FloridaNet

Executive Committee Bylaws

June 25, 2014

FloridaNet Vision

Charting Florida's response to FirstNet for state, local, regional, and tribal emergency responders and designated public service organizations operating within the State.

FloridaNet Mission

Provide a statewide strategic planning framework for an innovative, inclusive, scalable, sustainable, and well-managed FloridaNet infrastructure that promotes national FirstNet broadband standards and is effective in addressing the unique tribal, rural and urban requirements of the emergency responders and designated public service organizations serving the residents and visitors of the State of Florida.

Purpose of FloridaNet Governance Structure

The governance structure contained herein is designed to develop recommendations from the bottom-up in an effort to improve interoperable communications and establish buy-in throughout the FloridaNet assessment process.

FloridaNet Decision Making Authority

Ultimate decision-making authority for FloridaNet is vested in Florida's Governor. All deliverables produced from the governance process are considered recommendations until final approval is received from the Governor.

Designated Point of Contact Shall Serve as FloridaNet Chair

The Governor's Designated Point of Contact (POC) has been identified to FirstNet as part of the Grant Planning Process. The POC shall serve as Chair of the FloridaNet Executive Committee and Advisory Committee and may participate in any Interim Working Group established to conduct the planning activities of FloridaNet.

Executive Committee (EC)

The Executive Committee will serve as the final decision-making body for FloridaNet recommendations. The EC will be the standing decision-making body of FloridaNet for the duration of the FirstNet grant process.

EC membership is made up of designated personnel from key first responder organizations in Florida. Each organization may choose its authorized voting representative to the EC. Incumbent Committee can nominate potential new members that must be approved by the full Executive Committee. Each participating organization will notify the Chair in writing of any changes to its authorized voting

representative. Voting proxies must be duly authorized in writing by voting members and by the entire Executive Committee as duly authorized "knowledgeable" substitutes.

New members to the EC may, from time to time, be included with approval from the Governor.

Advisory Committee (AC)

The Advisory Committee will have broad and inclusive membership. Membership and participation in the AC will be open to any public-sector or private-sector organization interested in participating in FloridaNet planning and assessment efforts.

Members of the AC will be eligible to participate in Interim Working Groups and FloridaNet meetings, where permitted by terms of the FirstNet grant. Participation in the AC is voluntary.

Interim Working Groups (IWGs)

Interim Working Groups will be established to conduct the ongoing work of FloridaNet. Members of the IWGs will be selected from among the AC. A Chair for each IWG will be selected by the EC Chair. The EC Chair will also approve recommended IWG members.

Meetings

A FloridaNet meeting calendar is developed and maintained at the start of each Fiscal Year. At a minimum, the FloridaNet EC and AC shall meet once a quarter. The Chair provides FloridaNet EC and AC participants with an agenda and, as needed, read-ahead materials for each meeting. The outcomes of each meeting are documented in writing and provided on the State's FloridaNet.gov website.

IWGs will also establish a meeting schedule in conjunction with the FloridaNet Executive Committee and Advisory Committee kick-off meetings based on the scope of the work to be completed.

Quorum and Voting

A quorum is defined as a presence of a majority of voting members from FloridaNet Executive Committee organizations. FloridaNet (FN) operates by consensus whenever possible. There may be times, however, when the group needs to vote on an issue. The Chair or any voting member of the committee may call a vote on an issue. Each organization included in the Executive Committee has one vote. FloridaNet Executive Committee members can abstain from voting on any issue if they so choose. One member may give another member written permission to serve as a proxy on any vote. When voting is necessary, a simple majority confirms decisions. In a case of a tie, the FloridaNet Chair casts the deciding vote. At the discretion of the Chair, a vote via e-mail may be conducted according to the established E-Mail Voting Procedure.

E-Mail Voting Procedure

A vote by e-mail may occur as deemed necessary by the FN Chair. The following Standard Operating Procedures (SOPs) address voting by FN-EC members through e-mail:

- Identification of item: Any issue to be voted on that the FN Executive Committee (EC) members could not vote on during the regular meeting time-period can be voted on by members through e-mail. The specified issue or item to be voted on must have a standardized response, e.g., multiple choices or yes/no.

