CMRECC | Central Massachusetts Regional Emergency Communication Center

Central Massachusetts Regional 911 District

Operating Bylaws

(Adopted by vote of the Board of Directors, November 4, 2025)

Article I – Authority and Purpose

These Operating Bylaws are adopted pursuant to §4 of the District Agreement dated April 28 2025 establishing the Central Massachusetts Regional Emergency Communication Center District ("CMR911D" or "the District").They supplement, but do not supersede, any provision of the District Agreement or applicable Massachusetts General Law. If a conflict arises, the District Agreement shall prevail.

Article II – Governance Structure

1. **Board of Directors** – As established in §4(A) of the Agreement, the governing body of the District responsible for all administrative, fiscal, and policy actions.
2. **Operations Committee** – Provides operational oversight and technical direction consistent with §4(B–E).
3. **Finance Advisory Subcommittee** – Develops and recommends the annual budget per §4(A) and §7.
4. **Dispatch Director** – Serves as the District's Chief Executive Officer responsible for day-to-day management and execution of policies adopted by the Board.

Article III – Officers

1. **Officers Defined:** Each body (Board of Directors and Operations Committee) shall elect a Chair, Vice Chair, and Secretary at its Annual Meeting.
2. **Terms:** Officers serve one fiscal year or until successors are chosen. The Vice Chair automatically assumes the Chair position the following year unless otherwise voted.
3. **Duties:**
    - **Chair:** Presides over meetings, sets agendas, and serves as spokesperson for official actions.
    - **Vice Chair:** Acts in the absence or incapacity of the Chair.
    - **Secretary:** Ensures meeting minutes, records, and public postings are completed in compliance with the Open Meeting Law (M.G.L. c. 30A §§ 18–25) and Public Records Law (M.G.L. c. 66).
4. **Vacancies:** If an officer position becomes vacant, the body shall elect a replacement to complete the unexpired term.

Article IV – Meetings

1. **Regular Meetings:** The Board of Directors and Operations Committee shall each meet at least twice per fiscal year; one shall be designated the Annual Meeting (typically held during the first quarter).
2. **Special Meetings:** May be called by the Chair or by written request of a majority of members, with at least seven (7) days' notice unless an emergency exists.
3. **Remote Participation:** Permitted under M.G.L. c. 30A § 20 and state guidance; quorum members may attend electronically if technology allows full participation.
4. **Notice & Posting:** All meetings shall be posted on the District website consistent with Open Meeting Law requirements. Agendas must identify topics expected to be discussed and voted upon.
5. **Public Comment:** The Chair may provide a designated period at each regular meeting for public comment.
6. **Minutes:** Minutes shall be approved at the next meeting and posted to the district website within ten (10) business days of approval.

Article V – Quorum and Voting

1. **Quorum:** A super-majority of voting members (two-thirds of the total membership) shall constitute a quorum for both the Board and Operations Committee, consistent with §4(F) of the Agreement.
2. **Voting:** Unless otherwise specified by law or Agreement, actions require an affirmative vote of a simple majority of members present and voting.
3. **Tie Votes:** A tie vote fails.
4. **Proxy Voting:** Proxies are not permitted; alternate representatives may vote only when duly appointed under §4(B).

Article VI – Committees and Subcommittees

1. The Board may create standing or ad hoc committees by majority vote to address specific functions (e.g., Policy Review, Technology Advisory, Personnel Evaluation).
2. Committees shall report findings and recommendations in writing to the Board or Operations Committee.
3. Each committee shall abide by Open Meeting Law and Public Records Law unless expressly exempted.

Article VII – Fiscal Administration

1. **Fiscal Year:** July 1 to June 30 (see Agreement §6).
2. **Annual Budget:** Prepared and adopted per Agreement §7.
3. **Procurement and Expenditures:** All purchases and contracts shall comply with M.G.L. c. 30B and any applicable state 911 requirements.
4. **Audit:** Annual independent audit results shall be presented to the Board and filed with member communities.
5. **Reserve or Emergency Expenditures:** The Director may authorize emergency spending as permitted by the District Agreement, subject to Board ratification.

Article VIII – Ethics and Conduct

1. Members and officers shall comply with the Massachusetts Conflict of Interest Law (M.G.L. c. 268A) and any District policy adopted thereunder.
2. Board and Committee members shall act professionally, respect confidential information, and uphold CMR911D's mission of public safety and transparency.
3. Disruptive conduct or personal conflicts that impede District business may be addressed by formal censure or referral to the appointing authority.

Article IX – Records and Communications

1. The District Director shall maintain an official repository for all agendas, minutes, votes, budgets, contracts, and policies.
2. All records shall be retained pursuant to state records retention schedules and available for public inspection per M.G.L. c. 66.
3. Notices and official communications may be transmitted electronically when consistent with Open Meeting Law and state archival guidelines.

Article X – Amendments to Bylaws

1. These Bylaws may be amended by a **super-majority (2/3)** vote of the Board of Directors, provided that written notice of the proposed amendment has been circulated to all members at least fourteen (14) days prior to the vote.

Article XI – Effective Date

These Bylaws take effect immediately upon adoption by the Board of Directors and shall remain in force until amended or repealed.