

# Rules of Procedure & Bylaws

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## BLM Radio Electronic Site Standards Committee (RESSC)

### Pre-Amble

These Rules of Procedure and Bylaws are adopted by the RESSC Board in order to provide for the orderly conduct of the business of the committee. These rules and bylaws are hereby adopted in accordance with the authority granted by the BLM Assistant Directors under whose authority the committee was established. Nothing in these Rules of Procedure & Bylaws shall in any way replace, void, obstruct, interfere with or supplant the lawful authority and regulatory powers of the BLM or its internal organizational units, program areas or operations.

### BLM RESSC Formation

The BLM RESSC was formed and chartered by the joint action of the Assistant Directors of the following program areas within BLM:

- Assistant Director, Fire & Aviation
- Assistant Director, Energy, Minerals and Realty Management
- Assistant Director, Business, Fiscal and Information Resources Management

This charter outlined the Purpose, Mission and Background for the formation of the committee. It outlines the Goals and Objectives of the group, defines what the different levels of membership in the committee entails, and empowers the group. These Rules of Procedure and Bylaws are intended to provide sufficient form, format and context to allow the group to function in a reliable, productive and meaningful way. These procedures and requirements make it possible for the group to achieve its goals and objectives.

### RESSC Governance

The RESSC Charter outlines the types of committee membership and the basic make-up of the governing committee, the RESSC Board. All definitions of committee membership shall be as defined in said RESSC Charter. In addition, the Charter establishes that the committee shall consist of 7 BLM employees, and outlines which program areas shall be represented and in what proportion.

The Charter also specifies that the leadership of the committee shall consist of three positions:

- Chairman
- Vice Chairman
- Recorder

The Charter further provides that no person may serve as an RESSC Officer for more than 2 years. The Chair position shall be rotated annually between voting members in a fashion which is prescribed in the charter.

## Roles and Responsibilities

### BOARD CHAIR

The Board Chair will be the team lead for BLM RESSC and will require members to abide by these Rules of Procedure and Bylaws, will manage routine business for the team and its internal and external deliverables, and will provide support and assistance to Board Members. The Board Chair will deliver to BLM Leadership Teams reports and presentations prepared by the Board. The Board Chair or representative will directly consult with the Safety Officer and the Land Mobile Radio Users Group and any other groups identified by the charter or formed by the RESSC Board prior to providing reports or making presentations to BLM Leadership Teams. The Chair shall determine when attendance at meetings and conference calls is required of the Consulting Safety Officer. The Chair shall prepare and distribute meeting agendas and conduct meetings and conference calls at such times and places as deemed necessary by the Chair or the Board. The Chair will lead recurring Board meetings, and will coordinate and communicate Board topics with management representatives within BLM. The Chair will communicate Board topics with department level representatives when requested, recognize sub-teams/committees and provide guidance regarding specific sub-team/committee purpose and goals and establish timelines for feedback; determine whether issues being addressed by sub-teams/committees are complex enough to establish a charter and/or team operating agreement.

### BOARD VICE-CHAIR

The Vice-Chair will keep abreast of the current status of work assignments, deliverables and due dates and assist the Chair, as otherwise needed, with implementing the Roles and Responsibilities of the Chair. The Vice-Chair will provide updated schedules to the Board Secretary for document maintenance. When the Board Chair is absent, the Board Vice-Chair will assume the Roles and Responsibilities of the Board Chair. The Vice Chair will act for Chair in his/her absence, coordinate and track progress of sub-teams/committees tasks and status of individual assignments throughout their established timeline, provide status to Recorder for documentation, provide charters and/or team operating agreements for sub-teams/committees to the Recorder for tracking/record-keeping.

### BOARD RECORDER

The Board Recorder shall record meeting minutes and post/distribute as soon as practicable following meetings or conference calls; meeting minutes must be completed no later than 10 working days after each meeting. The Board Recorder shall organize and maintain the current version of all Board documents. The Board Recorder shall distribute documents for review and shall distribute or post final documents. The Board Recorder shall organize and maintain review comments concurrent with their respective documents, especially those received from the Consulting Entities. The Board Recorder shall:

- take notes and post to the Board SharePoint site (or other medium that may be designated by the board) as soon as practicable after virtual meetings, and provide 5 working day opportunity for Board Member feedback on virtual meeting notes,
- maintain matrix for individual assignments and sub-team/committee stated purpose(s) with established timelines and status and post current status on Board SharePoint site,
- facilitate meetings, and

- track and inform Board regarding timing of meeting topics.

