

MESA EMERGENCY SERVICE AMATEUR

COMMUNICATIONS

(MESAC)

By-laws



INTRODUCTION

Mesa Emergency Service Amateur Communications, (MESAC), is an all volunteer group of citizens who are FCC licensed Amateur Radio Operators providing the City of Costa Mesa with an emergency communications reserve. Its members bring a variety of volunteer skills for emergency tactical, administrative and logistical communications between the City and its departments, between the city and county government, and outside agencies.

The resources of MESAC are an essential staff resource intended to augment City and Public Safety communications.

The City of Costa Mesa supports an active involvement of MESAC in the day-to-day affairs of the Telecommunications Division so that in times of need they are cognizant with on-going procedures and personnel and capable of integrating with all systems. As part of its regular activity MESAC conducts drills in order to test, train and keep in peak readiness its Members and their emergency operations communications equipment.

ARTICLE I - NAME

The name of the Organization shall be Mesa Emergency Service Amateur Communications, or MESAC.

ARTICLE II - OBJECTIVE

- a. It shall be the objective of MESAC to maintain a team of well trained, organized, and disciplined radio operators who work under the authority and at the direction of the City of Costa Mesa. This Organization shall provide radio communications and other emergency support for the City.
- b. MESAC members may at the request of the City provide radio communications and support for emergencies, training events, and other public service events to serve the City and the citizens of Costa Mesa.

ARTICLE III – PRINCIPAL OFFICE

The principal office shall be established in the City of Costa Mesa, County of Orange, State of California.

ARTICLE IV - ADMINISTRATION

- a. Under the direction of the City Telecommunications Manager, a Board of Directors, consisting of Seven (7) members, elected by the membership, shall set the policy of the Organization.
- b. The elected MESAC Officers under direction of the President-Chief Radio Officer shall implement the policy.

ARTICLE V – BOARD of DIRECTORS

- a. The Board of Directors shall be the governing body of the Organization and as such shall formulate and be responsible for all matters of policy. Decisions of the Board of Directors shall be reached upon by a majority vote; thereupon the President-Chief Radio Officer shall execute the decisions so made or policies so formed.
- b. The Board of Directors shall consist of the elected Officers and two (2) Board Members-at-Large.
- c. The Board of Directors shall meet in regular or in special meetings in order to transact business. Regular Board meetings are normally called once each month. A quorum of four (4) Board Members shall be required to conduct business. Regular Board Meetings shall be announced during the Monday night Radio Net at least one week in advance. Board meetings shall be open to Members except when personnel or legal issues are discussed. A record of proceedings shall be kept and be made available to the Membership.
- d. The terms of office for Board Members and Officers shall commence at the announcement of the election results and shall serve for a period of one year or until such time as their successors have been elected and take office at the close of elections.
- e. Should any member of the Board of Directors or an Officer resign or be unable to continue the duties of his/her office, the Board shall call a special election to be held at the next monthly General Meeting with the prevailing candidate taking office immediately.

ARTICLE VI - OFFICERS

- a. The elected Officers shall consist of: President-Chief Radio Officer, Vice President-Operations, Vice President-Technical Services, Vice President-Logistics, and Vice President-Administration.
- b. The President-Chief Radio Officer shall be the leader of MESAC. He or she shall serve as the Chair of the Board of Directors, preside over General meetings and decide all questions of order. The President-Chief Radio Officer shall sign all official documents that are adopted by the Organization and act as its spokesperson and representative at meetings with the City and other organizations unless some other member is delegated so to act on behalf of him/her or the Board of Directors. The President-Chief Radio Officer may appoint committees and Members with the concurrence of the Board, to carry out the various MESAC functions and events. The President-Chief Radio Officer shall enforce these By-laws, the Code of Conduct, and other duly adopted rules and regulations. A candidate for the office of President-Chief Radio Officer shall currently be an Active Member continuously for one year and it is desirable to have demonstrated previous MESAC leadership experience.
- c. The Vice President-Operations shall assume all duties and responsibilities of the President-Chief Radio Officer in the event of his/her absence. The Vice President-Operations shall oversee the various fixed base and field operations teams and arrange operational training for the membership. A candidate for the office of Vice President-Operations shall currently be an Active Member continuously for one year. It is desirable for the candidate to have demonstrated previous MESAC operational leadership experience.
- d. The Vice President-Technical Services shall provide technical radio expertise and assistance to the Organization by overseeing a team of technical specialists and coordinating technical training for the membership. Candidates for the office of Vice President-Technical Services should have a background in electronics or a related field. A Federal Communications Commission (FCC) Amateur Radio license of General Class or higher is desired but not required.
- e. The Vice President-Logistics shall oversee a team of logistics specialists providing logistical support and staffing for operations and general events. Candidates for the office of Vice President-Logistics should have demonstrated past MESAC experience supporting significant operations or events.

