

BY LAWS
OF THE
BOARD OF DIRECTORS
GILES COUNTY E-911 COMMUNICATIONS DISTRICT

ARTICLE I
ORGANIZATION

SECTION I:

- Item 1: The Board of Directors of the Giles County E911 Emergency Communications District shall consist of Nine (9) Members, who will include the following:
1. Giles County Executive; 2. Giles County Sheriff; 3. Giles County Ambulance Director; 4. Pulaski-Giles County Rescue Squad Chief; 5. Pulaski-Giles County Emergency Management Representative; 6. Pulaski Police Chief; 7. Pulaski Mayor; 8. Pulaski Postmaster; and 9. A Private Citizen.
- Item 2: The terms of the Board of Directors shall be staggered in years as follows:
The Positions of Pulaski Police Chief, Giles County Sheriff, and Giles County Executive shall be elected for a term of Four (4) Years; The Positions of Private Citizen, Pulaski Postmaster, and Giles County Ambulance Service Director shall be elected for a term of Three (3) Years; The Positions of Emergency Management Representative, Rescue Squad Chief, and Pulaski Mayor shall be elected for a term of Two (2) Years. However, since these are Positions, not Individuals being appointed, their terms may be re-electable when their particular terms are up for reappointment.
- Item 3: The Officers of the Board of Directors of the Giles County E911 Emergency Communications District shall be Chairman, Vice Chairman, Secretary, and Treasurer.
- Item 4: A majority of the Board of Directors shall constitute a quorum. All official actions of the Board of Directors, shall require a quorum.
- Item 5: Vacancies on the Board of Directors shall be filled by a majority vote of the Board of Directors at any regular or specially called meeting of the Board of Directors.

SECTION II:

- Item 1: The exclusive management and control of the operations of the Giles County E911 Emergency Communications District is vested in the Board of Directors, who will have the authority to engage, determine the number, and fix the duties of all employees of the Giles County E911 Emergency Communications District.
- Item 2: The salaries, benefits and compensation of employees of the Giles County E911 Emergency Communications District, shall be fixed by the Board of Directors, pursuant to the requirements and provisions of the By Laws, and in conformity with any applicable statutes.
- Item 3: Any expenses incurred by any member of the Board of Directors in the discharge of official duties, or in the conduct of official business, shall be submitted to the Board of Directors beforehand, for the Board's approval and payment.

- Item n 4: Any and/or all payments by the Treasurer of the Board of Directors of the Giles County E911 Emergency Communications District shall ONLY be made by prior completion of a funding requisition sheet signed by the Director of E911, and the Treasurer of E-911. After this is completed, a check signed by both the Chairman of the Board and the Treasurer of the Board may then be issued.

ARTICLE II MEETINGS

SECTION I:

- Item 1: The fiscal year governing the operations of the Giles County E911 Emergency Communications District, shall begin on July 1st through June 30th of each year. This was decided to agree with the fiscal year dates of the State of Tennessee so yearly audits will be the same as other Emergency Communication Districts throughout the State of Tennessee.
- Item 2: Public Meetings of the Board of Directors of the Giles County E911 Emergency Communications District, will be called by the Chairman of the Board, or in his absence, the Vice Chairman of the Board, at which time applicable business will be conducted by the Board of Directors.
- Item 3: Location of the Board of Director's meetings, will be at the descretion of the Chairman, or upon a determination to be made by the Members of the Board at a prior meeting.
- Item 4: All meetings of the Board of Directors of the Giles County E911 Emergency Communications District will be held in accordance with the Sunshine Law of the State of Tennessee. All minutes of the Board's Meetings will be on file with the Secretary of the Board for public inspection during reasonable hours.
- Item 5: At any meetings of the Giles County E911 Board of Directors, a majority of total members shall constitute a quorum, at which time the Members may conduct any business to come before the Board of Directors.

SECTION II:

- Item 1: The Chairman shall preside at all meetings of the Board of Directors of the Giles County E911 Emergency Communications District. In the absence of the Chairman, the Vice Chairman will preside. If a quorum is present, and the Chairman nor Vice Chairman are not present, the members present will select a Temporary Chairman to conduct the Board's business.
- Item 2: The Vice Chairman will take charge of the duties of the Chairman in the Chairman's absence, or if the Chairman cannot perform his duties.
- Item 3: The Secretary shall attend to duties of the Secretary of the Board at all meetings. Should the Secretary not attend a meeting, the Chairman shall appoint a Temporary Secretary to attend to the duties of the Secretary.

