~~
- ~~• Attendees who are consultants who have active contracts with a public safety agency or agencies.~~
- ~~• Attendees who are employed by a public broadcaster who have an interest in furthering public safety communications~~
- ~~• Active members have limited voting rights (section 11.16)~~

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### ~~11.5.3. Casual Observers~~

- ~~• Anyone interested in furthering public safety communications~~
- ~~• Casual observers do not have any voting rights~~

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#### **11.7.11.6. Dual Membership**

A voting member may not be a voting member of another Region. Since Region 51 has several large cities on or near state borders, some members may want to participate in another committee. It is permissible to be a non-voting member in another Region and be a voting member in Region 51 as long as the Voting Member requirements are met.

#### **11.8.11.7. Tenure**

In general, each member shall hold MEMBERSHIP from the date of acceptance until resignation or removal.

#### **11.9.11.8. Power and Rights**

In addition to such powers and rights as are vested in them by ~~law, or~~ these bylaws, the members shall have such other powers and rights as the membership may determine.

#### **11.10.11.9. Suspensions and Removal**

A representative may be suspended or removed with cause by vote of a majority of members after reasonable notice and opportunity to be heard.

~~11.10.1.11.9.1.~~ To retain consistent voting rights, a single agency must have attended a minimum of three (3) meetings out of the last ~~six (6)~~four (4) meetings. Region 51 will hold a minimum of one (1) meeting in a calendar year. ~~After the date of approval of this Regional Plan by the Federal Communications Commission, all previous attendees are voting members, with the exception of non-voting commercial members.~~

~~11.10.2.11.9.2.~~ A vote of the committee is the final determining factor regarding removal of a member from Region 51. A period of 6 months from the first day of removal is required before a removed member is eligible for reinstatement for membership in the Regional Planning Committee.

#### **11.11.11.10. Resignation**

A member may resign by delivering written resignation (may be in electronic form such as email) to the chairman, ~~or~~ vice-chairman, ~~treasurer or secretary~~ of the Regional Committee or to a meeting of the members. A resigning member is eligible for reinstatement to the Regional Planning Committee after a period of six months has lapsed, beginning on the first day of resignation.

#### ~~11.12.~~ 11.11. **Meetings and Notices**

The Region 51 700 MHz Planning Committee will meet at a minimum ~~no less than~~ one (1) time per calendar year. A minimum notification of thirty (30) days will be given. The annual meeting may be held in the greater Houston, Texas area. This is centrally located within Region 51 and will provide the maximum opportunity for Regional participation. ~~Any additional meetings may be located in a different city or town within the Region to attract and promote involvement in the committee. The Annual meeting should be held in the last quarter of calendar year and will be set by the Chairperson.~~ Committee meetings will not be held on holidays or weekend days, ~~unless called by the Region 51 Chairperson or as part of a public safety conference. At any time and when deemed necessary by the Chairperson, an additional meeting of the Region 51 Regional Planning Committee may be called.~~ Video and/or Audio Teleconferencing may be utilized if available ~~conducted at meetings~~ to include as many people as possible ~~in the 700 MHz allocation process. The use of E-mail will be utilized by members and officers of Region 51 as needed to convey Regional issues at hand.~~ The main public notification of meetings and information is through the Region 51 website (the FCC will normally be notified of regularly scheduled meetings for posting on their website). The use of email may be used for meeting notification and to convey other information. Except as otherwise expressly provided, it shall be reasonable and sufficient notice to a member to send notice by electronic means (such as e-mail) at least three business days before any special meetings, and posted to the Region 51 website. Individuals, who have not attended for three (3) consecutive meetings, will be classified as "inactive" and will not be notified of any Region 51 activities.