#### CONSULTING SAFETY OFFICER

The Consulting Safety Officer shall be available to provide recommendations and interpretations to the Board regarding employee safety at Land Mobile Radio Sites. The Consulting Safety Officer shall participate in meetings and conference calls as requested by the Chair and may be called upon to provide review comments of documents along with recommendations.

#### CONSULTING MOBILE RADIO USERS GROUP OR OTHER CONSULTING GROUPS OR ENTITIES

The primary assignment requested of these representatives is to provide feedback to the Board or a Sub-team/committee regarding their mobile-radio experiences as needed.

#### MEMBERS

The primary roles and responsibilities of Board members are to implement the purpose, goals and objectives of the RESSC on a yearly basis. Effective implementation requires consideration of the following:

- Mission and Purpose
- Department and Bureau Policy review/validation
- Long Range Infrastructure Objectives
- Budget and Budget Forecasting
- Interoperability
- Lifecycle planning
- Problem solving
- Code compliance
- Policy compliance
- Policy Creation

Each Voting Member of the Board is expected to attend meetings, participate in conference calls, accept assignments from the Chair, and otherwise actively participate in Board business.

Members who miss three (3) consecutive meetings/calls may be replaced by the Chair.

## **Schedules and Schedule Maintenance**

### *A. Introduction*

A Schedule Management Plan is needed as part of the Rules of Procedure and Bylaws, so that all members of the Radio Electronic Site Standards Committee (RESSC) and the users of the standards will gain an understanding of the importance of the schedule, as well as gain confidence that the schedule

will be enforced. Maintaining the schedule is an important part of this organization in order that the standards updates and revisions are issued in a timely fashion. Maintaining the schedule will also lend credibility to the standards process and foster a feeling of trust in the process by the users. These are key attributes if the goal of acceptance of the standards by the users is to be achieved.

For this group, quarterly meetings will be the primary method of reporting and assigning tasks for the group. It will also provide an opportunity for issue escalation to the group if any issues are newly identified and/or brought to the attention of a committee member. However, these meetings must be well attended to be effective. Not only is a quorum needed, but energetic and enthusiastic participation is required to “keep the ball rolling”. Given the importance of the goals and objectives of the committee, meeting management and participation is a key issue affecting the outcomes.

### *B. Definitions*

**i. Meeting** – Meetings will normally be held quarterly. The meeting date and time can be altered by a majority vote of the voting members of the committee. A meeting is considered to be any gathering of committee members at which a quorum is present. For this committee, a quorum shall be considered to be a minimum of 4 committee members, or 50% of the committee membership, whichever is greater. In addition to regular meetings, there may be special meetings, as may be called from time to time by the committee chair. Should a meeting involve a special sub-group of the overall committee, then a quorum shall be determined based on the 50% rule stated above. Each meeting shall be led by a chair or “acting chair”. Roberts Rules of Order shall be followed in order that the meeting can be conducted in an orderly way, and the time commitment of each committee member is respected. The format of each meeting shall be established in advance by the chair or “acting chair” as the case may be. An agenda shall be prepared for each meeting at least 3 days in advance and shall be distributed to the entire membership, including ex-officio members. Afterward, minutes shall be prepared and similarly distributed. Non-agenda items may be considered, if so authorized by the chair, recognizing that meeting attendance, especially by non-voting members, may be based on the published agenda. As such, any non-agenda items considered should be carefully considered, and action should be limited to those items identified on the agenda as “action items”.

**ii. Goals & Objectives** – The goal of schedule management is to encourage and track progress toward overall annual objectives of the group and/or special project. In addition, as stated in the Introduction above, a secondary but very important goal of schedule management is to foster an atmosphere for the group where the importance of the topics is recognized, and energetic and enthusiastic participation is encouraged. Schedule management also relates directly to cost management and goal attainment. For this reason, a key responsibility of the group’s leadership will be to establish a baseline schedule at the beginning of each year (usually fiscal year based, October 1 to September 30), which will be used as one measure to judge the reasonableness and effectiveness of the group.

**iii. Audience** – The audience for the schedule reporting will include primarily the participating members of the group. However, it is expected that reporting on the schedule will be a key component of the management reporting requirement, including the annual report and any interim reports. This aspect of

the schedule reporting will be disseminated outside the working group to all interested parties and stakeholders. Thus, the audience for the schedule reporting and tracking may include all parties identified as stakeholders.

