

Procedure for Notification of Membership Change

By order of Central Minnesota Emergency Services Board (CMNESB), we are proposing to notify the Recording Secretary via email of any membership changes to the following:

1. Emergency Services Board
2. Regional Advisory Committee
3. User Committee
4. Owners and Operators Committee
5. NG-911 Committee
6. Emergency Managers Advisory Committee
7. Logger Committee

The email should then be followed up by a written notification on the entity's letterhead and must include the following:

1. Name of Board or Committee they are a member of
2. Entity they are representing
3. Name
4. Mailing address
5. Email address
6. Phone number
7. Discipline representing

The Central MN Emergency Services Board By-Laws state,

“Board members and alternates. Each party to the Agreement creating the Central Minnesota Emergency Services Board shall appoint a Board Member and may appoint an alternate to serve in the absence of the appointed member, as provided by the Joint Powers Agreement.”

“Notification of changes. Each party to the Agreement creating the Central Minnesota Emergency Services Board shall notify the Chairperson of the Board following any changes to appointed members.”

The Central MN Regional Advisory Committee By-Laws state,

“Each jurisdiction represented on the Regional Advisory Committee shall appoint one representative and one alternate. Each jurisdiction shall be responsible for appointing replacements as are consistent with their individual appointment policies.”

The Central MN User Committee By-Laws state,

“The administration of each party to the Central Minnesota Emergency Services Board shall appoint, at the invitation of the Central Minnesota Emergency Services Board, at least one and not more than five individuals engaged in law enforcement, fire suppression, rescue, EMS, public works, emergency services and other public safety related activities. Not more than two appointees from each party to the Central Minnesota Emergency Services Board may be from the same discipline. The appointment shall be in writing and addressed to the Chair, Central Minnesota Emergency Services Board.”

The Central MN Owners and Operators Committee By-Laws state,

“The administration of each party to the Central Minnesota Emergency Services Board shall appoint, at the invitation of the Central Minnesota Emergency Services Board, one representative and up to two alternates engaged in the management and operation of a communications system serving public safety. The appointment shall be in writing and addressed to the Chair, Central Minnesota Emergency Services Board.”

The Central MN NG-911 Committee By-Laws state,

“The administration of each party to the Central Minnesota Emergency Services Board shall appoint, at the invitation of the Central Minnesota Emergency Services Board, one individual engaged in the management and operation of a public safety answering point, and up to two 9-1-1 Telecommunicators or any other person deemed appropriate, one delegate and up to two alternates per entity. The appointment shall be in writing and addressed to the Chair, Central Minnesota Emergency Services Board.”

The Central MN Emergency Management Advisory Committee By-Laws state,

“Appointed Members - Appointed Members shall consist of those individuals appointed by the parties to the Agreement whose agencies are located wholly or partially within the defined boundaries of HSEM Region 4, who are staff members with specialized skills in the provision of Emergency Management focusing on policy, management and administration. Each appointing authority shall appoint one staff person to serve as the designated representative and may also appoint an alternate authorized to serve in the absence of the designated representative. The appointment should be made within the existing appointment policies of the appointing party. All appointments to the Committee should be in writing and directed to the Chair of the Board. The term of the appointment should be consistent with the appointing party’s existing policies and should be valid until vacant or a successor is appointed. The appointing authority shall be required to complete an appointment within 45 days of a vacancy. All Appointed Members, or alternates in their absence, shall have the power to vote on any issue or matter brought before the Committee. All Appointed Members shall be eligible to serve as Representative or alternate of the Committee on the Board.”

The Central MN Logger Committee By-Laws state,

“Full Membership. The administration of each party to the Central Minnesota Emergency Services Board that chooses to participate and others shall appoint, at the invitation of the Central Minnesota Emergency Services Board, one delegate and one alternate. The appointment shall be in writing and addressed to the Chair, Central Minnesota Emergency Services Board.”

“Limited Membership. To include Non-Governmental Organizations (NGOs) or other, are non-voting parties. The party shall appoint a non-voting representative and one alternate to represent their party’s interest. The appointment shall be in writing and addressed to the Chair, Central Minnesota Emergency Services Board.”