



ILSIEC

ILLINOIS STATEWIDE INTEROPERABILITY
EXECUTIVE COMMITTEE

BY LAWS
Adopted
February 17,
2022

By laws of the Illinois Statewide Interoperability Executive Committee

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Signature Page

Approved by:

Chris Miller

Chris Miller/SIEC Chair

01/20/2023

Date

Randy Neal

Randy Neal/SIEC Co-Chair

20 Jan 2023

Date

Chris Kindelspire

Chris Kindelspire/SIEC Governance Subcommittee Chair

17 FEB 2022

Date

Matthew Miller

Matthew Miller / Statewide Interoperability Coordinator

17 FEB 2022

Date

ARTICLE I NAME AND PURPOSE

Section 1: Name

The Name of the Organization shall be Illinois Statewide Interoperability Executive Committee, hereinafter referred to as the “SIEC”.

Section 2: Purpose and Authority

To improve public safety communications interoperability in the State of Illinois by managing all public safety interoperable communications within the State of Illinois pursuant to the authority given by ILCS 2615/10 (Public Safety Radio Interoperability).

Section 3: Responsibilities

The SIEC has the following responsibilities:

- (a) Develop policies and make recommendations to the SWIC for standards for interoperable state wireless radio communications systems and resources. The standards must address, among other things, the interoperability of systems, taking into account both existing and future systems and technologies.
- (b) Annually review the Illinois Tactical Interoperable Communications plan (TICP) and make revisions as necessary;
- (c) Develop and manage a strategic plan, documented in the Statewide Communication Interoperability Plan (SCIP) and make revisions as necessary;
- (d) Coordinate and manage, on behalf of the State of Illinois, the licensing and use of state-designated and state-licensed radio frequencies, including the spectrum used for interoperable public safety and emergency communications, and serve as the point of contact with the federal communications commission on matters relating to allocation, use, and licensing of radio spectrum;
- (e) Seek support, including possible federal or other funding, for interoperable communications systems;
- (f) To support the adoption of wireless public safety technologies capable of data transmissions.
- (g) Work in partnership with the STARCOM21 Oversight Committee and the STARCOM21 Advisory Subcommittee (ADSUB) to promulgate minimum subscriber device standards for software/hardware in order to maximize the effective use of the STARCOM21 System
- (h) To promote the use of governance structures and processes to enhance interoperability of public safety communications.
- (i) Advise and assist agencies with standard operating procedures (SOPs) for the application of interoperability resources.

- (j) To encourage adoption of technologies that facilitate interoperability.
- (k) To enhance cybersecurity awareness as legacy public safety communication technologies mature into cyber technologies.
- (l) To encourage training and exercising of interoperability technologies and procedures.
- (m) To spur usage of interoperable tools.
- (n) To regularly review the National Emergency Communications Plan (NECP) for guidance.
- (o) To comply with the Statutes governing the State of Illinois, including but not limited to The Open Meetings Act (5 ILCS 120/) and the Freedom of Information Act (5 ILCS 140/).

ARTICLE II MEMBERSHIP

Section 1: Officers

The Director of the Illinois State Police, or their designee, shall serve as the Chair of the Illinois SIEC.

The officers of the SIEC will consist of the Chair, his or her designee, and a Vice-Chair, which will be appointed by the Chair and must be a member in good standing. The Chair will oversee and direct the meetings of the Statewide Interoperability Executive Committee. The Chair's designee will oversee and direct the meetings of SIEC when the Chair is unavailable. The Vice-Chair will oversee and direct the meetings of SIEC when the Chair and his designee are not available to conduct a regularly scheduled meeting or special meeting of SIEC

The IL Statewide Interoperability Coordinator (SWIC) shall serve as a policy advisor to the SIEC Chair regarding the SICP, the STR, encryption, and interoperability generally.

Section 2: Voting Members

The SIEC must include, but is not limited to, one representative from each of the following: the Illinois Fire Chief's Association, the Illinois Association of Fire Protection Districts (IAFPD) (previously called the Rural Fire Protection Association), the Office of the State Fire Marshal, the Illinois Association of Chiefs of Police, the Illinois Sheriff's Association, the Illinois State Police, the Illinois Emergency Management Agency, the Department of Public Health, and the Secretary of State Police.

