

# APCO POLICY MANUAL INDEX

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## **ARTICLE I: THE APCO POLICY MANUAL**

### **SECTION 1.1: ESTABLISHMENT**

#### **PURPOSE**

To define the purpose of the APCO Policy Manual and its distribution.

#### **AUTHORITY**

The Policy Manual is established in accordance with the provisions of Article VII, Section 2 of the Association's Constitution.

#### **POLICY**

1. The Policy Manual shall define policies of the Association and may define practices and procedures necessary to implement the requirements of the Association's Constitution and Bylaws.
2. The authority to establish, amend, or delete sections of the Policy Manual is defined in Article VII, Section 2 of the Association's Constitution. The requirements of the Constitution shall be followed.
3. Copies of the Policy Manual shall be made available to Association members as follows:
  - 3.1 A printed copy of the complete APCO Policy Manual shall be provided to each member of the Board of Officers and to each member of the Executive Council within 30 days of their election to the Board of Officers or to the Executive Council. A printed copy of the complete manual need not be provided to members of the Board of Officers upon their election to the next higher office or to members of the Executive Council upon their re-election to the Executive Council.
  - 3.2 A printed copy of the complete APCO Policy Manual shall be provided to the Executive Director upon his/her appointment to office.
  - 3.3 An electronic copy of each section added to the APCO Policy Manual shall be provided to each member of the Board of Officers, to each member of the Executive Council, and to the Executive Director within 30 days after approval of that section.
  - 3.4 An electronic copy of each section of the APCO Policy Manual that is amended shall be provided to each member of the Board of Officers, to each member of the Executive Council, and to the Executive Director within 30 days after approval of the amended section.

- 3.5 An electronic copy of the updated Index shall be provided to each member of the Board of Officers, to each member of the Executive Council, and to the Executive Director within 30 days after approval of the change.
- 3.6 A copy of the complete APCO Policy Manual in an electronic PDF format shall be maintained on the APCO website for access by the general membership. Such copy shall be kept current.
  - 3.6.1 “Current” shall be defined to include the addition of new sections, the exchange of amended sections, and the removal of deleted sections within 30 days after such action is approved by the Executive Council.

## **ARTICLE I: THE APCO POLICY MANUAL**

### **SECTION 1.2: CHANGES TO THE POLICY MANUAL**

#### **PURPOSE**

To define the practices and procedures to be followed in making changes to the APCO Policy Manual.

#### **AUTHORITY**

The APCO Policy Manual is established in accordance with the provisions of Article VII, Section 2 of the Association's Constitution. Certain requirements for amending the APCO Policy Manual are contained therein. This section further defines those requirements.

#### **POLICY**

1. The authority to establish, amend, or delete sections of the APCO Policy Manual is defined in Article VII, Section 2 of the Association's Constitution. The requirements of the Constitution shall be followed.
2. A proposal to modify the APCO Policy Manual may be submitted by the Board of Officers, by any committee of the Association, by any chapter of the Association, or by any member of the Association who is eligible to vote in the Annual Quorum. Such entity shall be known as the "maker".
3. Proposals to modify the APCO Policy Manual shall be submitted in accordance with either of the following two formats:
  - 3.1 Method A generally is best used in cases of minor changes to existing sections of the APCO Policy Manual.
    - 3.1.1 The maker prepares a cover letter explaining the need for the proposed change and the benefits to be gained.
    - 3.1.2 The maker prepares a document showing the proposed changes in the text. The proposal shall show not less than the entire paragraph in which text is to be changed and may include the entire APCO Policy Manual Section.
    - 3.1.3 The maker highlights text changes by showing text to be deleted as ~~strike through text~~ and text to be added as underline text.

- 3.2 Method B generally is best used in cases of major changes to an existing section involving changes in text to a significant portion of the document. Method B is the only method that is practical for new sections to be added to the APCO Policy Manual.
  - 3.2.1 The maker prepares a cover letter explaining the need for the proposed change and the benefits to be gained. The maker includes a statement that the proposed change is either a “new section” or is a “complete replacement of the existing section”.
  - 3.2.2 The maker prepares a complete section that, upon adoption by the Executive Council, will be inserted into the APCO Policy Manual. The new document shall not use ~~strike through~~ or underlining as a means of highlighting changes to the text.
  - 3.2.3 The format of the proposal shall conform to the general style of APCO Policy Manual sections as demonstrated by this section. The Constitution and Bylaws Committee may be consulted for assistance in formatting the proposal.
4. The maker shall submit the proposal to the Executive Director.
5. The Executive Director shall forward the proposal to the Board of Officers for review and comment. If time permits, the Board of Officers may make comments to the maker prior to the proposal being presented to the Executive Council. Such comments shall be non-binding on the maker.
  - 5.1 It is recommended that the Board of Officers forward a copy of the proposal to the Chair of the Constitution and Bylaws Committee for the purpose of their review to ensure the proposed new or modified policy does not conflict with a requirement of the Constitution, the Bylaws, or another section of the APCO Policy Manual. The Constitution and Bylaws Committee may also comment with regards to the format of the proposed section.
6. If the Board of Officers determines that the new or modified policy is of such importance to the effective operation of the Association that it should be implemented immediately, they may approve the policy as permitted under Section 2 of Article VII of the Constitution.
  - 6.1 The new or modified APCO Policy Manual Section shall become effective upon approval by the Board of Officers except that if the Executive Council subsequently disapproves the proposal, a new policy shall become null and void and a modified policy shall return to its prior approved state.
7. If the Board of Officers determines that approval of the new or modified policy can be held until the next regular meeting of the Executive Council, they shall instruct the Executive Director to add the proposal to the agenda for that meeting.
  - 7.1 The Executive Director shall distribute copies of the cover letter submitted by the maker and the proposed new or modified text of the APCO Policy Manual Section to the Executive Council. To the greatest extent possible, the Executive Director shall endeavor to include these items in the materials distributed to the Executive Council 30 days prior to the Council meeting.



- 7.2 The Executive Director shall include a statement from the Board of Officers with regard to their position on the proposal. Such position may be “Recommend Approval”, “Recommend Approval with Amendment”, “Recommend Disapproval”, or “No Recommendation”.
  - 7.3 The Executive Council may propose amendments to the proposed new or modified policy. Each proposed amendment shall be considered individually prior to the entire new policy or modified policy being considered.
  - 7.4 The new or modified APCO Policy Manual Section shall become effective upon its passage by a majority vote of the Executive Council Quorum.
8. The Executive Director shall deliver a printed copy of the approved new or modified APCO Policy Manual section to the Chair of the Constitution and Bylaws Committee.
  - 8.1 The Constitution and Bylaws Committee shall verify that the new or revised section is in the proper format.
  - 8.2 The Constitution and Bylaws Committee may make non-substantive changes in the format of the document including changes in font, spacing, grammar, spelling, punctuation, highlighting, and numbering to conform to the general format of the APCO Policy Manual.
  - 8.3 The Constitution and Bylaws Committee may correct words that are used improperly when the correction is based upon the context of the sentence within which the word appears and the proper word is readily obvious.
  - 8.4 The Constitution and Bylaws Committee may correct a cross-reference to the APCO Constitution, the APCO Bylaws, or to other sections of the APCO Policy Manual provided that:
    - 8.4.1 The Committee can readily determine the correct cross-reference based upon the context; or
    - 8.4.2 The Committee can determine the correct cross-reference based upon earlier versions of the same or similar sections of the APCO Policy Manual; based upon the minutes of Executive Council meetings; based upon changes to the APCO Constitution and/or Bylaws that may have changed the numbering of those documents; or based upon other verifiable historical research; or
    - 8.4.3 If the Committee is unable to determine the proper cross-reference, then the Committee shall report the problem to the Board of Officers and seek the Board’s guidance in preparation of an amendment to the Policy Manual section that will correct or eliminate the error.
9. The Constitution and Bylaws Committee shall update the Index each time a new section is added or a section is amended.
10. After the Constitution and Bylaws Committee has verified the accuracy of the new/modified section, the Executive Director shall cause the new or modified APCO Policy Manual Section and the updated Index to be published in accordance with the requirements of Section 1.1 of the APCO Policy Manual.

## **ARTICLE II: THE ASSOCIATION**

### **SECTION 2.1: CORPORATE STATEMENTS**

#### **PURPOSE**

To ensure the Association's Corporate Statements are properly maintained and safeguarded as valuable documents.

#### **AUTHORITY**

The Association Corporate Statements are the legal basis for the formation of the Association.

#### **POLICY**

1. The Association of Public Safety Communications Officials-International, Incorporated Is a volunteer membership organization founded in 1935 and incorporated in the State of Indiana as a not-for-profit corporation in 1939. It is registered to transact business in the State of Florida and maintains its corporate headquarters in Daytona Beach, Florida.
2. The Executive Director shall review the Association's Articles of Incorporation annually to ensure that they are current and accurate.
  - 2.1 Except as permitted below, any change in the Association's Articles of Incorporation shall be presented to the Executive Council for approval during a regular meeting of the Council.
    - 2.1.1 If the Board of Officers determines that making the proposed change is of critical importance to the effective operation of the Association and that withholding action until the next regular meeting of the Executive Council would harm the Association, then the Board of Officers may authorize the change by a majority vote subject to subsequent ratification of the action by the Executive Council in accordance with the requirements of Article V, Section 2.4 of the Association Bylaws.
    - 2.1.2 The Executive Director may update the listing of Association officers, as necessary, to show the current members of the Board of Officers. He/she shall notify the Board of Officers that the list has been updated.
3. The Executive Director shall annually review the Association's "Registration to Transact Business" in any and all jurisdictions requiring such registration (State of Florida, District of Columbia, City of Daytona Beach, etc.).
  - 3.1 The Executive Director may update the information contained on the registration, as required. He/she shall notify the Board of Officers of any change made.

- 3.2 The Chief Financial Officer shall ensure timely payment of all fees necessary to maintain such registration.
- 4. The Executive Director shall provide for the preservation of the Association's Corporate Statements in accordance with the Association's Records Retention Policy.

## **ARTICLE II: THE ASSOCIATION**

### **SECTION 2.2: SUBSIDIARIES**

#### **PURPOSE**

To provide for the establishment and organization of APCO's subsidiaries.

#### **AUTHORITY**

The Association is permitted to create subsidiaries of itself in accordance with Article II, Section 10 of the Association's Constitution.

#### **POLICY**

1. The Executive Council has authorized the creation of the following subsidiaries:
  - 1.1 APCO Automated Frequency Coordination, Incorporated (aka APCO AFC, Inc). shall be formed as a not-for-profit subsidiary in accordance with Section 501(c)(3) of the Internal Revenue Code.
    - 1.1.2 The purpose of APCO AFC, Inc. is to represent the interests of public safety agencies in the United States of America with respect to the use of radio spectrum authorized under Section 331 of the Communications Act of 1934 and to provide a frequency coordination service with regard to radio spectrum designated for public safety use under the Federal Communications Commission Rules and Regulations.
  - 1.2 APCO Institute Incorporated shall be formed as a not-for-profit subsidiary in accordance with Section 501(c)(3) of the Internal Revenue Code.
    - 1.2.1 The purpose of APCO Institute, Inc. is to educate, instruct and train state and local governmental personnel and other interested persons in operating and managing public safety communications systems including, without limitation, the establishment of various course materials; the conduct of training programs; and, the issuance of certificates of competence.
  - 1.3 Public Safety Foundation of America shall be formed as a not-for-profit subsidiary in accordance with Section 501(c)(3) of the Internal Revenue Code.
    - 1.3.1 The purpose of the Public Safety Foundation of America is to assist and educate public safety agencies regarding the implementation of call locating technologies including the dispersal of funds to qualified agencies in support of such implementation.

- 1.4 APCO Heritage Foundation, Incorporated shall be formed as a not-for-profit subsidiary in accordance with Section 501(c)(3) of the Internal Revenue Code.
  - 1.4.1 The purpose of APCO Heritage Foundation, Inc. is to preserve and protect the history of the organization known as the Association of Public-Safety Communications Officials-International, Inc. including its historically significant documents and items of historical significance to the art and practice of public safety communications.
2. The Executive Director shall review the Articles of Incorporation and Bylaws for each subsidiary annually to ensure that those documents are current and accurate.
  - 2.1 Any need to update the Articles of Incorporation or the Bylaws of a subsidiary shall be reported to the Board of Officers and to the Executive Council.
3. Except as permitted below, any change in the Articles of Incorporation or the Bylaws of a subsidiary shall require approval by the Executive Council.
  - 3.1 If the Board of Officers determines that making a proposed change immediately is of critical importance to the effective operation of the subsidiary, the Board of Officers may authorize the change by a majority vote subject to subsequent ratification of the action by the Executive Council in accordance with the requirements of Section 6.3 of the APCO Policy Manual.
  - 3.2 The Executive Director may update the listing of subsidiary officers, as necessary, to show the current members of the Board of Officers (acting as the Board of Directors), the current Chief Financial Officer (acting as the Secretary/Treasurer of the subsidiary), and the current Executive Director (acting as President of the subsidiary). He/she shall notify the Board of Officers that the list has been updated.
4. The Executive Director shall provide for the preservation of the Association Subsidiaries' Corporate Statements in accordance with the Association's Records Retention Policy.

## **ARTICLE II: THE ASSOCIATION**

### **SECTION 2.3: EQUAL OPPORTUNITY STATEMENT**

#### **PURPOSE**

To establish the Association's policy with regards to Equal Opportunity.

#### **AUTHORITY**

United States law and various local laws require that organizations, such as APCO, have a policy with regard to Equal Opportunity.

#### **POLICY**

1. It shall be the policy of the Association of Public Safety Officials-International, Inc. to provide an equal opportunity to all persons desiring to participate in the Association.
  - 1.1 The Association, its leadership, its members, and its employees shall not discriminate against any person desiring to become a member of the Association, to become a member of a committee or task force, or to become an employee of the Association on the basis of age, race, color, religion, national origin, political affiliation, sex, sexual orientation, marital status, or disability.
  - 1.2 The Association, its leadership, its members and its employees shall not discriminate against any member of the Association in their participation in the Association's activities on the basis of age, race, color, religion, national origin, political affiliation, sex, sexual orientation, marital status, or disability.
  - 1.3 The Association, its leadership, its members and its employees shall not discriminate against any non-member of the Association desiring to participate or participating in the Association's activities on the basis of age, race, color, religion, national origin, political affiliation, sex, sexual orientation, marital status, or disability. The Association may limit participation in the Association's activities by non-members based upon other non-discriminatory practices.
  - 1.4 The Association, its leadership, its members and its employees shall not discriminate against any employee in the course of their employment, their duty assignments, nor their promotional opportunities on the basis of age, race, color, religion, national origin, political affiliation, sex, sexual orientation, marital status, or disability.

2. The Board of Officers shall be responsible for ensuring adherence to this policy by all Association members. The Board of Officers may take whatever action they deem appropriate to ensure compliance with this policy up to and including termination of membership.
3. The Executive Director shall be responsible for ensuring that all Association employees understand and adhere to this policy. He/she may take whatever action he/she deems appropriate to ensure compliance with this policy up to and including termination of employment.
4. The Executive Director shall ensure that all staff members responsible for making employment and promotional decisions understand this policy and adhere to it in the course of screening applicants, conducting hiring/promotional tests and interviews and in making hiring/promotional decisions.
5. The Executive Director shall ensure that all supervisory staff members understand this policy and adhere to it in making work assignments. To the extent that the Association's business can be effectively conducted, supervisors should be flexible in making work assignments so as to enhance an employee's promotional opportunities consistent with their interests and qualifications.
6. The Executive Director shall ensure that all employees have an equal opportunity for overtime to the extent that they are qualified to perform the work and the business of the Association can be effectively conducted.
7. The Executive Director shall review job descriptions, qualification requirements, and pay scales to ensure compliance with this policy. Each position shall be reviewed at least once during each two-year period.
  - 7.1 The Executive Director shall report the findings of his/her review to the Board of Officers. Such report shall present an overall view of the Association's staff without presenting information regarding any single employee.
  - 7.2 The Executive Director shall present the report required above during the Board of Officers meeting held immediately prior to the Mid-Year Executive Council meeting in odd numbered years.
8. The Executive Director shall develop and implement a hiring program that targets under-represented classes. Such program may include, but is not limited to, the following practices:
  - 8.1 Targeted recruiting in local schools and training institutes.
  - 8.2 Contact with community leaders and organizations.
  - 8.3 Targeted advertisement of job opportunities.
9. The President shall be responsible for investigating and adjudicating all claims of discrimination filed by a member of the Association except that if the claim includes an accusation against the President, then the next most senior member of the Board of Officers not accused shall be responsible.

- 9.1 The President may appoint another member of the Association or a member of the Association staff to conduct such investigation and to recommend appropriate action, but the ultimate responsibility for investigating and adjudicating the claim shall remain with the President.
- 9.2 The President may contract for such professional services as may be necessary to conduct the investigation within the limitations of the annual budget.
- 9.3 Persons filing a claim shall be informed of their right to notify the appropriate Federal, State or local agency.
- 10. The Executive Director shall be responsible for investigating and adjudicating all claims of discrimination filed by an employee of the Association except that if the claim includes an accusation against the Executive Director, then the President shall be responsible.
  - 10.1 The Executive Director may appoint another employee of the Association to conduct such investigation and to recommend appropriate action, but the ultimate responsibility for investigating and adjudicating the claim shall remain with the Executive Director.
  - 10.2 The Executive Director may contract for such professional services as may be necessary to conduct the investigation within the limitations of the annual budget.
  - 10.3 Employees filing a claim shall be informed of their right to notify the appropriate Federal, State or local agency.
- 11. The Executive Director shall inform all employees of this policy. As a minimum, this shall be accomplished by performing the following acts:
  - 11.1 Including a copy of the policy in the employee handbook.
  - 11.2 Posting a copy of the policy in a prominent place in the employee lunchroom.
- 12. The Executive Director shall ensure that this policy is referenced in all advertisements for job openings whether they are for promotional opportunities or new hire.



## **ARTICLE II: THE ASSOCIATION**

### **SECTION 2.4: APCO, INC. ORGANIZATIONAL CHART**

#### **PURPOSE**

To establish an organizational chart for the Association.

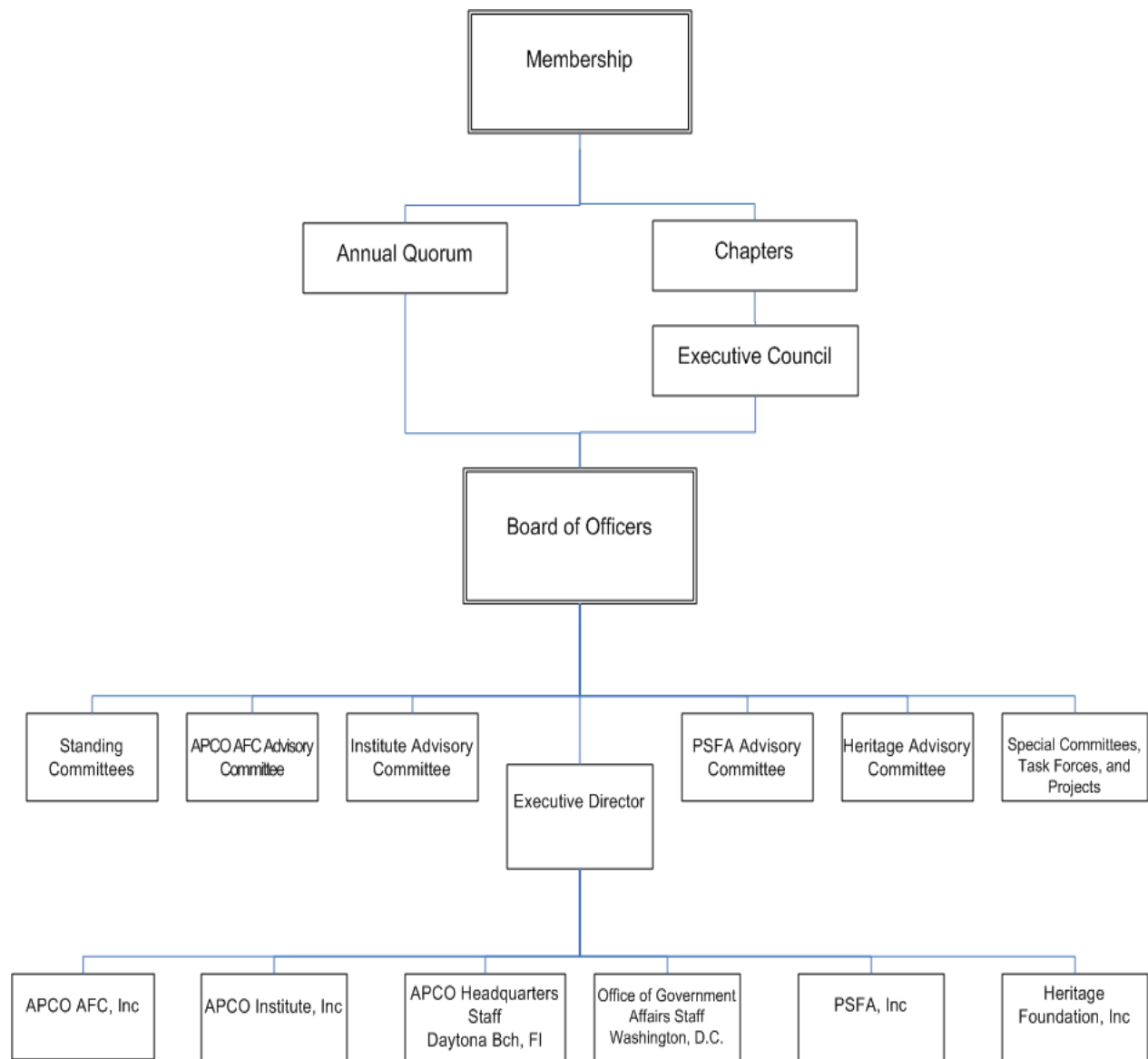
#### **AUTHORITY**

The organization of the Association is described throughout the Association Constitution, Bylaws, and Policy Manual

#### **POLICY**

1. The organization chart shows the structure of the Association and the relationships of its various components.
2. The organizational structure derives from the Membership of the Association.
  - 2.1 The Membership is represented annually by the “Annual Quorum”.
  - 2.2 The Membership is divided into Chapters in accordance with Article II, Section 3 of the Association Constitution.
3. The Executive Council consists of representatives of each Chapter and certain other individuals in accordance with Article II, Section 6 of the Association Constitution.
  - 3.1 The authority granted to the Executive Council is described in Article III, Section 2 of the Association Constitution.
  - 3.2 The duties of the Executive Council are described in Article IV of the Association Bylaws.
4. The Board of Officers is elected by the Annual Quorum.
  - 4.1 The authority granted to the Board of Officers is described in Article IV, Section 3 of the Association Constitution.
  - 4.2 The duties of the Board of Officers are described in Article V of the Association Bylaws.
  - 4.3 The Board of Officers is authorized to establish various committees to advise it on the operation of the Association in accordance with Article IX of the Association Bylaws.
    - 4.3.1 Committees are further described in Article VII of the APCO Policy Manual.

5. The Executive Director is a full-time employee of the Association in accordance with Article VI of the Association Bylaws.
  - 5.1 The authority granted to the Executive Director is described in Article IV, Section 4 of the Association Constitution.
  - 5.2 The duties of the Executive Director are described in Article VI of the Association Bylaws and are further described in Section 8.3 of the APCO Policy Manual.
6. The Association has created certain wholly-owned subsidiaries of itself in accordance with Article II, Section 10 of the Association Constitution.
  - 6.1 The subsidiaries are described in Section 2.2 of the APCO Policy Manual.



## **ARTICLE II: THE ASSOCIATION**

### **SECTION 2.5: RULES OF ORDER**

#### **PURPOSE**

To establish rules of parliamentary procedure for conducting various official meetings of the Association.

#### **AUTHORITY**

“Robert’s Rules of Order, Revised” is established in Article XV of the Association’s Bylaws as the general rules of parliamentary procedure to the extent that such rules are not inconsistent with special rules of the Association.

#### **POLICY**

1. *ROBERT’S RULES OF ORDER, NEWLY REVISED, TENTH EDITION*, October 2000, published by Perseus Publishing of Cambridge, MA, is the current and authorized edition of this document. The special rules contained herein are based upon that document.
  - 1.1 In the event of a conflict between the document named above and any other published version of “Robert’s Rules of Order”, the above named document shall prevail.
2. “Robert’s Rules of Order” and the special rules identified herein shall govern the conduct of all official meetings of the Association including meetings of the Annual Quorum, meetings of the Executive Council, meetings of the Board of Officers, and meetings of committees appointed by the Board of Officers.
  - 2.1 The Executive Director shall ensure that a copy of the current, authorized edition of “Robert’s Rules of Order” is available for reference at all meetings of the Annual Quorum and of the Executive Council.
3. A majority of the applicable quorum (i.e. the Annual Quorum, the quorum of the Executive Council, or the quorum of the Board of Officers) shall vote in favor of an action before such action may be implemented.
  - 3.1 Unless otherwise specified, the word “majority” shall mean a simple majority consisting of more than 50% of the applicable quorum. In general, members who “abstain” shall not be counted as part of the quorum for purposes of the vote.
  - 3.2 The Chair is cautioned that certain actions require that a “super majority” of either two-thirds of the applicable quorum or three-fourths of the applicable quorum to vote in favor of the action before such action may be implemented.

