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# Fusion Center Oversight Board

## Bylaws

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### 1.0 Definition

**1.1** \_\_\_\_\_ **Fusion Center Oversight Board.** The \_\_\_\_\_ Fusion Center Oversight Board is the management body that oversees the management of the fusion Center. This board is created by the participating agencies. The board consists of an official from each participating agency, appointed by the head of that agency.

**1.2 Mission.** The mission of the board is to improve the administration of justice and protect the public by promoting practices and technologies for the secure sharing and distribution of criminal justice information.

**1.3 Guiding Principles.** The board will be vocal and visible in creating and communicating a shared vision regarding information sharing within the justice, public safety, and first responder communities. The board will work collaboratively and inclusively, bringing together representatives from the entire justice community and related entities, to address and overcome the barriers to justice information sharing across agencies, disciplines, and levels of government. The board will identify and seek solutions to impediments to information sharing and make all recommendations on the basis of increasing public safety. The board promotes the development and implementation of standards that facilitate seamless exchange of information among justice and related systems. The board provides information that supports sound business decisions for the planning, design, and procurement of cost-effective, interoperable information systems. The board promotes constitutional values and individual rights by ensuring the accuracy and security of justice information, and the implementation of appropriate privacy safeguards.

**1.4 Goals.** The goals of the Board are as follows:

- Define a framework that will assist the center management in establishing an operational environment that will enable the sharing of justice information within the guiding principles of the board. The framework will identify those critical components, programmatic and technical, necessary to develop and maintain a sound infrastructure.
- Assist governments in ensuring that personal information will not be inappropriately disseminated or misused and safeguards are in place against the collection and use of inaccurate information—particularly when the information

is disseminated in open environments, such as Internet-based systems.

- Inform the justice and justice-related communities about acceptable integrated justice system security measures, encouraging them to adopt security standards that have been reviewed to ensure trusted partnerships and data integrity.

## **2.0 Authority to Establish the \_\_\_\_\_ Fusion Center Oversight Board**

**2.1 \_\_\_\_\_ Fusion Center Oversight Board.** The Board was chartered by the participating agencies to provide oversight and direction to the operation of the fusion center. The fusion center was established by a Memorandum of Understanding between the participating agencies

## **3.0 Membership of the Board**

**3.1 Membership.** The Board consists of one member from each participating agency. Each board member shall be of command level and authorized to make decisions for their respective agency.

**3.2 Election of New Member Agencies.** Current board representatives must nominate potential new member agencies. The full board must vote to determine whether the nominated agency should be recommended for membership. Potential member organizations must be approved by a majority vote of the board members.

**3.3 Board Recommendations.** The Executive Steering Committee will review all recommendations. Upon approval by the Executive Steering Committee, the recommendations will be sent to the full board for a vote. Upon a favorable vote by the board, the recommendations will become policy.

**3.4 Structure.** The board will embody a Chair, Vice-Chair, Executive Steering Committee, and working groups.

**3.4.1 *Chair.*** The board Chair is that person elected by the board to coordinate the work of the board. The Chair is the presiding officer of the board and will direct the work of the board in its mission. The Chair will have authority to act as the official spokesperson in all matters relating to the board.

**3.4.2 *Vice-Chair.*** The Vice-Chair will assist the Chair and act as the presiding officer in the absence of the Chair.

**3.4.3 *Executive Steering Committee.*** The Executive Steering Committee will consist of the working group Chairs and four at-large board members. The four at-large representatives will be nominated and elected by the Executive Steering Committee. The Executive Steering Committee will have the following responsibilities:

- Set priorities, direct research, and prepare advisory recommendations

for the approval of the board

- Schedule meetings and develop board meeting agendas with the final approval of the board Chair.
- Consolidate and report board actions to other appropriate organizations as necessary.
- Track and report results and/or actions taken on board concerns and recommendations.
- Solicit additional technical, professional, and administrative assistance to effectively and adequately address board concerns and support board activities.

3.4.4 *Working Groups.* With the input of the board, the board Chair will establish working groups, which may include noncommittee representatives, to provide oversight for a specific research area. Working groups may consist of representatives of the participating agencies or other appropriate organizations. Working group Chairs will be appointed by the board Chair and must be a board member. The working group Chair, with the board Chair, will establish the membership of these working groups.