By statute, the Director of the Illinois State Police, as the Chair, may increase the size and makeup of the voting membership when deemed necessary for

improved public safety radio interoperability, but the voting membership must represent public safety users.

A newly appointed Director of the State Police, shall by statute, automatically become the Chair of the SIEC. The Director of the State Police must submit in writing their choice for designee to the Vice Chair of the SIEC. The Vice Chair will notify the Board by email the Director's designee choice as Chair of the SIEC. If the Director of the State Police's designee steps down as Chair, the Director has the choice of becoming the Chair or submitting in writing to the Vice Chair their choice as the new designee.

A newly elected Director of the Secretary of State Police must submit in writing to the Chair their choice as designee.

Section 3: Non-voting Members

The committee may also include ex officio, nonvoting members, such as, Federal Agencies, Not-for Profit organizations, and industry representatives as determined by the Chair or their designee in consultation with the voting members.

Section 4: Attendees

In accordance with 5 ILCS 120/ (Open Meetings Act) individuals and entities not listed as voting or non-voting members may attend meetings of the SIEC. Attendees may be afforded an opportunity to address the committee at the discretion of the Chair or their designee.

Section 5: Vacancies

When a vacancy occurs from any of the legislated positions on the committee the Chair of the SIEC shall send a letter to the organization seeking a replacement candidate from the organization. After the organization responds in writing authorizing a candidate to serve on the SIEC representing that organization the SIEC board shall be revised to reflect such new member and all current SIEC board members shall be notified via email.

Section 6: Resignation, termination, and absences

All appointments to the SIEC by any organization shall be for no more than a four-year term. The terms began in November of 2006 and all members' terms shall expire in each four years thereafter in January. After four years organizations can re-appoint the same member to serve, but a letter stating the expiration shall be sent by the Chair of the SIEC to each organization and

each organization must send in writing the name of the person to serve on the SIEC for the next four years. An appointee with three consecutive no notice absences from regularly scheduled meetings shall be considered in bad standing and the Chair may contact the appointee to seek an explanation for the absences or a replacement appointee for such member in bad standing. Appointees with four consecutive no-notice absences from regularly scheduled meetings may be terminated and the organization he/she represents will be contacted by the Chair notifying them of such termination and seeking a replacement to the board. If no replacement is named, the terminated appointee may attend but may not vote on matters as an SIEC board member. Appointees wishing to resign from the board may do so through their member organization and such organization should submit the resignation of said appointee along with the name of a replacement candidate from that organization.

A no-notice absence shall be defined as an absence of the appointee with no prior notice provided to the Chair, or their designee, and no alternate in attendance.

Section 7: Alternates

A serving board member may appoint an alternate to serve in their stead when he or she is unable to attend a scheduled SIEC meeting. The serving board member must submit in writing to the Chair of the SIEC the name of the alternate with the approval of the of the SIEC board.

ARTICLE III. POWERS, DUTIES AND REQUIREMENTS

Section 1: Powers of the Membership

The SIEC may exercise powers granted to it by State law. Committee Bylaws or amendments to the Bylaws and procedural provisions shall be consistent with state law, polices, standards, and guidelines and not impinge on the Director of State Police responsibilities and authority.

Section 2: Duties of Chair

The SIEC Chair or their designee shall serve as the point-of-contact for the SIEC to interested parties. The SWIC will be the State's overall Point of Contact for interoperable communications in accordance with their legal duties.

Section 3: Duties of Member Organizations

It shall be the duty of the member organizations and their voting member representative on the SIEC to further the vision and goals articulated in this charter. Member organizations are strongly encouraged to ensure attendance by their designated representative at all meetings so that they may remain current with SIEC activities. Member organization responsibilities include, but are not limited to:

- At regular meetings, member organizations or their voting member representative shall provide reports on all active SIEC sponsored projects and initiatives they are leading.
- Member organizations or their voting member representative may provide a technical point-of-contact to enable active participation and coordination of SIEC activities, initiatives, working groups and subcommittees.
- Member organizations shall call upon their voting member representative to report all SIEC business back to that member organization.
- Member organizations shall encourage their voting member representative to represent the interests of that member organization in SIEC discussions and decisions.

