

# Mississippi Section Phone Net

## Operating Procedures

This Mississippi Section Phone Net (MSPN) is an American Radio Relay League (ARRL) Phone Net dedicated to public service, traffic handling, and training for emergencies with a secondary purpose of promoting fellowship among Mississippi Hams. The net meets daily on 3862 KHz and whenever needed for emergencies with a backup frequency of 7238 KHz.

**1.0 Purpose.** The purpose of this document is to specify procedures for on-the-air operation of the MSPN, requirements for MSPN membership, the role of the Net Manager, Assistant Net Managers, Net Control Stations, Official Bulletin Stations, and National Traffic System (NTS) Representatives. Additionally, procedures are defined for MSPN emergency operations, conducting the annual election for Net Manager, maintaining the Benevolence Fund, and making changes to these procedures.

**2.0 On-the-Air Operation.** The MSPN will be conducted following a Preamble and Roster as maintained by the Net Manager and used by Net Control Station (NCS) while calling the Net. The MSPN is a directed Net meaning that participating stations will transmit only when directed to do so by the NCS. The procedure for conducting the Net will be on a priority basis by calling for:

- (a) Emergency, Priority, or Welfare traffic.
- (b) Formal traffic going out of the State of Mississippi which will be collected by the Outbound Fifth Region NTS Representative.
- (c) Incoming formal traffic brought by the Inbound Fifth Region NTS Representative.
- (d) Any other formal traffic for the State of Mississippi.
- (e) Check-ins by mobile, QRP, portable, or emergency powered stations.
- (f) ARRL Bulletins or training messages.
- (g) Business or announcements.
- (h) Informal traffic to be listed.
- (i) Check-ins by counties in Mississippi followed by out of state check-ins.

**3.0 Net Membership.** Any licensed radio amateur, who has operating privileges for the frequencies used by the MSPN, may become a net member by requesting that the Net Manager add his/her call to the roster. The prospective member further agrees to check-in to the MSPN regularly and to abide by the provisions of these Operating Procedures. A request to be added to the roster may be made directly to the Net manager over-the-air or via mail or through a Net Control station. Any member can be removed from the roster at the discretion of the Net Manager when said member no longer regularly checks into the Net or does not abide by the provisions of these Operating Procedures.

**4.0 Net Manager.** The Net Manager shall have direct responsibility for MSPN on-the-air operation and administration. In this role, the Net Manager shall:

- (a) Maintain operation of the MSPN in accordance with Federal Communications Commissions Regulations, the provisions of the Operating Procedures, and in the spirit of good operating practices.
- (b) Ensure that a Net Control Station is scheduled for each session of the MSPN and designate a backup NCS in the event that the regular NCS is unable to call the net.
- (c) Coordinate with the ARRL Section Manager and the Section Traffic Manager to ensure that an Inbound and Outbound Fifth Region Representative is present for each MSPN session.
- (d) Coordinate with the ARRL Section Manager and the Section Bulletin Manager to ensure that an Official Bulletin Station brings ARRL Bulletins to the MSPN and to provide other timely information, as appropriate.
- (e) Determine the time the MSPN will meet subject to propagation conditions and guidance provided by net members.
- (f) Submit a report to the ARRL Section Manager and the Section Traffic Manager at the conclusion of each month providing the following information: number of MSPN sessions held, total check-ins, formal traffic count, and comments on net activities, as appropriate.
- (g) Publish an updated Preamble and Net Roster on a regular basis.
- (h) Maintain records of MSPN funds and activities and prepare, or direct preparation of, correspondence or other documentation as needed to ensure proper function of the Net.

**5.0 Election of Net Manager.** The Net Manager shall be elected using the following procedure:

- (a) The election will be conducted during the month of March. The elected Net Manager will assume office on the first day of April of each calendar year and serve for a term of one year.
- (b) Nominations for Net Manager shall be received during the month of March by and appointee of the incumbent Net Manager. The incumbent Net manager or his designee will make a formal call for nominees during each MSPN session during the first week of March. Nominations may be submitted by any MSPN member or group of members.
- (c) The election shall be conducted by the incumbent Net Manager during a regular MSPN session designated by the incumbent Net Manager. The date of the election shall be advertised by the incumbent Net Manager or his designee during each regular session of the MSPN for 7 days prior to the election.
- (d) The Net Manager shall be elected by a simple majority of those members voting during the designated session. Ballots by mail from MSPN members must be received prior to the designated election session by an appointee of the incumbent Net Manager. This appointee will announce the total of the mail votes for each candidate at the end of the election.
- (e) A Committee of three Tellers, appointed by the incumbent Net Manager, will count the votes during the election. After the election, one of the Tellers, who has been appointed Chairman of the Committee by the incumbent Net Manager, will announce the results, provided his count agrees with those of the other Tellers. The Chairman will transmit the results of this election in writing to the incumbent Net Manager.
- (f) In the event the office of Net Manager is vacated prior to the first day of April, the Assistant Net Manager for Operations will become the Net Manager for the remainder of the term providing the remaining term is less than six months; otherwise, the Assistant Net Manager for Operations will promptly conduct an election for the position following the guidance provided in these Operating Procedures.