- 3.3 The Chair is cautioned that certain votes are based upon the total membership of the applicable body and not just those members in attendance. In such cases, members who are absent or otherwise abstain from voting have the effect of being a negative vote since they are included amongst the voting quorum for purposes of determining the number of affirmative votes needed for passage.
4. All votes on motions and other official actions shall be conducted in one of the following manners:
  - 4.1 By a voice vote wherein the Chair calls for “Ayes”, then “Nays”, and finally “Abstentions”. Members of the applicable quorum indicate their vote orally at the appropriate time. The Chair shall make a ruling as to the position receiving the required majority of the vote. In the event the Chair is unable to determine the position having the “majority vote” or in the event that a member of the applicable quorum calls for a “show of hands”, then the Chair shall discard the voice vote and proceed with a “show of hands” vote as described below.
  - 4.2 By a show of hands wherein the Chair asks all members in favor of the action to so indicate by raising their hand. The Chair then counts those members as “Aye” votes. Similarly, the Chair shall ask all members opposed to raise their hand and counts those members as “Nay” votes. Finally, the Chair shall ask all of those abstaining to raise their hand to be so recognized. The Chair then announces the final tally.
  - 4.3 By secret ballot wherein the Chair asks each member of the applicable quorum to indicate his/her preference on a piece of paper. The individual ballots shall be collected and counted by at least two individuals who shall make the final tally known. To the greatest extent possible, the individuals conducting the count shall be “disinterested parties”. If such “disinterested parties” are not available, then the individuals conducting the count shall represent both sides of the argument.
  - 4.4 For each method of conducting a vote, only those members of the applicable quorum who are eligible to vote shall cast a “vote”.
5. The Annual Quorum, the Executive Council, and the Board of Officers may take action on a matter only as the result of a motion made by a member of the quorum of the respective body, the seconding of that motion by another member of the respective body, and a vote by the quorum of the respective body in accordance with the practices for handling motions as detailed in “Robert’s Rules of Order” except as noted below:
  - 5.1 A request from a member of the quorum to “Call the Question” shall not be interpreted to mean the motion “Previous Question” as defined in “Robert’s Rules of Order” unless the author specifically states his/her intent to make that motion. Rather, when such a “Call” is made, the President may proceed directly to conducting a vote on the matter then at hand.
  - 5.2 A motion to “Table the Question”, to “Table the Matter” or to similarly “Table...” shall be interpreted to be the motion “Lay on the Table” as defined in “Robert’s Rules of Order” unless the maker is otherwise specific as to his/her intent in making the motion. The requirement that another item of immediate urgency having arisen is waived.

- 5.2.1 Matters before the Annual Quorum that are “Tabled” shall end with the closing of the Annual Conference if not acted upon.
  - 5.2.2 Matters before the Executive Council that are “Tabled” shall end with the closing of that Executive Council Session if not acted upon.
  - 5.2.3 Matters before the Board of Officers that are “Tabled” may be carried from one meeting until the next except that the matter may not be carried past the closing of the next Annual Conference.
- 5.3 A motion to “Adjourn” a General Business Meeting of the Annual Quorum shall allow for the ending of the then current meeting of the Annual Quorum without ending the session of meetings and dissolving the Annual Quorum. The Session of the Annual Quorum and its dissolution are defined in Section 2.9 of the APCO Policy Manual.
- 5.4 A motion to “Adjourn” a meeting of the Executive Council shall allow for the ending of the then current meeting of the Executive Council without an official end to that session. The official ending of a particular Executive Council Session is described in Section 5.1 of the APCO Policy Manual.
- 6. The “Chair” shall be determined as follows:
  - 6.1 The President shall serve as the Chair of all meetings of the Annual Quorum, the Executive Council and the Board of Officers except as noted below:
    - 6.1.1 The President-Elect, the First Vice-President, and the Second Vice-President shall serve in order of seniority as the Chair in the absence of the President.
    - 6.1.2 The Executive Council may appoint one of its members other than the President to serve as Chair during meetings designated as being “informal discussion periods”. The Executive Council may receive reports and conduct debate on any issue during such “informal discussion periods”, but may not vote on any matter other than the adjournment of that meeting.
  - 6.2 The Chairperson of a committee shall serve as the Chair of all meetings of that committee.
- 7. The Chair shall have the following prerogatives:
  - 7.1 The Chair decides the applicability of the rules of order and parliamentary procedure and makes all interpretations of such rules and procedure. The Chair may appoint and seek advice from a “parliamentarian” on such matters, however, the decision of the Chair is final.
  - 7.2 The Chair shall recognize a member of the applicable quorum desiring to speak before such member shall be granted “the floor”. The chair shall not unreasonably deny any member of the quorum the right to speak.
  - 7.3 The Chair shall recognize non-members of the applicable quorum desiring to speak before such non-member may be granted “the floor”. The Chair shall have sole discretion in granting this privilege to non-members of the quorum.

- 7.4 The Chair may limit debate on a matter before the applicable body by taking any of the following actions:
  - 7.4.1 By limiting the time allocated to each speaker. In so doing, the Chair shall endeavor to grant an equal amount of time to each side of the argument.
  - 7.4.2 By limiting the number of speakers on each side of the issue. In so doing, the Chair shall endeavor to grant equal number of speakers to each side of the argument.
  - 7.4.3 By setting a specific time at which debate shall end. In so doing, the Chair shall endeavor to ensure that each side of the argument has had an equal opportunity to present its position.
- 7.5 The Chair may seek the advice of APCO's Legal Counsel with regards to the legal issues related to the matter at hand prior to making a ruling on the matter.
- 8. The Executive Director is granted editorial privilege in the wording of resolutions and motions made during the course of a meeting of the Annual Quorum, the Executive Council, or the Board of Officers for the purpose of proper language.
  - 8.1 This privilege shall not be used to change either the intent or the effect of the resolution or motion passed.
  - 8.2 If the maker of the resolution or motion is dissatisfied with the wording, he/she may request that it be changed to more correctly state the original language.

## **ARTICLE II: THE ASSOCIATION**

### **SECTION 2.6: CONSTITUTION AND BYLAWS CHANGE PROCEDURES**

#### **PURPOSE**

To define the process for submitting and considering amendments to the Constitution and/or Bylaws of the Association

#### **AUTHORITY**

The Association's Constitution may be amended by a two-thirds majority vote of the Annual Quorum in accordance with Article X of the Constitution. The Association's Bylaws may be amended by a majority vote of the Annual Quorum in accordance with Article XVI of the Bylaws.

#### **POLICY**

1. The Constitution and Bylaws of the Association shall be amended only when the membership has been properly notified of the proposal to make an amendment and when approved in accordance with the requirements of the Constitution and/or Bylaws.
2. A proposal to amend the Association's Constitution or Bylaws may be submitted only by a Chapter, a Regional Conference Quorum, the Executive Council, the Board of Officers, or a committee formed by the Board of Officers. Such entity shall be known as the "maker" of the proposal.
3. A proposal to amend the Association's Constitution or Bylaws shall be submitted in the form of a resolution. The format of the resolution shall include the following items in the order listed herein:
  - 3.1 A section entitled "INTENT" that shall describe what the proposed amendment will accomplish. Such statement shall be brief, not to exceed two sentences.
  - 3.2 The name of the maker.
  - 3.2 The name of the Annual Quorum whose consideration is desired. For example, the Annual Quorum held during the 2004 Annual Conference would be known as the "2004 Annual Quorum".
  - 3.3 One or more "WHEREAS" statements that define the deficiencies of the current language, the need for added language, and/or the benefits to be gained from adding or modifying existing language in the Constitution and/or Bylaws.



- 3.4 One or more “RESOLVED” statements that define the Article(s), Section(s), and Paragraph(s) of the Constitution and/or Bylaws to be amended and the proposed changes in the text.
  - 3.4.1 The proposal shall include as much of the existing text as necessary to clearly show how the proposed change integrates into the existing language. In complying with this requirement, the maker shall include not less than the text of the entire paragraph within which a change is proposed.
  - 3.4.2 Text to be deleted shall be shown in the form of ~~striketrough~~.
  - 3.4.3 Text to be added shall be shown in the form of underline.
4. The maker of a resolution may request the assistance of the Executive Director and/or the Constitution and Bylaws Committee in the drafting of an amending resolution.
  - 4.1 The Executive Director and/or the Constitution and Bylaws Committee shall submit such drafts to the Board of Officers for comment before returning them to the maker.
  - 4.2 Comments made by the Executive Director, the Constitution and Bylaws Committee, and/or the Board of Officers shall not be binding upon the maker.
  - 4.3 Such assistance shall not be construed to be support for the proposal.
5. A resolution to amend the Association’s Constitution and/or Bylaws shall be submitted to the Executive Director not later than April 1 of the year in which the proposal is to be considered by the Annual Quorum.
6. The Executive Director shall cause the entire resolution to be made available via the APCO website not less than thirty (30) days prior to the convening of the Annual Conference at which the proposal is to be considered by the Annual Quorum. A summary of proposed changes shall also be published along with the applicable URL address (for downloading the entire resolution) in an issue of the official APCO publication that is distributed to the entire voting-eligible membership with a postmark that also satisfies the aforementioned thirty (30) day notice requirement. Said publication shall also include instructions on how members can request that a printed copy of the entire resolution be mailed to them.
7. The Executive Director shall provide a printed copy of the resolution to the Board of Officers and to the Executive Council for their review and comment.
8. The resolution shall be presented to the Annual Quorum for consideration as follows:
  - 8.1 A printed copy of the resolution shall be made available at the First General Business Meeting. The President, or his/her designee, shall read the intent and maker of the resolution.
  - 8.2 The Board of Officers shall state its position with regards to the proposed amendment immediately following the first reading of the proposal. Such position may be “Recommend Approval”, “Recommend Approval With Amendment”, “Recommend Disapproval”, or “No Recommendation”.

- 8.3 The Executive Council shall state its position with regards to the proposed amendment immediately following the Board of Officer's recommendation. Such position may be "Recommend Approval", "Recommend Approval With Amendment", "Recommend Disapproval", or "No Recommendation".
- 8.4 The President may permit discussion of the resolution and the presentation of amendments during the First General Business Meeting.
- 8.5 A printed copy of the resolution and any amendments proposed during the First General Business Meeting shall be made available at the Second General Business Meeting. The President, or his/her designee, shall read the intent and maker of the resolution.
- 8.6 The Annual Quorum shall vote on the resolution and any proposed amendment(s) during the Second General Business Meeting.
- 8.7 The President shall permit discussion of the resolution, to include the presentation of amendments, during the Second Business Meeting. In the interest of time, the President may limit the total amount of discussion but in doing so shall allow equal time for both the pro and the con arguments and such time allowed shall be not less than 5 minutes for each side.
- 8.8 The President shall call for a vote on each amendment to the proposed resolution. Such vote may be by secret ballot, by a showing of hands, or by voice subject to the requirement that only eligible voters shall cast a vote.
- 8.9 The President shall call for a vote on the entire resolution, as amended. Such vote may be by secret ballot, by a showing of hands, or by voice subject to the requirement that only eligible voters shall cast a vote.
- 8.10 If approved by the Annual Quorum, the proposed resolution, as amended, shall become effective upon the adjournment of the Annual Conference at which it was adopted except that the resolution may specify an alternate effective date.
9. The Annual Quorum may amend the language of a proposed resolution by majority vote on each such proposed revision.
  - 9.1 The maker of such amendment shall present a written copy of the proposed amendment to the President prior to the Annual Quorum's vote on the amendment. To the extent possible, written copies of the proposed amendment shall be distributed to the members of the Annual Quorum. However, in the interest of time, the President may read the proposed amendment to the Annual Quorum.
  - 9.2 Such amendment shall not deviate substantially from the stated intent of the original resolution nor shall it propose changes to sections of the Association's Constitution and/or Bylaws that are not directly related to the sections for which the original resolution intended modification.
10. A proposal by the Constitution and Bylaws Committee to make a non-substantive change to either the Association's Constitution or Bylaws shall be processed as follows:

- 10.1 The Constitution and Bylaws Committee shall prepare the proposal showing the entire Paragraph to be modified with deleted text shown in ~~striketrough~~ and added text shown in underline.
- 10.2 The Constitution and Bylaws Committee shall present the proposal in writing to the Board of Officers.
- 10.3 If the Board of Officers approves the recommended changes, they shall forward the proposed changes to the Executive Council for concurrence in accordance with the requirements of Section 6.3 of this Policy Manual.
- 10.4 If the Executive Council concurs with the proposed non-substantive changes, such changes shall become effective upon such approval.

## **ARTICLE II: THE ASSOCIATION**

### **SECTION 2.7: PLANS**

#### **PURPOSE**

To define the requirement for a strategic plan and to require the use of that plan in conducting Association business.

#### **AUTHORITY**

The President is required to set goals for the Association in accordance with Article V, Section 1 of the Association's Bylaws and the Executive Council is required to review and approve the goals and objectives of the Association in accordance with Article IV, Section 1 of the Association's Bylaws.

#### **POLICY**

1. All action taken by the Board of Officers, any Association Committee created by the Board of Officers, or the Executive Director and his/her staff shall conform to the goals and objectives of the Association as defined in the Strategic Plan except as noted below:
  - 1.1 Certain on-going activities of the Association (e.g. publication of the *APCO BULLETIN*, frequency coordination activities, presentation of training, and the Annual Conference) may continue from one year to the next subject to a requirement that the activity does not undergo a significant change from the prior year.
2. The Executive Director and the Board of Officers shall develop an Annual Business Plan and an Annual Budget that are based upon the goals and objectives contained in the current Strategic Plan.
  - 2.1 The Annual Business Plan shall identify specific goals and objectives for the Board of Officers during the coming fiscal year.
  - 2.2 The Annual Business Plan should identify specific goals and objectives for each committee and task force appointed by the Board of Officers during the coming fiscal year.
  - 2.3 The Annual Business Plan shall identify specific goals and objectives for staff during the coming fiscal year.
  - 2.4 The Association Budget for the coming fiscal year shall support the accomplishment of the goals and objectives identified in the Annual Business Plan.

- 2.5 The Annual Business Plan and the Budget shall be presented to the Executive Council for review and approval during the Mid-Year Executive Council Session.
- 2.6 Should the Executive Director and the Board of Officers determine that the accomplishment of a goal and/or objective during the coming year is desirable and such goal/objective is not contained within the major goals and objectives of the current Strategic Plan nor is it a permitted exception under Paragraph 1 above, then such goal/objective shall be specifically identified to the Executive Council during its deliberation of the Annual Business Plan and Annual Budget.
- 3. The Executive Director and the Board of Officers shall prepare an annual report that details the accomplishments of the Association in meeting or exceeding the goals and objectives of the Strategic Plan during the prior fiscal year.
  - 3.1 The report is to be presented to the Executive Council during the Annual Conference Session held in conjunction with the Annual Conference.
- 4. The Executive Director and the Board of Officers shall prepare a status report that identifies progress being made toward accomplishing the goals and objectives of the Annual Business Plan and any obstacles that may prevent their successful completion by the end of the fiscal year.
  - 4.1 The report is to be presented to the Executive Council during the Mid-Year Session prior to the presentation of the coming year's Annual Business Plan and Annual Budget.
- 5. The Board of Officers may add, delete, or modify specific goals and objectives contained in the Annual Business Plan subject to the following requirements:
  - 5.1 Such changes are not considered to be taking the Association in a new direction or otherwise be considered a significant change in direction.
  - 5.2 Such changes are within the Budget Change Authority granted to the Board of Officers in accordance with Section 2.12 of this Policy Manual.

## **ARTICLE II: THE ASSOCIATION**

### **SECTION 2.8: MEETINGS OF THE ANNUAL QUORUM**

#### **PURPOSE**

To define the requirements for conducting meetings of the Annual Quorum.

#### **AUTHORITY**

The voting membership of the Association is represented by the Annual Quorum as provided for in Article IV, Section 1 of the APCO Constitution.

#### **POLICY**

1. There shall be at least two General Business Meetings held during each Annual Conference at which the Annual Quorum shall be officially constituted and “in session”.
  - 1.1 One of these required meetings shall be designated as being the “First General Business Meeting” and the other shall be designated as being the “Second General Business Meeting”.
  - 1.2 Other General Business Meetings may be held in which case they shall be designated as being a “Special General Business Meeting”.
    - 1.2.1 A “Special General Business Meeting” may be pre-planned or called by the President, as needed.
2. Meeting Scheduling Requirements
  - 2.1 No General Business Meeting may be scheduled to begin prior to the official opening of the Annual Conference.
    - 2.1.1 A General Business Meeting, including the meeting designated as the “First General Business Meeting”, may be held concurrently with the opening of the Annual Conference, in which case the General Business Meeting shall not convene until the conference is officially opened.
  - 2.2 No General Business Meeting may be scheduled to begin after the official closing of the Annual Conference.
    - 2.2.1 A General Business Meeting, including the meeting designated as the “Second General Business Meeting”, may be held concurrently with the closing of the Annual Conference, in which case the conference shall not close until the General Business Meeting is officially adjourned.

- 2.3 No other event shall be scheduled to conflict with either the “First General Business Meeting” or the “Second General Business Meeting”. The purpose of this restriction is to ensure that the membership has a reasonable opportunity to attend these meetings.
- 2.4 The two sessions designated as being the “First General Business Meeting” and the “Second General Business Meeting” shall start no earlier than 8 A.M. nor later than 4 P.M.
  - 2.4.1 In scheduling “Special General Business Meetings”, the President is permitted to schedule the meeting to meet the needs of the circumstances, but is encouraged to follow these time limitations.
- 2.5 In scheduling any General Business Meeting, enough time should be allowed to permit an orderly conclusion of all identified agenda items.
- 2.6 A minimum of 36 hours shall elapse between the scheduled start of the two sessions designated as being the “First General Business Meeting” and the “Second General Business Meeting”. The purpose of this time lag is to permit the membership time to consider the qualifications of candidates running for office; time to consider issues related to resolutions presented to the Annual Quorum; time to conduct the election of officers; and time to caucus on such matters as they may deem appropriate.
- 2.7 The time and place of the sessions designated as being the “First General Business Meeting” and as being the “Second General Business Meeting” shall be published in an issue of the *APCO BULLETIN* that is mailed to the membership at least 60 days prior to the start of the Annual Conference. The purpose of this requirement is to allow the membership to make appropriate travel plans.
- 2.8 The time and place of the sessions designated as being the “First General Business Meeting” and as the “Second General Business Meeting” shall be published in the official Conference Program.
- 2.9 The time and place of sessions designated as being “Special General Business Meetings” that are pre-planned shall be published in the official Conference Program and shall be announced during the session designated as the “First General Business Meeting”.
- 2.10 The time and place of sessions designated as being “Special General Business Meetings” that are not pre-planned shall be “announced” to the membership by implementing all of the following procedures:
  - 2.10.1 One or more posters shall be displayed at all entrances to the Exhibit Area. Alternatively, hand-outs shall be offered to each person entering the Exhibit Area. Such posters/hand-outs shall be available for a minimum period of two hours prior to the start of the “Special General Business Meeting”.

- 2.10.2 One or more posters shall be displayed at all entrances to training sessions. Alternatively, hand-outs shall be offered to each person attending a training session or an announcement may be made at the beginning of each training session. Such posters/hand-outs shall be available for a minimum period of two hours prior to the start of the "Special General Business Meeting".
- 2.10.3 One or more posters shall be displayed in the Registration Area. Alternatively, hand-outs shall be made available to all persons during the registration process.
- 2.10.4 One or more posters shall be displayed at such other events as the membership may be expected to attend prior to the start of the "Special General Business Meeting". Alternatively, hand-outs shall be offered to each person attending the event or an announcement may be made at the beginning of the event.
- 2.10.5 Notices shall be posted in the lobby of each hotel at which attendees have been housed through the Association's housing contractor.

### 3. Meeting Agenda Items

- 3.1 The Board of Officers shall establish an agenda for each General Business Meeting except that items identified below as being agenda items for either the "First General Business Meeting" or the "Second General Business Meeting" shall be placed on the agenda for those specific meetings.
- 3.2 Required agenda items for the "First General Business Meeting".
  - 3.2.1 Resolutions to amend the Constitution and/or Bylaws of the Association shall receive a first reading.
    - 3.2.1.1 As a minimum, this reading shall consist of the name of the maker and the intent of the resolution.
    - 3.2.1.2 Representatives of the Board of Officers and of the Executive Council shall announce the recommendations of those bodies with regard to the proposed resolution.
    - 3.2.1.3 Amendments may be offered at the conclusion of the reading of each resolution.
  - 3.2.2 Resolutions that do not amend the Constitution and/or Bylaws of the Association may receive a first reading.
    - 3.2.2.1 As a minimum, this reading shall consist of the name of the maker and the intent of the resolution provided, however, that printed copies of the resolution are made available for all attendees. If printed copies are not available, then the entire resolution shall be read verbatim.
    - 3.2.2.2 Amendments may be offered at the conclusion of the reading of each resolution.



- 3.2.2.3 The resolution and any amendments may be acted upon, at the discretion of the Board of Officers.
  - 3.2.3 Candidates for election to the offices of Second Vice-President, First Vice-President, and President-Elect are nominated and are permitted to address the Annual Quorum.
    - 3.2.3.1 The President may restrict such presentations to a period of time of not less than six (6) minutes.
  - 3.2.4 Nominations to award certain members of the Association the designation of "Life Member" shall be voted upon.
- 3.3 Required agenda items for the "Second General Business Meeting".
  - 3.3.1 Resolutions to amend the Constitution and/or Bylaws of the Association shall receive a second reading.
    - 3.3.1.1 As a minimum, this reading shall consist of the name of the maker and the intent of the resolution.
    - 3.3.1.2 Amendments may be offered at the conclusion of the reading of each resolution.
    - 3.3.1.3 The Annual Quorum shall vote on the amendments and then on the resolution.
  - 3.3.2 Resolutions that do not amend the Constitution and/or Bylaws of the Association may receive a first reading or, if a first reading had occurred during a prior General Business Meeting and the resolution had not been acted upon, then the resolution may receive a second reading.
    - 3.3.2.1 As a minimum, this reading shall consist of the name of the maker and the intent of the resolution provided, however, that printed copies of the resolution are made available for all attendees. If printed copies are not available, then the entire resolution shall be read verbatim.
    - 3.3.2.2 Amendments may be offered at the conclusion of the reading of each resolution.
    - 3.3.2.3 The Annual Quorum shall vote on the amendments and then on the resolution, except that the President may delay such vote until a later scheduled "Special General Business Meeting" provided that the scheduling of such meeting is announced at this meeting.
  - 3.3.3 Election of new officers for the positions of Second Vice-President, First Vice-President, and President-Elect shall be held in accordance with the requirements of Section 6.5 of the APCO Policy Manual.

4. Adjournment of the Annual Quorum

- 4.1 The session of meetings during which the Annual Quorum may conduct business shall “Adjourn” automatically without motion or second upon the President announcing the closing of the Annual Conference.
- 4.2 The closing of the Annual Conference shall constitute dissolution of the Annual Quorum.

5. Other Requirements

- 5.1 The room within which any General Business Meeting is held shall be equipped with a public address system. The purpose of this requirement is to ensure that all statements made by participants are heard by all attendees.
  - 5.1.1 To the extent possible, microphones should be provided for use by persons in the audience.
  - 5.1.2 To the extent that statements are made by participants who do not have access to a microphone, the moderator shall re-state the name of the person making the statement and a summary of what the person said.
- 5.2 Persons making presentations to the Annual Quorum, including members making or seconding a motion, shall clearly state their name and, as applicable, the Association chapter of which they are a member.
- 5.3 Only those persons who are members of the Association in a voting-eligible category may vote on a motion presented to the Annual Quorum.
  - 5.3.1 Only those persons who are members of the Association in a voting-eligible category may make or second a motion.
- 5.4 Before any voting may occur at a General Business Meeting, the meeting room shall be divided into at least two sections.
  - 5.4.1 Persons who are voting-eligible members of the Association shall be placed in one, clearly identifiable section.
    - 5.4.1.1 The Chair of the Credentials Committee, or his/her designee, shall serve as the Sergeant-at-Arms and shall certify that only voting-eligible members of the Association are seated in the area designated for such members.
  - 5.4.2 Persons who are not eligible to vote may be placed in one or more sections of the room.
- 5.5 In addition to any requirements identified herein, a resolution to amend the Constitution and/or the Bylaws of the Association shall conform to the requirements of Section 2.6 of the APCO Policy Manual.
- 5.6 The Executive Director shall cause an audio record to be made of all General Business Meetings.
  - 5.6.1 Such record shall be maintained at APCO Headquarters for a minimum of two years.

