

**AMENDMENT TO THE
BYLAWS
Of
STATE OF IOWA
E911 COMMUNICATIONS COUNCIL**

BE IT RESOLVED that the “Article 7. Meetings” of the Bylaws of the State of Iowa E911 Communications Council shall be amended and hereby restated in its entirety to read as follows:

ARTICLE 7: MEETINGS.

Section 1. Operating Rules. Parliamentary rules as set forth in Robert’s Rules of Order, Revised, shall apply to all proceedings of the Council.

Section 2. Location and Time of Meetings. The Council shall determine when, where, and how meetings shall be held in accordance with Iowa Code Chapter 21.

Section 3. Frequency of Meetings. The regular meetings of the Council will be held a minimum of at least once a quarter or otherwise as required.

Section 4. Notice of Meetings. Posting of notice of meetings will be in accordance with Iowa Code Chapter 21. The Department of Homeland Security and Emergency Management’s website will be designated as the primary posting site for all meeting notices. Members will be notified of meetings by a notice from the Chairperson, Secretary or designee. When reasonably possible, it will be the common practice of the Council to post notice of meetings one week prior to the commencement of any meeting, but not less than twenty-four (24) hours prior to a meeting in accordance with Iowa law.

Section 5. Use of Electronic Technology. The Council may, when technologically possible, provide the use of telephone conferencing and webcasting of the Council proceedings for the purpose of total transparency of public meetings, expanding the Council’s outreach and to increase public participation. If said technology is not available at the location of a meeting this will not be considered as a preclusion of the law since the use of electronic technology is not required by law.

Section ~~5-~~ 6. Quorum. A quorum of 51% must be present for the meeting to be an official meeting of the Council. The Council member must be physically present at the location of the meeting to be considered counted as part of the quorum for the meeting.

Section 7. Member Attendance By Means of Electronic Device. A Council member may attend a Council meeting by electronic means and shall be allowed to participate in the discussion of matters brought before the Council.

Section 6. **8.** Voting. At all meetings, each member attending shall be entitled to cast one vote. When there is a quorum, the affirmative vote of a majority of those present is necessary for an official action. In the event that any member shall have a direct or indirect personal interest in any business before the Council, the member shall disclose the interest and be disqualified from voting on the business. All members shall respond when a voice vote is taken. The response will be aye, nay, or abstain. All members present shall be recorded as voting aye on any motion when no nay votes or abstentions are heard. Votes shall be voice votes except when a roll call vote is requested by any member of the Council. A Council member shall be physically present at the location of the Council meeting to vote on matters brought before the Council.

Section 7. **9.** Cancellation. A meeting may be cancelled by the Chairperson for the following reasons.

- a. A quorum is not present
- b. Weather conditions prohibit travel
- c. Reasonable circumstances consistent with welfare of the Council

Section 8. **10.** Order of Business. The following order of business shall be observed at all regular meetings of the Council:

- a. Roll Call
- b. Recognition of new members and guests
- c. Minutes of the preceding meeting and action thereon
- d. Approval of Agenda
- e. State of Iowa Administrator Reports
- f. Reports of Officers, Boards, and Standing Committees
- g. Items for Discussion
- h. Unfinished business
- i. New business
- j. Travel Request
- k. Business from the floor/911 Issues at the PSAPs
- l. Announcements
- m. Adjournment

Section 9. **11.** Minutes of Meetings. Minutes shall be taken at each meeting. Copies of the minutes of each meeting shall be provided to the members of the Council prior to the succeeding meeting. Minutes shall be reviewed, approved, and maintained by the Council. Approved minutes shall be posted on the Department of Homeland Security and Emergency Management's website.