(g) The Net Manager can be removed from office by a two-thirds vote of MSPN members participating in a net session designated for such purpose. Impeachment charges can be filed with any NCS in writing being duly co-sponsored by five MSPN members. The NCS is obliged to verify co-sponsorship, summarize the impeachment charges, notify the Net Manager of the charges, and conduct the impeachment session during a regular session of the MSPN. This session may be conducted only after the impeachment issues and the date for the impeachment session have been announced during every MSPN session for one week prior to the designated impeachment session. Each vote must be cast 'on-the-air' such that MSPN members can make their positions clearly known. In the event that the Net Manager is impeached, the Assistant Net Manager for Operations shall serve as Net Manager for the remainder of the term providing the remaining term is less than six months; otherwise, the Assistant Net Manager of Operations will promptly conduct an election for the position following the guidance provided in these Operating Procedures.

**6.0 Assistant Net Managers.** The Net Manager shall have the privilege of delegating portions of his duties to 'Assistant Net Managers'. Minimally, he shall appoint an Assistant Net Manager for Operations and an Assistant Net Manager for Administration.

**6.1** The Assistant Net Manager for Operations will act as Net Manager during the temporary absence of the Net Manager. This includes scheduling Net Control Stations and preparing the monthly Net report.

**6.2** The Assistant Net Manager for Administration will assist the Net Manager in preparing correspondence, maintaining the Benevolence Fund, and with other tasks as requested by the Net Manager.

**7.0 Net Control Stations.** Net Control Stations will be appointed by the Net Manager and shall:

- (a) Be solely responsible to the Net Manager.
- (b) Be in absolute authority while conducting the Net.
- (c) Conduct the MSPN in accordance with the Preamble and Roster provided by the Net Manager and following the provisions set forth in these Operating Procedures.
- (d) Immediately after calling the last session of a given month, advise the Net Manager of the number of sessions called, total check-ins, formal traffic count, and comments on net activities, as appropriate.

**7.1** Alternate Net Control Stations will be appointed by the Net Manager for the purpose of substituting for an NCS and for the purpose of training for a full time NCS position.

**8.0 National Traffic System Liaison.** An Inbound and Outbound Fifth Region Representative will be assigned by the ARRL Section Traffic Manager in coordination with the Net Manager to meet each session of the MSPN. In the event no Outbound Representative is available, the Net Control Station may designate another station to handle traffic.

**9.0 Official Bulletin Station.** An Official Bulletin Station will be assigned by the ARRL Section Bulletin Manager to meet each session of the MSPN to read ARRL Bulletins and provide other timely information, as appropriate.

**10.0 Emergency Net Operations.** In the event of any emergency, any net member may call the MSPN into session for the purpose of assisting emergency management officials or handling emergency, priority, or welfare traffic. Once the Net is activated, the temporary Net Control Station will immediately contact the Net Manager, Assistant Net Manager(s), or the Section Emergency Coordinator by the most expedient means possible. The Net Manager or Assistant Net Manager(s) will ensure that Net Control Stations are scheduled and ensure liaison with the ARRL National Traffic System. The Section Emergency Coordinator will coordinate with emergency officials to determine how the MSPN can be of service and facilitate this service in coordination with the Net Manager. In the event the Net Manager, Assistant Net Manager(s), or the Section Emergency Coordinator cannot be contacted, the Section Manager or any of the District or local Emergency Coordinators should be advised that the MSPN has been activated because of an emergency situation and request their direction in continuing net operation.

**11.0 Benevolence Fund.** A benevolence fund shall be maintained by the Assistant Net Manager for Administration. Funds will be collected from MSPN members on a voluntary basis. The fund will be used to send flowers or a designated gift upon the passing of a net member. The amount of funds to be expended for flowers upon each occasion shall not exceed \$50.00. The Assistant Net Manager will also send cards to members or family members on appropriate occasions.

**12.0 Changes to Operating Procedures.** One or more sections of these Operating Procedures may be changed by a simple majority vote during a designated net session by the MSPN members present. A change can be proposed by any MSPN member on the current roster and submitted to the Net Manager in writing. If the Net Manager deems that the change should be brought before the MSPN (after seeking guidance from the Net membership), the Net Manager will designate a session to vote on the change. Such change(s) will require one week's prior notice to the MSPN membership by the Net Manager or his designee during each net session prior to the date of the vote. If the MSPN votes that the change is to be implemented, it becomes effective immediately, and the Net Manager is directed to incorporate these changes into the Operating Procedures.

**These Operating Procedures were unanimously adopted by Members of the Mississippi Section Phone Net participating in an on-the-air business session conducted on 6 March 1998.**