

Interstate Telecommunications Relay Services Fund Advisory Council

Bylaws

Purpose

The Interstate TRS Fund Advisory Council will advise the interstate TRS fund administrator on interstate TRS cost recovery matters.

Meetings and Meeting Accommodations

The Council will meet at least semi-annually, as directed by the Federal Communications Commission (Commission) in its Third Report and Order, Telecommunications Relay Services and the Americans with Disabilities Act of 1990, CC Docket 90-571, released July 20, 1993. Meetings will be conducted according to the most current version of *Roberts' Rules of Order* except when in conflict with the bylaws, in which case the bylaws will prevail. The interstate TRS fund administrator will report to the Commission on the TRS Council's deliberations at least annually.

Council meetings must be held in locations that comply fully with all requirements of the Americans with Disabilities Act of 1990. Specifically, hotel accommodations must include, but not be limited to, the following assistive devices: in-room text telephones (TTYs); smoke/fire strobe alarms; motion wake-up devices; television closed-caption decoders at the time of check in. Additionally, strobe smoke / fire alerting devices should be in public areas and in meeting rooms by the start of the meeting. The hotel's emergency response plan should provide that hotel staff will seek to ensure that all meeting rooms are evacuated safely. Public text telephones should be available where conventional public phones are also placed. In the event of non-compliance, NECA will file a formal complaint with hotel management with a copy to its corporate headquarters.

Membership

The Council will be composed of not fewer than [6] and not more than [13] members. In accordance with the Commission's order, members will represent the following groups: persons with hearing and / or speech disabilities; TRS users - voice and TTY; interstate telecommunications service providers; state representatives including state relay administrators; and TRS providers. Each group will select its own representative(s). Each group shall have no more than two persons for membership, except for persons with hearing and / or speech disabilities which shall have three, at least one of whom to represent the speech disability community, and state representatives including state relay administrators, which shall have four. Members shall serve at the pleasure of their constituent group.

The term for Council members shall be four calendar years:

1. The term begins when the member joins the Council.
2. The term for members joining the Council as part of a newly authorized constituent group shall be four years, beginning at the time the new member joins the Council.
3. In the event of a vacancy during the term, the constituent group may designate a replacement. The new member's term shall be four years, beginning at the time the new member joins the Council.
4. In the event that the terms of members of the same constituent group expire at the same time, a coin will be tossed to choose one of the members to serve an additional year. In the event that the terms of the members of the group of persons with hearing and / or speech disabilities expire at the same time, an appropriate, mutually agreeable method of choosing one of the members to serve an additional year will be followed.

Members having served two consecutive full terms will retire from the Council, but will be eligible for re-election after a hiatus of at least two years.

Removal of a Council Member

A member may be removed from the Council, with or without cause, by the constituent group or organization he/she represents.

A request for removal of a member may be initiated by: a majority of the Council, the constituent group/organization, or the fund administrator. A discussion of the alleged concerns with the respective Council member is encouraged prior to any final action. The constituent group/organization will make the final decision on removal and will notify the individual, the Council chairperson, and the fund administrator of the removal in writing. The fund administrator will notify the FCC of the removal of the Council member.

If the constituent group/organization decides to remove the member, that same constituent group/organization will then choose a new representative

Meeting Notice and Substitute Representation

Representation of regular Council members at meetings by designated substitute persons is permitted, when regular Council members are unable to attend. Persons acting on behalf of regular Council members should strive accurately to represent the constituents of the regular Council member, as would the regular member. Council members will receive at least 30 days' advance written notice (electronically transmitted or via first class mail or overnight delivery) of meetings, including schedules and accommodations, as necessary. Notice will be provided by fund administrator staff assigned to support Council activities.

Expenses of Council Members

Membership and participation in Council activities is voluntary and non-compensatory. The Fund Administrator will be responsible for reimbursing from the TRS Fund such reasonable expenses of council members or an authorized designee from each eligible group defined above, as directed by the Commission. Council member expenses will be reimbursed on a request basis, and are expected to be de minimis. These expenses and their treatment by the Fund Administrator will be subject to review by the

Commission, as part of the Fund Administrator's annual report of TRS Council deliberations.

Officers

The Council will be administered by a chairperson, a vice-chairperson and a secretary. Any council member will be eligible for election to an officer position, subject to the limitations of officer selection and tenure stipulated in these by-laws.

Members will be eligible for election to Council office after one year of service. Officers will serve at the pleasure of the standing Council; election of officers will be held every two years, in odd numbered years, during the fall meeting, or at the earliest opportunity after an office is vacated for any reason.

Adoption / Amendments of these By-laws

Adoption or amendments of these bylaws will occur upon vote of approval by a simple majority of Council members.