



Michigan's Public Safety Communications Interoperability Board

Chairman Directives - January 2025

Original Issue Date: January 8th, 2025

Revised Date:

Approved By: Chairman, Bryce Tracy *Bryce A. Tracy*

Supporting References:

- Michigan Executive Order No. 2009-55
- Michigan Open Meetings Act Handbook – October 2022

Purpose & Scope:

The following directives are hereby issued to the Michigan Public Safety Interoperability Board “MPSCIB” to help provide more active participation, and help structure the productivity of meetings and business tasked to the MPSCIB. The new directives are intended to provide guidance to the MPSCIB on how to conduct business, structure meetings, and provide transparency for public accountability.

Attendance & Active Participation:

- ✓ All board members are expected to actively participate in meetings, discussions, and board actions.
- ✓ Members should come to each meeting, prepared to discuss agenda items and provide input.
- ✓ Members should be respectful of other members' opinions and perspectives.
- ✓ The Chair of the MPSCIB will confirm attendance, and the voting quorum by performing a Board Member Role Call at each meeting.
- ✓ Under the current make-up of the MPSCIB; a quorum of nine (9) members must be present to vote; or take on action items. Five (5) equals the majority of the minimum quorum vote.
- ✓ If any Board Member of the MPSCIB misses three (3) consecutive meetings without due notice; the Chair or Vice Chair of the MPSCIB can appeal to the Michigan Governor's Appointments Office to provide guidance, as to remove the Board Member from active participation within the MPSCIB, or replace that spot within the MPSCIB.

The Public Safety Communications Interoperability Board shall consist of sixteen (16) members; including nine (9) whom are appointed by the Governor. ***Pages 7, 8 of EO# 2009-55***

The following designated Ex-Officio Members will annually submit names to the MPSCIB Board Chair of up to three (3) alternates to attend meetings, participate in discussions, and vote on matters brought forth to the MPSCIB;

- Michigan Public Safety Communications System Director
- Michigan State Police Emergency Management Director
- State Fire Marshal
- Department of Health & Human Services
- Michigan Department of Military & Veterans Affairs Adjutant General
- Michigan Department of Natural Resources
- Michigan Department of Transportation

Meeting Structure:

- ✓ Meetings will be held on a regular basis; four (4) meetings will be scheduled within each calendar year as determined by the board.
- ✓ Meetings will be open to the public.
- ✓ Agendas will be published in advance of each meeting.
- ✓ Minutes will be taken at each meeting and made available to the public.

Transparency and Accountability:

- ✓ The board will conduct its business in a transparent and accountable manner.
- ✓ All decisions made by the board will be documented and made available to the public.
- ✓ The board will publish an annual report to help document and track the activities and accomplishments of the MPSCIB. This report shall be approved by the MPSCIB at the first meeting of the following calendar year.

Administrative Assistance:

- ✓ Annually, the Chair of the MPSCIB shall designate/name the duties of Board Clerk.
- ✓ The Board Clerk is primarily responsible for recording and maintaining accurate minutes of board meetings, preparing agendas, distributing meeting materials, managing supporting documents, and ensuring proper public notice compliance, essentially acting as the official record keeper for the board's decisions and actions; they do not participate in board discussions or voting, but rather facilitate the efficient operation of MPSCIB's mission by providing necessary administrative support.

Conclusion:

These directives are intended to help the MPSCIB conduct business more effectively and transparently. Following these directives ensures the board meets its designed mission and serves the public interest. Furthermore, these directives are focused in unison collaboration with both Michigan Executive Order No. 2009-55 and the Michigan Open Meetings Act Handbook (Version 10/2022)