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## **Fusion Center Governance Board**

### **Bylaws**

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#### **1.0 Definition**

**1.1** \_\_\_\_\_ **Fusion Center Governance Board.** The \_\_\_\_\_ Fusion Center Governance 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 a representative official from each participating agency. The board will conduct all meetings in accordance with applicable state laws.

**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.

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- 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.
- 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 Governance Board**

**2.1 \_\_\_\_\_ Fusion Center Governance Board.** The board was chartered by the participating agencies to provide governance 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 members will nominate potential new member agencies. The 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, as defined in section 3.4.3, will review all recommendations. Upon approval by the Executive Steering Committee, the recommendations will be sent to the board for consideration. Upon a favorable vote by the board, the recommendations will become policy.

**3.4 Structure.** The board will include a chair, a vice chair, the Executive Steering Committee, and working group chairs.

**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 chair, the vice chair, the working group chairs and a representative number of at-large board members. The at-large representatives will be nominated and elected,

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as from time to time is deemed necessary, by the members of the incumbent 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 to provide governance for a specific research area. Working group chairs will be appointed by the board chair and must be a board member. The working group chair will be a member of the Executive Steering Committee. In consultation with the board chair, the working group chair will establish the membership of these working groups. Working group members will consist of representatives of the participating agencies and/or other appropriate organizations.

## **4.0 Meetings and Voting**

**4.1 Governance Board.** The board will meet in general session quarterly or as needed. All meetings should be conducted pursuant to applicable state laws.

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 has the right to full participation in its proceedings, that is, the right to make motions, to speak in debate on them, and to vote. After a proper motion has been made, a second to the motion is required to bring any issue to vote. The motion will pass when a majority of the members vote in the affirmative.

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 percent of the board and will include authorized proxies. No meeting will be held and no vote taken unless a quorum is 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 on the prevailing side moves to have the past action reconsidered. A second to the motion to reconsider is required, and the vote must be in the affirmative before the past action will be reconsidered.

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.

## **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 take place during a board meeting. The chair will be the presiding officer and will serve for the period of one year. The chair may succeed himself or herself in office.

**5.3 Vice Chair.** The election of the vice chair will take place during 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**

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**7.1 Executive Steering Committee.** The Executive Steering Committee will meet at times and places as approved 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, with the final approval of the board chair, will 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.

**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 pursuant to applicable state laws.

## **9.0 Amendments to the Bylaws**

**9.1 Amendments.** These Bylaws may be amended by a two-thirds vote of the members present, provided that the motion to amend the Bylaws has been submitted in writing to the members of the board at least 21 days prior to the meeting at which the amendment will be considered.

**9.2 By Motion.** A motion to amend these Bylaws may be made by a committee appointed to propose amendments to the Bylaws or by a member of the board, provided there is a second to the motion. A two-thirds majority of the voting members present is required for the proposed amendment to be adopted.

**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 members is required for the proposed amendment to be adopted, and a reasonable deadline for casting ballots must be allowed.

**9.4 Effective Date.** An amendment to the Bylaws becomes effective immediately upon its adoption unless the motion to adopt specifies another time for its becoming effective.