#### ~~11.13.~~ 11.12. **Special Meetings**

The Chairperson has the authority to call a meeting of the Regional Planning Committee when ~~it's deemed~~ he deems it in the best interest of the Region and will provide notice of the special meeting to existing members of the Region (and the public) at least 5 days prior to the meeting. Special meetings of the members may be held at any time and at any place within the Regional Committee area. Special meetings of the

members may be called by the chairman or by the vice-chairman, ~~or in case of death, absence, incapacity, by any other officer or, upon written application of two or more members.~~

### **11.13. Call and Notice Website**

The Region 51 website may be modified as needed to serve the needs of the members and officers, to promote communications and disseminate information.

### **11.14. Working Committees**

At the discretion of the Chair/Vice-Chair, working committees may be established to perform special duties, provide reviews, opinions, and/or recommendations to the general membership and/or the officers. The makeup of the committee will be at the discretion of the Chair/Vice-Chair.

### **~~11.14.~~**

#### **~~11.14.1. Annual meeting~~**

~~Reasonable notice of the time and place of scheduled meetings of the members, not being less than 30 days, shall be given to each member. Such notice may specify the purposes of a meeting, but will specify meeting content if required by law or these bylaws or unless there is to be considered at the meeting (i) amendments to these bylaws or (ii) removal or suspension of a member who is an officer. Announcements of meetings, stating the time and place where the meeting is to be held, may be published in newspapers, land mobile radio periodicals, and disseminated via E-mail and other electronic forms. In addition, a press release may be issued urging parties interested in public safety communications to attend. Region 51 will notify the Federal Communications Commission, Chief of the Wireless Telecommunications Bureau, when a meeting time and place has been established for the Region 51 700 MHz Regional Planning Committee at least 30 days prior to the meeting.~~

#### **~~11.14.2. Reasonable and sufficient notice~~**

~~Except as otherwise expressly provided, it shall be reasonable and sufficient notice to a member to send notice by mail at least five days or by e-mail/facsimile at least three days before any special meetings, addressed to such member at his or her usual or last known business address, or, to give notice to such member in person or by telephone at least three days before the meeting.~~

## 11.15. Quorum

~~For any meeting of the members, a majority of the officers and a minimum of at least three (3) voting members shall constitute a quorum. Any meeting may be adjourned to such date or dates not more than sixty days after the first session of the meeting by a majority of the votes cast upon the question, whether or not a quorum is present, and the meeting may be held as adjourned without further notice.~~

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## 11.16. Action by Vote

~~For normal business proceedings, eligible members (both "voting" and "active" as defined in Section 11.5) may vote. Each eligible member shall have one vote. In the event of a proposal/action/request that results in a tie vote, a vote will be retaken with only the attendees defined as "voting" in Section 11.5. Casual Observers do not have any voting rights. Each voting member, representing a particular agency (one member per agency) shall have one vote; non-voting members have no voting rights.~~ When a quorum is present at any meeting, a majority of the votes properly cast by ~~voting-eligible~~ members present shall decide any question, including election to any office, unless otherwise provided by law or these bylaws.

## 11.17. Action by Writing

Any action required or permitted to be taken at any meeting of the members may be taken without a meeting if all members entitled to vote on the matter consent to the action in writing and the written consents are filed with the records of the meetings of the members. Such consents shall be treated for all purposes as a vote at a meeting. Written consents may be in electronic form.

## 11.18. Proxies

~~Voting members may vote either in person or by written proxy dated not more than one week before the meeting named therein, which proxies shall be filed before being noted with the secretary or other person responsible for recording the proceedings of the meeting.~~ In the event named agency representative is unable to attend, he or she may send an alternate ~~named~~ representative to ~~cast agency~~ vote. A RPC member present via teleconference (audio or video) shall have voting status parallel to a member present at the meeting. If the facility is unable to accommodate teleconferencing (audio or video), ~~or for any other reason teleconferencing cannot be accommodated in the meeting place,~~ it is the

responsibility of the member to attend the meeting in person or to ~~send an alternate representative to vote. vote by written proxy to have full voting rights. Unless otherwise specifically limited by their terms, such proxies shall entitle the holders thereof to vote at any adjournment of the meeting for which the proxy exists and the proxy shall terminate after the final adjournment of such meeting.~~

## 11.19. Special Interest Voting

An ~~voting~~eligible member **cannot** have a commercial interest in any of his/her Region and/or adjacent Region's application(s) on which he/she is reviewing, approving and/or voting.

