

# Nebraska State Emergency Communications Committee Procedures

## **Article I Name**

This organization shall be known as the Nebraska State Emergency Communications Committee (hereinafter referred to as "SECC").

## **Article II Purposes**

The purposes of the SECC are those set out by the Federal Communications Commission (FCC). The SECC will act in a manner encouraging input and participation from Emergency Alert System stakeholders within the state of Nebraska. The SECC's Charter is:

*The State Emergency Communications Committee is a subcommittee of the Nebraska Council of Regions (NCOR) to produce and maintain the Emergency Alert System (EAS) Operational Plan of the State of Nebraska. The SECC maintains open communications between broadcasters, cable, and the emergency management community to be prepared in case of an emergency. The SECC operates according to the Federal Communications Commission (Title 47, Part 11). The Nebraska SECC includes representatives of Radio, Television, and Cable systems in Nebraska as well as the Nebraska Emergency Management Agency and the National Weather Service on the Issue of EAS.*

## **Article III Membership**

### *Section 1 – Voting Members:*

There shall be at least one member as a representative of each of the following nine entities: Broadcast Television, Cable Television, Radio Broadcast, the National Weather Service, the Nebraska Emergency Management Agency (NEMA), the State Primary Relay (Nebraska Educational Telecommunications), Local Emergency Management, a Broadcast Association, and a Cable Association.

### *Section 2 - Non-voting Members:*

Non-voting membership will be open to representatives of affiliate programs recognized by the SECC. Local Emergency Communications Commission (LECC) members and NCOR representatives are ex officio members.

### *Section 3 – Designees*

A voting member may submit to the SECC a designee from the entity he or she represents. The designee must be approved by the SECC. The designee may represent the voting at a meeting in which the voting member is absent provided the voting member provides prior notification to the chair or point of contact. The designee shall have voting privileges and shall be counted in determining a quorum.

### *Section 3 – Terms of Membership:*

Voting members are selected by the SECC Chair and ratified by the SECC. Members of the SECC shall make an effort to attend all meetings.

*Section 4 – Inactive Members Inactivity:* SECC members shall be considered inactive when they have not attended a SECC meeting for period of six months without notification to the SECC Chair/Point of Contact. The Chair shall recommend to the SECC that a new representative be selected.

*Section 5 – Termination of Membership:* Members may be removed for cause by the SECC. Members may choose to resign their membership in writing to the Chair.

## **Article IV Officers**

- Section 1 – Officers:* The SECC shall have a chair, vice-chair, and secretary. Other offices may be created as necessary. The Chair is recommended by the SECC to the FCC. The Chair is subject to acceptance by NCOR and appointment by the FCC. NCOR will be provided an acceptance period to review the SECC recommendation for chair. The vice-chair shall be a voting member of the SECC. The secretary is not required to be a voting member of the SECC.
- Section 2 – Election:* The SECC shall make recommendation for chair and elect the vice chair and secretary by majority of its voting membership. The term of office is two years. SECC Officers will be nominated and elected at the fourth quarter meeting prior to the end of the term. The SECC will make recommendations to the FCC if there is a change in chairmanship. Elections for SECC Chair will be held every even year, and elections for secretary and vice chair will be held every odd year.
- Section 3 – Removal:* Any of the SECC officers may be removed by a majority vote of the SECC at a meeting called for that purpose in accordance with the procedures.
- Section 4 – Vacancies:* Vacant officer positions will be filled for the remainder of the term by the SECC at their next meeting.

## **Article V Duties of the Officers**

- Section 1 – Duties of the Chair:* The Chair shall preside at all meetings of the SECC; preserve order during its meetings; appoint all committees, after consultation with the membership; serve as an ex-official member of such subcommittees; and sign all minutes and other documents connected with the work of the SECC requiring signature.
- Section 2 – Duties of the Vice Chair:* The Vice Chair will fulfill the duties of the chair in the absence of the chair.
- Section 3 – Duties of the Secretary:* The Secretary will maintain records in accordance with established FCC Guidelines including but not limited to roster, meeting notice, meeting minutes. The Secretary will post notice of meetings.

## **Article VI Meetings**

- Section 1 - Regular Meetings:* The SECC shall meet at least quarterly. Members may attend by conference call.
- Section 2 – Special Meetings:* The Chair may call such special meetings as may be deemed necessary to carry out the duties of the SECC or upon the written request of the majority of members, an officer shall schedule a meeting within ten days.
- Section 3 – Quorum:* A quorum shall consist of a majority of voting SECC members or pre-approved alternates. A quorum shall be required to transact business.
- Section 4– Agenda:* Any member may request the Chair place an item on the agenda. If the Chair should decline to do so, a member may have such item placed on the agenda by submitting it in writing to the Chair with support signatures of 3 other voting members.

*Section 5 – Rules of Order:*

The deliberations of all meetings of the SECC and its various subcommittees shall be guided by the intent of Robert’s Rules of Order, Newly Revised. Decisions will be made by consensus whenever possible.

**Article VII Voting**

*Section 1 – Consensus*

Decisions will be made by consensus whenever possible. When the chair or vice-chair determines that consensus is not possible, he/she may call for a motion and second to frame a vote. Members may abstain from voting or vote aye or nay. All votes for action items will be recorded by roll call vote.

*Section 2 - One Vote Each:*

Each SECC voting member or their pre-approved, designated alternate, including the Chair, shall be entitled to one vote.

*Section 3 – Abstention:*

Members may register their abstention on any vote. The abstention shall be reflected in the minutes. Members are required to abstain on matters which pose a conflict of interest for them.

**Article VIII Amendments**

These Procedures may be amended or replaced upon the affirmative vote of the two-thirds of the voting members of the SECC present at any regular meeting. Proposed changes must be circulated to all members 3 working days prior to any action thereon.

**Article IX Ratification Provision**

These Procedures are duly adopted by a majority of the voting members of the SECC. The signatures of those subscribing to these bylaws are set forth below.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Vice-Chair

List any Updates to these procedures:

First Adopted June 16, 2011