

# **Relay Missouri Advisory Committee Bylaws**

## **Article I: Authority, Powers and Duties**

### Section I. Authority

The Relay Missouri Advisory Committee (RMAC) was created by the Missouri Public Service Commission (MoPSC) in 1991 to assist in providing effective Dual Party Relay Service (DPRS) in Missouri.

### Section II. Powers and Duties

The RMAC shall have the following powers and duties:

- A. Promote awareness of relay services throughout the general public and serve as a consultant to any public agency needing information regarding either relay services in general or Relay Missouri in particular;
- B. Assist the MoPSC and the DPRS Contractor in the evaluation of promotional efforts of the DPRS;
- C. Advise the MoPSC and the DPRS Contractor regarding complaints from relay users;
- D. Act as a liaison between the DPRS Contractor and relay users.
- E. Respond to and evaluate DPRS enhancements that may improve efficiencies;
- F. Monitor legislation dealing with telecommunications issues surrounding relay users on a local, state and national level;
- G. Advocate for DPRS enhancements which meet the needs of all relay users; and,
- H. Nominate RMAC members.

## **Article II: Membership**

### Section I. Composition of the RMAC

The RMAC shall be composed of thirteen (13) members appointed by the MoPSC which will be divided into two groups.

- A. The first group will be composed of five (5) permanent members consisting of one representative from each of the following:
  - 1. DPRS Contractor;
  - 2. Two members of the MoPSC Staff;
  - 3. Office of the Public Counsel; and
  - 4. Missouri Commission for the Deaf and Hard of Hearing.
  
- B. The second group shall be composed of eight (8) Missouri residents appointed by the Missouri Public Service Commission who are from the deaf, late-deafened, hard-of-hearing, speech-impaired, and hearing communities. This group will consist of at least:
  - 1. Two (2) members from the deaf community;
  - 2. One (1) member of the late-deafened community;
  - 3. One (1) member from the hard-of-hearing community;
  - 4. One (1) member from the speech-impaired community;
  - 5. One (1) member of the hearing community; and,
  - 6. One (1) speech pathologist or audiologist.

## Section II. Term of Appointment

- A. Each nonpermanent member of the RMAC shall be appointed for a term of three (3) years and shall be eligible to serve for a maximum of three terms except that a member can continue to serve until a replacement is appointed.
  
- B. If a member of the RMAC was appointed to fill a vacancy occurring prior to the expiration of the term for which a predecessor was appointed, that member shall be appointed only for the remainder of such term.
  
- C. This section does not apply to permanent members.

## Section III. Compensation

Members shall receive no compensation for their services on the RMAC. Those members whose duties on the RMAC are not associated with their regular employment shall be reimbursed for ordinary and necessary expenses incurred in the performance of their duties according to the prevailing rates established by the state.

#### Section IV. Removal and Vacancies

- A. The RMAC may recommend to the MoPSC the immediate removal of any member if a member is:
  - 1. Absent from two consecutive RMAC meetings without prior notification to the Chair of the significant reasons why the member is unable to attend the meetings; or
  - 2. Absent from five (5) meetings during the member's three-year term.
- B. Any member may be removed for cause from the RMAC by vote of two-thirds of the members then serving on the RMAC, with the approval of the MoPSC.
- C. A vacancy for any nonpermanent membership position is filled by a majority of RMAC members voting in favor of a specific person to fill the position followed by approval of the MoPSC.

### **Article III: Officers**

#### Section I. Selection of Officers

The officers of the RMAC shall consist of a Chair and a member of the MoPSC staff as Secretary. The Chair shall be elected by the members of the RMAC.

#### Section II. Terms of Officers

The Chair shall serve for a term of three years. The Chair may serve multiple terms if re-elected by RMAC members..

#### Section III. Duties and Responsibilities

- A. The Chair shall preside at all meetings of the RMAC. The Chair shall also:
  - 1. Call special meetings of the RMAC;
  - 2. Assist in the development of the agenda for each RMAC meeting;
  - 3. Authorize all letters, reports and other communications of the RMAC;
  - 4. Handle and respond to urgent needs at the discretion of the RMAC;
  - 5. Orient new members;

6. Encourage full participation of the members in RMAC activities;
7. Promote effective communication between the RMAC, the deaf, late-deafened, hard-of-hearing, and speech-impaired communities, and public and private entities; and,
8. Create subcommittees as needed.

B. The Secretary shall organize meetings and shall:

1. Ensure minutes on all regular and special meetings are available to the public upon request;
2. Perform duties as assigned by the RMAC or the Chair; and,
3. Develop the agenda and distribute to members at meetings.

Section IV. Removal and Vacancies

- A. The officers may be removed from office by two-thirds (2/3) vote of the members then serving on the RMAC.
- B. Any vacancies shall be filled by election for the remainder of the term.

**Article IV: Meetings**

Section I. Regular Meetings

- A. The RMAC shall convene no less than two (2) times per year.

- B. Meetings can be held in person, electronically or virtually at the discretion of the Chair in consultation with RMAC members. Any RMAC meeting must accommodate the needs of all RMAC members.
- C. RMAC meetings are open to the public except for closed meetings as allowed by the Missouri Sunshine Law (§610, RSMo 2000).
- D. Dates and locations of meetings shall be communicated to members in writing at least fifteen (15) business days prior to a meeting and shall be posted as required by the Missouri Sunshine Law (§610, RSMo 2000).

## Section II. Special Meetings

- A. Special meetings may be called by the Chair when deemed necessary or at the request of a majority of the members then serving on the RMAC with appropriate notice to all members of the RMAC.
- B. Special meetings of the RMAC are open to the public except for closed meetings as allowed by the Missouri Sunshine Law (§610, RSMo 2000).

## Section III. Quorum

- A. A quorum shall consist of a majority of the committee members.
- B. Vacant seats shall not be counted to ascertain a quorum.

## Section IV. Voting

- A. Each member of the RMAC, including the Chair, shall be entitled to one vote.
- B. No member shall vote by proxy.
- C. Members may abstain on any matter up for a vote and it shall be reflected in the minutes.
- D. Members must abstain on matters that would pose a conflict of interest.
- E. No vote shall be conducted without the presence of a quorum.
- F. Voting can be conducted by email as long as all correspondence and voting is conducted in emails that include all RMAC members.

## Section V. Recommendations

All recommendation of the RMAC must be approved by a simple majority of those members present, given that a quorum is present, and are subject to the approval or rejection of the MoPSC.

### **Article V. Committees**

The Chair may create ad hoc committees to carry out the objectives of the RMAC or may establish task forces to address issues of significance to users of statewide DPRS.

### **Article VI. Amendments**

- A. These bylaws may be amended by two-thirds (2/3) vote of the members then serving on the RMAC, subject to the approval or rejection of the MoPSC.
- B. The proposed changes shall be e-mailed to members allowing members five (5) working days to provide their vote.