

REGIONAL ENTERPRISE DATA SHARING SYSTEM

ADVISORY BOARD BYLAWS

REDSS Bylaws Record of Changes

Version	Date Voted by Board	Description / Changes
1.0	June 23, 2011	Adopted by REDSS but not by Cuyahoga County Council. This is the first version tracked under the new Cuyahoga County Administration.
2.0	April 12, 2012	Adopted by Cuyahoga County Council August, 2012
2.1	January 24, 2013	Revision to election cycle, Chair and Vice Chair
3.0	May 29, 2014	Change in Board membership, meeting schedule, and Committees

I. HISTORY

Under the new Cuyahoga County administration (2011), the Regional Enterprise Data Sharing System (R.E.D.S.S.)¹ was established as a section under the new Department of Public Safety, Division of Information Technology (DOIT), shortly after, it became its own division under the newly created Department of Public Safety and Justice Services. REDSS (formerly the Cuyahoga Regional Information System “CRIS”) was originally formed under a Resolution by the County Commissioners in 1976. REDSS was formed as part of a requirement of an application to the Criminal Justice Coordinating Council of greater Cleveland for a Law Enforcement Action Project Grant. The grant required the development of a steering committee. Subsequently, the resolution was amended under Resolution 986313 on December 24, 1979, to allow for additional members as part of the steering committee and formally naming it the CRIS Advisory Board, now to be called the REDSS Governing Board.

II. PURPOSE

The Regional Enterprise Data Sharing System Governing Board (hereinafter called the “REDSS BOARD”) is an Advisory Board to the Cuyahoga County Executive intended to provide guidance in the operation, direction, maintenance, and enhancement of public safety and criminal justice systems and technology such as the public safety network, justice data warehouse, MyCris application, two-factor authentication and Automated License Plate Readers (ALPR).

III. COMPOSITION of REDSS GOVERNING BOARD

The REDSS Governing Board is composed of the following seven (7) members from the criminal justice and public safety community.

Agency	Number of Representatives
Cuyahoga County Executive or Designee	1
City of Cleveland Chief of Police	1
Cuyahoga County Prosecutor	1
Cuyahoga County Sheriff	1
Police Chiefs Association	2
Medical Examiner	1
Total	7

IV. MEMBERSHIP REQUIREMENTS

The following requirements shall take effect on the date of approval of these By-Laws at a regular organizational meeting, pursuant to Section VII, paragraph A.

- A. No single person shall represent more than one of the appointing authorities defined in these By-Laws and no agency shall have more than one vote.

¹ The ordinance was passed using the language Cuyahoga Regional Information System (CRIS)

- B. The term of membership shall be from organizational meeting to organizational meeting, and shall occur at the first meeting of the calendar year.
- C. Two months prior to the start of the term of membership, the Chairman of the REDSS BOARD (“CHAIRMAN”) shall cause to have written notification sent to each Appointing Authority that their member on the REDSS BOARD must be appointed. On or before the first day of the calendar month in which the term of membership starts, the Appointing Authorities shall provide the CHAIRMAN, or the CHAIRMAN’s designee, with written notification of the Appointing Authorities’ member on the REDSS BOARD. A member may designate, in writing, an individual to represent the member at meetings of the REDSS BOARD in the member’s absence. Such alternates shall have full voting privileges and shall count toward a quorum when the primary member is not present.
- D. Members of the REDSS BOARD shall serve at the pleasure of their respective Appointing Authority.
- E. Vacancies occurring on the REDSS BOARD shall be filled by the region or original Appointing Authority to complete the term of membership.
- F. Members shall receive no compensation from the REDSS BOARD or the EXECUTIVE for attendance at the REDSS BOARD meeting or for attendance at any other activities of the REDSS BOARD. Members may be reimbursed for out-of-pocket expenses directly related to the activities of the REDSS BOARD with prior written approval of the REDSS BOARD and the EXECUTIVE.
- G. In accordance with O.R.C. 2921.42, no member of the REDSS BOARD shall have an interest in any public contract with Cuyahoga County, or an interest directly or indirectly, with an entity, or any of its affiliate thereof, which does business with Cuyahoga County or maintains a business relationship with Cuyahoga County. Any member or alternate member found to have such an interest shall be removed from the REDSS BOARD.
- H. Membership shall be for a two (2) year term.