## 11.20. Officers and Agents

### 11.20.1. Number and Qualification

The officers of the Region 51 700 MHz Regional Planning Committee shall consist of a chairman, and a vice-chairman. The officers may also include a secretary and/or treasurer. All officers must be voting members of the Regional Committee.

### 11.20.2. Election

The officers shall be elected by the voting members at their first meeting and, thereafter, at a meeting determined by the membership. The terms of the officers in the Region 51 700 MHz RPC will be for two (2) years. In order to allow for consistency in the Plan creation and initialization process, the terms of elected officers will begin on the date of the FCC's approval of the Region 51 Plan.

### 11.20.3. Tenure.

The officers shall each hold office until the biannual election meeting of the members held within two years from the adoption of these bylaws, or until their successor, if any, is chosen, or in each case until he or she sooner dies, resigns, is removed or becomes disqualified.

### 11.20.4. Chairman and Vice Chairman

The chairman shall be the chief executive officer of the Regional Committee and, subject to the control of the voting members, shall have general charge and supervision of the affairs of the Regional Committee. The chairman shall preside at all meetings of the Regional Committee. The Vice Chairman, if any, shall have such duties and powers, as the voting members shall determine. The Vice-Chairman shall have and may exercise all the powers and

duties of the chairman during the absence of the chairman or in the event of his or her inability to act.

**11.20.5. Treasurer**

~~The treasurer shall be the chief financial officer and the chief accounting officer of the Regional Committee. The treasurer shall be in charge of its financial affairs, funds, and valuable papers and shall keep full and accurate records thereof. In the absence of a treasurer within the Region 51 700 MHz Planning Committee, the Chairperson shall assign Region 51 treasurer duties as deemed necessary. Region 51 does not use this position.~~

**11.20.6. Secretary**

~~The secretary shall record and maintain records of all proceedings of the members in a file or series of files kept for that purpose, which file or files shall be kept within the Region and shall be open at all reasonable times to the inspection of any member. Such file or files shall also contain records of all meetings and the original, or attested copies, of bylaws and names of all members and the address (including e-mail address, if available) of each. If the secretary is absent from any meeting of members, a temporary secretary chosen at the meeting shall exercise the duties of the secretary at the meeting. In the absence of a secretary within the Region 51 700 MHz Planning Committee, the Chairperson shall assign Region 51 Secretary duties as deemed necessary and may appoint a non-voting member. Region 51 does not use this position.~~

~~**11.20.7. Combining the office of Treasurer and Secretary**~~

~~If so decided by the Membership of Region 51, the duties of Treasurer and Secretary may be combined into one office.~~

~~11.20.8:~~**11.20.7. Suspensions or Removal**

An officer of the Region 51 Regional Planning Committee may be suspended with cause by vote of a majority of the voting members in attendance.

~~11.20.9:~~**11.20.8. Resignation**

An officer may resign by delivering his or her written resignation ~~(may be in electronic form)~~ to the chairman, ~~vice-chairman,~~ or to the general, treasurer, or secretary of the Regional Planning Committee. Such resignation shall be effective upon receipt (unless specified to be effective at some other time), and acceptance thereof shall not be necessary to make it effective unless it so states.

~~11.20.10:~~**11.20.9. Vacancies**

If the office of any officer becomes vacant, the ~~voting-eligible~~ members may elect a successor. Each such successor shall hold

office for the remainder of term, and in the case of the chairman, or vice chairman, ~~treasurer and / or secretary~~ until his or her successor is elected and qualified, or in each case until he or she sooner dies, resigns, is removed or become disqualified.

