

ADMINISTRATIVE ORDER NO. 3

Pursuant to Administrative Order, there is hereby created a City Communications Committee with appropriate Bylaws. The Committee By-laws operating procedures are outlined in the attached document, which is made a part of this Administrative Order.

DATED this 5th day of April, 1982.



AL THELEN
City Administrator

ADMINISTRATIVE ORDER #3 ESTABLISHING THE
CITY COMMUNICATIONS COMMITTEE
BYLAWS

ARTICLE I - NAME

SECTION 1. THE NAME OF THE ORGANIZATION WILL BE THE CITY COMMUNICATIONS COMMITTEE, HEARAFTER REFERED TO AS THE COMMITTEE.

ARTICLE II - PURPOSE

SECTION 1. THE PURPOSE OF THIS COMMITTEE IS AS FOLLOWS:

1. TO ACT AS AN ADVISORY COMMITTEE TO THE CITY ADMINISTRATOR IN REGARDS TO COMMUNICATIONS AND EMERGENCY DISPATCH SERVICES IN THE CITY OF BILLINGS.
2. TO COORDINATE THE DISPATCH AND COMMUNICATION NEEDS OF THE CITY DEPARTMENTS UTILIZING THE CENTRAL COMMUNICATION CENTER.
3. TO DEVELOP AND IMPLEMENT POLICY FOR THE EFFICIENT AND EFFECTIVE OPERATION OF THE CENTRAL COMMUNICATION CENTER SUBJECT TO THE CITY ADMINISTRATOR'S REVIEW.

ARTICLE III - AUTHORIZATION

SECTION 1. THE AUTHORIZATION FOR CREATING A CITY COMMUNICATIONS COMMITTEE IS BASED ON CITY ORDANANCE 4153, WHICH AUTHORIZES THE BILLINGS MONTANA CITY ADMINISTRATOR TO PROMULGATE ADMINISTRATIVE ORDERS WITHIN THE AREAS OF POWERS AND DUTIES CONFERRED BY THE BILLINGS CITY CHARTER ARTICLE IV EXECUTIVE.

ARTICLE IV - MEMBERSHIP

SECTION 1. ALL APPOINTMENTS TO THE COMMITTEE SHALL BE MADE BY THE CITY ADMINISTRATOR.

SECTION 2. BY THE NATURE OF THEIR POSITIONS, THE COMMITTEE SHALL CONSIST OF THE FOLLOWING (5) FIVE MEMBERS OR THEIR DESIGNEES.

1. CITY FIRE CHIEF
2. CITY POLICE CHIEF
3. CITY POLICE CAPTAIN OF RECORDS
4. CITY POLICE CAPTAIN OF OPERATIONS
5. THE CITY COMMUNICATION CENTER SUPERVISOR.

SECTION 3. ALTERNATE MEMBERS WILL BE RECOGNIZED AS THE VOTING MEMBERS OF THAT PARTICULAR DEPARTMENT, ONLY IN THE EVENT THAT THE CHAIRMAN OF THE COMMITTEE HAS RECEIVED NOTICE OF THE INABILITY OF THE REGULAR VOTING MEMBER TO ATTEND.

SECTION 4. THE COMMITTEE SHALL BE RESPONSIBLE FOR PROVIDING THE CITY ADMINISTRATOR WITH A ROSTER OF GROUPS AND/ OR ORGANIZATIONS ELIGIBLE FOR MEMBERSHIP ON THE COMMITTEE, AS NON-VOTING MEMBERS.

ARTICLE V - OFFICERS

SECTION 1. THE OFFICERS OF THE COMMITTEE WILL BE THE CHAIRMAN, VICE-CHAIRMAN AND SECRETARY.