V. REDSS BOARD MEETINGS

- A. The REDSS BOARD shall hold a minimum of four (4) quarterly meetings each year including the organizational meeting.
- B. Additional meetings of the REDSS BOARD shall be called at the request of the chair. The chair shall also call a meeting of the REDSS BOARD upon receiving a written request signed by four (4) members of the REDSS BOARD.
- C. The REDSS chairperson, or the chairperson’s designee, shall serve written notification of all meetings of the REDSS BOARD, including time, date, and location, on all REDSS BOARD members and associate members. This written notification shall be sent via regular U. S. Mail and/or Electronic mail (e-mail) at least ten (10) calendar days in advance of the scheduled meeting date.

- D. The REDSS BOARD shall conduct its business only if a majority (quorum) of its members (TBD) is in attendance.
- E. All REDSS BOARD meetings shall be open to the general public pursuant to Section 121.22 of the Ohio Revised Code.
- F. At a minimum, the minutes of a meeting of the REDSS BOARD shall be transmitted to all REDSS BOARD members and associate members at least seven calendar days prior to the next meeting.
- G. The minutes of a meeting of the REDSS BOARD shall be a summary of the meeting's proceeding with specific actions indicated in detail and with the related vote itemized. The minutes shall also indicate those members or alternates in attendance at the meeting.
- H. The agenda for the meetings shall be approved by the chair; however, any item put forth by any member shall be acted on appropriately at the meeting.
- I. The chair, with the concurrence of two other members of the Executive Committee, may call an emergency meeting of the REDSS BOARD. The ten (10) calendar days' notification requirement specified in Section VII C shall be waived for an emergency meeting. The chair shall use best efforts to provide all members of the REDSS BOARD with telephone and/or Electronic Mail (e-mail) notification of any emergency meeting.
- J. Votes at the REDSS BOARD meetings shall be voice votes, except as specified elsewhere in these by-laws or when a roll call vote is requested by any REDSS BOARD member.
- K. A Manager or designee in the Department of Public Safety and Justice Services will be assigned to oversee support for the REDSS BOARD and will be present and provide informational updates at all meetings, will serve as Secretary to the REDSS BOARD, and be a non-voting member of the REDSS BOARD.

VI. REDSS BOARD OFFICERS

- A. The officers of the REDSS BOARD shall be a chair and vice-chair elected by the REDSS BOARD.
- B. In the event of a tie vote, the chair will cast the deciding vote.
- C. The officers of the REDSS BOARD shall be members of the REDSS BOARD. No agency shall have more than one representative as REDSS BOARD officers.
- D. The officers of the REDSS BOARD shall be elected at the organizational meeting of the REDSS BOARD, as defined in Section VII, Paragraph A. The Chairperson shall be elected at the Organizational Meeting of every even-numbered year, and the Vice Chairperson shall be elected at the Organizational Meeting of every odd-numbered year. Open nominations for the officers shall be put forth and the election held at the organizational meeting. A voice vote of those REDSS BOARD

members in attendance shall be required to elect an officer, and the nomination and voting process shall be repeated as many times as necessary until such time as a nominated REDSS BOARD member receives a majority vote of those REDSS BOARD members in attendance.