### **11.21. Amendments**

These bylaws may be altered, amended or repealed in whole or in part by vote. The ~~voting-eligible~~ members may by a two-thirds vote of a quorum, alter, amend, or repeal any bylaws adopted by the Regional Planning Committee members or otherwise adopt, alter, amend or repeal any provision which FCC regulation or these bylaws requires action by the ~~voting-eligible~~ members.

### **11.22. Dissolution**

This Regional Committee may be dissolved by the consent of two-thirds plus one of an assembled quorum of the membership at a special meeting called for such purpose. The FCC shall be notified.

### 11.23. Rules of Procedures

The Conduct of Regional Meetings including debate and voting, shall be governed by ~~*Roberts Rules of Order, Simple Parliamentary Procedure*, Martha Nall, published by the University of Kentucky, College of Agriculture, Cooperative Extension Service, Publication # IP-15, Copyright 2000.~~

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## 12. Region 51 Members, Agencies, etc.

Name: ~~David Almaguer~~Lynn Arceneaux  
Agency: ~~Houston Fire Department~~ EMS~~Orange Police Department~~  
Title: ~~Sr. Captain~~Sergeant  
Address: ~~500 Jefferson, Suite 1500, Houston, TX 77002~~201 8<sup>th</sup>, Orange, TX 77630  
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Fax: ~~409-883-1991~~  
Email: ~~david.almaguer@cityofhouston.net~~larceneaux@orangepd.com  
Voting Status: ~~Non-Voting~~Active, Eligible

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Name: ~~James Benton~~Bart Bartkowiak  
Agency: ~~APCO / Texas Department of Public Safety~~City of Beaumont  
Title: ~~State Frequency Coordinator / Local Frequency Coordinator~~CTO  
Address: ~~5805 N. Lamar, Bldg. I, Suite 202, Austin, TX 78752~~801 Main St., Beaumont, TX 77704  
Phone: ~~512-424-2104~~409-880-3752  
Fax: ~~512-424-5899~~409-880-3712  
Email: ~~james.benton@txdps.state.tx.us~~bartkowiak@ci.beaumont.tx.us  
Voting Status: ~~Non-Voting~~

Name: Craig Bernard; Region 51 Vice-Chair  
Agency: Harris County ITC  
Title: Managing Director  
Address: 2500 Texas Ave., Houston, TX 77003  
Phone: 713-755-5998  
Fax: 713-755-8941  
Email: [craig.bernard@itc.hctx.net](mailto:craig.bernard@itc.hctx.net)  
Voting Status: **Voting**

Name: Keith Bickley  
Agency: Lufkin Police Department (Angelina County)  
Title: Communications Supervisor  
Address: 300 E. Shepherd, Lufkin, TX 75901  
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Fax: 936-633-0361  
Email: [kbickley@lufkinpolice.com](mailto:kbickley@lufkinpolice.com)  
Voting Status: ~~Non-Voting~~

Name: John Birch  
Agency: RCC Consultants  
Title: Sr. Consultant  
Address: ~~10700 North Freeway, Suite 610, Houston, TX 77037~~9450 Grogans Mill Rd., Ste. 155, The Woodlands, TX 77380  
Phone: 281-999-1441  
Fax: 281-~~999-1546~~292-9409

Email: [jbirch@rcc.com](mailto:jbirch@rcc.com)  
Voting Status: ~~Non-Voting~~**Active, Eligible**

Name: Jay Bowman  
Agency: Lockard & White  
Title:  
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Phone: 281-586-5751  
Fax:  
Email: [j.bowman@lockardandwhite.com](mailto:j.bowman@lockardandwhite.com)  
Voting Status: Active, Eligible