- Item 4: The proceedings of all meetings of the Board of Directors of the Giles County E911 Emergency Communications District, shall be accurately kept by the Secretary. The minutes shall be attested by the Secretary, verified and signed by the Chairman or Member conducting the meeting. The Minutes of all meetings shall be kept in a permanent volume, and shall constitute a permanent record of the meetings of the Board of Directors of the Giles County E911 Emergency Communications District.

ARTICLE III OFFICERS

SECTION I:

- Item 1: The officers of the Board of Directors of Giles County E911 Emergency Communications District shall consist of Chairman, Vice Chairman, Secretary and Treasurer. If so desired, the offices of Secretary and Treasurer shall be combined together in one office.
- Item 2: The Chairman and Vice Chairman shall be elected by the Members of the Board, by a majority vote. The Secretary and Treasurer shall be elected by the Members of the Board, by a majority vote.
- Item 3: The Chairman of the Board and the Treasurer, who by virtue of the offices, are responsible for the funds and property of the Board of Directors of the Giles County E911 Emergency Communications District, and shall be required to execute a good and sufficient bond for their faithful performance of their duties, in such a manner as determined by vote of the Board of Directors and in accordance with the State of Tennessee statutes. The cost of this bond process will be at the expense of the funds of the Communications District.

SECTION II:

- Item 1: The Chairman of the Board shall preside at all meetings of the Board and shall be an ex-officio member of any and all committees or other administrative groups which may from time to time be approved by the Board. He shall have general administrative, and executive charge of the business of the Board, subject to the Board's supervision and control, and it shall be his duty to see that all resolutions or orders of the Board are properly executed. He shall sign all agreements, contracts, transfers and conveyances of property.
- Item 2: The Vice Chairman shall have and exercise all the authority of the Chairman, when the latter is not available, or is unable, fails or refuses to act and discharge the duties of his office.

- Item 3: The Secretary shall keep the minutes of all the meetings of the Board; shall attend to the giving and serving of all notices required by statute or these By Laws, or by direction of the Board; shall attest the minutes of all the meetings; shall attend all meetings of the Board; shall attest all agreements, contracts, transfers, and conveyances of property.
- Item 4: The Treasurer shall receive and be custodian of all funds payable to the Board by reason of the operation and conduct of it's business and shall be charged with the responsibility thereof, the safekeeping thereof, and their proper deposit in conformity with the orders and resolutions of the Board of Directors. He shall be custodian of all securities, evidences of indebtedness due the Board. He shall co-sign all checks or vouchers drawn upon the revenue of the Board, and shall be charged with the proper preparation and timely filing of the financial statements of the Board, as determined by the statutes of the Tennessee Code Annotated as it pertains to the Emergency Communications Districts of the State of Tennessee. He shall acquaint the Board with all financial matters, and enable the Board and it's Officers, to have an obtain accurate data and information with reference thereto. He shall make such reports as shall be required of him from time to time and shall have such other duties as prescribed by the Board.

ARTICLE IV GENERAL PROVISIONS

SECTION I:

- Item 1: Any vacancies shall be filled, and new members of the Board shall be elected, or old members of the Board shall be re-elected upon expiration of any term of office, by a majority vote of the other members of the Board then in office.

SECTION II:

- Item 1: All contracts, agreements, transfers and conveyances shall be made, and all properties shall be acquired, held, owned, and transferred in the name of "Giles County E-911 Communications District", and all such contracts, agreements, transfers, and conveyances shall be signed by the Chairman or Vice Chairman of the Board, and shall be attested by the Secretary of the Board.
- Item 2: Checks or vouchers drawn on revenue or other funds of the Board, shall be co-signed by the Chairman of the Board and the Treasurer of the Board.
- Item 3: All checks or vouchers shall be drawn to be covered for the particular item for which the disbursement is made, and shall be supported by contract, invoice, or bill, and a funding requisition sheet shall be executed before any check is written.

Item 4: Checks, bills, notes and other evidences of indebtedness due the Board, may be payable to the Giles County E911 Emergency Communications District, and all such checks, bills, notes and other evidences of indebtedness, whether payable to the Board or to Giles County E-911 Emergency Communications District, shall be endorsed by the Treasurer and deposited in the authorized depository of the Board.