- 5.7 The Executive Director shall cause a written summary of each General Business Meeting to be prepared.
  - 5.7.1 As a minimum, the summary shall include:
    - 5.7.1.1 A verbatim transcript, to the extent possible, of all motions including the name/chapter of the maker and the seconder.
    - 5.7.1.2 The result of all votes taken by the Annual Quorum including votes with regard to resolutions presented to amend the Constitution and/or Bylaws of the Association; other resolutions; the election of officers; and other motions.
  - 5.7.2 The written summary shall be presented to the Executive Council at their next Mid-Year Meeting.
    - 5.7.2.1 The Executive Council may make changes to the written summary, as they deem appropriate.
    - 5.7.2.2 The Executive Council shall vote to accept the summary as an accurate record of meeting.
  - 5.7.3 The written summary, as approved by the Executive Council, shall be forwarded to the Heritage Foundation.
- 5.8 All meetings of the Annual Quorum shall be conducted in accordance with Section 2.5 of the APCO Policy Manual.

## **ARTICLE II: THE ASSOCIATION**

### **SECTION 2.9: REGULATORY MATTERS**

#### **PURPOSE**

To establish the methods by which the Association responds to regulatory matters.

#### **AUTHORITY**

Representing the interests of its members before regulatory and policy-making bodies is a primary purpose of the Association and provided for in Article I, Section 2 of the Association's Constitution.

#### **POLICY**

1. Regulatory matters are those issues that originate at or come before the U.S. Congress, the Federal Communications Commission (FCC), the National Telecommunications and Information Agency (NTIA) and various departments of the Federal Government that are of interest to the operation of public safety communication systems in the United States of America.
  - 1.1 The Association shall not become involved in issues that are restricted to a single state or sub-division of a state or that come before a regulatory body of a state or sub-division of a state. Chapters of the Association, however, are encouraged to become involved in such issues when the issue affects the membership within their chartered area.
  - 1.2 The Association shall not become involved in issues related to employment, salaries and benefits, or working conditions.
2. The Board of Officers shall establish the Association's position on all regulatory matters. In so doing, the Board of Officers shall generally follow the process identified below and shall give due consideration to the following factors:
  - 2.1 The best interests of the American public to whom public safety agencies provide service.
  - 2.2 The best interests of the public safety community at large.
  - 2.3 The advice of the membership as expressed through an appropriate committee, task force, or advisory group.
  - 2.4 The advice of the Association's Director of Legal and Government Affairs.
  - 2.5 The advice of the Executive Director and other staff.

- 2.6 Prior positions that the Association may have taken on the same or related issues.
3. The “public safety community at large” shall include the following:
  - 3.1 Agencies in all parts of the country.
  - 3.2 Agencies of all sizes including large, medium, and small agencies and agencies that may provide service to multiple jurisdictions.
  - 3.3 Agencies from all disciplines including, but not limited to, law enforcement, fire, emergency medical services, forestry, conservation, highway maintenance, emergency rescue, emergency management, and general government.
  - 3.4 The personnel that work for the agencies identified above.
4. In establishing committees, task forces, and other groups to advise it on regulatory matters, the Board of Officers shall endeavor to:
  - 4.1 Seek Association members that have appropriate education and experience so as to be considered “subject matter experts”.
    - 4.1.1 Developing the “subject matter experts of tomorrow” also is an important function. To assist in this development, the Board of Officers is encouraged to permit members of lesser experience to participate in an appropriate committee as a means of helping them to develop their expertise.
  - 4.2 Seek Association members from geographically diverse parts of the country.
  - 4.3 Seek Association members from a variety of jurisdictions to include state agencies, county agencies, city/town/village agencies, agencies from districts and other special governmental entities; to include large, medium, and small agencies; and to include agencies that service a single jurisdiction and agencies that service multiple jurisdictions through an agreement.
  - 4.4 Seek Association members from a variety of disciplines to include law enforcement, fire, emergency medical services, forestry, conservation, highway maintenance, emergency rescue, emergency management, and general government.
  - 4.5 Commercial members may be included wherein they bring expertise that would be of value to the advisory group. The Board of Officers, however, shall give due consideration to the financial interest that the commercial member may have in recommending a particular position.
5. The Board of Officers is cautioned with regard to changing a position adopted by the Association in the past. Such changes, particularly if they are significant, may lead to confusion on the part of the membership, regulatory agencies and officials, and other groups as to the reasoning behind the Association’s position and the validity of its claim to represent “public safety”. Such confusion may extend beyond the specific matter at hand.
6. Once a position has been established on a particular matter, such position shall be promoted by all members and staff of the Association who may be asked to represent the Association in a presentation to a regulatory body, a regulatory official, or any other group.

- 6.1 No chapter, committee, or other sub-group of the Association shall publicly express opposition to the position adopted by the Board of Officers without first discussing the reasons for their opposition with the Board.
7. Process for developing a position paper on a matter to include "Comments" and "Reply Comments" that might be submitted on regulatory matters.
  - 7.1 The Director of Legal and Government Affairs (hereinafter referred to as the "Director") shall monitor the activities of the U.S. Congress, the FCC, the NTIA, and other regulatory agencies at the Federal level to identify issues that might be of interest to the Association.
    - 7.1.1 The Executive Director, staff of the Association, members of the Board of Officers, and chairs of Association committees, task forces and advisory groups who become aware of an issue that the Director may not be aware of shall contact him/her with the particulars of the issue.
  - 7.2 Based upon guidance that the Board of Officers may have previously given, the Director shall review the identified issues to determine if the Association should become involved.
  - 7.3 If the Director believes that the Association should become involved in the matter, he/she shall notify the Board of Officers with regard to the particulars of the matter.
  - 7.4 If the Board of Officers concurs that the Association should become involved in the matter, they shall so notify the Director.
    - 7.4.1 The Board of Officers may place limits upon the level of involvement.
    - 7.4.2 In the interest of timeliness, if the Board does not respond to the notification within 5 working days, the Director may assume concurrence from the Board of Officers.
  - 7.5 The Director shall notify the chair of the appropriate Association committee with the particulars of the issue and seek advice on the position the Association should take on the matter.
    - 7.5.1 In general, the Spectrum Management Committee shall be consulted on matters related to the use of the radio spectrum.
    - 7.5.2 In general, the 9-1-1 Committee shall be consulted on matters related to the operation and use of emergency telephone systems, both wireline and wireless.
    - 7.5.3 All discussions with regard to the matter and any position that the Association may take with regard to the matter are *CONFIDENTIAL* working papers of the Association. Members of the Board of Officers, members of the appropriate advisory committee(s), and members of the Association's staff who are directly involved in the discussions are the only people authorized access to this information.
  - 7.6 The Director shall develop a preliminary position paper on the matter and distribute it to the Board of Officers and to the Chair of the advisory group(s) that may have provided advice on the position.

- 7.6.1 The Director shall establish a “response date” based upon allowing adequate time for development of a final position paper and the date by which the regulatory body has requested that comments be submitted.
    - 7.6.2 The preliminary position of the Association on the matter shall be considered *CONFIDENTIAL* work product belonging to the Association. It shall not be discussed with any unauthorized person.
  - 7.7 The Board of Officers and the Chair of the advisory group(s) shall submit comments not later than the “response date” specified by the Director.
    - 7.7.1 If no response is received by the “response date”, the Director may assume concurrence with the position presented in the preliminary position paper.
  - 7.8 The Director shall prepare a final position paper on the matter and distribute it to the Board of Officers and to the Chair of the advisory group(s) that may have provided advice on the position. The Director shall identify the date by which the Association’s position must be made public.
    - 7.8.1 Members of the Board of Officers and the Chair of the advisory group(s) may submit comments, as appropriate, prior to the date identified by the Director.
  - 7.9 The President shall seek concurrence from the remaining members of the Board of Officers to establish the position as the “official position” of the Association.
    - 7.9.1 The Board of Officers may establish internal procedures, as necessary, that describe what constitutes “concurrence” for establishing the position as the “official position” of the Association. Such procedures shall give due consideration to the need for a timely response.
  - 7.10 The Director shall make the “official position” of the Association public in an appropriate manner.
8. Process for making verbal comments with regard to the Association’s position on a matter.
- 8.1 The Executive Director, the Director of Legal and Government Affairs, and the director of an appropriate department are authorized to make verbal comments on an issue only in support of a position that has been previously approved by the Board of Officers.
    - 8.1.1 Other members of the Association’s staff who may receive a request for a verbal comment with regard to the Association’s position on a matter should refer the request to one of the above named individuals or to a member of the Board of Officers.
  - 8.2 The Board of Officers shall establish its own internal rules with regard to which members may make comments on an Association position
    - 8.2.1 To the extent that the Association has established a position with regard to the matter, the comments shall reflect the approved position of the Association.

- 8.2.2 To the extent that the Association may not have established a position with regard to the matter, the comments should be deferred until an approved position can be developed.
- 8.2.3 To the extent that it may not be possible to withhold comment until an approved position can be developed, the comments should be consistent with the approved position taken by the Association on related matters.
- 8.3 The Board of Officers may authorize another member of the Association to represent the Association in a particular circumstance. In such instance, the member shall present the approved position of the Association or shall otherwise present the position specified by the Board.



## **ARTICLE II: THE ASSOCIATION**

### **SECTION 2.10: FINANCIAL REPORTING**

#### **PURPOSE**

To establish requirements for reporting of the Association's financial position.

#### **AUTHORITY**

The Association's Constitution and its Bylaws assign fiduciary responsibility for the Association's financial matters to the Executive Council, to the Board of Officers and to the Executive Director. Proper reporting of the Association's financial status is a necessary element of satisfying those responsibilities.

#### **POLICY**

1. The Association's fiscal year shall extend from July 1 of one calendar year until June 30 of the following calendar year.
2. The Executive Director shall cause an audit of the Association's financial records to be made each fiscal year. Such audit shall be completed within 90 days after the end of the fiscal year. The Board of Officers, at its discretion, may order that an audit of the Association's financial records be made at any other time.
  - 2.1 A public accountancy firm licensed to conduct business in the State of Florida shall conduct the audit. Such firm shall assign at least one individual who is licensed in the State of Florida as a "Certified Public Accountant" to be responsible for the audit and for the content of the final report. This person or firm shall be known hereinafter as the "auditor".
    - 2.1.1 The contract with the public accountancy firm shall be considered to be a "services contract" which shall be established in accordance with the guidelines contained in Section 10.1 of the APCO Policy Manual. In accordance with the requirements of Section 10.1 of the APCO Policy Manual, the Board of Officers shall approve the initial contract and each extension. If the Board of Officers fails to approve the contract or an extension, then the Executive Director shall seek a services contract with another firm.
    - 2.1.2 To allow flexibility in the use of different public accountancy firms, the contract shall be in the form of a "one-year contract" with provisions to permit up to four (4) "one-year extensions" of the contract.

- 2.2 The same public accountancy firm shall not conduct the audit over a period of more than 5 consecutive years. Similarly, the same individual shall not be responsible for conducting the audit over a period of more than 5 consecutive years regardless of his/her employment with one or more public accountancy firms.
  - 2.3 The auditor shall be required to prepare a written report of his/her findings. Such report shall include any discrepancy found with regard to Association financial policy, any discrepancy found with regard to normally acceptable accounting practice, and any recommendations for improving Association financial practices.
  - 2.4 The Executive Director shall forward copies of the auditor's report to the Board of Officers and to the Executive Council within 30 days after it has been received.
    - 2.4.1 The Executive Director shall provide a written response to each discrepancy noted in the auditor's report. Such response shall include actions being taken to correct the discrepancy.
  - 2.5 The Executive Council shall vote to accept or reject the auditor's report and the Executive Director's response.
3. The Executive Director shall present an "end-of-year" financial report to the Executive Council at its meeting held in conjunction with the Association's Annual Conference.
  - 3.1 The "end-of-year" report shall provide a detailed review of the Association's income and expense during the just-completed fiscal year based upon the line items appearing in the budget for that fiscal year.
  - 3.2 The "end-of-year" report shall clearly identify the amount of income or expense that was budgeted for the fiscal year, the total amount of actual income or expense for the fiscal year, and any variance between the budgeted amount of income or expense versus the actual income or expense.
  - 3.3 The "end-of-year" report shall include a brief "executive summary" in which the overall financial position of the Association is discussed and in which any significant variance is discussed.
  - 3.4 The "end-of-year" report shall be presented to the Board of Officers and to the Finance and Budget Committee at least 7 days prior to being presented to the Executive Council.
  - 3.5 The Executive Council shall vote to accept or reject the "end-of-year" report during its meeting held in conjunction with the Association's Annual Conference or at such later time as all questions that it may have with regard to the report have been appropriately answered.
4. The Executive Director shall present a "mid-year" financial report to the Executive Council at its Mid-year meeting held in January/February of each year.
  - 4.1 The "mid-year" report shall provide a detailed review of the Association's income and expense during the current fiscal year based upon the line items appearing in the budget for the fiscal year and based upon income and expenditures through December 31 of the current fiscal year.

- 4.2 The “mid-year” report shall clearly identify the amount of income or expense that was budgeted for the entire fiscal year, the amount of income or expense that would be expected for the “year-to-date” based upon the budget, the amount of actual income or expense for the “year-to-date”, and any variance between the “year-to-date” budgeted amount of income or expense versus the “year-to-date” actual income or expense.
- 4.3 The “mid-year” report shall include a brief “executive summary” in which the overall financial position of the Association is discussed and in which any significant variance is discussed.
- 4.4 The “mid-year” report shall be presented to the Board of Officers and to the Finance and Budget Committee at least 7 days prior to being presented to the Executive Council.
- 4.5 The Board of Officers may want to request modification of the annual budget based upon the information provided in the “mid-year” report.
  - 4.5.1 Such request for modification shall be submitted to the Executive Council for approval.
- 4.6 The Executive Council shall vote to accept or reject the “mid-year” report during its Mid-Year Meeting or at such later time as all questions that it may have with regard to the report have been appropriately answered.
- 5. The Executive Director shall present “quarterly” financial reports to the Board of Officers and to the Finance and Budget Committee detailing the financial status of the Association as of the end of each quarter of the Association’s fiscal year (i.e. the periods ending September 30, December 31, March 31, and June 30).
  - 5.1 The “quarterly” report shall provide a detailed review of the Association’s income and expense during the quarter just ended based upon the line items appearing in the budget for the fiscal year.
  - 5.2 The “quarterly” report shall clearly identify the amount of income or expense that occurred during the quarter for which the report is intended, the amount of income or expense that was budgeted for the entire fiscal year, the amount of income or expense that would be expected for the “year-to-date” based upon the budget, the amount of actual income or expense for the “year-to-date”, and any variance between the “year to date” budgeted amount of income or expense versus the “year-to-date” actual income or expense. With regard to the “second quarter” and “fourth quarter” reports, they differ from the “mid-year” and “end-of-year” reports respectively in requiring that income or expenses that occurred during the quarter also be reported.
  - 5.3 The “quarterly” report shall include a brief “executive summary” in which the overall financial position of the Association is discussed and in which any significant variance is discussed. The Executive Director also should identify any trend that is likely to result in a significant variance in the Association’s financial position relative to the annual budget at the end of the fiscal year.

- 5.4 The Finance and Budget Committee shall vote to accept or reject each “quarterly” report. Acceptance shall require a majority vote of the Finance and Budget Committee.
- 5.5 The Chair of the Finance and Budget Committee shall cause a report of the Committee’s acceptance/rejection of the “quarterly” report together with a copy of the entire “quarterly” report and any comments that the Finance and Budget Committee may deem appropriate to be forwarded to the Executive Council except that the “quarterly” reports that coincide with the “mid-year” report and the “end-of-year” report may be included as part of those reports to the Executive Council. Such report may be made via the Executive Council list server or such other means as the Chair of the Finance and Budget Committee deems appropriate.
- 6. The above required “end-of-year”, “mid-year”, and “quarterly” reports shall show each cost center, including each subsidiary, separately and shall include a summary report for the entire Association.
  - 6.1 The portion of the report that reports the financial status of the Public Safety Foundation of America shall separate income/expense items that are related to operation of the Foundation versus items that are the result of grants awarded by the Foundation. Only those income/expense items that are related to the operation of the Foundation shall be “rolled up” into the summary report for the entire Association. The intent of separating “operational income/expense” from “grant income/expense” is to remove the variability effects of the grant program.
  - 6.2 Similarly, funds that may have been collected by the Public Safety Foundation of America but have not yet been allocated for grants to public safety entities shall be shown as a separate asset. The intent of separating these “assets” is to remove the variability effects of these assets.
  - 6.3 The financial status report for the Public Safety Foundation of America shall permit evaluation of the cost for operating the Foundation as a percentage of the grants awarded by the Foundation.
- 7. The Executive Director shall prepare such reports as the Board of Officers may require such that it may appropriately monitor the Association’s financial status.
- 8. The Executive Director shall prepare such reports as may be required to satisfy:
  - 8.1 Federal, state and local laws.
  - 8.2 The reporting requirements of any grant the Association may receive.
  - 8.3 The reporting requirements of any financial institution with whom the Association has a financial relationship.

## **ARTICLE II: THE ASSOCIATION**

### **SECTION 2.11: STYLE GUIDE**

#### **PURPOSE**

To establish requirements for the use of the Association's Style Guide.

#### **AUTHORITY**

The Association's Constitution and its Bylaws assign responsibility for the protection of the Association's assets to the Board of Officers and to the Executive Director. Protection of the Association's official Trademark and Logo are components of those assets.

#### **POLICY**

1. The Association's Trademark and Logo are assets of the Association.
2. All use of the Trademark or Logo shall be in compliance with the Style Guide.
3. The APCO Style Guide defines how the Trademark and Logo shall be displayed based on its intended use.
4. Requests for use of the APCO Logo must be made in advance and according to the requirements of the Style Guide.

## **ARTICLE II: THE ASSOCIATION**

### **SECTION 2.12: BUDGET CHANGE AUTHORITY**

#### **PURPOSE**

To define the limits within which the Board of Officers and the Executive Director are authorized to make adjustments to the budget.

#### **AUTHORITY**

The Executive Council may grant to the Board of Officers and to the Executive Director authority to make changes in the annual budget in accordance with pre-defined limits in accordance with Article IV, Section 2 of the Association's Constitution.

#### **POLICY**

1. The Executive Council hereby establishes the following general guidelines regarding changes that may be made in the Annual Budget without specific review and approval by the Executive Council:
  - 1.1 Monies may be moved from one line item to another line item, as necessary, but only to the extent that such movement does not have the effect of:
    - 1.1.1 Eliminating a major program or function; or
    - 1.1.2 Moving monies from one subsidiary to another or moving monies from a subsidiary to the parent (APCO-International) if such move will affect the status of the subsidiary under the United States Tax Code or under other Federal, state or local laws to which APCO is bound to comply.
  - 1.2 The expenditure side of the budget for APCO-International and for each of the subsidiaries shall not be increased except as provided for below:
    - 1.2.1 An increase in expenditure is permitted if it is directly related to an offsetting increase in income. For example, the budget for adjunct instructors may be increased to permit an increase in the number of classes offered provided such increase in classes will result in an increase in income to the APCO Institute that matches or exceeds the increased cost for instructors.
    - 1.2.2 Grants awarded through the Public Safety Foundation of America are exempt from this limitation.

- 1.3 In the event that income for a given fiscal year is projected to be less than the amount appearing in the Annual Budget, then the Board of Officers shall:
  - 1.3.1 In conjunction with the Executive Director, develop a plan to reduce expenses such that expected cumulative expenditures at the end of the fiscal year will not exceed expected income; and shall
  - 1.3.2 Submit the plan for review and approval by the Finance and Budget Committee.
- 1.4 All financial reports prepared after the change has been properly authorized shall show the *changed amount* plus the following:
  - 1.4.1 A separate report that identifies both the amount that was originally approved by Executive Council and the amount after the change.
  - 1.4.2 The name of the person(s) authorizing the change.
2. The Executive Council hereby establishes the following limits within which the Board of Officers may make changes in the annual budget.
  - 2.1 There are no limits on the change provided that the change shall:
    - 2.1.1 Comply with the general guidelines established above; and
    - 2.1.2 Not reduce the salary and/or benefits paid to the Executive Director below the amount agreed to in the personal services contract with that individual.
3. The Executive Council hereby establishes the following limits within which the Executive Director may make changes in the annual budget.
  - 3.1 There are no limits on the change provided that the change shall:
    - 3.1.1 Comply with the general guidelines established above; and  
The change shall be reported to the Board of Officers at their next meeting.
    - 3.1.2
  - 3.2 The Executive Director may delegate his/her authority to make changes within the following additional limitations:
    - 3.2.1 Director-level employees may be authorized to make changes that affect a line item by not more than 10% of the amount appearing in the Annual Budget for that line item, as it was approved by the Executive Council, provided that such change shall not move monies from one cost center to another.

## **ARTICLE II: THE ASSOCIATION**

### **SECTION 2.13: LONG RANGE STRATEGIC PLANNING**

#### **PURPOSE**

To establish requirements for developing and maintaining the Association's Long Range Strategic Plan.

#### **AUTHORITY**

The APCO Board of Officers is required to establish and maintain a Long Range Strategic Plan for the Association in accordance with Article V, Section 1 of the Association's Bylaws and the Executive Council is required to review and approve the goals and objectives of the Association in accordance with Article IV, Section 1 of the Association's Bylaws.

#### **POLICY**

1. The Long Range Strategic Plan (LRSP) should identify the major goals and objectives for the Association over the next 3-5 year period of time.
2. All action taken by the Board of Officers, any Association Committee created by the Board of Officers, or the Executive Director and his/her staff shall conform to the goals and objectives of the Association as defined in the Long Range Strategic Plan (LRSP) except as noted below:
  - 2.1 Certain on-going activities of the Association (e.g. publication of the *APCO BULLETIN*, frequency coordination activities, presentation of training, and the Annual Conference) may continue from one year to the next subject to a requirement that the activity does not undergo a significant change from the prior year.
3. By its very nature, a LRSP is a "living document". Therefore, the Board of Officers shall cause the following to occur:
  - 3.1 A major review and updating of the current LRSP every five years.
  - 3.2 A cursory review for minor modifications and updating on an annual basis.
4. The Strategic Planning Committee will manage the review process.
  - 4.1 The Strategic Planning Committee should meet at least once a year with the stakeholder group.
    - 4.1.1 The stakeholder group will consist of the following representatives:



- 4.1.1.1 The APCO Board of Officers; A representative from each subsidiary Advisory Committee; Executive Director; Deputy Executive Director; Chief Financial Officer; all APCO International staff at the Director level; Group Leaders; and all members of the Strategic Planning Committee.
- 4.2 The LRSP should be reviewed annually by evaluating the status of the goals and objectives every year.
  - 4.2.1 The LRSP should identify the percentage of the goals that have been completed and any modifications that are needed.
- 4.3 The LRSP shall be submitted to the Executive Council for review and ratification at the Annual Conference meeting so that it is available for the preparation of the budget for the next fiscal year.

## ARTICLE II: ASSOCIATION

### SECTION 2.14: CONFLICT OF INTEREST POLICY

#### **PURPOSE**

To protect the interest of the Association when it is contemplating entering into a transaction or arrangement that might benefit the private interest of any officer, director or other(s) involved in governance of the Association and/or a subsidiary or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

#### **AUTHORITY**

The Association is required to establish and adhere to a Conflict of Interest Policy pursuant to IRS regulations applicable to federally tax-exempt entities.