**iv. Methods** – Schedule preparation and reporting can take many forms. For this group, it would seem that the selected methods would necessarily take a reasonably simple form, consistent with the goals and importance of the task. At a minimum, it should be expected that some form of GANNT chart could be employed. However, whether this is accomplished using manual methods or electronic (computer based) methods will be left up to the discretion of the individual responsible for maintaining the schedule reporting system. At a minimum, the selected method of preparing and tracking schedules must include the following key components:

- The system must be capable of illustrating the original, or baseline, schedule.
- The system must be capable of clearly illustrating progress towards each identified goal, objective or milestone.
- The system must be storable and retrievable.
- The system must be capable of being used as one part of the annual (and possibly interim) reporting system.
- The system should require resources only as necessary to achieve the above criteria in the most cost-effective method. This is not an exercise to demonstrate the proficiency of anyone with sophisticated software-based systems, necessarily.
- In many ways, a simple reporting system is better if it also presents a clearer picture of the adherence toward the goals, compared to the originally established timeline.

**v. Editing and Publishing** – The group chair shall be responsible for creating and maintaining the schedule and schedule tracking. This responsibility may be delegated, but final responsibility for accomplishing the reporting requirements will rest with the chair. For routine quarterly meetings, the chair will publish the schedule report. For management reporting, the chair will be responsible for creating and editing the schedule report, but the National Radio Operations Branch will be responsible for final edits and publication of the final report, including the schedule report. Each completed schedule report shall be posted at the NROB SharePoint site as well as the NOC A/E Branch SharePoint site (or such other mediums as may be designated by the respective directorates). The schedule report may be included in other reports as a sub-section.

**vi. Roberts Rules of Order** - This shall mean “Robert’s Rules of Order Newly Revised In Brief “, first written by Mr. Robert. It was recently revised, with this version being a condensed version of the 11<sup>th</sup> Edition.

### *C. Schedule Components*

The schedule can consist of various components, depending on the goals and objectives for the upcoming fiscal year. Some components are sufficiently general in nature to be reported on routinely,

while other components are specific to stated deliverables, and will only be reported as long as that deliverable is part of the ongoing schedule.

At a minimum, the following components are expected to be considered for the annual baseline schedule:

- Quarterly and Annual Report Preparation
- Quarterly Meeting Agenda and Minutes Preparation
- Annual Update to BLM RI Standards and related documents

Other components could be part of the schedule, as deemed appropriate by the chair. Some examples could include the following:

- Deliverable-specific schedule (for subcommittee reports, special studies, investigations into other relevant standards, reports on survey results, etc.)
- Updates or changes to the primary committee meeting schedule
- Subcommittee meeting schedule(s)
- Other relevant schedules, such as Radio Program Meetings, Engineering Program Meetings or other meetings or commitments that should be considered when scheduling special meetings, events or deliverables that are in addition to the primary committee meeting schedule.

Schedule components can and should include milestones. These milestones could be deadlines imposed on specific deliverables, or could include special meeting dates, not part of the normal committee meeting schedule. Milestones are often referred to as deadlines or interim completion dates, but may have a different connotation in this context.

The schedule components must and shall be coordinated with the annual goals and objectives for the project, and must consider not only the desires of the group, but the exterior influences within which the group operates. For example, federal holidays might be displayed because they represent time when no one will be working, even though that day is normally a work day. The presence of federal holidays would be considered as an “external influence” on the schedule.

#### *D. Meetings*

Meetings are a key component of the overall project schedule and represent the progress of the group towards the project goals. Meetings are not an objective in themselves, but serve an important function by instigating committee members to take action to achieve their goals for that specific presentation. They also provide an opportunity for comment and feedback on the committee’s work product and the overriding BLM goals within which the committee works. Finally, they are the vehicle through which the committee approves work products, goals, schedules and work plans that are the deliverables being acted upon by the individual committee members. This is a working committee, not an administrative one. Membership in the committee is not to provide the committee members with an opportunity to influence outcomes, although that is certainly an auxiliary benefit of membership. Membership in the committee is required in order to provide input from all affected user groups and stakeholders into the

standards setting process, and to provide a transparent mechanism for all stakeholders to see what is being addressed, and the manner in which issues are being corrected.

For these and other reasons, attendance is considered mandatory for committee members. Failing to attend two or more meetings in succession will constitute grounds for dismissal from the committee, with the decision about dismissal resting in the hands of the then-presiding chair.

Regular meetings shall be scheduled by the Chair on a quarterly basis, unless otherwise agreed by a majority of the voting members. On this basis, the expectation is that four (4) meetings of the RESSC will occur annually. Each meeting will be organized in advance, with the Chair responsible for preparing an agenda and distributing the agenda at least 3 days before the meeting. The meeting minutes will be prepared by the Secretary and distributed no less than 10 business days following the meeting.