SECTION 2. DUTIES:

- A. CHAIRMAN - THE CHAIRMAN WILL BE THE CHIEF OFFICER OF THE COMMITTEE AND WILL PRESIDE AT ALL MEETINGS OF THE COMMITTEE. THE CHAIRMAN WILL HAVE THE GENERAL POWERS AND DUTIES AND MANAGEMENT USUALLY VESTED IN THE OFFICE OF CHAIRMAN OF ANY ORGANIZATION AND WILL BE AN EX-OFFICIO MEMBER OF ALL COMMITTEES, AND WILL HAVE SUCH OTHER DUTIES AND POWERS AS MAY BE PRESCRIBED BY THE COMMITTEE.
- B. VICE-CHAIRMAN - THE VICE-CHAIRMAN WILL PERFORM THE DUTIES AND EXERCISE THE SAME POWERS AS THE CHAIRMAN IN THE EVENT THE CHAIRMAN IS ABSENT AND/OR UNABLE TO CARRY ON THOSE RESPONSIBILITIES. THE VICE-CHAIRMAN WILL FURTHER PERFORM SUCH OTHER DUTIES AS MAY BE PRESCRIBED BY THE CHAIRMAN.
- C. SECRETARY - THE SECRETARY WILL KEEP THE MINUTES OF THE VARIOUS MEETINGS, PREPARE CORRESPONDENCE, AND NOTIFY MEMBERS OF REGULAR AND SPECIAL MEETINGS. THE SECRETARY WILL ALSO PERFORM SUCH OTHER DUTIES AS FROM TIME TO TIME MAY BE ASSIGNED TO HIM OR HER BY THE CHAIRMAN.

ARTICLE VI - RESPONSIBILITIES AND DUTIES

SECTION 1. THE CITY COMMUNICATIONS COMMITTEE IS SPECIFICALLY CHARGED BY THE CITY ADMINISTRATOR WITH THE FOLLOWING RESPONSIBILITIES AND DUTIES:

- A. THE COMMITTEE IS RESPONSIBLE FOR REVIEWING THE APPLICATIONS AND APPLICANTS FOR THE POSITION OF COMMUNICATIONS CENTER SUPERVISOR AND MAKING RECOMMENDATIONS TO THE FIRE CHIEF.
- B. THE COMMITTEE IS RESPONSIBLE FOR KEEPING THE FIRE CHIEF INFORMED OF ANY SITUATIONS OR CIRCUMSTANCES WHICH MIGHT REDUCE THE SERVICE CAPABILITY OR PERFORMANCE LEVEL OF THE COMMUNICATIONS CENTER.
- C. THE COMMITTEE IS RESPONSIBLE FOR DEVELOPING AN EVALUATION AND SELECTION CRITERIA FOR THE HIRING OF COMMUNICATIONS CENTER EMPLOYEES AND FOR USE BY THE COMMUNICATIONS CENTER SUPERVISOR.
- D. THE COMMITTEE SHALL BEAR FULL RESPONSIBILITY FOR INSURING THAT THE LAW ENFORCEMENT DATA COMMUNICATIONS NETWORK AND ANY CRIMINAL HISTORY RECORDS INFORMATION RECEIVED BY MEANS OF SUCH NETWORK SHALL BE USED SOLELY FOR THE PURPOSES OF THE DUE ADMINISTRATION OF THE CRIMINAL LAWS OR FOR THE PURPOSES ENUMERATED IN THE MONTANA CRIMINAL JUSTICE INFORMATION ACT 1979, CHAPTER 5, PART 1, TITLE 44, MONTANA CODE ANNOTATED, AS NOW OR HEREAFTER AMENDED. THE COMMITTEE SHALL ESTABLISH RULES AND REGULATIONS GOVERNING ACCESS TO, SECURITY FOR, AND OPERATION OF THE DATA COMMUNICATIONS NETWORK AND ANY CRIMINAL JUSTICE RECORDS INFORMATION RECEIVED BY MEANS OF SUCH NETWORK. SUCH RULES AND REGULATIONS SHALL BE CONSISTENT WITH THE PROVISIONS AND REQUIREMENTS OF CHAPTER 5, PART 1, TITLE 44, MONTANA CODE ANNOTATED, AS THE SAME NOW EXISTS OR MAY HEREAFTER BE AMENDED.

ARTICLE VII - ADMINISTRATIVE
ORGANIZATION

SECTION 1. THE CITY ADMINISTRATOR BEARS ULTIMATE RESPONSIBILITY FOR THE OPERATION AND PERFORMANCE OF THE CITY COMMUNICATION CENTER. HOWEVER, FOR ROUTINE ADMINISTRATIVE PURPOSES THE COMMUNICATIONS CENTER MAY BE ORGANIZED UNDER THE CITY OF BILLINGS FIRE CHIEF.