#### **POLICY**

##### 1. DEFINITIONS

- 1.1 **Interested Person.** Any director, principal officer, or member of a council, committee or any body with governing board delegated powers ("applicable body"), who has a direct or indirect financial interest in a matter under consideration, as defined below, is an interested person.
- 1.2 **Significant Personal Interest.** A person has a significant personal interest if the person has, directly or indirectly, through business, investment, or family:
  - 1.2.1 An ownership or investment interest in any entity with which the Association and/or a subsidiary has a contract, transaction or arrangement or competes for services;
  - 1.2.2 A compensation arrangement with the Association and/or a subsidiary or with any entity or individual with which the Association has a contract, transaction or arrangement or competes for services;
  - 1.2.3 A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Association and/or a subsidiary is negotiating a contract, transaction or arrangement;

- 1.2.4 A fiduciary position (e.g., director, principal officer, or member of a council, committee or any body with governing board delegated powers), whether compensated or uncompensated, with another organization which competes with the Association and/or a subsidiary in terms of services or with which the Association has (or is proposing to enter into) a contract, transaction or arrangement; or
    - 1.2.5 A party to any action, suit or proceeding that is pending or settled within the past five years that is adverse to the interests of the Association and/or a subsidiary or entity with which the Association has a contract, transaction or arrangement.
  - 1.3 **Compensation** includes direct and indirect remuneration as well as gifts or favors that are substantial. A financial interest is not necessarily a conflict of interest. Under 2 below, a person who has a financial interest may have a conflict of interest only if the applicable body decides that a conflict of interest exists.
  - 1.4 **Family.** A “Family” member means:
    - 1.4.1 The interested person’s spouse, a legally-recognized domestic partner, or a “significant other” person of the same household;
    - 1.4.2 A brother, sister, parent, grandparent, child, grandchild, great grandchild, niece or nephew (by whole or half blood) of, or the object of a guardianship by, the interested person or the person listed in 1.4.1.
    - 1.4.3 The spouse, a legally-recognized domestic partner, or a “significant other” person of the same household, of an individual listed in 1.4.2.
2. ADDRESSING THE CONFLICT OF INTEREST
- 2.1 **Duty to Disclose.** In connection with any actual or possible conflict of interest, an interested person must immediately disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the members of the applicable body considering the proposed transaction or arrangement.
    - 2.1.1 An interested person may make a presentation at the applicable meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
    - 2.1.2 The presider (or in cases involving the presider, the next highest ranking disinterested person) of the applicable body shall, if appropriate, appoint a disinterested person or group of people to investigate alternatives to the proposed transaction or arrangement.
    - 2.1.3 After exercising due diligence, the applicable body shall determine whether the Association can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

- 2.1.4 If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the applicable body shall determine by a majority vote of the disinterested persons whether the transaction or arrangement is in the Association's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

### 3. VIOLATIONS

- 3.1 If the applicable body has reasonable cause to believe its member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- 3.2 If, after hearing the member's response and after making further investigation as warranted by the circumstances, the applicable body determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.
- 3.3 Action or inaction by the applicable body may be appealed to the Board of Officers by any party with knowledge of the alleged violation. Decisions rendered by a majority of disinterested members of the Board of Officers shall be considered final.

### 4. RECORDS OF PROCEEDINGS

- 4.1 The meeting minutes of the applicable body shall contain:
  - 4.1.1 The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing body's decision as to whether a conflict of interest in fact existed.
  - 4.1.2 The names of the persons who were present for discussions and/or votes relating to the transaction or arrangement, the content of the discussion (including any alternatives to the proposed transaction or arrangement) and a record of any votes taken in connection with the proceedings.

### 5. COMPENSATION

- 5.1 A member of the applicable body who receives compensation, directly or indirectly, from the Association for services qualifies as an interested person whose participation in matters pertaining to that member's compensation is subject to the restrictions imposed in 2.1.1

### 6. ANNUAL STATEMENTS

- 6.1 Each member of an applicable body shall annually sign a statement that affirms such person:

- 6.1.1 Has received a copy of the conflict of interest policy;
- 6.1.2 Has read and understands the policy;
- 6.1.3 Has agreed to comply with the policy; and
- 6.1.4 Understands the Association is charitable and, in order to maintain its federal tax exemption, it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

## 7. PERIODIC REVIEWS

- 7.1 To ensure the Association operates in a manner consistent with its charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:
  - 7.1.1 Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
  - 7.1.2 Whether partnerships, joint ventures, and arrangements with management persons or organizations conform to the Association's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

## 8. USE OF OUTSIDE EXPERTS

- 8.1 When conducting the periodic reviews as provided in 7 above, the Association may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the applicable body of its responsibility for ensuring periodic reviews are conducted.

## **ARTICLE III: CHAPTERS**

### **SECTION 3.1: CHAPTER ORGANIZATIONAL STRUCTURE REQUIREMENTS**

#### **PURPOSE**

To identify the organizational requirements applicable to all chapters of APCO.

#### **AUTHORITY**

Chapters are independent sub-divisions of the Association in accordance with Article II, Section 3 of the Association's Constitution. However, various sections of both the Association's Constitution and the Association's Bylaws require that representatives of the Chapter perform certain essential functions. Chapters must, therefore, have a certain minimal structure to perform the duties and functions assigned to the Chapter.

#### **POLICY**

1. Chapters shall, through their own Constitution and Bylaws, create an organizational structure that satisfies the following requirements in addition to satisfying the needs and desires of the members of the Chapter.
2. The following individual positions are required although the Chapter Constitution and Bylaws may provide for a single individual to fill more than one of these positions:
  - 2.1 Chapter President
    - 2.1.1 The Chapter's Constitution and Bylaws shall provide for the election of a Chapter President from amongst the Chapter's members.
    - 2.1.2 The procedures for electing the Chapter President shall allow for participation in the electoral process by all members of the Association in the Active Member Category who also are members of the Chapter and by such other members of the Chapter as the Chapter Quorum has deemed appropriate.
    - 2.1.3 The Chapter President shall be a member of the Association in good standing in the Active Member category.
    - 2.1.4 The term of office for the Chapter President may be any term that the Chapter Quorum deems to be appropriate.
  - 2.2 Executive Council Member who shall represent the Chapter at meetings of the Association's Executive Council.

- 2.2.1 The Chapter's Constitution and Bylaws shall provide for selection of an Executive Council Member from amongst the Chapter's members by election, by appointment, or as a normal progression from some other office.
  - 2.2.2 The Executive Council Member shall be a member of the Association in good standing in the Active Member category.
  - 2.2.3 The term of office for the Executive Council Member may be any term that the Chapter Quorum deems to be appropriate.
- 2.3 Chapter Secretary
  - 2.3.1 The Chapter's Constitution and Bylaws shall provide for selection of a Chapter Secretary from amongst the Chapter's members either by election or by appointment.
  - 2.3.2 The term of office for the Chapter Secretary may be any term that the Chapter Quorum deems to be appropriate.
- 3. The Chapter Constitution and Bylaws shall provide for a small executive body that is authorized to conduct the business of the Chapter between meetings of the Chapter Quorum. Such executive body may be known as the "Board of Officers", the "Board of Directors", the "Executive Board", the "Executive Committee", the "Chapter Executive Council", or such other name as the Chapter deems appropriate.
  - 3.1 The small executive body shall consist of not less than three members and shall include the Chapter President and the Executive Council Member.
  - 3.2 The selection process for the small executive body shall provide for the selection of the individual members from amongst the Chapter's members by election, appointment, or as a normal progression from some other office.
  - 3.3 For those members of the small executive body for whom the Chapter Constitution and Bylaws requires an elective process, the process shall allow for participation in the electoral process by all members of the Association in the Active Member Category who also are members of the Chapter and by such other members of the Chapter as the Chapter Quorum has deemed appropriate.
  - 3.4 It is recommended that the Chapter include the Chapter Commercial Advisory Member as a member of the small executive body. The voting status of the Chapter Commercial Advisory Member within the small executive body shall be established in the Chapter's Constitution and Bylaws and may be any status, including a status of "non-voting", as the Chapter Quorum may deem appropriate.
  - 3.5 The term of office for members of the small executive body may be any term that the Chapter Quorum deems to be appropriate.
- 4. Each Chapter is encouraged to select a Chapter Commercial Advisory Member (CCAM).

- 4.1 The CCAM provides a liaison between the Chapter's Board of Officers and the commercial members of the Chapter. In addition, the CCAM provides a liaison with the Association's Commercial Advisory Committee. The CCAM provides a means of establishing open communications lines between the Chapter's Commercial Members, the Association's Commercial Advisory Committee, the Chapter's Officers, and the Chapter's non-commercial members.
- 4.2 Many times, Association members in the Commercial Member category are reluctant to make suggestions. Relationships are the cornerstone of their livelihood, thus they have a need to maintain good relationships with their current and potential customers. Since they are much more likely to be forthcoming with one of their own, the CCAM can provide a valuable path for candid feedback from the Chapter's commercial community.
- 4.3 Most Chapters depend on financial support for sponsorship of meetings, training sessions, and Chapter Conferences. The CCAM can provide a valuable line of communications with members of the Chapter in the Commercial Member category who may be in a position to provide that support.
- 4.4 If the Chapter chooses to select a CCAM, then the Chapter's Constitution and Bylaws shall provide for selection of a Chapter Commercial Advisory Member from amongst the Chapter's members either by election or by appointment.
- 4.5 The Chapter Commercial Advisory Member shall be a member of the Association in good standing in the Commercial Member category. An individual may serve as the CCAM in more than one Chapter provided that he/she is a member of each Chapter in which he/she serves.
- 4.6 The term of office for the Chapter Commercial Advisory Member may be any term that the Chapter Quorum deems to be appropriate.
5. Chapters are encouraged to have such committees as may be required to effectively conduct the Chapter's business and to represent the membership. These might include any of the following:
  - 5.1 9-1-1 Committee
  - 5.2 Awards Committee
  - 5.3 Chapter Conference Committee
  - 5.4 Commercial Advisory Committee
  - 5.5 Constitution and Bylaws Committee
  - 5.6 Historical Committee
  - 5.7 Legislative Committee
  - 5.8 Operations Committee
  - 5.9 Nominations Committee
  - 5.10 Spectrum Management Committee
  - 5.11 Training Committee



## **ARTICLE III: CHAPTERS**

### **SECTION 3.2: THE INTERNATIONAL CHAPTER OF APCO**

#### **PURPOSE**

To define the structure and operation of the International Chapter of APCO.

#### **AUTHORITY**

The International Chapter of APCO is established Article II, Section 3 of the Association Constitution.

#### **POLICY**

1. In accordance with the requirements of Section 3.1 of the APCO Policy Manual and with the provisions of Article II, Section 3.4.2 of the Association Constitution, the following Chapter Officers are hereby designated:
  - 1.1 The President of APCO-International shall serve as the Chapter President throughout his/her term as the President of APCO-International.
  - 1.2 The President-Elect of APCO-International shall serve as the Chapter Secretary throughout his/her term as the President-Elect of APCO-International.
  - 1.3 A member of the International Chapter of APCO shall be selected in accordance with the procedures contained herein to serve as the Executive Council Member.
    - 1.3.1 The individual selected shall be a member of APCO-International in the Active Member category and also shall be a member of the International Chapter of APCO.
    - 1.3.2 The term of office for the Executive Council Member shall be two years commencing January 1<sup>st</sup> of even-numbered years and ending December 31<sup>st</sup> of the next odd-numbered year.
2. Executive Council Member Selection Process
  - 2.1 In September of odd-numbered years, the Chapter Secretary shall send a notice to all current members of the International Chapter of APCO.
    - 2.1.1 Such notice shall indicate that the office of *Executive Council Member* for the International Chapter of APCO will become vacant as of the coming December 31<sup>st</sup>.

- 2.1.2 Such notice shall seek members of the International Chapter of APCO to self-nominate them self for the position of *Executive Council Member*.
- 2.1.3 Such notice shall notify the members of the requirement that they either currently be or that they become members of the Association in the Active Member Category prior to submitting their self-nomination.
- 2.1.4 Such notice shall notify the members of an expectation that they will attend all meetings of the Executive Council.
- 2.1.5 Such notice shall notify the members that reimbursement for travel, lodging, and per diem expenses necessary to attend meetings of the Executive Council is available from APCO-International, but only to the extent that such expenses do not exceed revenue generated by the membership dues of Chapter members and/or monies otherwise approved by the Board of Officers.
- 2.2 Members of the International Chapter of APCO shall submit their self-nomination to APCO Headquarters not later than November 1<sup>st</sup> of odd-numbered years.
  - 2.2.1 The nomination shall include a statement identifying the members' qualifications to hold the office of *Executive Council Member*.
  - 2.2.2 The nomination may include other statements the candidate believes may help the Board of Officers in making a selection.
  - 2.2.3 The nomination shall include a statement from the candidate indicating that he/she understands the requirement to attend meetings of the Executive Council and the potential limitation on reimbursement.
- 2.3 The Executive Director of APCO-International shall establish a procedure that provides confidentiality for the nominations being received from members of the International Chapter of APCO.
- 2.4 In the event that no nominations are received, then the Chapter Secretary shall send a second notice to all members of the International Chapter of APCO.
  - 2.4.1 The dates for completing the various steps of this procedure may be extended for up to six weeks to allow reasonable time for completion of step in the process.
  - 2.4.2 In the event that no nominations result from this second notice, then the office of Executive Council Member for the International Chapter of APCO shall remain vacant until the following year at which time the Chapter President and Chapter Secretary shall again attempt to fill the office. If they are successful, then the term of office shall be from the date the individual is appointed until December 31<sup>st</sup> of next odd-numbered year.
- 2.5 The Executive Director shall forward copies of each nomination and all supporting documentation to each member of the Board of Officers not later than November 15<sup>th</sup> of odd-numbered years.

- 2.6 The Board of Officers of APCO-International shall meet, as they deem appropriate, to discuss the nominations and to select a candidate to become the new Executive Council Member for the International Chapter of APCO.
  - 2.6.1 Selection of the new Executive Council Member shall be made not later than December 15<sup>th</sup> of odd-numbered years.
- 2.7 The Chapter President shall notify the successful candidate of his/her selection.
  - 2.7.1 The Chapter President also should notify unsuccessful candidates that a selection has been made and thanking them for their interest.
- 2.8 The Chapter Secretary shall cause a notice to be placed in the next available issue of the *APCO BULLETIN* identifying the new Executive Council Member.
- 3. In the event that the Executive Council Member resigns, is incapacitated, or is otherwise removed from office prior to the completion of his/her term of office, then:
  - 3.1 The Chapter President shall declare the office of *Executive Council Member* for the International Chapter of APCO as being *VACANT*.
  - 3.2 The procedure detailed in Paragraph 2, et seq., above shall be followed, except that the Board of Officers of APCO-International shall make appropriate changes to the date for completing each phase of the process.
  - 3.3 The term of office for the individual appointed in this circumstance shall be from the date appointed until December 31<sup>st</sup> of the next odd-numbered year.

## **ARTICLE IV: MEMBERSHIP**

### **SECTION 4.1: MEMBERSHIP APPLICATION PROCEDURES**

#### **PURPOSE**

Establish the procedure for submitting applications for Membership in the Association.

#### **AUTHORITY**

The general eligibility requirements for membership and the benefits accorded to various membership categories are in Article I, Sections 1 and 2, of the Association Bylaws.

#### **POLICY**

1. The membership application procedures contained herein apply to individuals seeking membership in APCO-International, Inc.
  - 1.1 Applications from individuals who work or reside within the geographic boundaries of a Chapter of APCO-International, other than the International Chapter, shall be processed in accordance with this policy.
  - 1.2 Applications from individuals who work or reside within the geographic boundaries of the International Chapter (i.e. individuals who work or reside outside the geographic boundaries of any other chartered Chapter) shall be processed in accordance with this policy subject to a further requirement that such processing also shall conform with the requirements of Section 4.10 of the APCO Policy Manual.
2. An initial application for APCO membership shall be processed in the following manner:
  - 2.1 APCO Headquarters shall develop and maintain one or more “application forms” for use by individuals desiring to join the Association.
    - 2.1.1 Copies of the “application form” shall be published in each issue of the APCO Bulletin.
    - 2.1.2 Copies of the “application form” shall be available for mail-out or for hand-out at meetings, conferences, and other venues likely to be attended by individuals who would qualify for membership in the Association.
    - 2.1.3 Copies of the “application form” also shall be available for completion and submission on the APCO-International website with payment of dues via a secure process.

- 2.2 Individuals desiring to join the Association shall submit a completed “Application for Membership” form to APCO Headquarters.
  - 2.2.1 The applicant is encouraged to submit the proper full year’s dues payment with the application in order to expedite the application process. If the applicant is uncertain as to the correct dues amount or if there are mitigating circumstances where it is not possible to submit the payment with the application, APCO Headquarters will initiate an invoice upon receipt and review of the application.
  - 2.2.2 All applications without proper payment shall be placed in a pending status, without issuance of any member benefits to the applicant. They will be completed when the correct dues amount has been received.
- 2.3 After the completed application form and appropriate dues amount has been received and credited, APCO Headquarters shall determine whether the applicant meets the criteria for membership and the appropriate category of membership in accordance with Article I, Sections 1 and 2, of the Association Bylaws.
  - 2.3.1 Questions regarding eligibility or the appropriate membership category of a particular applicant shall be referred to the President of the applicant’s Chapter.
  - 2.3.2 APCO Headquarters shall submit the names and affiliations of all new members to the President and Secretary of the Chapter, allowing them fourteen-days (14 days) to review and comment on the new member’s eligibility. (See paragraphs 2.7 and 2.8 for further information about a possible challenge to a specific new membership.)
- 2.4 If it is determined that the applicant is not eligible for any category of APCO membership, APCO Headquarters shall return the full amount of the submitted dues payment along with a letter explaining the reason for rejection of the application.
- 2.5 If it is determined that the applicant is eligible for APCO membership in a different membership category than is reflected on the application form, APCO Headquarters shall contact the applicant to explain the justification for this determination and attempt to resolve any differences between the actual dues payment that was received and the dues amount required for the correct membership category.
- 2.6 Upon determination that the applicant is eligible for the membership category being applied for, and the proper dues payment has been received, APCO Headquarters shall add the applicant’s name and contact information to the membership database and issue the applicant an appropriate membership card.

- 2.7 If, after an applicant has been accepted for membership and the membership card has been issued, it is determined that an error was made and the applicant in fact does not meet the criteria for an APCO membership, APCO Headquarters shall notify the applicant in writing that the membership has been cancelled and the membership card has been revoked. The applicant shall be entitled to a full refund of any and all (current and/or future) dues payment(s) that had been received by APCO, within 90 days of the applicant becoming a new member. Written notification of the revoked status of a member shall be sent to the President of the Chapter within 30 days of the occurrence.
- 2.8 If, after an applicant is accepted for membership and the membership card has been issued, it is determined that the granted membership category is not appropriate per the Association Bylaws, APCO Headquarters shall notify the member in writing about the need for a corrected membership category and that the membership card has been recalled.
  - 2.8.1 A corrected membership card shall be issued to the member. Regardless of the length of time that has transpired, neither APCO Headquarters nor the Chapter shall attempt to collect for any additional dues that would otherwise be receivable had the Association not been at least partially responsible in accepting the applicant's application under an incorrect membership category.
  - 2.8.2 Any excess dues held by APCO shall not be refunded directly to the member; but shall be credited towards the member's future renewals.
  - 2.8.3 The correct dues amount shall be reflected in the next renewal invoice.
  - 2.8.4 Chapter notification of the change in status will be reflected in the normal monthly roster sent to the designated Chapter representative.
- 3. Membership Renewal Process
  - 3.1 Members who do not renew their membership prior to February 1<sup>st</sup> of each year shall be dropped from active membership in the Association.
  - 3.2 APCO Headquarters shall establish a membership renewal procedure that provides members with at least three notices prior to termination.
  - 3.3 APCO Headquarters shall provide the President and/or the Secretary of each Chapter with the names of each member who has been dropped from active membership.
    - 3.3.1 A copy of the report shall be forwarded to the Chapter and Member Services Committee for information and possible follow-up.
  - 3.4 APCO Headquarters shall create an "Exit Survey" that seeks information with regard to why an individual has dropped their membership.
    - 3.4.1 The "Exit Survey" shall be distributed to each member being dropped.

3.4.2 APCO Headquarters shall analyze the returned surveys and provide feedback to the Board of Officers.

4. Updating a member's information.

4.1 It is the responsibility of each member to provide updates to their contact information.

4.2 Contact information can be updated on the APCO web site or by contacting the APCO Membership Office.

4.3 Chapter officers or anyone that becomes aware of an error in a member's information should contact APCO Headquarters.

5. Updating a member's category.

5.1 Members who change employment status that affects their membership category shall notify APCO Headquarters.

5.2 APCO Headquarters shall update the member's voting privileges immediately upon notification of the category change.

5.3 APCO Headquarters shall update the member's dues so that the proper amount will be billed during the next annual billing cycle.

## **ARTICLE IV: MEMBERSHIP**

### **SECTION 4.2: MEMBER CONDUCT**

#### **PURPOSE**

To establish the following policies for the APCO membership: an APCO Code Of Ethics, a Code Of Conduct, and guidelines for use of the various APCO List Serves.

#### **AUTHORITY**

APCO membership is required to be composed of persons of good character per Article II, Section 2.1, of the Association's Constitution.

#### **POLICY**

##### **1. APCO CODE OF ETHICS**

- 1.1 We, the members of APCO, recognizing the important role Public Safety plays in improving the quality of life throughout the world, and in acceptance of this personal obligation to our profession, its members and the communities we serve, do hereby commit ourselves to the following ethical principles:
  - 1.1.1 Abide by the laws of our respective countries and their political subdivisions.
  - 1.1.2 Govern our APCO activities by the Constitution & Bylaws and the duly adopted policies of the Association.
  - 1.1.3 Protect the safety, health and welfare of the public and proactively advocate in those areas affecting the public interest.
  - 1.1.4 Manage each administrative problem objectively without discrimination.
  - 1.1.5 Refrain from seeking or dispensing personal favors.
  - 1.1.6 Broaden public knowledge and appreciation of the Association and its achievements.
  - 1.1.7 Encourage colleagues and co-workers in their professional development.
  - 1.1.8 Foster respectful relationships.



## 2. CODE OF CONDUCT

- 2.1 The Association of Public-Safety Communications Officials-International, Inc., sets forth this Code of Professional Conduct to guide the professional and personal conduct of members of the Association:

Members shall:

- 2.1.1 Support the Association's Mission and Purpose. Our mission and purpose statement articulates the Association's goals, purpose, and primary constituents served. Each individual member should fully understand and support the mission of APCO International.
- 2.1.2 Maintain the privacy and confidentiality of information where required unless disclosure is required by legal authority, of information obtained in the course of our duties. Such information shall not be used for personal benefit or released to inappropriate parties.
- 2.1.3 Work to strengthen the Association's programs and services.
- 2.1.4 Enhance the Association's public standing by demonstrating the Association's goals and accomplishments through all we say and do. A cooperative spirit must be maintained when working with other professional and business organizations.
- 2.1.5 Apply the principle of reasonableness to guide our actions.
- 2.1.6 Ensure ethical integrity and accept responsibility for our actions.
- 2.1.7 Serve the Association in a loyal and honest manner and shall not knowingly be a party to any illegal or improper activities.
- 2.1.8 Treat each other with mutual respect and treat all persons fairly regardless of age, race, color, religion, national origin, political affiliation, sex, sexual orientation, marital status, or disability.
- 2.1.9 Perform their duties in an independent and objective manner and avoid activities that impair, or may appear to impair, the independence or objectivity of the Association.
- 2.1.10 Agree to undertake only those activities that they can reasonably expect to complete with professional competence.

### 3. LIST SERVE GUIDELINES

- 3.1 The Association of Public-Safety Communications Officials-International, Inc., establishes this set of guidelines for the use of the APCO List Serve (APCO International electronic communication services):
- 3.1.1 Keep it Legal – do not distribute, or disseminate defamatory, infringing, obscene, or other unlawful material or information. Do not use the APCO List Serve to publish or post material protected by intellectual property laws, rights of privacy or publicity or any other applicable law unless you own or control the rights thereto or have received all necessary consents. Where quotes are used or references are made appropriate credit shall be given to the original author. APCO is not responsible for any use of anything you say or post. All applicable federal, state and local laws apply.
  - 3.1.2 It is the responsibility of the sender to, when appropriate; identify any restrictions on the distribution of information in the posting.
  - 3.1.3 Do not post any materials (including software and other information) that could harm (or is designed to harm) other users' computers or would allow others to inappropriately access software or Web sites. APCO does not allow posting or use of computer programs that contain destructive features such as: viruses, worms, Trojan horses, or bots for the use of scrolling, showing multiple screens, and other activities that can be disruptive to online communication.
  - 3.1.4 Do not use the APCO List Serve to threaten, harass or abuse others participating in any APCO International communication.
  - 3.1.5 Refrain from all expressions that reflect negatively on yourself and others.
  - 3.1.6 APCO does not tolerate disruptive activity online, such as persistent off-topic comments and postings or statements that incite others to violate these guidelines or participate in illegal activities.
  - 3.1.7 Falsely impersonating an APCO Board Member, employee or any other person with the intent to mislead or cause harm to others is forbidden.
- 3.2 The following notice shall automatically be included in all electronic messages transmitted over the APCO List Serve:
- 3.2.1 **CONFIDENTIALITY NOTICE:** This e-mail message including attachments, if any, is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any unauthorized review, use, disclosure or distribution is prohibited.

APCO INTERNATIONAL RESERVES THE RIGHT TO REMOVE ANY INDIVIDUAL FROM ANY APCO LIST SERVE.

## ARTICLE IV: MEMBERSHIP

### SECTION 4.3: SENIOR MEMBER NOMINATION PROCEDURES

#### **PURPOSE**

To establish the procedure for submitting nominations for Senior Membership in the Association.

#### **AUTHORITY**

The criteria for selection and privileges accorded to members who have achieved the distinction of being designated a Senior Member are in Article I, Section 3.2, of the Association\_Bylaws.