- E. The term of office for a REDSS officer shall be for two (2) years, beginning from the Organizational Meeting said officer was so elected.
- F. Vacant offices shall be filled by the appointing authority, to complete the term of office.
- G. The chair shall call and preside at all meetings of the REDSS BOARD; shall serve as the REDSS BOARD's liaison to the County Council and the Council's criminal justice community; may establish those committees deemed necessary for the REDSS BOARD to conduct its business with the concurrence of the majority of the REDSS BOARD members in attendance; and shall appoint the members to established committees and shall designate one of these appointed members as chair of such committees.
- H. The vice-chair shall assume all the above responsibilities and duties in the absence of the chairperson. In addition, the vice-chairperson shall cause records of each member's attendance at the REDSS BOARD meetings to be maintained and the minutes prepared pursuant to Section VII, paragraph H, and distributed.
- I. In the event the chair and vice-chair are not available to preside at meetings, and a quorum is present, the person appointed by the Cuyahoga County Executive shall preside over the meeting.

VII. COMMITTEES

- A. The REDSS Board shall have a standing User Group Committee which is open to all users and shall meet a minimum of six (6) times per calendar year on alternating months.
- B. The REDSS BOARD shall establish additional committees, councils, or task forces ("COMMITTEES") it deems necessary to conduct its business.
- C. The chair of each committee established pursuant to Section VII.A and VII.B., shall be appointed by the CHAIR and may be appointed to successive one-year terms.
- D. The committee chair may be a voting or non-voting member.
- E. The REDSS BOARD may remove a committee chair with a 2/3 majority roll-call vote.
- F. The membership of a committee shall be determined by the REDSS BOARD and may consist of members and non-members of the REDSS BOARD.
- G. The REDSS BOARD may abolish any committee established pursuant to Section X.A. by a majority voice vote.

- H. Votes occurring at any sub-committee shall only be by no more than one vote per agency. For the purposes of Cuyahoga County, the Executive, Courts and Prosecutor are considered separate agencies.

VIII. APPROVAL OF BYLAWS BY CUYAHOGA COUNTY COUNCIL

Upon the approval of Cuyahoga County Council, these bylaws will become effective and adopted by Cuyahoga County. Upon approval, the REDSS BOARD will become an official board under the Cuyahoga County Boards and Commissions. (Appendix A – Ordinance 2012-0028)

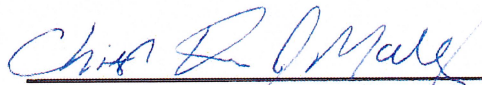
IX. BYLAWS AMENDMENTS

The REDSS BOARD may recommend to the Cuyahoga County Executive amendments to these bylaws. Prior to the submission of such recommendations to the Cuyahoga County Executive, all such recommendations shall be: Submitted to and accepted by the REDSS BOARD at a meeting by two-thirds vote of the REDSS BOARD members, as determined by a roll call vote of the REDSS BOARD members as determined by a roll call vote.

APPENDECIES:

Appendix A – Cuyahoga County Resolution Approving REDSS By-Laws

I hereby certify the foregoing to be the true and a correct copy of the Regional Data Sharing System By-laws which were duly adopted on this 29 day of May, 2014.


REDSS Advisory Board Chairman


Cuyahoga County Executive

First Reading/Vote in the affirmative: April 24, 2014

APPENDIX A

Cuyahoga County Ordinance No. 2012-0028

Approving REDSS By-Laws

County Council of Cuyahoga County, Ohio

Ordinance No. O2012-0028

Sponsored by: **County Executive
FitzGerald/Department of Public
Safety and Justice Services/Division of
Information Technology**

An Ordinance authorizing the renaming of the Cuyahoga Regional Information System (CRIS) Advisory Board to the Regional Enterprise Data Sharing System (REDSS) Advisory Board; authorizing said Board to establish and amend its bylaws to comply with mandates of the Ohio Revised Code and to update membership of the Board; and declaring the necessity that this Ordinance become immediately effective.