- f. The Vice President-Administration shall serve as the MESAC Secretary and oversee a team of administrative specialists. The Vice President-Administration and the administrative team ensure that an agenda is prepared before each general meeting and an accurate record of the proceedings is kept. The By-laws, Code of Conduct, and all other official documents are to be maintained and stored securely by the Vice President-Administration. Candidates for the office of Vice President-Administration should have excellent organizational skills.

ARTICLE VII – ELECTIONS

- a. Nominations for Officers and Board of Directors by Active Members shall be made at the General Meeting in April. Active Members unable to attend the meeting may submit nominations to the Vice President-Administration prior to the meeting. A list of candidates shall be sent to all Active Members and announced during the Monday night Radio Net until elections are held.
- b. Elections shall be held at the General Meeting in May.
- c. The Vice President-Administration shall preside over the election.
- d. Active Members in good standing attending the General Meeting in May shall vote by secret ballot.
- e. Ballot results shall be announced immediately after tallying at the meeting and entered into the meeting minutes.
- f. A special election called by the Board of Directors to fill a vacancy must be announced during the Monday night Radio Nets prior to and leading up to the next monthly General Meeting. Nominations and voting shall take place at this meeting.

ARTICLE VIII – MEMBERSHIP

- a. There are four (4) categories of MESAC membership: Active, Auxiliary, Inactive, and Youth.
- b. Active Members enjoy full privileges of membership and are eligible to participate in all MESAC functions, emergency activations, vote, and hold office. Active Members should regularly check into the weekly Monday night Radio Net, attend the monthly General Meetings and are encouraged to participate in as many MESAC functions and activities as practical. Active Members shall be required to be registered as Disaster Service Workers by the City.
- c. Auxiliary Members are members who choose not to become full Active Members but still wish to participate in MESAC and may be available to provide communications during an emergency. Auxiliary Members participation in emergencies may be limited since they have not undergone background checks and will not be registered Disaster Service Workers. Auxiliary Members may not nominate or vote in MESAC elections or hold elected office.
- d. Inactive Members are Active Members in good standing that temporarily are unable to participate fully in MESAC due to personal or other reasons but may be able to reactivate during an emergency. Active Members requesting a change to Inactive status must make this request in writing stating reason and duration of expected inactivity to the Vice President-Administration. A change of status request must be approved or denied at the next Board meeting. The Member may reactivate with written notification to Board or the Board may rescind the inactive status with cause at anytime.
- e. Youth Members are members under 18 years of age and therefore ineligible for Active Membership but still wish to participate in MESAC. Youth Members may participate in most non-emergency events subject to restrictions placed by the City. Youth Members may not vote or hold elected office in MESAC.
- f. Entry qualifications for Active Membership:
 1. Must be at least 18 years of age
 2. Must possess a valid FCC Amateur Radio License
 3. Must own or have ready access to a hand-held 2-meter Amateur radio
 4. Must attend three (3) monthly General Meetings (over a four month period)
 5. Must check in regularly in the weekly Monday night Radio Net
 6. Must have a desire to provide public service
 7. Must pass a background check by the Costa Mesa Police Department

- g. Prospective Active Members meeting all requirements shall receive an application form to be filled out and returned to the designated Membership Chairman. Prospective Auxiliary and Youth members, who possess a valid FCC Amateur Radio License, need only fill out a simplified registration form.
- h. All prospective Active Members will have their submitted applications forwarded for approval by:
 1. The MESAC Board of Directors
 2. The Costa Mesa Police Department
 3. The City Telecommunications Manager
- i. All prospective Auxiliary and Youth Members will be subject to Board approval only.

ARTICLE IX – MEMBERSHIP MEETINGS

- a. **GENERAL MEETINGS:** General Meetings shall be held on the fourth (4th) Wednesday of each month. A meeting that falls on a holiday or a day preceding a holiday may be moved up one week.
- b. **SPECIAL MEETINGS:** Special meetings may be called by the President-Chief Radio Officer and two (2) members of the Board of Directors to conduct business that cannot be deferred until the next General Meeting.
- c. **NOTIFICATION OF SPECIAL MEETINGS:** Notification of meetings shall be announced at least five (5) days in advance during the Monday night Radio Net.
- d. **AGENDAS:** An agenda shall be provided prior to each meeting
- e. **MINUTES:** Minutes of each meeting shall be taken.
- f. **QUORUMS:** Meetings shall require the lesser of, 15 Active Members, or a twenty (20%) percent representation of the Active Members, in good standing in order to conduct business.
- g. **NETS:** In addition to General Meetings a weekly MESAC Monday night Radio Net is held to disseminate information and news.