#### **POLICY**

1. The Senior Member designation is added to the member's current membership category title, which can change during the course of the member's career based upon one's current employment status (e.g., "Senior Active Member", "Senior Commercial Member", or simply "Senior Member" for those in the Member category of membership).
2. All chapters shall recognize a "Senior Member" designation.
3. This honor shall be bestowed in the following manner:
  - 3.1 A nomination for designation as a Senior Member shall be initiated at the member's primary (home) Chapter level upon recommendation of such Chapter's executive committee.
  - 3.2 The nomination shall be forwarded to the Executive Director for submission to the Credentials Committee.
    - 3.2.1 The nomination shall be in the form of a cover letter together with a completed copy of the **SENIOR MEMBER NOMINATION FORM** contained in Appendix I herein. The nomination may contain additional supporting documentation.
  - 3.3 The Credentials Committee shall review the nomination for compliance with all applicable requirements.
    - 3.3.1 The Credentials Committee shall forward its findings and recommendations to the Board of Officers for review.
  3. 4 The Board of Officers may grant designation as a Senior Member based upon the recommendation of the Credentials Committee and the Board's review of the member's eligibility.

- 3.4.1 The Board of Officers shall notify the Chapter of its decision in a letter to the Chapter President.
- 4. This award shall be recognized in accordance with the following:
  - 4.1 The Board of Officers shall cause a “congratulatory letter” to be prepared and sent to the member.
  - 4.2 Headquarters staff shall forward a “Senior Member Pin” to the Chapter President who shall present the pin to the member at an appropriate time and place.
    - 4.2.1 While it is preferable to make such presentation during a Chapter meeting or event, the Chapter President shall give due consideration to the timeliness of the presentation. The Chapter President may forward the “Senior Member Pin” to the member without making a formal presentation.
  - 4.3 Headquarters staff shall update the membership database and issue the member a new “membership card” showing the new designation.

## APPENDI X I

### SENIOR MEMBER NOMINATION FORM

Name of Nominee: \_\_\_\_\_

Chapter making nomination: \_\_\_\_\_

**Qualifications:**

Nominee has been a member of APCO since: \_\_\_\_\_ (10 yrs tota

Nominee has made at least 3 major accomplishments that have contributed to APCO in accordance with the requirements of Article I, Section 3.2.2 of the Association Bylaws as noted below. At least one of these accomplishments must be at the Association level. For each accomplishment, list the appropriate sub-paragraph number (1-15). Provide supporting detail, as necessary. Additional accomplishments may be attached.

1. Sub-paragraph \_\_\_\_\_

\_\_\_\_\_

2. Sub-paragraph \_\_\_\_\_

\_\_\_\_\_

3. Sub-paragraph \_\_\_\_\_

\_\_\_\_\_

Nomination approved by Chapter Executive Committee: \_\_\_\_\_

\_\_\_\_\_

Credentials Committee recommendation for approval \_\_\_\_\_ (date)

Approved by Board of Officers \_\_\_\_\_ (date)

## **ARTICLE IV: MEMBERSHIP**

### **SECTION 4.4: LIFE MEMBER NOMINATION PROCEDURES**

#### **PURPOSE**

To establish the procedure for submitting nominations for Life Membership in the Association.

#### **AUTHORITY**

Criteria for selection and privileges accorded to members who have achieved the distinction of Life Member in the Association are in Article I, Section 3.I, of the Association Bylaws.

#### **POLICY**

1. The "Life Member" designation is added to the member's current membership category title, which can change during the course of the member's career, based upon one's current employment status (e.g., "Active Life Member", "Commercial Life Member", or simply "Life Member" for those in the Member category of membership).
2. All Chapters shall recognize the designation of a member as a "Life Member".
3. This honor shall be bestowed in the following manner:
  - 3.1 A nomination for designation as a Life Member shall be initiated either by the nominee's primary (home) Chapter upon recommendation of such Chapter's executive committee or by the Board of Officers.
  - 3.2 The nomination shall be forwarded to the Executive Director for submission to the Credentials Committee.
    - 3.2.1 The nomination shall be in the form of a cover letter together with a completed copy of the LIFE MEMBER NOMINATION FORM contained in Appendix I herein. The nomination may contain additional supporting documentation.
    - 3.2.2 The nomination shall be received at APCO Headquarters not later than the close of business on April 1st of the calendar year of the Annual Conference at which the nomination is to be considered.
  - 3.3 The Credentials Committee shall review the nomination for compliance with all applicable requirements.
    - 3.3.1 The Credentials Committee shall forward its findings and recommendations to the Board of Officers for review not later than April 15th of the calendar year of the Annual Conference at which the nomination is to be considered.

- 3.4 The Board of Officers shall review the nomination for compliance with all applicable requirements.
    - 3.4.1 In the event the Board of Officers finds that the nominee satisfies all of the applicable criteria, then it shall forward the nomination with a recommendation for approval to the Executive Council for ratification in accordance with the requirements of Section 6.3 of the APCO Policy Manual not later than May 1<sup>st</sup> of the calendar year of the Annual Conference at which the nomination is to be considered. Should the Executive Council ratify the Board of Officers' recommendation, they also grant the Board of Officers permission to implement Paragraphs 4.1 and 4.2 herein and grant permission to forward the nomination to the Annual Quorum.
    - 3.4.2 In the event the Board of Officers finds that the nominee does not satisfy all of the applicable criteria but also finds that a special circumstance exists, then it may forward the nomination to the Executive Council for ratification in accordance with the requirements of Section 6.3 of the APCO Policy Manual not later than May 1<sup>st</sup> of the calendar year of the Annual Conference at which the nomination is to be considered. Should the Executive Council ratify the Board of Officers' recommendation, they also grant the Board of Officers permission to implement Paragraphs 4.1 and 4.2 herein and grant permission to forward the nomination to the Annual Quorum.
    - 3.4.3 In the event the Board of Officers finds that the nominee does not satisfy all of the applicable criteria and that no special circumstance exists, then it shall notify the Chapter President and the Executive Director that the nomination has been rejected along with a statement of the deficiencies.
  - 3.5 The Executive Council shall review the nomination for compliance with all applicable requirements and shall respond to the Board of Officers request for ratification not later than June 1<sup>st</sup> of the calendar year of the Annual Conference at which the nomination is to be considered. In granting ratification of the nomination, the Executive Council should be cognizant of the authority granted to the Board of Officers in Paragraphs 3.4.1 and 3.4.2 herein.
  - 3.6 Notwithstanding the above, the Executive Council may review and submit to the Annual Quorum for its consideration any nomination for Life Membership brought before the Executive Council, when it deems by majority vote of the entire Executive Council that a special circumstance exists, warranting special consideration and a waiver of the processing deadlines.
  - 3.7 The Annual Quorum shall consider the nomination for designation as a Life Member during the First General Business Meeting held at the Annual Conference. Approval of the nomination shall require a majority affirmative vote.
4. This award shall be recognized as follows:

- 4.1 Provided that the Executive Council ratifies the nomination, then the Board of Officers shall cause a “congratulatory letter” to be prepared and sent to the member not later than June 15<sup>th</sup> of the calendar year of the Annual Conference at which the nomination is to be considered. A copy of the letter shall be forwarded to the Chapter President for information purposes.
  - 4.1.1 The letter shall notify the member of their “nomination” for designation as a “Life Member” and that the nomination will be considered by the Annual Quorum at the upcoming Annual Conference.
  - 4.1.2 The letter shall include an invitation for the member to attend the Annual Conference along with an explanation of the events that will occur. Specifically, the letter should notify the member that the Annual Quorum will consider his/her nomination during the First General Business Meeting held during the Annual Conference.
  - 4.1.3 The letter shall also state that, subject to the Annual Quorum approving the nomination, the member will be invited to the Life Member Recognition Lunch and that the formal presentation of the award will be made the Closing Banquet.
- 4.2 Provided that the Executive Council ratifies the nomination, the Association shall grant the member a complimentary full registration for the Annual Conference, but shall not otherwise reimburse the member for any expenses.
- 4.3 Provided that the Annual Quorum approves the nomination, the newly approved Life Member shall be invited to attend the Life Member Recognition Lunch.
- 4.4 Provided that the Annual Quorum approves the nomination, the President shall present an appropriate plaque and a “Life Member Pin” during the Closing Banquet held in conjunction with the Annual Conference at which the Life Member designation was approved.
- 4.5 Provided that the Annual Quorum approves the nomination, Headquarters staff shall update the membership database and issue the member a new “membership card” showing the new designation.



## APPENDIX I

# LIFE MEMBER NOMINATION FORM

**Name of Nominee:** \_\_\_\_\_

**Chapter making the Nomination:** \_\_\_\_\_

**Qualifications:** Nominee has been a member of APCO since: \_\_\_\_\_ (5 yrs total required)

Nominee has made at least 5 major accomplishments that have contributed to APCO in accordance with the requirements of Article I, Section 3.1.3.2 of the Bylaws as noted below. For each accomplishment, list the appropriate sub-paragraph number (1-8). Provide supporting detail, as necessary. Additional accomplishments may be attached.

1. Sub-paragraph: \_\_\_\_\_

\_\_\_\_\_

2. Sub-paragraph: \_\_\_\_\_

\_\_\_\_\_

3. Sub-paragraph: \_\_\_\_\_

\_\_\_\_\_

4. Sub-paragraph: \_\_\_\_\_

\_\_\_\_\_

5. Sub-paragraph: \_\_\_\_\_

\_\_\_\_\_

Nomination approved by Chapter Executive Committee: \_\_\_\_\_

Credentials Committee recommendation for approval: \_\_\_\_\_

Board of Officers recommendation for approval: \_\_\_\_\_

Executive Council recommendation for approval: \_\_\_\_\_

Approved by the Annual Quorum: \_\_\_\_\_

## **ARTICLE IV: MEMBERSHIP**

### **SECTION 4.5: CHAPTER LIFE MEMBER GUIDELINES**

#### **PURPOSE**

To recommend guidelines for APCO Chapter Life Membership, a designation that can be awarded to individual chapter members based upon the member meeting an established set of guidelines set forth in the Chapter's Constitution and Bylaws.

#### **AUTHORITY**

Establishment of a Chapter Life Membership shall be the responsibility and prerogative of the individual member's local APCO Chapter per Article I, Section 3.5, of the Association's Bylaws.

#### **POLICY**

1. The Chapter Life Member distinction is a designation that is added to the member's current membership category title.
  - 1.1 The designation of Chapter Life Member is recognized only within the chapter conferring the distinction.
  - 1.2 Other than being bestowed with the title and having one's dues paid by the chapter, the membership privileges of a Chapter Life Member shall be determined by the category of membership for which the member would otherwise qualify.
  - 1.3 The Chapter Life Member designation does not carry any added privileges at the Association level or within any other chapter(s) that the member happens to also belong.
2. The conferring chapter shall annually pay to the Association Office the dues amount specified in the Policy Manual for the category of APCO membership each such Chapter Life Member is qualified for.
3. The following guidelines are recommended as a minimum for Chapter Life Membership and should be considered for incorporation in the chapter's Constitution and Bylaws. Assistance is available to chapters from the Association Membership Department and the Constitution and Bylaws Committee. To be eligible for this recognition, the nominee will normally be expected to:
  - 3.1 Have been a member of APCO a minimum of fifteen (15) years, at least five (5) of which shall be as a member of this chapter; and

- 3.2 Hold current membership in the appropriate membership category; and
- 3.3 Have made at least five (5) major contributions at the chapter and/or Association level, which have contributed significantly to the chapter, Association, the commercial community, and/or the general public safety community. Items to be considered may include, but not be limited to the following. It is suggested that each additional completion of items 3.3.6 through 3.3.13 shall each constitute a single contribution.
  - 3.3.1 Served a minimum full term as Chapter President.
  - 3.3.2 Member of a Chapter Board of Officers for at least four (4) years.
  - 3.3.3 Local Area Frequency Advisor for at least four (4) years.
  - 3.3.4 Chapter Commercial Committee Chair for at least four (4) years.
  - 3.3.5 Executive Council Member for at least four (4) years.
  - 3.3.6 Regional or Annual Conference Chair.
  - 3.3.7 Regional or Annual Conference Committee Chair.
  - 3.3.8 Chapter Conference Chair.
  - 3.3.9 Chapter Conference Committee Chair.
  - 3.3.10 Chair of Association Standing Committee.
  - 3.3.11 Chair of Chapter Standing Committee.
  - 3.3.12 Major contribution to the art of communications.
  - 3.3.13 Any item from the requirements for Life Membership in the Association (Article I, Section 3.1.3, of the Association's Bylaws – within the specified limitations) that is not already listed above.
- 4. This honor shall be bestowed upon qualified members by the nominee's chapter upon recommendation by the chapter's executive committee and majority approval of the chapter quorum. Notification of this appointment shall be sent to the Membership Department at the Association office.

## **ARTICLE IV: MEMBERSHIP**

### **SECTION 4.6 : CHAPTER HONORARY MEMBER GUIDELINES**

#### **PURPOSE**

To acknowledge the guidelines for APCO Chapter Honorary Membership.

#### **AUTHORITY**

Establishment of a Chapter Honorary Membership is provided for in Article I, Section 3.6, of the Association Bylaws.

#### **POLICY**

1. "Chapter Honorary Member" is a designation awarded by a Chapter to an individual, who may be either a current member of APCO or a non-member, based upon the individual meeting a set of guidelines established by the Chapter.
2. The Chapter Honorary Member distinction is a designation that does not carry any added privileges at the Association level or within any other Chapter of which the individual may be a member.
3. The conferring Chapter shall annually pay to the Association Headquarters the dues amount specified in the APCO Policy Manual for the "Member" category of membership.
4. In general, the following persons are eligible for this category:
  - 4.1 Those who have made significant contributions to the objectives of a Chapter.
  - 4.2 Retired members who have held membership in any category for more than ten (10) consecutive years.
5. This honor shall be bestowed if a Chapter Executive Committee makes a motion to such effect and its Chapter Quorum passes such a motion by a majority vote.
6. The term of this category shall be for a period of twelve (12) months and thereafter as the Chapter may determine in accordance with the provisions of this section.

## **ARTICLE IV: MEMBERSHIP**

### **SECTION 4.7: MEMBERSHIP DUES**

#### **PURPOSE**

To establish the dues required for membership.

#### **AUTHORITY**

Dues rates are to be set for each category of membership and specified in the Policy Manual in accordance with Article II of the Association Bylaws.

#### **POLICY**

1. Dues are due and payable on January 1<sup>st</sup> of each calendar year. Any adjustment to the dues structure must be approved in accordance with the Association Bylaws.
2. The dues structure shall include two tiers for the “Chapter” portion of the Active member category.
  - 2.1 The Chapter sets the tier level. The higher tier shall apply upon majority approval of the Chapter’s active member quorum and shall remain in effect until rescinded.
3. The dues rates for each category are listed below:

		Effective January 1, 2008 Dues Period	Effective January 1, 2009 Dues Period
3.1	Active Member Dues		
	Tier 1	\$ 88	\$92
	Tier 2	\$115	\$120
3.2	Member Dues	\$ 66	\$69
3.3	Commercial Member Dues	\$148	\$154
3.4	Governmental Membership Dues billed on one statement for entity.	Per 3.1 and 3.2	
4. Each Chapter shall receive a portion of the dues paid by members of that Chapter, such amount to support Chapter activities. The amount of the “Chapter” portion shall be based upon the following:

- 4.1 For Active Members: 20% of the Tier 1 amount plus 100% of the difference between the Tier 1 amount and the Tier 2 amount if the Chapter has chosen to set Tier 2 as the dues amount for their membership.
  - 4.2 For Members: 20% of the dues amount.
  - 4.3 For Commercial Members: 30% of the dues amount.
  - 4.4 For members of the International Chapter, the above identified amounts shall be held in account by the Chief Financial Officer. The use of these monies shall be restricted to support of the Executive Council Member from the International Chapter and to other activities in direct support of the Chapter.
5. The Association shall have the option of charging 10% over the normal appropriate membership dues for members of a Chapter outside the U. S. (including members of the International Chapter) to cover additional mailing expenses.
6. The specified dues are to be paid in United States dollars (\$) as follows:
  - 6.1 Members in the United States of America and its Territories shall submit their dues to APCO Headquarters. APCO Headquarters then shall distribute the "Chapter" portion, as appropriate.
  - 6.2 Chapters in countries other than the United States of America and its Territories may choose to have their members submit their dues to the Chapter office in which case the Chapter office may deduct the "Chapter" portion prior to forwarding the remainder to APCO Headquarters. The purpose of this alternate procedure is to minimize the cost of transferring money from one country to another, then back again.
7. Individuals who become a new member from January through March will have their dues billed by Headquarters staff at the full applicable rate. Individuals applying for membership from April through September will have their dues billed by Headquarters staff at the full applicable rate, but shall have their dues for the following year pro-rated based on the month in which they join. No dues will be collected for a new member who becomes a member from October through December.
  - 7.1 Headquarters staff shall apply the pro-rated savings as a credit against the dues that will be due and payable on January 1 of the calendar year immediately following the year in which the individual becomes a member.
8. Individuals seeking membership in more than one Chapter (i.e. seeking to become "Multiple Members" in accordance with Article I, Section 3 of the Association Bylaws), shall pay dues in accordance with the following:
  - 8.1 The full amount of dues as described in Paragraph 3 above for membership in the primary or "Home Chapter"; PLUS
  - 8.2 An amount equivalent to the "Chapter" portion as described in Paragraph 4 above for membership in the "additional" Chapter.
    - 8.2.1 Such "Chapter" portion shall be payable for each "additional" Chapter within which membership is desired.

- 8.3 In accordance with Article I, Section 3.1.5 of the Association Bylaws, members granted the “Life Member” designation are exempt from paying dues for the life of the member or until such member resigns from the Association. The exemption from paying dues shall apply to all Chapters within which the member maintains a membership.
  - 8.3.1 This exemption from paying dues does not relieve the member from the requirement of Article I, Section 1.3.2 of the Association Bylaws wherein the member must have a business or work-related reason for requesting membership in Chapters other than his/her primary or “Home Chapter”.
- 8.4 APCO Headquarters shall distribute the dues collected for “Multiple Members” as follows:
  - 8.4.1 The primary or “Home Chapter” shall receive the “Chapter” portion received in accordance with Paragraph 8.1 above.
  - 8.4.2 Each “additional” Chapter shall receive the “Chapter” portion received in accordance with Paragraph 8.2 above.

## **ARTICLE IV: MEMBERSHIP**

### **SECTION 4.8 : SUNSHINE FUND**

#### **PURPOSE**

To establish a mechanism for providing a measure of financial assistance for those Association members who meet with a qualifying event of a nature that affects their personal lives or that of their immediate family members.

#### **AUTHORITY**

In accordance with Article IV of the Association Constitution the Executive Council has the authority to create special funds.

#### **POLICY**

1. The Association shall establish a benevolent fund called the Sunshine Fund.
2. The Sunshine Fund shall be used to provide financial support to current members of the Association or their immediate family members who face an event that places a significant financial burden upon them.
3. Based on the event and the availability of monies in the Sunshine Fund these individuals may qualify for a financial grant to assist them in this situation.
4. The Board of Officers, Executive Council Members, Past Presidents, or APCO members at large, may recommend (nominate) a member as a recipient for assistance.
  - 4.1 The nomination is made by requesting a Sunshine Fund form from the Director of Human Capital at APCO Headquarters.
  - 4.2 Upon receipt, the form must be completed, returned to the Director, and screened by the appointed review panel.
  - 4.3 A decision will be made and the recommender notified of the results.
  - 4.4 If the particular circumstances of the nominee fail to meet the criteria, the reasons will be communicated.
5. To qualify for consideration, the nominee must meet these minimum requirements:
  - 5.1 Be a current member of APCO International at the time of the qualifying event.
  - 5.2 Recently experienced a life changing or life interference event.
  - 5.3 Paid staff members or paid contract staff are not eligible for assistance from this fund.



6. A Review Panel will be established to coordinate and administer the activities associated with this fund.
  - 6.1 The Review Panel will be named by the Executive Director and ratified by the President of APCO International.
  - 6.2 The Director of Human Capital will preside over the Review Panel.
7. The following controls shall be put in place for the Sunshine Fund.
  - 7.1 The Sunshine Fund will be funded by the voluntary contributions of the APCO membership.
  - 7.2 The CFO of APCO International will have oversight of the Sunshine Fund.
  - 7.3 All releases from the fund must be made at the request of the Director of Human Capital and released by the signature authority of the CFO.
8. A two tiered system is established for member assistance.
  - 8.1 Tier One responds to life changing incidents in the amount of \$500.
    - 8.1.1 A member or their spouse or dependant child loses their life.
    - 8.1.2 A member's spouse or dependant child experiences a critical illness or injury.
    - 8.1.3 A member's primary residence is lost as a result of a fire, storm, or similar disaster.
    - 8.1.4 A member experiences a critical illness or injury resulting in a disability.
  - 8.2 Tier Two responds to life interference incidents in the amount of \$250.
    - 8.2.1 A member experiences an accident with recoverable injuries.
    - 8.2.2 A member's primary residence is damaged as a result of a fire, storm, or similar disaster.

## **ARTICLE IV: MEMBERSHIP**

### **SECTION 4.9 : CORPORATE PARTNERSHIP PROGRAM**

#### **PURPOSE**

To establish the Corporate Partnership Program.

#### **AUTHORITY**

The Executive Council herein establishes the Corporate Partnership Program.

#### **POLICY**

1. The focus of the Corporate Partnership Program is to provide partners with marketing benefits designed to drive sales.
2. The APCO Conference Department in conjunction with the Commercial Advisory Committee will be responsible for the setting of the levels and the details of this policy.
3. It is intended to recognize the total support given to the Association by its commercial Members over the course of a twelve-month period, with contractual commitment up front.
4. The Corporate Partnership Program packages focus on providing year-round benefits to sponsors.
5. A Corporate Partner receives benefits tied into all events and programs initiated by APCO.
6. This Plan shall include four (4) levels of recognition that are based upon the total dollar value of support provided to the Association.
7. To qualify as a Corporate Partner a Commercial Member must commit to three (3) or more Association Projects/Events.
8. Participation in the Official Association Corporate Partnership Program is voluntary.
9. Companies, corporations and other entities not participating in the Official Association Corporate Partnership Program, will receive appropriate recognition for sponsorships, advertising, and donations.

## **ARTICLE IV: MEMBERSHIP**

### **SECTION 4.10: ADDITIONAL MEMBERSHIP APPLICATION PROCEDURES FOR MEMBERS OF THE INTERNATIONAL CHAPTER**

#### **PURPOSE**

To establish the procedure for submitting applications for Membership in the Association from individuals who reside or work within the boundaries of the International Chapter of APCO-International.

#### **AUTHORITY**

The general eligibility requirements for membership and the benefits accorded to various membership categories are in Article I, Sections 1 and 2, of the Association Bylaws. However, it is restricted by the requirements of written agreements between APCO-International and similar organizations existing in other countries.

#### **POLICY**

1. In addition to complying with the requirements of the Association Constitution, the Association Bylaws and the APCO Policy Manual, membership in APCO-International shall comply with the requirements of any written agreement between APCO-International and similar organizations existing in other countries.
2. All individuals who work or reside in an area outside the geographic boundaries of a any other Chapter of APCO-International shall be enrolled as a member of the International Chapter of APCO-International.
  - 2.1 The "Chapter Portion" of all dues collected shall be retained by APCO-International in an account that is used solely for support of the International Chapter, except that an individual who also requests that he/she become a "Multiple" member of one or more other Chapters, then that individual shall be treated in the same manner as if he/she were otherwise becoming a "Multiple" member of the Chapter(s).
3. APCO Headquarters staff shall contact the individual applicant to determine if he/she is a member of an association that is a member of the organization known as the "APCO Alliance for Global Cooperation and Development" or has applied for membership in such an association.
  - 3.1 If the individual indicates that he/she is not a member of such association, then the individual may be enrolled as a member of the International Chapter of APCO-International in an appropriate membership category.

4. For applications from individuals who reside or work within the geographic boundaries of an association that is a member of the organization known as the “APCO Alliance for Global Cooperation and Development”, APCO Headquarters staff shall contact the individual applicant to determine if he/she is a member of that association or has applied for membership in that association.
  - 4.1 If the response is “No”, then Headquarters staff shall perform the following:
    - 4.1.1 The individual shall be provided with information regarding the existence of the other association and methods of contacting that association.
    - 4.1.2 APCO Headquarters staff shall notify the appropriate association in accordance with a written agreement between APCO Headquarters and the association.
    - 4.1.3 APCO Headquarters staff shall allow the association not less than 15 calendar days in which to contact the individual for the purpose of encouraging that individual to join the association as his/her “primary organization”.
    - 4.1.4 The individual shall be given the option of withdrawing their application with a full refund of all dues payments so that they may submit an application to the other association.
    - 4.1.5 If the individual states that he/she does not desire to become a member of the other association, a notation shall be attached to the application to document the applicant’s decision. The individual then may be enrolled in the International Chapter of APCO-International in an appropriate membership category.
  - 4.3 If the response is “Yes”, then the individual may be enrolled in the International Chapter of APCO-International in an appropriate membership category.
5. Headquarters staff shall submit a periodic report to each member association in the “APCO Alliance for Global Cooperation and Development” identifying those members of APCO-International who reside or work within the geographic boundaries of that association.
  - 5.1 The periodicity of the report and submittal date shall be established in a written agreement between APCO Headquarters and the member association.
  - 5.2 The report shall contain such information as may be established in a written agreement between APCO Headquarters and the member association.
    - 5.2.1 As a minimum, the report shall provide the name and membership category of each such member.
  - 5.3 The form of the report (e.g. “hard-copy” or “data file”, etc.) and the method of delivering the report (e.g. standard mail, express mail, or electronic, etc.) shall be in accordance with a written agreement between APCO Headquarters and the member association.