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Name: Jim Bridwell  
Agency: Harris County ITC, Regional Radio Center  
Title: OEM & Homeland Security Coordinator  
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Phone: 713-755-1691  
Fax: 713-755-8941  
Email: [jbridwell@hctx.net](mailto:jbridwell@hctx.net)  
Voting Status: ~~Non-Voting~~**Active, Eligible**

Name: David Brinkley  
Agency: Galveston County Emergency Communications District  
Title: Operations Technician  
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Fax: 409-534-8437  
Email: [davidb@galco911.org](mailto:davidb@galco911.org)  
Voting Status: ~~Non-Voting~~**Active, Eligible**

Name: Larry Brown  
Agency: Missouri City Police Department  
Title: Patrol Officer  
Address: 3849 Cartwright Rd., Missouri City, TX 77459  
Phone: 281-403-8700  
Fax:  
Email: [lbrown@ci.moccity.tx.us](mailto:lbrown@ci.moccity.tx.us) [lbrown@missouricitytx.gov](mailto:lbrown@missouricitytx.gov)  
Voting Status: ~~Non-Voting~~**Active, Eligible**

Name: Heath Burg  
Agency: City of Sugar Land  
Title: User Support Manager  
Address: 2700 Town Center Blvd. Sugar Land, TX 77459  
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Fax: 281-275-2718  
Email: [hburg@sugarlandtx.gov](mailto:hburg@sugarlandtx.gov)

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Voting Status: **Active, Eligible**

Name: Patrick Burleson

Agency: Harris County

Title: Systems Maintenance Manager

Address: 2500 Texas Ave., Houston, TX 77003

Phone: 713-755-6037

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Voting Status: **Active, Eligible**

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Name: John Byrd

Agency: Harris County Sheriff's Office

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Voting Status: **Voting**

Name: Terry Carpenter

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Voting Status: **Non-Voting**

Name: Steve Casko

Agency: Houston Police Department

Title: Lieutenant

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Fax: 713-731-5070

Email: [stephen.casko@cityofhouston.net](mailto:stephen.casko@cityofhouston.net)

Voting Status: **Non-Voting**

Name: Rusty Caufield

Agency: The Woodlands Township / The Woodlands Fire Department

Title: IT/Radio Systems Analyst

Address: 2201 Lake Woodlands Dr., The Woodlands, TX 77380

Phone: 281-210-3837

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Name: John Chaney  
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Name: ~~Kyle Connor~~James Cooper  
Agency: ~~M/A-Com~~City of Wharton  
Title: ~~Area Sales Manager~~Emergency Management Coordinator  
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Fax: ~~979-532-1800~~  
Email: ~~connerk@tycoelectronics.com~~cooper@cityofwharton.com  
Voting Status: **Non-Voting**

Name: Stephen Curran  
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Voting Status: **Voting**

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Voting Status: **Non-VotingActive, Eligible**

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Voting Status: **Non-Voting**~~

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Voting Status: ~~Non-Voting~~**Active, Eligible**

Name: Justin Evans  
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Voting Status: **Voting**

Name: Holly Faison  
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Voting Status: **Voting**

Name: Doug Frankhouser  
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Region 51 Chair  
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Voting Status: **Voting**

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Fax: 936-538-7797  
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Voting Status: **Voting**

Name: Ron R. Garney  
Agency: ~~Houston Independent School District Police Department~~ Harris County ITC  
Regional Radio Center  
Title: ~~Communications Supervisor~~  
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77003  
Phone: ~~832-878-7764~~ 713-755-1632  
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Email: ~~rgarney@houstonisd.org~~ ron.garney@itc.hctx.net  
Voting Status: **Voting Active, Eligible**

~~Name: Chester Gilson~~  
~~Agency: Houston Police Department, Communications Division~~  
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~~Phone: 713-247-5738~~  
~~Fax: 713-247-4368~~  
~~Email: chester.gilson@cityofhouston.net~~  
~~Voting Status: Voting~~

Name: Robert Girndt  
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Title: Radio Systems Administrator  
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