SECTION 2. THE CITY OF BILLINGS FIRE CHIEF WHO HAS BEEN ASSIGNED ADMINISTRATIVE RESPONSIBILITY FOR THE COMMUNICATIONS CENTER SHALL:

- A. BE RESPONSIBLE FOR KEEPING THE COMMITTEE INFORMED OF COMMUNICATIONS CENTER OPERATIONS, PROBLEMS, PROCEDURES AND ANY OTHER FACTORS WHICH WOULD BEAR ON THE SERVICE AND PERFORMANCE OF THE CENTER.
- B. BE RESPONSIBLE FOR HAVING POLICY ISSUES INVOLVING CRIMINAL JUSTICE OPERATIONS REVIEWED AND APPROVED BY THE COMMITTEE.
- C. BE RESPONSIBLE TO MEET WITH THE COMMITTEE ON A REGULAR BASIS.
- D. BE RESPONSIBLE FOR PREPARING THE ANNUAL BUDGET FOR THE COMMUNICATIONS CENTER AND SUBMITTING IT TO THE COMMITTEE FOR THEIR COMMENTS AND RECOMMENDATIONS PRIOR TO IT BEING SUBMITTED TO THE CITY ADMINISTRATOR FOR APPROVAL.
- E. BE RESPONSIBLE TO WORK WITH AND ACT AS A LIASON FOR THE COMMITTEE AND THE CITY ADMINISTRATOR.

ARTICLE VIII - MEETINGS

SECTION 1. REGULAR MEETINGS OF THE COMMITTEE WILL BE HELD ONCE EACH MONTH.

SECTION 2. SPECIAL MEETINGS MAY BE CALLED BY THE CHAIRMAN OR BY A REQUEST OF A MAJORITY OF THE MEMBERS.

SECTION 3. A QUORUM SHALL CONSIST OF THREE (3) OF THE APPOINTED MEMBERS OF THE COMMITTEE.

SECTION 4. VOTING WILL BE DONE IN PERSON, WITH NO PROXY VOTES ALLOWED.

SECTION 5. MEMBERS WILL BE NOTIFIED OF MEETINGS BY THE SECRETARY OF THE COMMITTEE NO LESS THAN THREE (3) DAYS BEFORE THE MEETING.

SECTION 6. A MEETING MAY BE CANCELLED BY THE CHAIRMAN FOR THE FOLLOWING REASONS:

1. A QUORUM IS NOT PRESENT
2. WEATHER CONDITIONS PROHIBIT TRAVEL
3. REASONABLE CIRCUMSTANCES CONSISTENT WITH WELFARE OF THE COMMITTEE.

SECTION 7. THE MEETINGS SHALL BE GOVERNED BY THE RULES SET FORTH IN SECTION TWO THROUGH SIX OF THIS ARTICLE.

ARTICLE IX - ORDER OF BUSINESS

SECTION 1. ALL MEETINGS SHALL BE CONDUCTED IN ACCORDANCE WITH ROBERTS' RULES OF ORDER.

SECTION 2. THE FOLLOWING ORDER OF BUSINESS SHALL BE OBSERVED AT ALL REGULAR MEETINGS OF THE COMMITTEE.

- A. ROLL CALL
- B. RECOGNITION OF NEW MEMBERS
- C. MINUTES OF PRECEDING MEETING AND ACTION THEREON
- D. UNFINISHED BUSINESS
- E. NEW BUSINESS

ARTICLE X - AMENDMENTS

SECTION 1. THESE BYLAWS MAY BE AMENDED BY A 2/3 VOTE OF THE MEMBERS OF THE COMMITTEE AT AN OFFICIAL MEETING OF THE ORGANIZATION, PROVIDED NOTICE OF SUCH AMENDMENT(S) AND THE NATURE THEREOF HAS BEEN GIVEN TO ALL MEMBERS OF THE COMMITTEE AT LEAST ONE (1) MONTH PRIOR TO THE DATE OF THE MEETING AT WHICH THE AMENDMENT(S) ARE TO BE CONSIDERED.

SECTION 2. ALL BY LAWS CHANGES APPROVED BY THE COMMITTEE ARE SUBJECT TO THE FINAL APPROVAL OF THE CITY ADMINISTRATOR.

SECTION 3. THE CITY ADMINISTRATOR RESERVES THE RIGHT TO UNILATERALLY AMEND OR RESCIND ANY AND ALL PORTIONS OF THESE BYLAWS.