



## DOCUMENTS OF CANDIDACY

[Reflecting Board amendments last adopted on 09/27/2014]

Association members desiring to declare their candidacy for election to the offices of First Vice-President or Second Vice-President should familiarize themselves with the Association's Bylaws, Policy Manual (PM), Board Handbook and Conflict of Interest provisions.

- For eligibility criteria and candidacy procedures, refer to Bylaws Article VIII and PM 6.4.
- For an overview of roles, responsibilities and election procedures, refer to the Board Handbook, PM 2.14 (Conflict of Interest), PM 4.2 (Member Conduct) and PM 6.5 (Elections).

The candidate declaration period is between October 15 and January 15. Members may not officially declare their candidacy until certified as eligible by the Credentials Committee.

Please review Appendix I and II in this packet, submit signed and notarized originals of Appendix III and IV and complete and submit the fillable form in Appendix V. Proof of U.S. citizenship is also required.

Submit all candidacy documents to the Executive Director in any manner the candidate may find appropriate such that they are received no later than the close of business on January 15 of the year of candidacy.

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## APPENDIX I

### DESIRABLE ATTRIBUTES

The First Vice-President and Second Vice-President are Officers on the Board of Directors and as such are responsible for the operation of the world's leading public safety communications organization. To effectively serve the organization, candidates should consider their background, education, and experience with regard to the following desirable attributes:

1. **Leadership Skills:** The Association is a sizable not-for-profit corporation that has thousands of members and approximately 50 full-time employees. Many of the Association's members volunteer their time and talent toward helping the Association achieve its goals. Candidates should consider their ability to serve as a top-level executive of such an organization.
2. **Budgeting Skills:** The Association has a multi-million dollar annual budget supporting widely varied goals and objectives. Candidates should consider their ability to develop and administer such a budget.
3. **Contracting Skills:** Officers on the Board of Directors should be familiar with the development of contracts for goods and/or services to include negotiating such contracts. They also should be familiar with the administration and enforcement of such contracts.
4. **Meeting Skills:** Officers on the Board of Directors either conduct meetings or represent the Association in various meetings. Candidates should consider their inter-personal skills, negotiating skills, ability to work with a varied group of individuals, and ability to bring such a varied group to consensus.
5. **Communication Skills:** Officers on the Board of Directors represent the Association in a variety of ways. These may include speaking to both large and small groups of people; presenting the Association's viewpoint to elected and appointed officials both verbally and in writing; and preparing statements and articles for publication in magazines, newspapers, and other media. Candidates should consider both their public speaking and writing skills.
6. **Ability to travel:** Officers on the Board of Directors represent the Association at a variety of meetings and other functions. While most travel is to the Washington, DC, area, travel may be required to any part of the United States and, in some cases, to other countries.

## APPENDIX II

### TIME COMMITMENT

To effectively serve the Association, the Officers on the Board of Directors must dedicate a significant amount of time to the endeavor. In addition to frequent meetings with other Officers, members of the Board and with various Association committees to discuss matters of Association business, Officers are required to represent the Association at various meetings and functions held by others and to make presentations to the U.S. Congress and/or regulatory agencies. Candidates should consider the following:

1. Participation in the required meetings may consume various periods of time. Most are of one or two days in length; some are for an entire week; and a few are for a longer period of time. In some cases, different events will require travel during some part of each week for a period of several weeks.
2. Participation in the required meetings may require travel on Saturdays, Sundays, and/or Holidays.
3. To help minimize travel, some meetings may be conducted using telephone conference call facilities. Nonetheless, these meetings require time out of an Officer's day and may last for a period of two or more hours.
4. The scheduling of most of these meetings is not a matter that can be controlled by the Officer. The Officers, however, have some flexibility as to which Officer(s) should attend a specific meeting or function.
5. Officers on the Board of Directors are required to review large volumes of e-mail, regular mail, and other printed material. Officers are expected to respond to such material in a timely manner.
6. The commitment of time will extend over the entire period of time for which the Officer will serve. Normally, the time commitment is less while serving in the lower offices and increases as one moves upward toward becoming the Association's President. The time commitment for the President is significant.
7. In considering the time commitment, Association members should include an evaluation of how it will affect their normal job duties, how it will affect their employer, and how it will affect their family and loved ones.