WHEREAS, Article VI, Section 6.03 of the Cuyahoga County Charter provides that "any board or commission of the County and any joint board or commission in which the County is a participant that is in existence when this Charter becomes effective, but not provided for in this Charter, shall continue to exist until reorganized or discontinued by action of Council, unless its continuance is required by general law;" and,

WHEREAS, Article III, Section 3.09(2) of the Cuyahoga County Charter vests the Cuyahoga County Council with the power "to establish departments, and divisions and sections within departments, under the supervision of the County Executive, and such boards, agencies, commissions, and authorities, in addition to or as part of those provided for in this Charter, as the Council determines to be necessary for the efficient administration of the County;" and,

WHEREAS, the Cuyahoga Regional Information System (CRIS) Advisory Board was originally established by Resolution of the Cuyahoga County Board of Commissioners in 1976 as part of a requirement of an application to the Criminal Justice Coordinating Council of Greater Cleveland for a Law Enforcement Action Project Grant. This grant required the development of a steering committee; and,

WHEREAS, the Resolution was subsequently amended under Resolution No. 986313 on December 24, 1979, providing for additional members in the steering committee and formally naming it the CRIS Advisory Board; and,

WHEREAS, the purpose of the entity was to set standards for the operation and management of the computer application system, personnel decisions for employees using the CRIS system, and maintaining conformity with applicable guidelines; and,

WHEREAS, CRIS's stated mission is to offer high availability architecture to all public safety clients, while embracing current and new technologies in the public safety

field, and maintaining an exceptional level of customer service and availability to all clients; and,

WHEREAS, CRIS is an independent advisory board that operates through its bylaws that are consistent with its stated mission and purpose, ORC 2949.093, and not inconsistent with general law; and,

WHEREAS, CRIS is a public body subject to the Ohio Open Meetings Law consistent with ORC 121.22; and,

WHEREAS, in January of 2012, the Department of Public Safety and Justice Services, in conjunction with the Cuyahoga Regional Information System (CRIS) Advisory Board, prepared a strategic plan that included renaming of the agency, an update to the bylaws and board membership, and to incorporate new governmental changes in compliance with the new County Charter; and,

WHEREAS, in order to fulfill the elements of the strategic plan, the Department of Public Safety and Justice Services, in conjunction with the Cuyahoga Regional Information System (CRIS) Advisory Board has requested that the bylaws be amended, to include a change to the name of the entity to the Regional Enterprise Data Sharing System (REDSS) Advisory Board, and to update the membership of the board; and,

WHEREAS, it is necessary that this Ordinance become immediately effective in order that critical services provided by this Cuyahoga County advisory board can continue without interruption or delay.

NOW, THEREFORE, BE IT ENACTED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. This Council hereby authorizes the bylaws be amended to include the renaming of the entity from the Cuyahoga Regional Information System (CRIS) Advisory Board to the Regional Enterprise Data Sharing System (REDSS) Advisory Board, and to update the membership of the Board.

SECTION 2. The Regional Enterprise Data Sharing System (REDSS) Advisory Board is an independent advisory board with the ability and authority to establish and amend its bylaws that are consistent with its stated mission and purpose, the mandates of ORC 2949.093, and not inconsistent with general law. Any amendment to the bylaws that alter the membership of the board shall require the approval of the County Executive.

SECTION 3. The Regional Enterprise Data Sharing System (REDSS) Advisory Board is acknowledged to be a public body subject to the open meetings laws as set forth in Ohio Revised Code 121.22.

SECTION 4. It is necessary that this Ordinance become immediately effective in order to continue the critical services provided by this Advisory Board without interruption or delay. Provided that this Ordinance receives the affirmative vote of eight


members of Council, this Ordinance shall become immediately effective upon the signature of the County Executive.

SECTION 5. It is found and determined that all formal actions of this Council relating to the adoption of this Ordinance were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by Mr. Schron, seconded by Mr. Gallagher, the foregoing Ordinance was duly enacted.

Yeas: Miller, Brady, Germana, Gallagher, Schron, Conwell, Jones, Rogers, Simon, Greenspan and Connally

Nays: None


County Council President

9-25-12
Date


County Executive

9/26/12
Date


Clerk of Council

9/25/2012
Date

First Reading/Referred to Committee: September 11, 2012
Committee(s) Assigned: Public Safety

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September 25, 2012