## 4.0 Meetings and Voting

4.1 **Oversight Board.** The board will meet in general session quarterly or as needed. The board meetings will be open to the public unless determined otherwise by the Chair.

4.1.1 *Attendance.* A representative/proxy will be expected to attend all board meetings. If an organization fails to send its representative/proxy to two consecutive board meetings, the absences will be reviewed by the Executive Steering Committee to determine if continued participation by the organization is appropriate. In the event that the Executive Steering Committee determines that an organization should relinquish its membership on the board, this recommendation will be forwarded to the agency head for a response.

4.1.2 *Voting.* Any representative of the board, including the Chair, may make a motion for a vote. After a proper motion has been made, a second to the motion will be required to bring any issue to vote.

4.1.3 *Proxies.* A representative sending a proxy must notify the board Chair prior to the opening of the meeting for which the proxy is given. The proxy must be a representative of the same organization as the appointed representative with the authority of the principal to participate in discussions or votes planned in the agenda for that meeting. If not so authorized, the proxy will be considered an observer and not a participant.

4.1.4 *Quorum.* A quorum will consist of 51% of the board and may include authorized proxies. No meeting will be held and no vote taken without a quorum being

present.

4.1.5 *Reconsideration of Past Actions.* An action previously voted upon at any board meeting and adopted may be reconsidered at the next duly constituted meeting only if a person who voted in the direction of the motion moves to have the past action reconsidered. Any representative, however, may reconsider any action taken at more than one meeting in the past, based on a motion.

4.1.6 *Adjournment.* The board Chair will adjourn a meeting when the work of the board is complete or if adjournment is in the public interest.

4.1.7 *Public Participation.* All meetings are open to the public unless otherwise determined by the chair. The Chair will make arrangements for public participation.

## **5.0 Election of Officers**

5.1 **Number of Officers.** The board will elect two officers: a Chair and a Vice-Chair.

5.2 **Chair.** The election of the board Chair will be accomplished during a board meeting. The Chair will be the presiding officer and will serve for the period of one year. The Chair may succeed themselves in office.

5.3 **Vice-Chair.** The election of the Vice-Chair will be accomplished in a board meeting. In the case of the resignation or incapacitation of the Chair, the Vice-Chair will assume the title and duties of the Chair, and a new Vice-Chair will be elected. The term of the Vice-Chair will be the same as the chair.

## **6.0 Duties and Compensation**

6.1 **Salary.** No board member or working group member will receive salary or other honorarium for his or her services under these Bylaws.

6.2 **Reimbursement.** Reimbursement for travel and per diem expenses for board members will be at the direction of the board under appropriate guidelines established by the board.

6.3 **Duty to Attend:** All board members have a duty to attend the regularly scheduled and called meetings of the board.

## **7.0 Committees and Working Groups**

7.1 **Executive Steering Committee.** The Executive Steering Committee will meet at times and places directed by the Chair.

7.2 **Working Groups.** Working group meeting times and locations will be determined by their membership. Working groups will provide meeting minutes to the board Chair for discussion by the Executive Steering Committee, as required. Working groups will establish their own policies with regard to meeting procedures and quorums.

7.2.1 *Proxies.* A working group representative sending a proxy to a working group meeting must notify the Chair of the working group in writing prior to the opening of the meeting for which the proxy is given.

## **8.0 Board Records**

**8.1 Agenda.** The Executive Steering Committee shall set the agenda for board meetings. A summary report of working group meetings will be placed on the agenda of the next regular meeting of the board for its review. The board Chair will be the final arbiter of all agenda items.

**8.2 Minutes of Meetings.** Minutes of board and Executive Steering Committee meetings will be kept and maintained. Draft minutes will be distributed to board members within a reasonable amount of time following the meeting. Minutes of all meetings are available to the public upon request.

## **9.0 Amendments to the Bylaws**

**9.1 Amendments.** Proposed amendments to these Bylaws must be mailed to the representatives of the board at least 21 days prior to the meeting at which the amendment will be considered.

**9.2 By Motion.** These Bylaws may be amended by adoption of a motion. The motion must contain an effective date. A two-thirds majority of the voting representatives is required for the motion to pass.

**9.3 By Mail or E-mail Ballot.** These Bylaws may be amended by mail or e-mail ballot. A two-thirds majority of the voting representatives is required for the motion to pass.