## **ARTICLE V: EXECUTIVE COUNCIL**

### **SECTION 5.1: MEETINGS**

#### **PURPOSE**

To establish the required meetings for the Executive Council of the Association.

#### **AUTHORITY**

The meetings of the Executive Council are authorized by Article IV, Section 2 of the Association's Bylaws.

#### **POLICY**

1. Annual Conference Executive Council Session.
  - 1.1 The Annual Conference Session is a series of meetings that will be held immediately prior to the convening of and during the Annual Conference.
  - 1.2 The Annual Conference Session will be held in the same city as the Annual Conference.
2. Mid-year Executive Council Session.
  - 2.1 The Mid-year Session is a series of meetings that will be scheduled to convene no earlier than the last weekend of January and no later than the last weekend in February.
  - 2.2 Location of the Mid-year Session will be selected at the Mid-year Session two years prior to the Session to effectively allow APCO to select a location.
  - 2.3 APCO staff will present to the Management Committee three locations for holding the Mid-year Session.
  - 2.4 The Management Committee will evaluate the location on the following criteria:
    - 2.4.1 Housing Rates
    - 2.4.2 Availability of dates
    - 2.4.3 Air travel
    - 2.4.4 Accessibility
    - 2.4.5 Potential conflicts with other public safety related events and conferences.
    - 2.4.6 And any additional information the Management Committee would need in order to make a recommendation.

3. Other Executive Council Sessions.

3.1 The President shall provide no less than two weeks prior written notice of the time and place for a Session of the Executive Council.

3.1.1 The notice shall be delivered to the President and elected Executive Council member of each Chapter, International Affiliate, the Chair of the Commercial Advisory Committee and/or the elected Executive Council member representing the Commercial Advisory Committee, and each other member of the Executive Council.

3.1.2 The notice shall include the agenda for the Session and supporting materials.

4. Reconvening the Executive Council.

4.1 During any Session of the Executive Council, the President, upon their own initiative, may call a meeting of the Executive Council subject to the following notification requirements:

4.1.1 A written notice shall be posted on the Conference Bulletin Board or such other prominent place as may be announced by the President at the opening meeting of the Session, for a period of not less than four (4) hours, announcing the time and place that the meeting shall be held.

4.1.2 Only those hours between 8:00 a.m. and 5:00 p.m. (local time zone) shall be counted toward satisfying the four-hour requirement. The notice shall include the agenda for the meeting. Or;

4.1.3 A written notice shall be delivered to all members of the Executive Council listed as being in attendance at the Session, announcing the time and place that the meeting shall be held, provided that such notice is delivered at least two (2) hours prior to the start of the meeting. The notice shall include the agenda for the meeting. Or;

4.1.4 A verbal notice prior to adjournment of a scheduled meeting of the Executive Council announcing the time and place that the meeting shall be held. The President shall attempt to contact members of the Executive Council who are listed as being in attendance at the Session but who are not present at the time the announcement was made.

4.2 During any Session of the Executive Council, a majority of the Executive Council members listed as being in attendance at the Session may call a meeting of the Council

4.2.1 A written notice shall be delivered to the President and posted on the Conference Bulletin Board or such other prominent place that may have been announced by the President at the opening meeting of the Session, for a period of not less than four (4) hours, announcing the time and place that the meeting shall be held.

4.2.2 Only those hours between 8:00 a.m. and 5:00 p.m. (local time zone) shall be counted toward satisfying the four-hour requirement

5. Adjournment of the Executive Council Session

- 5.1 The Annual Conference Session shall not be adjourned until the Annual Conference is adjourned, at which time it shall be automatically adjourned without motion or second.
- 5.2 Adjournment of the Mid-year Session shall require a motion, second, and majority vote of the Executive Council.
- 5.3 Adjournment of other sessions shall require a motion, second, and majority vote of the Executive Council.
- 5.4 Any meeting of the Executive Council may be recessed or adjourned without adjourning the Session. Upon such recess or adjournment, the Executive Council shall be at the call of the President for additional meetings until such time as the Session is adjourned.

## **ARTICLE V: EXECUTIVE COUNCIL**

### **SECTION 5.2: MINUTES**

#### **PURPOSE**

To establish a procedure for recording and retaining official minutes of meetings of the APCO Executive Council.

#### **AUTHORITY**

The meetings of the Executive Council are authorized by Article IV, Section 2 of the Association's Bylaws.

#### **POLICY**

1. The minutes of these meetings shall constitute the official record of actions taken and decisions made.
2. The Executive Director shall designate a staff member to serve as clerk of record who will record the minutes of all meetings of the Executive Council.
3. The official minutes of meetings of the Executive Council will provide a permanent, written record of actions taken, decisions made, and a listing of major items discussed.
4. In accordance with Robert's Rules of Order, as mandated by the APCO Constitution & Bylaws, minutes will be a record of what was done by the official body, and not what was said by the individual members.
5. Executive Council meetings shall be electronically recorded.
6. A draft of the minutes of Executive Council meetings will be mailed to Council members within 30 days of the meeting.
  - 6.1 Upon request of any Council member, the electronic recording will be indexed to any point in question, and a copy of the electronic recording of that portion of the proceedings will be provided to the Council member making the request.
  - 6.2 This method will result in the approval of minutes at Council meetings being a formality, saving valuable time for Council members.
  - 6.3 This is the proper time to notify the office of the Executive Director of any corrections that should be made to the minutes.



7. Recordings of Executive Council meetings shall be retained in the headquarters offices of APCO until the minutes of the meeting have been officially approved by the Executive Council.
8. Upon approval of the minutes of Executive Council meetings, the recording will be destroyed and the approved minutes will be retained as the only official record of the actions taken at the meeting.
9. As stipulated in the APCO Records Retention Policy, official minutes of all meetings of the Executive Council will be retained for the life of the Association.

## **ARTICLE VI: BOARD OF OFFICERS**

### **SECTION 6.1: MEETINGS**

#### **PURPOSE**

To establish the requirements for official meetings of the Board of Officers.

#### **AUTHORITY**

The Board of Officers shall meet and conduct the business of the Association at such times and places as the President or a majority of the Board of Officers shall specify as authorized by Article V, Section 2 of the Association's Bylaws.

#### **POLICY**

1. The Board of Officers shall, at a minimum, meet in person in the same city as the Annual Conference and in the same city as chosen by the Executive Council for its Mid-year meeting. These two required meetings shall each be held immediately prior to the related session of the Executive Council.
  - 1.1 The Board of Officers may meet at such other times and places as necessary to conduct the business of the Association.
    - 1.1.1 Meetings held other than at the Annual Conference or Executive Council Mid-year meeting may be conducted via teleconference and/or other electronic means.
2. A Quorum consists of a majority of the members of the Board of Officers. A Quorum is required to conduct the business of the Board of Officers and it may not officially meet otherwise.
  - 2.1 In the event that a quorum of the Board cannot occur due to a vacancy on the Board; the extended absence of a Board member; the incapacity of a Board member; or the recusal of a Board member, and a matter of extraordinary importance to the Association comes before the Board which requires immediate action, and provided that the absence of a quorum is unlikely to be cured within the time period necessary to address the item, the Board members present may vote on the item and, if passed, it shall become a Significant Action which must be forwarded to the Executive Council for ratification in accordance with the procedures established in the APCO Policy Manual.

3. The Executive Director shall meet with and serve the Board as the Chief Administrative Officer of the Association in a non-voting capacity.
4. Copies of documents requiring the signatures of the Board of Officers shall be provided to the Board of Officers for review a minimum of twenty-four hours prior to signing.
5. Candidates who have declared their intentions to stand for election to the Association's Board of Officers and have submitted all required candidate documentation to the Executive Director may be included in Board meetings and teleconferences as observers.
  - 5.1 Candidates will be provided with agendas of upcoming meetings and any information needed to enable them to be an observer of the proceedings (i.e. time & place of meeting, teleconference procedures if applicable, etc.), as well as a copy of the approved summary minutes of all subsequent meetings. They may not however, attend executive sessions of the Board of Officers, and no attempt will be made to include candidates via teleconference in any face-to-face meeting of the Board.
    - 5.1.1 For the purposes of this section, an executive session of the Board of Officers shall be defined as any meeting where the topic of discussion involves personnel issues or legal issues affecting the Association.
6. Other members of the Association may attend meetings of the Board of Officers as observers.
  - 6.1 Association members attending as observers shall not be permitted to be present during meetings designated as an executive session.
  - 6.2 Neither the Association nor the Board of Officers shall be obligated to provide prior notice or documentation of agendas, etc. to members attending meetings of the Board of Officers solely as observers.

## **ARTICLE VI: BOARD OF OFFICERS**

### **SECTION 6.2: MINUTES**

#### **PURPOSE**

To establish a procedure for recording and retaining official minutes of meetings of the APCO Board of Officers

#### **AUTHORITY**

The meetings of the Board of Officers are required by Article V, Section 2 of the Association's Bylaws.

#### **POLICY**

1. Minutes of all official meetings of the Board of Officers shall be recorded.
2. The official minutes of the meetings of the Board of Officers will provide a permanent, written record of actions taken, decisions made, and a listing of items discussed.
3. The Executive Director shall designate a staff member to serve as clerk of record who will record the minutes of all meetings of the Board of Officers.
4. Minutes of all official meetings of the Board of Officers shall be reviewed and approved by the Board.
  - 4.1 At the conclusion of each meeting, within the time specified by the Board, copies of the minutes taken shall be forwarded to each member of the Board of Officers.
  - 4.2 Each member of the Board shall make any corrections necessary and return their corrections within ten (10) business days of receipt.
  - 4.3 The Board of Officers shall approve the minutes, as corrected, at their next meeting or at the first meeting at which the corrected minutes are available.
5. Official minutes of all meetings of the Board of Officers shall be retained in compliance with the Association Records Retention Policy as outlined in Article XI of this Manual.

## **ARTICLE VI: BOARD OF OFFICERS**

### **SECTION 6.3: SIGNIFICANT ACTION PROCEDURES**

#### **PURPOSE**

To establish the requirements for reporting significant actions of the Board of Officers to the Executive Council.

#### **AUTHORITY**

The Executive Council shall be notified by the President of significant actions taken by the Board of Officers as authorized by Article V, Section 2 of the Association's Bylaws.

#### **POLICY**

1. The Board of Officers may take a variety of actions in performing their duties.
  - 1.1 The Board of Officers may be required to take actions under exigent circumstances in which the Board must act before it can reasonably obtain ratification from the Executive Council. The Executive Council will be asked to ratify this action after the fact. Exigent circumstances include the following:
    - 1.1.1 Failing to act would bring irreparable harm to the reputation of the Association.
    - 1.1.2 Failing to act would cause a financial loss exceeding \$10,000.
    - 1.1.3 Failing to act would eliminate an opportunity for the benefit of the Association based on a deadline set by a source outside of the Association.
  - 1.2 Significant actions are those that can not wait until the next scheduled Executive Council meeting, but can wait until the Executive Council can be asked to ratify the action using the "Thirty-Day Rule" process. Significant actions include the following:
    - 1.2.1 Any action that would modify the strategic plan or structure of the Association (or of a subsidiary corporation of the Association) to the point it would be considered a new direction for the Association or a significant change of approved direction.
    - 1.2.2 Modification of the budget outside the parameters approved by the Executive Council.

- 1.2.3 Purchase or sale of real property not previously considered or authorized by the Executive Council.
- 1.2.4 Establishment of programs that warrant assignment as an APCO Project prior to the next scheduled meeting of the Executive Council.
- 1.2.5 Non-substantive changes to the Constitution and Bylaws.
- 1.2.6 Any action that would create a new chapter and/or any action that would modify or cancel the charter of an existing chapter.
- 1.2.7 Any action that would amend, or otherwise affect the currently-filed status, of the Articles of Incorporation of the Association.
- 1.2.8 Any action that would modify or waive a requirement contained in the Association Policy Manual.
- 1.2.9 Any action that would modify or waive a requirement contained in the Association Annual Conference Manual.
- 1.2.10 Any action that would amend the Articles of Incorporation or Bylaws of any APCO Subsidiary.
- 1.2.11 Any action that would modify or waive a requirement contained in the Association Regional Conference Manual.
- 1.2.12 Any action that would impact or change the then-current international status or relationship of the Association and/or of any other parties to the document known as the "APCO Alliance for Global Cooperation and Development."
- 1.3 Routine notification actions may occur through staff activity or directives and policies of the Board of Officers that, although they may not require ratification, are of interest to the Executive Council and require routine notification. The following are examples for which routine notifications shall be made:
  - 1.3.1 Actions involving regulatory or legislative activity that would impact the Association's actions or operations.
  - 1.3.2 Correspondence or other actions regarding possible or planned International expansion of the Association, which authority the Executive Council has not delegated to the Board of Officers.
  - 1.3.3 Any action that would amend the Policy Manual of any APCO Subsidiary.
- 1.4 Special notification actions may occur through staff activity or directives and policies of the Board of Officers that, although they may not require ratification, are of interest to the Executive Council and require special notification. The following are examples for which special notifications shall be made:
  - 1.4.1 Any legal suit or claim brought against APCO International or one of its subsidiaries or affiliates.

- 1.4.2 Any major personnel action of the Executive Director, which involves the hiring, firing, resignation or retirement of an APCO International employee at the level of Department Director or higher. Such notification shall only include the name and position of the employee along with a broad statement indicating if they were hired, fired, resigned or retired.
  - 1.4.3 Any modification of the budget that is within the parameters approved by the Executive Council.
  - 1.4.4 Any sale or purchase of real property in accordance with provisions previously authorized by the Executive Council.
2. When the Board of Officers takes action based on exigent circumstances, they shall provide the following facts in addition to the requirements of the standard "Thirty-Day Rule" notification process.
  - 2.1 The Board shall provide the Executive Council with the details of the actions they took within ten (10) days of the meeting of the Board.
  - 2.2 The Board shall identify the harm the Association would have experienced should they not have taken action.
  - 2.3 The Board will list any alternatives they considered prior to their action.
  - 2.4 The Board will identify any consequences that would impact the Association if their action is not ratified by the Executive Council.
  - 2.5 Should the Executive Council fail to ratify the Board's action taken under exigent circumstances the Board shall return the Association as near as possible to its condition prior to the Board's action.
3. The Board of Officers shall follow these steps, commonly known as the "Thirty-Day Rule", for any significant actions they propose to take (or have already taken due to exigent circumstances, as provided under 1.1 and 2), which require Executive Council ratification.
  - 3.1 All the facts, issues and anything known to be controversial about the matter shall be clearly spelled out in the notification.
  - 3.2 All the reasons for having to use the rule rather than wait for a regularly scheduled Council meeting shall be spelled out and justified by the Board of Officers.  
(Examples: emergency conditions or time constraints)
  - 3.3 The President shall advise the members of the Executive Council of the significant actions the Board proposes to take. Such notification shall be via E-mail using the Executive Council list serve.
    - 3.3.1 The President's notification shall include information as to the pending date and time for the close of balloting on the "Thirty-Day Rule" action.
    - 3.3.2 The President's notification shall also include information as to the pending date and time for the ending of the paragraph 3.5 "discussion period" and the beginning of the balloting process.
  - 3.4 Such information shall be provided to the Executive Council at least thirty (30) days prior to any deadline that might exist for the desired action.

- 3.5 Following notification to the Executive Council about the need for a “Thirty-Day Rule” ratification, there shall be a period of time reserved for a “discussion period” during which time the Council members may ask questions, obtain answers and freely discuss individual points of view regarding the item under consideration - prior to the casting or counting of any related ballots. The mere existence of a formal “discussion period” shall not preclude any Executive Council member’s right to discuss or express an opinion on any issue outside of that “discussion period.”
- 3.5.1 The entire “discussion period” shall be included within the thirty-days allocated for the total ratification process and shall not become cause for any extension of the deadline for balloting.
- 3.5.2 The length of the “discussion period” shall be for a minimum of the initial 48-hours, which shall include the equivalent of **two full business days** (plus any intervening holidays, weekends, or other non-business days) as observed by the staff at the APCO-International Headquarters office.
- 3.5.3 The length of the “discussion period” shall be extended (retroactively if necessary) in case(s) of the occurrence of an unanticipated interruption to the “discussion period” - such as may result from a failure of widespread impact to the Executive Council list serve network, a governmental declaration of a new holiday or similar event, or any other incident resulting in the temporary cancellation of a scheduled workday(s) at APCO Headquarters. If such an unanticipated interruption does occur and it only affects normal office activities on not more than one business day, the date and time for the casting of ballots shall be extended a minimum of one full business day (24-hours). If the unanticipated interruption affects normal office activities on more than one business day, the date and time for the casting of ballots shall be extended by a minimum of two full business days (48-hours). An amended notice of the new date and time for the acceptance of ballots shall be announced to the Council by either the President or the Executive Director as soon as possible after the duration of the unanticipated interruption is known.
- 3.5.4 Any additional occurrence(s) of an unanticipated interruption to the “discussion period,” after the amended notice of a new date and time for the acceptance of ballots has been announced to the Council, shall be treated as a separate incident and again handled per paragraph 3.5.3.
- 3.5.5 In the event any ballots related to a “Thirty-Day Rule” item under current consideration have already been cast prior to the end of the designated “discussion period” (as it may or may not have been extended), each of those particular ballots shall be set-aside and not included in any ballot counts until after that (those) Executive Council member(s) has (have) had an opportunity to review the results of the “discussion period” and either affirm or modify his/her previous vote.



- 3.6 All discussion and the submission of votes by the Executive Council on the proposed action by the Board should be conducted over the Executive Council list serve. The confidentiality of those Council members making comments should be maintained should an Executive Council member need to discuss the issues with members of their chapter prior to casting a vote.
  - 3.6.1 Once an Executive Council member's vote has been cast it is considered final, except as provided under paragraph 3.5.5.
- 3.7 After 25 days of the "Thirty-Day" voting period, headquarters' staff shall poll those Council members that have not yet cast a vote.
- 3.8 The desired action of the Board of Officers may be ratified upon the receipt of the required majority "yes" vote of the Executive Council at any time within thirty days.
- 3.9 If the action recommended by the Board of Officers is not ratified by the Executive Council, they shall be prohibited from taking the proposed action.
- 3.10 The results of the balloting and an explanation of the issues shall be published in the next feasible issue of the APCO Bulletin showing how each Executive Council Member voted.
- 4. Notifications to the Executive Council of actions requiring routine notification may be through newsletters, E-mail, Faxes, or other appropriate method.
- 5. Notifications to the Executive Council of actions requiring special notification may be through newsletters, E-mail, Faxes, or other appropriate method.

## **ARTICLE VI: BOARD OF OFFICERS**

### **SECTION 6.4: PROCEDURES FOR DECLARING CANDIDACY**

#### **PURPOSE**

To establish procedures for members to declare their candidacy for an opening on the Board of Officers and for certifying their eligibility to do so.

#### **AUTHORITY**

Association members desiring to declare their candidacy for election to the offices of President-Elect, First Vice-President and Second Vice-President must satisfy certain minimum qualifications as defined in Article V, Section 5 of the Association's Bylaws.

#### **POLICY**

1. The Credentials Committee shall certify that an Association member desiring to declare their candidacy for the office of President-Elect, First Vice-President, or Second Vice-President satisfies the minimum qualifications defined in the Association's Bylaws.
2. A member desiring to declare their candidacy for the office of President-Elect, First Vice-President, or Second Vice-President shall submit a statement of their qualifications in accordance with the procedures identified below. They may not officially declare their candidacy until certified as eligible by the Credentials Committee.
3. A member who has declared his/her candidacy for an opening on the Board of Officers and/or a member who is considering candidacy in the future should avail themselves of opportunities to enrich their knowledge of the issues affecting public safety communications and their knowledge of Association operations. In addition to the required attendance at two of the last four Annual Conferences, members should consider:
  - 3.1 Participating actively in Association committees and Task Forces, particularly those committees that are involved in helping to derive the Association's position on a variety of issues. These committees include the 9-1-1 Committee and the Spectrum Management Committee.
  - 3.2 Attending Executive Council meetings as an observer. The Executive Council meets at least twice each year in accordance with Section 5.1 of this Policy Manual. Executive Council meetings are open to all members of the Association except during such time as the Council may go into "Executive Session". The number of observers may be limited by the availability of space.

- 3.3 Attending Board of Officer meetings as an observer. The Board of Officers meets at various times in accordance with Section 6.1 of this Policy Manual. While “declared candidates” are given special access to these meetings, any member of the Association may attend a meeting of the Board of Officers except during such time as the Board may go into “Executive Session”. The number of observers may be limited by the availability of space.
4. Association members other than current members of the Board of Officers who satisfy all of the minimum requirements for office as contained in the Association’s Constitution and Bylaws and who desire to declare their candidacy for an opening on the Board of Officers (typically the office of Second Vice-President), shall comply with the following procedure:
  - 4.1 The member shall prepare the *DECLARATION OF CANDIDACY* contained in Appendix III herein.
  - 4.2 The member shall discuss their candidacy with their employer with a particular emphasis on the support required from the employer. The member shall obtain concurrence from their employer, as evidenced by the employer completing the *EMPLOYER’S CONCURRENCE OF CANDIDACY* contained in Appendix IV herein.
  - 4.3 The member shall submit the *DECLARATION OF CANDIDACY* and the *EMPLOYER’S CONCURRENCE OF CANDIDACY* to the Executive Director in any manner the candidate may find appropriate.
    - 4.3.1 An original signature is required on each of these documents.
    - 4.3.2 The signatures on each document shall be notarized in accordance with the laws of the state in which they reside.
    - 4.3.3 In accordance with the requirements of Article V, Section 5 of the Association’s Bylaws, the Executive Director must receive these documents not later than the close of business on January 15 of the year in which the member wishes to declare their candidacy.
  - 4.4 The Executive Director shall notify the members of the Credentials Committee in an appropriate manner, providing the following information:
    - 4.4.1 The name of the member desiring to declare their candidacy together with the individual’s e-mail address and daytime telephone number.
    - 4.4.2 The office for which the member is declaring their candidacy.
    - 4.4.3 The Chapter within which the applicant is a member together with the chapter elected offices held and the year(s) of tenure for each chapter elected office held.
    - 4.4.4 The Annual Conferences attended by the member during the 4-year period prior to the election year in which the member desires to declare his/her candidacy. To the extent that Association records may document such attendance, the Executive Director shall note that fact.
    - 4.4.5 A statement regarding receipt of a properly executed *EMPLOYER’S CONCURRENCE OF CANDIDACY*.

- 4.5 The Executive Director shall prepare a separate notification addressed to the members of the current Board of Officers notifying them of the submittal of an application, the name of the member submitting the application, and the office being sought.
- 4.6 The Credentials Committee shall review the information provided in the notification specified in Paragraph 4.4 to ensure compliance with the requirements of the Constitution and Bylaws.
  - 4.6.1 If the application is found to be lacking some required item of information, the Chair of the Credentials Committee shall contact the member in an attempt to satisfy all requirements.
  - 4.6.2 If the applicant is found to be unqualified, the Chair of the Credentials Committee shall so notify the member. The Committee Chair also shall notify the Board of Officers and the Executive Director that the member is not qualified.
  - 4.6.3 If the applicant is found to be qualified, the Chair of the Credentials Committee shall so notify the member. The Committee Chair also shall notify the Board of Officers and the Executive Director that the member is qualified to declare his/her candidacy for the indicated office.
- 4.7 Upon notification from the Credentials Committee that he/she is eligible, the applicant may formally announce their candidacy for the office indicated, may begin their active campaign, and may otherwise participate in all activities as a "declared candidate".
  - 4.7.1 If at any time afterward, the candidate desires to withdraw his/her name from candidacy, he/she shall so notify the Executive Director. The Executive Director shall then notify the Board of Officers and the Credentials Committee of the withdrawal.
- 4.8 Upon notification from the Credentials Committee that the applicant is eligible, the Board of Officers shall add that member to the list of candidates appearing on all ballots for that office and shall otherwise afford the individual all rights and privileges of a candidate.
- 4.9 The Executive Director shall maintain the original copy of the *DECLARATION OF CANDIDACY* and the original copy of the *EMPLOYER'S CONCURRENCE OF CANDIDACY* on file for the duration of the member's tenure on the Board of Officers. Thereafter, those documents shall be handled in accordance with the Records Retention Policy of the Association.
- 5. Current members of the Board of Officers desiring to declare their candidacy for the next higher office shall comply with the following procedure:
  - 5.1 The member shall notify the Executive Director of their intent to declare their candidacy for the next higher office. An e-mail submittal is interpreted as being in compliance with the requirement for a "written declaration" contained in Article V, Section 5 of the Association's Bylaws.