- Request for vote: Upon approval by EC members, the FN Chair will solicit a vote by e-mail.
- Voting organization: There will be one vote from each standing member organization. Only one designated member will cast the vote through e-mail.
- Vote Notification: The vote will be coordinated through e-mail, by the FN Chair or vice-chair via a "Vote Notification." Vote notification e-mails will be sent to one designated member per organization, as determined by the FN EC members. The designated voting member will be listed in the vote notification e-mail.
- Voting Period: Vote responses will be due one week after initial vote notification or during an alternate time frame approved by EC members, as necessary. E-mail responses will be sent to the designate project manager for tabulation. The FN project manager's email will be noted in email request for a vote.
- Results: Results of the vote will be posted through e-mail one day after close of voting period. Results will include an organization's response and the name of the member submitting the vote. The results will be e-mailed to all FN EC members and designated alternates.

Travel Costs

FloridaNet will pay/reimburse travel-related costs incurred as a result of participating in FN activities for Executive Committee members and support staff, if funding is available. Travel-related costs incurred as a result of participating in activities as an Advisory Committee or Interim Working Group member may be paid/reimbursed by FloridaNet upon approval of the FN Executive Committee, if funding is available. When possible, conference calls are held to minimize the travel burden for participants.

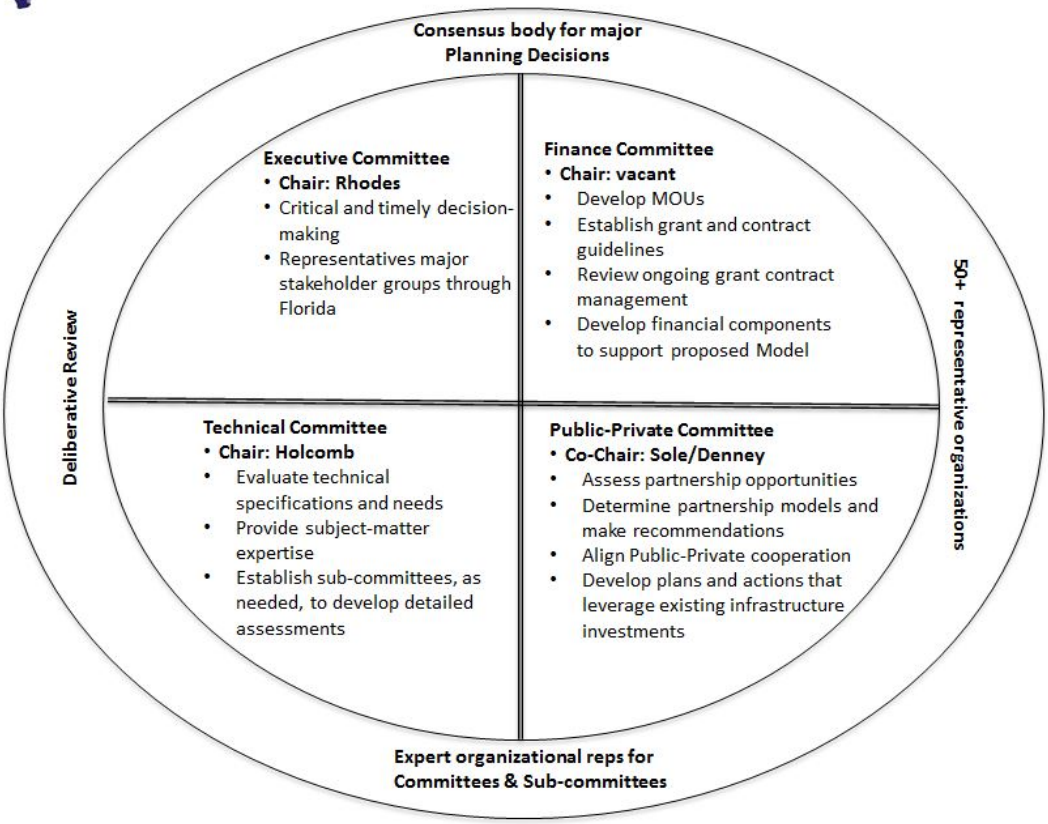
Operations

The Executive Committee, Advisory Committee, and established Interim Working Groups shall document the work processes or operations for their meetings and deliberations.

There will be a specific charter for each IWG, which outlines the scope of the work to be undertaken, IWG members, timelines and deliverables.

All decision-making and recommendations will seek consensus of the assigned and established members engaged in the work effort. When a consensus is not possible, a simple majority vote of the EC, AC, or IWG members will determine a decision.

Updating Bylaws

The EC may from time to time add to and update these Bylaws, as necessary, in accordance with the voting procedures in the Bylaws.

FloridaNet Advisory Committee