ARTICLE IV SUBCOMMITTEES AND WORKING GROUPS

Section 1: Definitions

The SIEC may establish subcommittees and define the scope, purpose, tenure, and membership of each subcommittee. Subcommittees are intended to exist in perpetuity although they may be disbanded or have their responsibilities revised in keeping with current and emerging communications issues. The Executive, Governance, and Technical Subcommittees will be standing committees of SIEC.

The SIEC or its subcommittees may establish working groups and define the scope, purpose, tenure, and membership of each working group at the direction and with the approval of the Chair of the SIEC. Working groups are intended to be short-term, project specific groups that disband once the objectives set for that working group have been accomplished or in the case of a change in the objectives or strategic direction of the SIEC.

Each subcommittee shall have a chair appointed by the Chair of SIEC and each shall report written minutes to the full SIEC subsequent to each meeting

prior to the next scheduled regular meeting of the SIEC outlining the reason for the meeting and the outcomes of such meeting.

Each working group shall be directed with regard to reporting by the entity which established such committee.

Section 2: Standing Subcommittees

Part a: Executive Subcommittee

There is hereby established an executive subcommittee within the SIEC to assist in the administration of the SIEC's business when the full SIEC is not meeting.

The executive subcommittee shall be composed of the Chair of the SIEC or their designee, the SWIC, and Chairs of each subcommittee of the SIEC. (Technology, Governance, Customer Advocacy)

The executive subcommittee may only transact business of the SIEC that has been delegated to the executive subcommittee.

Part b: Technology Subcommittee

The Technology Subcommittee will advise the SIEC on:

- Minimum standards for wireless radio communications system equipment throughout the state;
- Emerging communication technologies (e.g., broadband);
- Applications used as part of communication technologies (e.g., mapping software);
- legislative updates surrounding interoperable communications;
- Seeking sources of financial support, including possible federal funding.

Part c: Governance Subcommittee

The Governance Subcommittee will advise the SIEC on:

- Developing recommendations for legislation that may be required to promote interoperability of state wireless communications systems;
- Fostering cooperation and coordination among public safety and emergency response organizations;
- Working with wireless communications groups and associations to ensure interoperability among all public safety and emergency response wireless communications systems; and
- Performing such other duties as may be assigned by the director to promote interoperability of wireless communications systems.

Section 3: Working Groups

The Chair may appoint and convene working groups to address specific interoperability and communications requirements, research topics and to make recommendations. In addition, the chairperson may add additional subject matter experts ad hoc to assist the working groups in carrying out their functions and responsibilities.

Each established working group shall meet as required to complete the objective of the working group and may hold additional meetings at the call of the Chair of the SIEC, Chair of the subcommittee, or the working group's Chair.

ARTICLE V MEETINGS:

Section 1: Logistics

The Chair or Vice Chair shall set meeting dates, times, and locations. He or she will set the meeting agenda and provide the agenda to the membership prior to each scheduled meeting.

Special meetings may be called by the Chair or their designee.

Notice of each meeting shall be communicated to the membership by email, and to the public via a notice as required by 5 ILCS 120/.

Section 2: Quorum

A quorum must be attended by at least 51 percent of the voting membership, to include designated member proxies, before business can be transacted or motions made and passed. This quorum requirement includes meetings that are conducted in part or fully by electronic means such as teleconferencing.

Section 3: Parliamentary Authority

The SIEC shall adopt and follow (“Roberts Rules of Order Newly Revised”)

ARTICLE VI ANNUAL REPORT

The Chair of the SIEC shall submit an annual report to the Governor by March 1st of each year. The report shall detail the activities, accomplishments, and recommendations of the SIEC in the preceding year.

The annual report shall include, at a minimum:

- Meeting dates during the reporting year
- Attendance records for each meeting during the reporting year
- Project status from each subcommittee, to include working group project status.

ARTICLE VIII AMENDMENTS

These Bylaws may be amended by resolution of the voting members at any regular or special meeting, provided that the following conditions have been met:

1. That proposed amendments to the Charter are presented in writing to the members at least fifteen (15) business days prior to the date of the SIEC meeting at which they are to be discussed and voted on.
2. That the proposed amendments to the Bylaws are supported by an affirmative vote of at least two-thirds of the voting members.
3. That the date of approval must be included with any amendment to these Bylaws.