The meeting agenda will routinely include the following general items:

- Roll Call
- Approval of the Agenda and the previous meeting minutes, or corrected as noted and agreed.
- Approval of the current schedule, as updated, noted, corrected and agreed
- Old Business – Discussion Items
- Old Business – Action Items
- New Business
- Pleasure of the Chair
- Public Input, if any
- Adjournment

The committee, under the direction of the Chair, shall establish the operating rules of the committee, meeting rules and such other operating rules as it deems necessary and appropriate to conduct the business of the RESSC.

## **Reports, Minutes, Recordkeeping and Ground Rules**

### *A. Introduction*

The purpose of this section of the Rules of Procedure and Bylaws is to outline the expectations regarding the reports, other records and the ground rules of the BLM Radio Electronic Site Standards Committee (RESSC). Every committee must establish its rules of operation to avoid anarchy and establish norms of behavior for the participants and members. Insofar as the deliverables for this group will include documentation of many meetings and conversations, as well as specific reports and resolutions with recommendations, it is important to also outline the expectation for these deliverables.

First of all, all written documents shall comply with BLM policy regarding the content, format and professional appearance of documents that will be shared. There are well established norms within BLM addressing the proper format for formal communications, as well as the details of grammar, punctuation, style and form. In addition, the BLM Manual sets out certain protocols and procedures for formal publications including required review steps, artwork and display standards and final publishing.

For routine documents, the process is somewhat less burdensome, with a standard memo format established and well-understood procedures for the use of this format. Other less formal documents can be created using standard Microsoft Word templates or some variation reflecting the preferences of the author or group.

## *B. Definitions*

**i. Report** – As used in the context of these Rules of Procedure and Bylaws, a report shall be any formal document developed in conjunction with the activities of the group. The formal document shall be distinguished from and separate from other documents developed as a byproduct of the group's activities. To distinguish between the two, one should apply the test of "audience, purpose, content, resolution". By this we mean that a formal document is intended to be a formal and final document that is published and circulated to the "public", as opposed one that is circulated for internal use only by the committee members. In addition, a "report" can be distinguished from a "document" by the fact that some "documents" are circulated for comment and possible revision, while a "report" is not. Also, a report is intended to deliver important information for the use of the reader, whereas a document might be used to record meeting minutes, convey a preliminary agenda or document a conversation, not meant for general information of unknown public readers.

**ii. Document** – As used in the context of these bylaws, a "document" is distinguished from a "report" most basically in the nature of the document being intended for a limited audience, having a non-ephemeral purpose, with content which is limited in nature and not intended to be of general interest, and which may be temporary or draft in nature. A draft report would be a "document", whereas a final "report" would be a "report".

**iii. Ground Rules** – The Ground Rules shall mean all rules affecting the conduct of business by the RESSC. For example, the Ground Rules shall include the use of "Robert's Rules of Order" when conducting the meetings. However, the Ground Rules shall also include any relevant BLM policies, procedures and rules/regulations pertinent to the RESSC's activities, whether during a formal meeting or not.

**iv. Recordkeeping** – Recordkeeping shall refer to the process by which the RESSC documents the activity and formal actions of the RESSC, and all activities which lead up to said activities or formal actions. Recordkeeping shall be conducted in accordance with all BLM policies and procedures related to the maintenance of federal records.

**v. Goals and Objectives** – The Goals and Objectives of the RESSC shall be those items identified in the RESSC Charter, as may be further defined by the RESSC voting members at the beginning of each Fiscal Year (FY) and adopted by formal vote. The Goals and Objectives shall incorporate, to the maximum extent possible, the overall goals and objectives of this committee, as well as the Mission, Purpose and Objectives of the BLM overall, the DOI, and the specific goals and objectives of the National Radio Program within the Fire Program Area.

## *C. Goals and Objectives*



A primary goal of the RESSC Recordkeeping System will be the dissemination of information. As such, the use of current technology to disseminate information shall be encouraged and implemented. For example, as noted elsewhere herein, the RESSC records shall be posted on suitable SharePoint sites (or other designated medium) and accessible to those individuals responsible for implementing or complying with the standards. Another goal of the RESSC recordkeeping system will be maintaining a record of all decisions made, as well as background information considered when making these decisions. Finally, in order to comply with all BLM directives as well as a general desire to function in the most professional and orderly manner possible, the RESSC recordkeeping system shall fulfill all basic functions necessary to effectively and efficiently operate the RESSC and properly document key information about the RESSC and its activities.