- 5.1.1 The member is not required to submit a new *DECLARATION OF CANDIDACY*.
  - 5.1.2 The member is not required to submit a new *EMPLOYER'S CONCURRENCE OF CANDIDACY* provided the "concurrence" on file is still current. If the member has changed jobs or some other action has affected the validity of the "concurrence" that is on-file and the member has not otherwise updated the "concurrence", then the member shall submit a new *EMPLOYER'S CONCURRENCE OF CANDIDACY*.
- 5.2 The Executive Director shall notify the members of the Credentials Committee of the member's intent to declare his/her candidacy for the next higher office and stating that the *EMPLOYER'S CONCURRENCE OF CANDIDACY* on-file is current.
- 5.3 The Credentials Committee shall review the information provided in the notification specified in Paragraph 5.2 to ensure compliance with the requirements of the Constitution and Bylaws.
  - 5.3.1 If the application is found to be lacking in some required item of information, the Chair of the Credentials Committee shall contact the member in an attempt to satisfy all requirements.
  - 5.3.2 If the applicant is found to be unqualified, the Chair of the Credentials Committee shall so notify the member. The Committee Chair also shall notify the Board of Officers and the Executive Director that the member is not qualified.
  - 5.3.3 If the applicant is found to be qualified, the Chair of the Credentials Committee shall so notify the member. The Committee Chair also shall notify the Board of Officers and the Executive Director stating that the member is qualified to declare his/her candidacy for the indicated office.
- 5.4 Upon notification from the Credentials Committee that the applicant is eligible, the Board of Officers shall add that member to the list of candidates appearing on all ballots for that office and shall otherwise afford the individual all rights and privileges of a candidate.
- 6. In the event that there are no eligible candidates for an office and it becomes necessary to accept nominations from the floor at the Annual Conference in accordance with the provisions of Article V, Section 5 of the Association's Bylaws, then the following procedure shall be followed:
  - 6.1 To the extent that it is known that there are no eligible candidates prior to the beginning of the Annual Conference, the Board of Officers shall advertise this fact to the membership through notices in the *APCO BULLETIN* and by such other means they may find appropriate to generate an interest amongst the general membership for someone to declare their candidacy.
  - 6.2 The President shall make an announcement during the opening event of the Annual Conference that nominations will be accepted from the floor during the First General Business Meeting.

- 6.3 During the First General Business Meeting, the President shall open the floor for nominations. Each nomination shall require the individual to declare their intent to seek office.
  - 6.3.1 A member of the Annual Quorum shall make a motion nominating the individual for the specified office and such motion shall be seconded. The Annual Quorum shall not vote on the nomination.
  - 6.3.2 The member shall be permitted to address the members of the Association during the First General Business Meeting in accordance with the provisions of Section 6.5 of the Association Policy Manual.
- 6.4 The Board of Officers shall cause the member's name to be added to the ballots used during the balloting period at the Annual Conference. Providing a place to "write-in" the candidate's name on the ballot together with providing appropriate instructions on how to cast such a "write-in" ballot shall be interpreted as satisfying this requirement.
- 6.5 Immediately following the First General Business Meeting, the Credentials Committee shall meet individually with each member nominated from the floor to ascertain their eligibility to declare their candidacy.
  - 6.5.1 Candidates nominated from the floor must satisfy the requirements of Article V, Section 5.1 of the Association's Bylaws.
  - 6.5.2 Candidates nominated from the floor must provide a completed *EMPLOYER'S CONCURRENCE OF CANDIDACY* prior to the start of the Second General Business Meeting. Failure to do so will result in the candidate being declared ineligible and any votes cast for that member will not be counted. In this instance, candidates will be permitted to submit a facsimile copy of the document as evidence of their employer's support, however, will be required to submit a properly notarized copy with an original signature within 30 days after the closing of the Annual Conference.
  - 6.5.3 If the applicant is found to be unqualified, the Chair of the Credentials Committee shall so notify the member. The Committee Chair also shall notify the Board of Officers and the Executive Director that the member is not qualified. In this instance, any votes cast for the member during the balloting period shall not be counted.
  - 6.5.4 If the applicant is found to be qualified, the Chair of the Credentials Committee shall so notify the member. The Committee Chair also shall notify the Board of Officers and the Executive Director stating that the member is qualified to declare their candidacy for the indicated office. In this instance, any votes cast for the member during the balloting period shall be counted.

## **APPENDIX I**

### **DESIRABLE ATTRIBUTES**

Members of the Board of Officers 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 not-for-profit corporation that has over 15,000 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:** Members of the Board of Officers 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:** Members of the Board of Officers 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:** Members of the Board of Officers 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:** Members of the Board of Officers 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.

## **APPEND I X II**

### **TIME COMMITMENT**

To effectively serve the Association, members of the Board of Officers must dedicate a significant amount of time to the endeavor. In addition to frequent meetings with other members of the Board and with various Association committees to discuss matters of Association business, Board Members 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 a Board member'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 Board member. The Board, however, does have some flexibility as to which member(s) of the Board attend a specific meeting or function.
5. Members of the Board of Officers are required to review large volumes of e-mail, regular mail, and other printed material. Members are expected to respond to such material in a timely manner.
6. The commitment of time will extend over the entire 4-year period of time required to advance from Second Vice-President through President. 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.



### APPENDIX III

## DECLARATION OF CANDIDACY

I have read Article V, Section 5 of the Association's Bylaws and satisfy all requirements for serving on the Board of Officers contained therein.

Furthermore, I have read Appendix I of the Association's Policy Manual Section 6.4 and fully understand the background, education, and experience necessary to serve on the Board of Officers. I believe I possess most, if not all, of those desirable attributes.

Furthermore, I have read Appendix II of the Association's Policy Manual Section 6.4 and fully understand the time commitment required of members of the Board of Officers and hereby commit to satisfying those requirements over the term of my office.

Furthermore, I have discussed my candidacy with my supervisor and/or manager including a discussion of the support required from my employer. My employer has acknowledged their willingness to provide that support as evidenced by the attached *EMPLOYER'S CONCURRENCE OF CANDIDACY*.

**Therefore, I hereby submit my name as a candidate for the office identified below for election in the year listed.**

PRINTED NAME: \_\_\_\_\_

MEMBERSHIP NUMBER: \_\_\_\_\_ CHAPTER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

DAYTIME TELEPHONE NUMBER: \_\_\_\_\_

OFFICE FOR WHICH I DESIRE TO BE A CANDIDATE: \_\_\_\_\_

FOR THE ELECTION OCCURRING IN THE YEAR: \_\_\_\_\_

Candidates are required to have held elected office within a Chapter for a minimum period of two years. Provide a brief description of the most recent offices held and the terms of office satisfying this requirement:

\_\_\_\_\_  
\_\_\_\_\_

Candidates are required to have attended two of the last four Annual Conferences. List the most recent Annual Conferences attended:

\_\_\_\_\_

I am a member of the Association in good standing and I am a citizen of the United States of America.

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## APPENDIX IV

### EMPLOYER'S CONCURRENCE OF CANDIDACY

\_\_\_\_\_ has discussed his/her desire to declare his/her candidacy for election to the Board of Officers of the Association of Public-Safety Communications Officials-International, Inc. (APCO). As the candidate's employer, I am keenly aware of the value in APCO's mission and the honor of APCO service.

During our discussion, we reviewed the candidate's need for strong support from his/her employer to effectively serve as a member of the Board of Officers. This support includes, but may not be limited to, the following:

1. The commitment of a significant amount of time to the performance of their duties as an officer of the Association. This may include travel away from the workplace, the cost of which will be paid by the Association and therefore is not a responsibility of the employer. It also may include time during the normal workday while at the workplace. The commitment of time will extend over the entire four-year period that an individual normally serves on the Board of Officers (commencing in August of the year in which elected and ending in August four years later).
2. The need for the candidate to have access to telephone, facsimile, and mail services at the workplace during their normal work hours. The Association will provide Board members reimbursement for these expenses, if needed.
3. The need for the candidate to have access to an e-mail account during their normal work hours that allows for incoming messages with attachments to be delivered to the candidate individually. Since numerous messages may be received each day and some attachments may be large, it will be necessary for the candidate to have access to sufficient electronic storage space to handle the volume.
4. While typically limited, the candidate may need access to secretarial support for APCO-related business.
5. While the Association provides portable computer equipment to Board members, a candidate may need access to fixed computer equipment and a printer at the workplace.
6. Special arrangements may be needed to allow the candidate to complete their normal work. The Association may provide reasonable assistance in satisfying those arrangements. Such assistance should be discussed with the Association's Executive Director.

**I hereby agree to provide the support identified above. I concur with his/her becoming a candidate for office in the Association and, if elected, serving a full term of office as a member of the Board of Officers of the Association of Public-Safety Communications Officials-International, Inc.**

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PRINTED NAME OF AGENCY REPRESENTATIVE:** \_\_\_\_\_

**AGENCY NAME:** \_\_\_\_\_

## **ARTICLE VI: BOARD OF OFFICERS**

### **SECTION 6.5: ELECTION PROCEDURES**

#### **PURPOSE**

To establish procedures for the election of members to the Board of Officers.

#### **AUTHORITY**

The process for election of the Board of Officers is authorized in Article V, Section 4 of the Association's Bylaws.

#### **POLICY**

1. Voting Procedures via "Electronic Ballot"
  - 1.1 The Association staff will establish a secure and confidential electronic system to allow members who are eligible to vote to cast their ballots electronically for those individuals running for the Board of Officers.
2. Voting Procedures via "Mail Ballot" as a Special Accommodation
  - 2.1 As an alternative to voting via "Electronic Ballot," eligible members needing special accommodations, may request a "Mail Ballot." A Request Form for a "Mail Ballot" shall be published in the April and May issues of the *APCO BULLETIN*. The Request Form also shall be available on the Association's website and by mail, upon receipt of a telephone request from an eligible member. The Request Form, as a minimum, shall include entries for the member's printed name and membership number.
  - 2.2 Eligible members desiring to vote by "Mail Ballot" shall complete the Request Form and return it to the Association Headquarters. If returned via U.S. Mail it shall be postmarked not later than May 31. If submitted electronically it shall be sent by midnight on May 31.
  - 2.3 APCO Headquarters staff shall review the "Mail Ballot Request Form" to ensure that each application is from a member in good standing who is otherwise eligible to vote. Members who are eligible to vote are defined in Article III of the Association Constitution.
  - 2.4 Any "Mail Ballot Request Form" that was submitted via U.S. Mail and is rejected shall be returned to the member together with an explanation of the reason for rejecting the application. Members that submit a "Mail Ballot Request Form" electronically shall be given an explanation of the reason for rejecting the application.

- 2.4.1 Members shall also be informed of their right to vote in person during the Annual Conference.
  - 2.5 The Executive Director shall establish a contract with an independent agency to be the recipient of all "Mail Ballots".
  - 2.6 Not later than June 21, APCO Headquarters staff shall send one "Mail Ballot" form to each member who has submitted a valid request. An envelope, pre-addressed for return to the independent agency contracted above, shall be included with the "Mail Ballot". The outside of the return envelope shall include a space for the member to enter his/her printed name, signature and membership number. An instruction sheet explaining how to complete the "Mail Ballot" shall be enclosed with the ballot and return envelope. The instruction sheet shall include an admonishment-notifying members that failure to provide the required information on the outside of the return envelope will result in the ballot being declared invalid.
  - 2.7 APCO Headquarters staff shall forward a list of those members that received a Mail Ballot to the contracted independent agency for use in verifying ballots being returned.
  - 2.8 The member shall complete the "Mail Ballot" and return it in the provided envelope via U.S. Mail, postmarked not later than July 15. The member must include his/her printed name, signature, and membership number on the outside of the envelope for his/her ballot to be considered valid.
  - 2.9 The contracted independent agency shall verify that returned ballots were prepared by appropriate individuals by comparing the name and membership number on the outside envelope against the names on the list provided by APCO staff. Any ballots that are rejected, either for failure to pass this review, having already voted on line or for being postmarked after July 15, shall be returned to APCO Headquarters without having been opened. APCO Headquarters staff shall return the unopened ballot to the member with an explanation of the reason for rejection, insofar as that is possible.
  - 2.10 A contracted independent agency shall enter the contents of the paper ballot into the electronic system.
3. Voting Procedures at the Annual Conference
    - 3.1 Candidates for President-Elect, First Vice-President, and Second Vice-President shall be allowed to address the members of the Association during a General Business Meeting held at the Annual Conference provided that such General Business Meeting shall be held at least 24 hours prior to the close of the initial balloting period. Candidates and/or their representatives shall be granted no more than six (6) minutes to make their comments. In the event that a "run-off" election is required for any office, no additional opportunity to address the Quorum will be granted.

- 3.2 APCO Headquarters staff shall select an appropriate location within the Annual Conference venue at which to establish “voting booth”. Such location shall be readily accessible to all voting-eligible members attending the conference and shall be publicized within the Conference Program. Provisions shall be made to allow members not otherwise registered to attend the Annual Conference an opportunity to access the “voting booth” and to cast their ballot.
  - 3.3 The “voting booth” shall be open and available for members to cast their ballots from the opening of the Annual Conference for designated periods of time up until two (2) hours before the start of the Second General Business Meeting at which the election results will be announced. The specific hours shall be determined by APCO Headquarters staff to be in blocks of not less than two (2) hours between the hours of 8AM-5PM. The specific times shall be published in the Conference schedule distributed to all attendees and shall also be posted at conspicuous locations within the conference venue.
  - 3.4 The Chair of the Credentials Committee, together with at least two other members of the Credentials Committee, shall obtain and review the voting results.
  - 3.5 The results of the election for each office shall be announced during the Second General Business Meeting, as such meeting is defined in Section 2.8 of the APCO Policy Manual. In the event none of the candidates for a particular office have received a majority of the votes cast, then a run-off election shall be conducted during the Second General Business Meeting.
4. Voting procedures for a “run-off” election
    - 4.1 If no candidate for a given office receives a simple majority of the vote, then a “run-off” election shall be conducted. Such “run-off” election shall be conducted during the Second General Business Session.
    - 4.2 If more than two candidates had run for the office in which no single candidate received a majority of the votes, then that candidate receiving the least number of votes shall be eliminated from further consideration. If only two candidates are in contention, then both candidates shall continue through the “run-off” election process.
    - 4.3 Persons attending the General Business Session where a “run-off” election is required shall be divided into two groups and seated in separate sections of the meeting room by members of the Credentials Committee. The first group shall consist of all members eligible to vote without regard to their having voted during the initial cycle of voting (either by “Mail Ballot” or in-person at the Annual Conference). The second group shall consist of all other persons in attendance. To be seated in the “voting eligible” area, members shall show a “government-issued” identification card having a picture (e.g. driver’s license, agency ID card, etc.) or otherwise be identified by name and shall show a current APCO membership card, show a Conference Registration Badge which indicates the membership category and membership number, or be verified against a list of members eligible to vote. If necessary, APCO Headquarters staff shall make such a list of voting-eligible members available to the Credentials Committee.

- 4.4 A count of members eligible to vote shall be made for the purpose of determining the size of the Quorum.
- 4.5 Ballots shall be distributed to all members eligible to vote. The ballots used during each cycle of a “run-off” election may be either “unused ballots” from the initial cycle of balloting or blank pieces of paper. Members should be instructed to vote only for the appropriate candidates.
- 4.6 Members shall be granted a few moments to mark their ballot in secret.
- 4.7 The ballots shall be collected by members of the Credentials Committee who then shall retire to a private room for purposes of counting the ballots.
- 4.8 The Chair of the Credentials Committee shall report the results of the ballot count.
- 4.9 If no candidate receives a simple majority of the votes, then the “run-off” process shall continue with Paragraph 4.2 above through another cycle.
- 4.10 If there are no challenges to the voting results and upon the completion of any “run-off” election, the Chair of the Credentials Committee shall make a motion to destroy all ballots.

## **ARTICLE VI: BOARD OF OFFICERS**

### **SECTION 6.6: OFFICER IMPEACHMENT PROCESSING PROCEDURES**

#### **PURPOSE**

To define the procedures to be followed after a member of the Board of Officers is accused of improper conduct.

#### **AUTHORITY**

A member of the Board of Officers may be removed from office as authorized in Article V, Section 7 of the Association's Bylaws.

#### **POLICY**

1. Impeachment is the process by which accusations of misconduct are filed against a member of the Board of Officers of the Association. The word "impeachment" implies only an accusation, which then must be investigated and adjudicated through a careful process that protects both the interests of the Association and the rights of the individual.
2. A member of the Board of Officers may be impeached for reasons of malfeasance (an act that is positively unlawful), misfeasance (the doing of a lawful act in an unlawful or improper manner), or nonfeasance (failure to perform a duty) of duty or for committing such other act(s) which brings significant discredit upon the Association.
3. Persons, either members of the Association or other persons, may accuse a member of the Board of Officers of misconduct by submitting a written accusation to the Executive Director of the Association at APCO Headquarters. Such written accusation shall be as specific as possible.
4. Upon receipt of the written accusation, an investigation of the accusations shall be conducted as follows:
  - 4.1 The Executive Director shall immediately notify the accused and the other members of the Board of Officers of the accusations.
  - 4.2 The Senior Member of the Board of Officers not accused shall appoint an "Investigation Committee" consisting of three Past Presidents of the Association at least two of whom shall not have served on any Board of Officers with the accused.

- 4.3 The Investigation Committee shall review the facts and circumstances related to the accusations and shall draw conclusions as to the merit of the accusations. The Investigation Committee shall prepare a written report on its findings to include a specific recommendation as to whether the officer should be impeached. The report shall be presented to the Board of Officers, the Executive Director, the accused, and the accuser.
- 4.4 If the Investigation Committee finds that the accusations are without merit and, therefore, does not impeach the officer, then the matter is settled and no further action is required, except that the accuser shall be permitted to appeal the report of the Investigation Committee to the Senior Member of the Board of Officers.
- 4.5 If the Investigation Committee finds that the accusations are with merit and, therefore, impeaches the officer, then the Executive Director shall immediately notify the Executive Council that the officer has been impeached. The Executive Director shall forward a copy of the accusation and the report of the Investigation Committee to each member of the Executive Council by U.S. Mail or other appropriate means. Members of the Executive Council shall hold the report and all other communications regarding the impeachment in the strictest confidence.
- 4.6 The Senior Member of the Board of Officers not impeached shall immediately suspend the member(s) impeached.
- 4.7 The Senior Member of the Board of Officers not impeached shall advise the accused that he/she has a right to legal counsel during the course of the impeachment process. Such legal counsel, if obtained, shall be at the sole expense of the accused. The Association's Legal Counsel shall not serve as the legal counsel to the accused due to the potential conflict of interest from also representing the Association in this matter.
- 4.8 The Senior Member of the Board of Officers not impeached shall schedule a meeting of the Executive Council to occur not less than thirty (30) days and not more than sixty (60) days after the date the Investigation Committee submits its report impeaching the officer except that a longer period time is permitted upon a majority vote of the Executive Council and the consent of the accused. In scheduling this meeting, the Senior Member shall provide the Executive Council a minimum of thirty (30) days notice of the time and place for the meeting. This notification is to allow Council members time to make appropriate arrangements for their own attendance. The cost of travel to/from the meeting, lodging, and per diem shall be the responsibility of the Executive Council member or his/her Chapter. The cost of travel to/from the meeting, lodging, and per diem for the Board of Officers, for the Chair of the Investigation Committee and for the Association's Legal Counsel shall be the responsibility of the Association subject to the Association's travel policy. The cost of travel to/from the meeting, lodging, and per diem for the accuser shall be his/her individual expense. The cost of travel to/from the meeting, lodging, and per diem for the accused and his/her legal counsel shall be his/her individual responsibility except that if the accused is not removed from office by the Executive Council and is not otherwise censured for misconduct, then such expenses shall be reimbursed by the Association in accordance with the Association's travel policy.



- 4.9 The Executive Council meeting shall be held in “Executive Session” with attendance restricted to Council members, the Board of Officers, the Chair of the Investigation Committee, the accused, the accuser, Legal Counsel for the Association, legal counsel for the accused, and the Executive Director.
- 4.10 The Executive Council shall review the written report of the Investigation Committee and make such inquiry, as it deems appropriate.
- 4.11 The accuser shall be permitted to make comments on the reasons for his/her accusations and to make comments regarding the report prepared by the Investigation Committee.
- 4.12 The accused shall be permitted to make comments in his/her defense and to question the accuser and the Chair of the Investigation Committee. The accused’s legal counsel may make comments and ask questions, as appropriate.
- 4.13 The Executive Council shall vote by secret ballot on a motion to remove the accused from office. To pass, the motion must receive a two-thirds (2/3) vote of the entire Executive Council as stipulated in the Association’s Constitution.
- 4.14 The Executive Council also may vote to “censure” the officer upon a finding that the accused committed the act contained in the impeachment but such act was not of a severity to warrant removal from office. Such vote to “censure” shall be by secret ballot and require a majority vote of the Executive Council members in attendance at the meeting.
- 4.15 In the event the Executive Council votes to remove the officer from office, the President shall cause to be published in the next feasible issue of the *APCO BULLETIN* a statement that the officer had been removed from office for cause as determined by the Executive Council. The details of the accusations made and the results of the investigation shall not be released to the public and all persons involved should refrain from discussing the matter.
- 4.16 In the event the Executive Council votes to “censure” the officer, the President shall cause to be published in the next feasible issue of the *APCO BULLETIN* a statement that the officer had been “censured” for cause as determined by the Executive Council. The details of the accusations made and the results of the investigation shall not be released to the public and all persons involved should refrain from discussing the matter.

## **ARTICLE VI: BOARD OF OFFICERS**

### **SECTION 6.7: CAMPAIGN PROCEDURES**

#### **PURPOSE**

To establish acceptable activities for members running for election to the Association Board of Officers.

#### **AUTHORITY**

Members of the Board of Officers are elected by the Association's members as authorized in Article V, Section 4 of the Association's Bylaws.

#### **POLICY**

1. The following procedures shall apply during a candidate's campaign prior to the Annual Conference.
  - 1.1 Upon request of a candidate, APCO Headquarters will provide one set of mailing labels or a database suitable for preparation of mailing labels per election cycle.
    - 1.1.1 If a database is provided, it shall be subject to all conditions and restrictions specified by APCO to prevent unauthorized use or dissemination.
  - 1.2 Candidates are encouraged to submit articles for publication in the *APCO BULLETIN*.
2. The following procedures shall apply at the Annual Conference.
  - 2.1 There will be no restriction on campaign literature at the Annual Conference, however, hotel and convention center policies must be adhered to.
  - 2.2 Registration packet "stuffers" are limited to one item. It is the responsibility of the candidate to arrange to have the item placed in the packets.
  - 2.3 Personal and/or Chapter funds may be used for hospitality suites. No funds derived from any commercial interest may be used. Hospitality rooms shall be coordinated with the Conference Director.

## **ARTICLE VI: BOARD OF DIRECTORS**

### **SECTION 6.8: Regional Representatives**

[Changes are subject to approval by a simple majority of the Executive Council.]

#### **PURPOSE**

To establish selection procedures for the Regional Representatives on the Board of Directors.

#### **AUTHORITY**

The selection of a Regional Representative to the Board of Directors ("the Board"), pursuant to Article VII of the Association's Bylaws, shall be in accordance with the following procedure.

#### **POLICY**

1. Nomination Process
  - 1.1 One Regional Representative to the Board shall be selected each year from each Region to a two-year term and shall serve no more than four consecutive years.
  - 1.2 In accordance with the Bylaws, eligibility is restricted to Executive Council members from each Region unless succeeding themselves on the Board. Only one person from a Chapter may serve as a Regional Representative on the Board at any one time. Each Chapter is entitled to one vote in the selection of Regional Representatives. Once installed, such Regional Representatives shall cease service on the Executive Council throughout their term or terms on the Board.
    - 1.2.1 Nothing in this paragraph precludes an incumbent serving as Regional Representative from being challenged at re-election time by the Chapter's representative selected to succeed such person on the Executive Council.
    - 1.2.2 Nothing in this paragraph precludes a person, after having completed service as a Regional Representative, from being eligible again for selection as the Chapter's representative on the Executive Council.
  - 1.3 The nomination for Regional Representative shall include submission of all of the following:
    - 1.3.1 A statement identifying the member's qualifications and interest in service (not to exceed 300 words);
    - 1.3.2 A signed *Expectations of Service* in Appendix I; and
    - 1.3.3 A signed *Employer's Concurrence of Candidacy* in Appendix II.