ARTICLE X –MEMBERSHIP IDENTIFICATION

- a. The membership Identification Card (ID) of each Active Member shall be issued by the City of Costa Mesa and shall consist of a City Photo Identification Card signed by the City Manager. The card shall indicate “MESAC Volunteer” No other identification shall be issued.
- b. No member shall display the ID card to gain or attempt to gain entry into an area prohibited to the public unless the member has prior authorization to respond to the area.
- c. The ID card shall not be used, nor shall a member identify their self as a member of MESAC in attempt to receive special consideration or favor as a representative of the City of Costa Mesa except when actually engaged in providing official and authorized service.
- d. A lost or stolen ID card must be reported immediately to the Vice President-Administration.
- e. The City Identification Card remains property of the City and must be surrendered upon termination of membership of the Organization.

ARTICLE XI – LIABILITY OF MEMBERS

- a. No member shall be personally or otherwise liable for any debt, liabilities or obligations of this Organization.
- b. The City of Costa Mesa, through the State of California, shall provide Workers Compensation Insurance for any approved MESAC Active Member who has completed and signed the required Disaster Service Workers documentation and who is participating in designated emergency services or other approved activities authorized by the City.

ARTICLE XII – TERMINATION OF MEMBERSHIP

- a. Any member may terminate their membership at any time, upon delivery to the Vice President-Administration, written notice of the effective date of such resignation.
- b. The Organization may terminate any membership for any infraction of the By-laws, Code of Conduct, and rules and/or regulations of MESAC or the City. The Member shall be given written notice stating the cause for termination.
- c. Involuntary terminations shall require a two-thirds (2/3)-majority vote of the Board of Directors and/or the approval of the City Telecommunications Manager.
- d. Upon termination, the City Photo Identification Card must be surrendered along with any issued City property.

ARTICLE XIII – REPEATER

- a. The City owns an Amateur Radio Service 2-meter radio repeater located atop city hall.
- b. The repeater is considered a “private repeater”. Active, Auxiliary and Youth members may use it at anytime. Licensed Amateur Radio Operators living or working in the City of Costa Mesa may use the repeater except during a MESAC activation or drill unless otherwise directed. Other visitors may use the repeater from time to time at the discretion of the control operator.
- c. Phone patch and repeater code use is limited to Active Members and are considered confidential and not to be made public.
- d. A designated MESAC Active Member shall serve as Trustee of the repeater.
- e. The Trustee shall oversee the operation of the repeater and be the primary control operator.
- f. The Trustee shall keep all FCC and the local repeater coordination documents current.
- g. The Trustee may designate additional MESAC members to serve as control operators of the repeater and to perform repeater maintenance.

ARTICLE XIV – CODE OF CONDUCT

- a. A separate MESAC Volunteer Code of Conduct document sets a minimum standard of conduct expected of all Members.
- b. The MESAC Volunteer Code of Conduct shall require City approval and a two-thirds (2/3)-majority vote at a General Meeting prior to being implemented.
- c. All Members shall be given a copy of the MESAC Volunteer Code of Conduct and shall be expected to follow it.
- d. Amendments to the MESAC Volunteer Code of Conduct shall require City approval and a two-thirds (2/3)-majority vote at a General Meeting. Such amendment shall be published in the agenda. Each Member shall be sent notification of the specific code under consideration before such action may become an order of business.
- e. Amended copies of the MESAC Volunteer Code of Conduct shall be distributed to members as they are enacted.

ARTICLE XV - AMENDMENTS

- a. Amendments to these By-laws, with exception of City rules, shall require a two-thirds (2/3)-majority vote at a General Meeting and the approval of the City Telecommunications Manager.
- b. Such amendment shall be published in the agenda and each Active Member shall be sent notification that the specific ARTICLE of the By-laws is under consideration before such action may become an order of business.

ARTICLE XVI - AUTONOMY

Actions by vote within the authority of the By-laws shall be binding upon Members and become policy of the Organization.

APPROVALS

Date

City of Costa Mesa, Telecommunications Manager

Date

MESAC President

Date

MESAC Secretary

Date

By-laws Committee Chairman

By-laws in effect as of: March 26, 2003

Attachments:
MESAC Volunteer Code of Conduct adopted January 22, 2003

Amendments: None