#### *D. Reports*

All formal reports issued by the RESSC shall be vetted and shall be issued after a formal vote of approval by the voting members of the RESSC. Said vote of approval shall be a majority of all votes cast, with a quorum being present.

All formal reports shall comply with BLM manuals and policies governing such matters relating to the publication of materials.

A copy of all formal reports issued by the RESSC shall be suitably filed and made available to the users of the report by the RESSC Recorder. Said file may include, but not be limited to: draft copies of the report; written comments and/or correspondence related to the report; formal recommendations made to the RESSC regarding the report or its contents; and any other pertinent documents or records which are relevant to the report or its preparation and/or consideration.

#### *E. Minutes*

Minutes of meetings shall be recorded by the Recorder and shall be reviewed and approved by the RESSC voting members. The Recorder shall file the final copy of all meeting minutes and any supporting documentation used in preparing the minutes. Such file may include, but not be limited to: a record of the roll call, including any late arrivals properly annotated; a copy of any audio or video recordings of the meeting, if any; a copy of any and all materials presented during the meeting, including but not limited to, draft reports, final reports, PowerPoint slides, reference materials, photographs or any other materials distributed to the voting members during the meeting, whether by hard copy or electronic means; and any other materials considered during the meeting and which may have been discussed or considered during the meeting, including proposals for the agenda or the next meeting date, time or content. The minutes, due to the standard agenda content, should also include copies of all schedule updates, budget updates or any other routine matter considered at the meeting.

The Recorder shall file all such minutes and related materials suitably and shall make the minutes available to the remainder of the non-voting members of the committee after adoption by the RESSC voting members. In addition, the minutes shall be placed in a suitable public file for review, including but not limited to suitable SharePoint sites.

### *F. Recordkeeping*

The Recorder shall be responsible for keeping all records of the RESSC. The Recorder shall suitably file the records in an orderly manner and shall make them available to any member of the RESSC, voting or non-voting, upon the receipt of a suitable request. At a minimum, the RESSC records system shall include the following:

- Meeting Agendas
- Meeting Minutes
- RESSC Membership Roster, voting and non-voting (roster shall include names, affiliations, titles, and contact information)
- Annual Schedule with all updates
- Annual Budget with all updates
- RESSC correspondence with individuals, groups or other agencies
- Reports submitted to the RESSC by members, sub-committees or interested parties
- Formal Recommendations to BLM management for revisions, additions, deletions or corrections to the BLM Radio Infrastructure Standards
- The RESSC Annual Reports to BLM Management of Accomplishments and Activities
- Any other formal reports or recommendations issued by the RESSC
- A copy of the most current BLM Radio Infrastructure Standards
- A copy of the RESSC Charter
- A copy of the RESSC Project Management Plan and/or any sub-plans
- Any pertinent reference documents, such as referenced standards, BLM policies and manuals, Executive Orders, Departmental Directives, etc.

### *G. Ground Rules*

Meetings shall be conducted in accordance with the 11<sup>th</sup> edition of “Robert’s Rules of Order”. The RESSC Chair shall be responsible for conducting the meetings, unless unable to attend, in which case the Vice Chair or designee shall conduct the meeting. As noted above, attendance at meetings is mandatory for those who are voting members, but non-voting members may also attend.

The Recorder shall be responsible for maintaining files for the RESSC as discussed above under Recordkeeping.

The RESSC shall be charged with the responsibility of reviewing the BLM Radio Infrastructure Standards (including any other matters identified herein), and such other matters which are reasonably related thereto. The RESSC shall only involve itself with such related matters and shall refrain from addressing other matters in which the individual members of the RESSC may have an interest, if such other matters are not directly related to the BLM Radio Infrastructure Standards (or other matters specifically included

as an RESSC responsibility herein) or issues directly pertaining to said matters. The Chair shall be the sole and final arbiter of the issue of whether a matter is within the jurisdiction of the RESSC.

The members of the RESSC shall at all times conduct themselves in accordance with all professional and ethical requirements, standards and guidelines issued by the BLM for individuals holding their respective positions in BLM. Violation of said standards of conduct may be grounds for dismissal from the RESSC upon submission of appropriate documentation of said misconduct.

Conflicts of Interest, as defined in relevant BLM policies and directives, shall be strictly avoided. Any member of the RESSC who feels they may have a conflict of interest in any matter which comes before the RESSC shall immediately notify the Chair of said opinion and ask to be recused from further consideration of said issue.

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