ARTICLE V ORDER OF BUSINESS OF MEETINGS

SECTION I:

Item 1: The Order of Business at all meetings, other than special meetings, of the Board shall be as follows:

1. Call To Order.
2. Roll Call And Determination Of Quorum.
3. Presentation Of Previous Meeting Minutes And Approval Of Such.
4. Presentation Of Treasurer's Report And Approval Of Such.
5. Statement By Chairman For Purpose Of Meeting.
6. Any Appointment Of Officers, And Disposition Of All Matters Pertaining To Employees And Personnel.
7. Reports Of Officers And Committees.
8. Unfinished Old Business.
9. New Business.
10. Appointment Of Committees Or Other Agencies For Transaction Of Business To Come Before Future Meetings.
11. If Needed, Setting Of Next Meeting.
12. Adjournment.

ARTICLE VI TRAVEL REGULATIONS

SECTION I:

Item 1: This section is to bring the Board of Directors of Giles County E911 Emergency Communications District and it's Employees into compliance with Public Acts 1933, Chapter 433. This act requires entities to adopt Travel and Expense Regulations covering expenses incurred by the E911 Board of Directors and/or Employees as set by these By Laws that governs this organization.

Item 2: The Chairman of the Board, and/or his designee, shall be responsible for the enforcement of these travel regulations.

SECTION II:

- Item 1: In the interpretation and application of this By Law, the term "Traveler" or "Authorized Traveler" will mean any Board Member or Employee of the Giles County E911 Emergency Communications District, who are traveling on Official Giles County E911 Emergency Communications District Business, and whose travel was authorized in accordance with this By Law. "Traveler" or "Authorized Traveler" shall NOT include the spouse, children, or other relatives, friends, or companions, unless they shall qualify and are specifically authorized by the governing Board of Directors by prior approval.
- Item 2: Authorized travelers are entitled to reimbursement of certain expenditures incurred while traveling on official business for the Communications District. Reimbursable expenses shall include expenses for transportation, lodging, meals, registration fees for conferences, conventions, and seminars, and other actual and necessary expenses related to official business as determined by the Board of Directors.
- Item 3: Authorized travelers can request either a travel advance for the projected cost of authorized travel or advance billing directly to the Emergency Communications District, however, Travel Advance Requests aren't considered documentation of travel expenses. If travel advances exceed documented expenses, the traveler must immediately reimburse the Emergency Communications District. It will be the direct duty of the Board of Directors of the Communications District to initiate action to recover any undocumented travel expenses.
- Item 4: Travel advances are available only for special travel and only after completion and approval of the travel authorization form.
- Item 5: A travel expense Reimbursement form will be used to document all expense claims.
- Item 6: To qualify for reimbursement, travel expenses must be:
- a. Directly related to the conduct of the business of the Giles County E911 Emergency Communications District, for which the travel was authorized.
 - b. Actual, reasonable, and necessary under the circumstances.
 - c. Excessive expenses WILL NOT be allowed.
- Item 7: Claims for \$5.00 or more for travel expense reimbursement, must be supported by the ORIGINAL paid receipt for lodging, meals, vehicle rental, phone calls, public carrier travel, conference and/or seminar fees, and other reimbursable costs.
- Item 8: Any persons attempting to defraud the Communications District by misusing travel funds, is subject to legal action for recovery of fraudulent travel claims and/or advances.
- Item 9: Mileage and motel expenses incurred within our County or a neighboring County aren't ordinarily considered eligible expenses for reimbursement.

SECTION III:

- Item 1: Authorized travelers shall be reimbursed according to the State of Tennessee travel regulation rates. The Giles County E911 Emergency Communications District rates for travel reimbursement, will automatically change when the State of Tennessee rates are changed.
- Item 2: The Emergency Communications District may pay directly to the provider for expenses such as meals, lodging, and registration fees, for conferences, conventions, seminars, and other educational programs.

SECTION IV:

- Item 1: This By Law, governing travel expense incurred by the Giles County E911 Emergency Communications District shall become effective on the date of the passage of the included By Laws that will govern all functions of the Giles County E911 Emergency Communications District.

ARTICLE VII
AMENDMENTS

SECTION I:

- Item 1: These By Laws may be modified, altered, amended, increased, or diminished by an affirmative vote of a majority of the members of the Board of Directors at any properly constituted meeting, whether public or special called, provided that in case of special called meetings, such action is specified in the notice given therefor.

Date Approved By Board of Directors of Giles County E911 Emergency Communications District: November 18, 1993.

ATTEST:

Chairman of the Board

Treasurer of the Board