- 1.4 The Executive Director must receive all nominations no later than July 10 of the year in which the candidate is seeking selection.
  - 1.5 The Executive Director will post all nomination materials in the same manner as the agenda and other business items at least ten days prior to the start of the next Executive Council meeting that follows the close of nominations.
  - 1.6 Only those Executive Council members filing complete nomination packages by the above deadline will be eligible to stand for election within their Region. If no member within a Region files a complete nomination package by the deadline, only then shall nominations from that Region be accepted from the floor.
  - 1.7 Members may not seek election (or re-election) to Regional Representative in the same year that they are candidates for an office on the Executive Committee of the Board.
- 2 Selection Procedure
- 2.1 The presider at the Executive Council meeting shall designate a period in which Executive Council members will caucus by Regions to elect their Regional Representatives.
  - 2.2 The current Regional Representative whose term does not expire in that year shall serve as proctor of the caucus election for his/her region. In the event such Regional Representative is unavailable, a member of the Executive Committee of the Board shall proctor the election.
  - 2.3 The proctor of the caucus election will give each properly nominated candidate in turn, based on alphabetical order by last name, up to two minutes to present their qualifications. The proctor shall remain neutral throughout the deliberations and offer no opinions as to the relative merits of the candidates.
  - 2.4 If no nominations were filed by the above deadline, then the proctor will accept nominations from the floor at the beginning of the caucus. Nominations do not have to be seconded, however, nominees will have to sign the *Expectations of Service* in Appendix I before the election may proceed. The proctor will then allow such nominees to present their qualifications in the same manner as 2.3 above. A signed *Employer's Concurrence of Candidacy* in Appendix II, if applicable, shall be submitted to the Executive Director no later than 30 days following the Regional Representative's election.
  - 2.5 Following all nominee presentations, the proctor will conduct the election by secret ballot of all Executive Council members in the Region that are present for the caucus. Each member may only vote once per round of balloting for each available position, which normally is one. The only proxies permitted are by members duly recognized as alternates by the Management Committee for the totality of the Executive Council meeting.
  - 2.6 If no candidate receives a simple majority of the caucus vote on the first ballot, then a "run-off" election shall be conducted.

- 2.6.1 If more than two candidates had run for the post in which no single candidate received a majority of the votes, then that candidate receiving the least number of votes shall be eliminated from further consideration.
  - 2.6.2 If more than one candidate is tied for receiving the least number of votes yet at least two other candidates remain in contention by having received a higher number of votes, then all such tied candidates receiving the least number of votes shall be eliminated from further consideration.
  - 2.6.3 If after the second ballot, three or more candidates remain in contention with none having received a simple majority, then this “run off” process shall continue through additional cycles.
  - 2.6.4 Any two-way tie shall be broken by declaring a win for the candidate winning the best of three coin tosses.
- 2.7 The proctor of each caucus election shall report the results to the presider of the Executive Council meeting who shall announce the results prior to the adjournment of the Executive Council. Any challenges to the voting results must be made prior to adjournment.
- 3. Vacancy. A vacancy occurring other than a temporary vacancy expected to last less than 90 days, or a vacancy occurring less than 90 days prior to expiration, shall be filled by a caucus of the applicable Region using selection procedures similar to 2 above, except the proctor may convene the caucus by teleconference or similar means with at least ten days notice. Time spent completing the unexpired term of the Regional Representative shall not count against the term limit specified in the Bylaws.
- 4. Removal. Any Regional Representative may be removed on the basis of any of the following:
  - 4.1 Malfeasance, misfeasance, or nonfeasance of duty, or for committing an act that brings significant discredit to the Association. Such removal shall be decided by following the Impeachment Processing Procedures of the Policy Manual.
  - 4.2 More than one unexcused absence from a scheduled Board meeting during the year as determined by the Executive Committee with a concurrence vote by a simple majority of the Board of Directors.
  - 4.3 A vote of “removal for cause” rendered by at least two-thirds of the entire Region’s Executive Council members based on documented violations of the *Expectations of Service* in Appendix I.
    - 4.3.1 Such a “removal for cause” petition must be filed with the Executive Director by at least three Executive Council members from the Region or a simple majority of the Board of Directors. The written complaints in the petition must be confined to violations of the *Expectations of Service*.
    - 4.3.2 Upon receipt of the “removal for cause” petition, the Executive Director shall immediately notify the accused and the other Executive Council members in the Region. The Executive Director shall also notify the remaining members of the Board of Directors on a “for information only” basis.

- 4.3.3 The accused, at his/her option, has ten business days in which to issue a written rebuttal to the complaints in the petition, which the Executive Director shall immediately forward to the same parties listed in 4.3.2.
- 4.3.4 The other Regional Representative from the same Region who was not named in the petition, if applicable, shall proctor a meeting of the Executive Council members of the Region to be scheduled within thirty days of receipt of the petition and based on at least ten days notice to all parties. Such meeting can be conducted by teleconference or other means. It may be proctored by the Association President or another member of the Executive Committee of the Board designated by the President should the Regional Representative not be available, declines to proctor the meeting, or is judged by the President to not be impartial.
- 4.3.5 The meeting in 4.3.4 shall culminate in a vote on the "removal for cause" issue. A petition that receives a two-thirds affirmative vote of the entire Region's Executive Council members will result in the accused's removal from the Board. If the petition is not approved, a "removal for cause" petition may not be filed against the same Regional Representative for at least 180 days from the date of the vote.

## APPENDIX I

### EXPECTATIONS OF SERVICE TO THE APCO BOARD OF DIRECTORS

**I, the undersigned, as a Regional Representative to the APCO Board of Directors will:**

1. Secure the written approval of my employer (see Appendix II) to enable me to faithfully discharge my responsibilities [Note: This requirement is waived for a retired member.];
2. Commit to carry out my full term of service and participate in all scheduled meetings, either in person or by teleconference;
3. Schedule routine teleconferences to discuss concerns/issues with individual Chapter representatives in my Region;
4. Develop a communications strategy to solicit the views of the Chapters in my Region prior to Board meetings and to push information back out to the Chapters following Board action;
5. Give strong deference to each and every Chapter of my Region as the conduit on the Board to all Chapters in my Region, not just my own, and represent those Chapters and their issues as appropriate; and in concert with what is best for APCO International;
6. Be intellectually flexible enough to take a stand for my Region during deliberations, but ultimately support the consensus of the Board so as not to undermine the Association's position or create needless confusion;
7. Pay special heed to carry forward the concerns of individual Chapters in my Region that convey a disparate impact over a matter before the Board;
8. Review all supporting documents in advance so as to be well informed and actively engaged in Board meetings;
9. Handle sensitive issues/discussions as confidential and/or proprietary to not violate the Board's trust; and
10. Be a fully active and engaged participant of the Board of Directors and so committed as to assert that more than one unexcused absence from a scheduled Board meeting during the year is grounds for my removal.

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Signature of Nominee

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Date

**APPENDIX II**  
**EMPLOYER'S CONCURRENCE OF CANDIDACY**  
**Regional Representative to the APCO Board of Directors**  
*[Note: This requirement is waived for a retired member.]*

\_\_\_\_\_ has discussed the desire to seek election as Regional Representative to the Board of Directors of the Association of Public-Safety Communications Officials-International, Inc. (APCO). During our discussion, we reviewed the Expectations of Service and understand the support the employer may be required to provide from time to time to support this candidate's effective service as a Regional Representative to the APCO Board of Directors.

As the candidate's employer, I recognize the mutual benefits of service to one's profession and pledge my support of the candidate's Board service, which may include, but may not be limited to, the following:

1. Service for typically a two-year term with the option for one renewal term.
2. Attendance at minimally four meetings per fiscal year of typically one day's duration for which two or more may require out-of-state travel that is fully reimbursable by APCO. Such meetings are typically scheduled months in advance, though special meetings may be called on shorter notice. The opportunity to participate in any meeting by web conference or through toll-free phone access will always be an option, though when scheduled as a face-to-face gathering, attendance at the meeting in person is preferable.
3. Investment of modest amounts of time on an ongoing basis to stay current with APCO activities and to communicate with representatives of APCO chapters in the region.
4. Access to email, telephone, facsimile, mail and Internet services at the workplace during normal work hours with APCO prepared to reimburse any use for Association business as needed.
5. Access to an e-mail account during normal work hours that allows for incoming messages with attachments to be delivered to the candidate individually.
6. During Board deliberations, the candidate is obliged to put the professional interests of APCO first and represent all chapters of the region equally well and to show appropriate loyalty and fidelity to decisions arrived at by the Board without regard to employer views or interests.
7. Notwithstanding the commitments noted above, APCO understands that certain responsibilities of the candidate to his/her employer may need to take precedence and APCO will provide reasonable assistance in supporting such arrangements.

**I hereby agree to provide the above support of my employee if elected to serve as a member of the Board of Directors of the Association of Public-Safety Communications Officials-International, Inc.**

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PRINTED NAME OF SUPERVISOR:** \_\_\_\_\_

**EMPLOYER NAME:** \_\_\_\_\_



## **ARTICLE VII: COMMITTEES AND TASK FORCES**

### **SECTION 7.1: SUBSIDIARY ADVISORY COMMITTEES**

#### **PURPOSE**

To provide for the establishment of advisory committees to advise the Board of Officers with regard to the operation of APCO's Subsidiaries.

#### **AUTHORITY**

The Board of Officers is authorized to create committees in accordance with Article IX of the Association Bylaws. Article VII of the Association Constitution assigns responsibility for reviewing the Policy and Procedures Manual for each APCO Subsidiary to an Advisory Committee for the subsidiary.

#### **POLICY**

1. The members of the Board of Officers who act in the capacity as the Board of Directors of each subsidiary shall create an advisory committee to assist in the management and function of each subsidiary.
  - 1.1 The composition of each such advisory committee shall be defined in the Policy and Procedures Manual for the subsidiary.
    - 1.1.1 The members of the Board of Officers who act in the capacity as the Board of Directors of each subsidiary shall appoint individuals to serve on each advisory committee in accordance with the requirements established in the Policy and Procedures Manual for each subsidiary.
    - 1.1.2 Individuals selected to serve on a subsidiary advisory committee shall be members of APCO-International in good standing. Any requirement relative to the membership category of such individuals shall be defined in the Policy and Procedures Manual for the subsidiary.
    - 1.1.3 The Director of Automated Frequency Coordination shall serve as a non-voting ex officio member of the AFC Advisory Committee.
    - 1.1.4 The Institute Director shall serve as a non-voting ex officio member of the APCO Institute Advisory Committee.
  - 1.2 The term of office for each member of the advisory committee shall be defined in the Policy and Procedures Manual for the subsidiary.

- 1.2.1 The members of the Board of Officers who act in the capacity as the Board of Directors of each subsidiary shall establish a plan for appointing members to each advisory committee that provides for both a continuity of participation from year-to-year for purposes of maintaining a historical perspective of the committee's activities and for the introduction of new members for the purpose of attaining a fresh perspective.
  - 1.2.2 Individuals may serve successive terms if so appointed.
- 2. The Board of Officers shall cause a set of goals and objectives to be established for each advisory committee at the beginning of each fiscal year.
- 3. The members of the Board of Officers who act in the capacity as the Board of Directors of each subsidiary shall provide monies in the annual budget for each subsidiary to permit at least two face-to-face meetings of each advisory committee.
  - 3.1 One such meeting may be held in conjunction with the APCO Annual Conference.

## **ARTICLE VII: COMMITTEES AND TASK FORCES**

### **SECTION 7.2: STANDING COMMITTEES**

#### **PURPOSE**

To provide for the establishment of certain required committees (to be known as Standing Committees) of the Association to advise the Board of Officers with regard to issues of operation of the Association and/or with regard to significant issues affecting the public safety community.

#### **AUTHORITY**

The Board of Officers is authorized to create committees in accordance with Article IX of the Association Bylaws.

#### **POLICY**

1. The Board of Officers shall establish at the beginning of each fiscal year the Standing Committees identified in Paragraphs 2 through 14 of this Section.
  - 1.1 Appointment of individuals to serve on each Standing Committee shall be at the discretion of the President subject to concurrence by the remaining members of the Board of Officers and subject to membership restrictions listed herein.
    - 1.1.1 In making such appointments, the President and the remaining members of the Board of Officers should consider the advantages of both maintaining a historical perspective of the committee's activities by appointing members with prior experience on the committee and providing for a fresh perspective towards the committee's activities by appointing new members to the committee.
    - 1.1.2 Members may be appointed from any membership category, except as may be otherwise restricted herein for a particular committee. Members also may be appointed from amongst individuals who are not members of the Association when such individual has the potential for making a significant contribution to the function of the committee.
    - 1.1.3 The Board of Officers shall establish and implement a procedure for seeking volunteers to serve on Standing Committees. Such procedure shall include a notification process to eligible persons encouraging them to volunteer for one or more committees.

- 1.1.4 In making such appointments, the President shall endeavor to seek members from geographically diverse parts of the country; members from a variety of jurisdictions to include state, county, and local agencies and to include large, medium, and small agencies; and members from a variety of disciplines to include all types of public safety agencies.
- 1.2 Appointment of a “Chair” for each Standing Committee shall be at the discretion of the President subject to concurrence by a majority vote of the remaining members of the Board of Officers, except as may be otherwise defined herein for a specific committee.
  - 1.2.1 The “Chair” of each committee shall be a member of the Association in good standing in the “Active Member” category except that the “Chair” of the Commercial Advisory Committee shall be a member in the “Commercial Member” category.
  - 1.2.2 The “Chair” of each committee shall have served on the committee during the year prior to appointment as the “Chair” except in circumstances wherein the “Chair” is otherwise defined.
  - 1.2.3 In the event none of the current members of a committee are willing or qualified to serve as “Chair”, then the Board of Officers shall seek the advice of the Management Committee in the selection of another member to serve as “Chair”.
- 1.3 The “Chair” of each Standing Committee shall be empowered to:
  - 1.3.1 Divide the Committee into sub-committees, task groups, or other sub-divisions as a means of furthering the business of the committee.
  - 1.3.2 Exclude the participation of any committee member in the activities of the committee when, in the Chair’s opinion, a conflict-of-interest will exist. The Chair should discuss this with the affected member and, if there is disagreement, seek the advice of the Management Committee and/or Board of Officers.
- 1.4 The Board of Officers shall cause a set of goals and objectives to be established for each Standing Committee at the beginning of each fiscal year.
  - 1.4.1 The Chair of each Standing Committee shall submit a report twice each fiscal year identifying progress towards completing the Committee’s goals and objectives. Such report shall be submitted to APCO Headquarters and reviewed by the Board of Officers.
- 1.5 The Board of Officers shall provide monies in each year’s budget to support each Standing Committee’s activities. The Board of Officers shall have sole discretion in determining an appropriate amount subject to an override of such decision by the Executive Council.
  - 1.5.1 In general, the chair shall have the authority to expend those funds approved by the Board of Officers for the committee’s budget with the following exception:

- 1.5.1.1 Prior to the requested travel taking place the chair shall submit to the Board of Officers through the Group Leader a travel request memo detailing the goals and objectives that will be accomplished by the face to face meeting. All travel will comply with those Sections of Article XI of the APCO Policy Manual that apply.
  - 1.5.2 The Board of Officers and/or the Committee Chair, subject to the approval of the Board of Officers, may seek funding for the Committee's activities from sources other than the Association. Such sources may include grants and donations to the extent that the acceptance of such grant or donation does not carry the stigma of a conflict of interest or the appearance of such conflict. The Board of Officers shall notify the Executive Council of the acceptance of all such grants or donations in accordance with the requirements of Section 6.3 of the APCO Policy Manual.
- 1.6 The Board of Officers shall designate one of its members to serve as a liaison to each Standing Committee.
- 1.7 The Executive Director shall designate a staff member to serve as "staff contact" for each Standing Committee.
  - 1.7.1 The "staff contact" will assist the Committee Chair in making arrangements for meetings and/or teleconference calls.
  - 1.7.2 The "staff contact" will assist the Committee Chair in preparing the quarterly reports.
  - 1.7.3 The "staff contact" shall ensure that the Committee's reports are distributed to the Board of Officers, the Executive Director, and the Editor of the *APCO BULLETIN*. The "staff contact" also shall ensure the Committee's reports are provided to the Executive Council as part of the printed materials distributed for each of its semi-annual meetings.
- 2. 9-1-1 Committee
  - 2.1 The 9-1-1 Committee shall:
    - 2.1.1 Provide guidance and support to the Board of Officers on matters related to 9-1-1 services in the United States of America.
    - 2.1.2 Provide guidance and support to the Board of Officers in establishing the Association's position on regulatory matters related to 9-1-1 services and on issues of national policy regarding 9-1-1 services.
    - 2.1.3 Provide subject matter experts to other interested International groups to assist in the deployment of "9-1-1 type" services in other countries.
- 3. Awards Committee
  - 3.1 The Awards Committee shall coordinate and promote the Association's International Public Safety Awards Program.
- 4. Constitution and Bylaws Committee

- 4.1 The Constitution and Bylaws Committee shall:
  - 4.1.1 Maintain the Association Constitution, the Association Bylaws, and the APCO Policy Manual to ensure that those documents are up-to-date and that they properly reflect the actions of the Annual Quorum, the Board of Officers, and the Executive Council.
  - 4.1.2 Assist any group in drafting a resolution to amend the Association Constitution, the Association Bylaws, or the APCO Policy Manual as such assistance may be requested.
  - 4.1.3 Coordinate the publication of resolutions amending the Association Constitution and the Association Bylaws.
- 5. Commercial Advisory Committee
  - 5.1 The Commercial Advisory Committee shall:
    - 5.1.1 Provide guidance and support to the Board of Officers and the Executive Director on matters related to the Association's relationships with the commercial community.
    - 5.1.2 Provide guidance and support to the Executive Director and the Annual Conference staff on matters related to the exposition portion of the Annual Conference.
    - 5.1.3 Support APCO's Corporate Partnership Program.
    - 5.1.4 Assist staff in soliciting sponsors for APCO's Annual Conference, its symposiums, and such activities for which sponsorships may be appropriate.
    - 5.1.5 Promote active participation of members in the "Commercial Member" category at the Chapter level.
    - 5.1.6 Support expansion of APCO into other parts of the world through existing International Chapters and Affiliates or through the development of new International Chapters and Affiliates.
    - 5.1.7 Select one of its members as a representative to the Executive Council.
  - 5.2 Membership on the Commercial Advisory Committee is restricted to members of the Association in the "Commercial Member" category.
- 6. Credentials Committee
  - 6.1 The Credentials Committee shall:
    - 6.1.1 Review the qualifications of individuals seeking to be a candidate for election to the Board of Officers and certify the eligibility of such members.
    - 6.1.2 Review the qualifications of individuals nominated for award of the designations of "Life Member" and "Senior Member" and certify the eligibility of those members for such honor.

- 6.1.3 Serve as “Sergeants-at-arms” at all official meetings of the Annual Quorum to ensure that only members eligible to vote participate in a voting process. Committee members shall count the ballots for the election of any member to the Board of Officers.
  - 6.1.4 Seek qualified candidates to become candidates for election to the Board of Officers.
- 6.2 Membership on the Credentials Committee is restricted to members who have served a full-term as President of the Association.
- 6.3 The “Chair” of the Credentials Committee shall be the most recent Immediate Past President serving on the Committee.
- 7. Editorial Advisory Committee
  - 7.1 The Editorial Advisory Committee shall advise the Board of Officers, the Executive Director and the Editor of the *APCO BULLETIN* on matters related to the Association’s publications exclusive of those publications published by the APCO Institute.
- 8. Finance and Budget Committee
  - 8.1 The Finance and Budget Committee shall serve as the Executive Council’s representative on financial matters of the Association.
    - 8.1.1 The Finance and Budget Committee shall review the annual budget prior to its submission to the Executive Council. The Committee shall report its opinions and recommendations to the Board of Officers and to the Executive Council.
    - 8.1.2 The Finance and Budget Committee shall review the Association’s financial reports on not less than a quarterly basis. The Committee shall report its findings, comments, and/or recommendations to the Board of Officers and to the Executive Council within 30 days after completing its review of the quarterly report.
  - 8.2 Membership on the Finance and Budget Committee is restricted to current members of the Executive Council as defined below:
    - 8.2.1 The President shall select one (1) member from each of APCO’s four regions to serve as a representative of that Region.
    - 8.2.2 Current members of the Board of Officers, except for the President-Elect; the two Immediate Past Presidents serving on the Executive Council; and the Commercial Advisory Committee representative shall not be eligible to serve on the Finance and Budget Committee.
  - 8.3 The Executive Director and the Chief Financial Officer shall serve as non-voting ex officio members of the Finance and Budget Committee.
  - 8.4 For purposes of determining an individual’s eligibility to be designated as a Life Member of the Association, the Finance and Budget Committee shall be an “Executive Council Committee”.

9. Historical Committee

9.1 The Historical Committee shall:

- 9.1.1 Provide guidance and support to the Board of Officers and the Executive Director on matters related to preserving items of historical significance to the Association.
- 9.1.2 Promote the preservation of historically significant items within APCO's Chapters and Affiliates.

10. Management Committee

10.1 The Management Committee shall serve as the Executive Council's representative on matters related to operation of the Association.

- 10.1.1 The Management Committee shall advise the Board of Officers on matters related to the operation of the Association as the Board of Officers may request; as the Executive Council may request; or as the Committee may deem necessary and appropriate to the effective operation of the Association.
- 10.1.2 The Management Committee shall support the efforts of other standing committees, task forces, and projects as requested and as outlined in the work plan of the Management Committee.
- 10.1.3 The Management Committee shall monitor the work performed in other standing committees, special committees, task forces, and projects to ensure such work is in concert with the Association Long Range Strategic Plan and that the work of those groups is coordinated, not duplicative, and not at cross-purposes.

10.2 Membership on the Management Committee is restricted to current members of the Executive Council except as noted below:

- 10.2.1 Current members of the Board of Officers; either of the two Immediate Past Presidents serving on the Executive Council; and the Commercial Advisory Committee representative shall not serve on the Management Committee except that current members of the Board of Officers may participate in meetings of the Management Committee as observers.

10.3 The President and the Executive Director shall serve as non-voting ex officio members of the Management Committee.

10.4 For purposes of determining an individual's eligibility to be designated as a Life Member of the Association, the Management Committee shall be an "Executive Council Committee".

11. Member and Chapter Services Committee

- 11.1 The Member and Chapter Services Committee shall provide guidance and support to the Board of Officers, the Executive Director and the staff with regards to the relationship of the Association with its members and chapters.

12. Spectrum Management Committee



- 12.1 The Spectrum Management Committee shall:
  - 12.1.1 Provide guidance and support to the Board of Officers on matters related to the availability and use of the radio spectrum in the United States of America.
  - 12.1.2 Provide guidance and support to the Board of Officers in establishing the Association's position on regulatory matters related to the availability and use of the radio spectrum in the United States of America.
  - 12.1.3 Provide subject matter experts to participate in various committees, study groups, and task forces related to the availability and use of the radio spectrum in the United States of America.
- 13. Strategic Planning Committee
  - 13.1 The Strategic Planning Committee shall maintain the Association's Strategic Plan as a "living document".
  - 13.2 Membership on the Strategic Planning Committee shall be the following:
    - 13.2.1 Representative from APCO Board of Officers, preferably the 1<sup>st</sup> Vice President (also serve as Board liaison).
    - 13.2.2 Representative from the Management Committee (also serve as Management Committee liaison).
    - 13.2.3 Representative from the Finance & Budget Committee.
    - 13.2.4 Representative from the Commercial Advisory Committee.
    - 13.2.5 The Executive Director or his/her designee.
    - 13.2.6 Representative from the Executive Council.
    - 13.2.7 Member at Large.
    - 13.2.8 The Group Leader of the Governance Group.
- 14. Professional Development Events Committee
  - 14.1 The Professional Development Events Committee will assist Association Conference and Meeting Services Department staff with the solicitation, evaluation and scheduling of programs for Association conferences, summits and symposiums.
  - 14.2 Membership on the Professional Development Events Committee will provide a broad range of subject matter experts to better assist in the evaluation of program topics and their value to the attendees.

## **ARTICLE VII: COMMITTEES AND TASK FORCES**

### **SECTION 7.3: SPECIAL COMMITTEES AND TASK FORCES**

#### **PURPOSE**

To provide for the establishment of Special Committees and Task Forces of the Association to advise the Board of Officers with regard to issues of operation of the Association and/or with regard to significant issues affecting the public safety community.

#### **AUTHORITY**

The President is authorized to create committees and task forces in accordance with Article IX of the Association Bylaws.

#### **POLICY**

1. The Board of Officers may establish Special Committees and Task Forces as it may determine to be necessary.
  - 1.1 In general, the difference between a "Special Committee" and a "Task Force" is the length of time the group is expected to be in existence.
    - 1.1.1 A "Special Committee" may be expected to be in existence for a period greater than two (2) years.
    - 1.1.2 A "Task Force" may be expected to be in existence for a period of less than two (2) years.
  - 1.2 The Board of Officers shall notify the Executive Council in accordance with the requirements of Section 6.3 of the APCO Policy Manual when it creates a new Special Committee or Task Force. Such notification shall include a description of the goals and objectives of the Special Committee or Task Force.
  - 1.3 The Board of Officers may disestablish a Special Committee or Task Force whenever it deems that the work of the Special Committee or Task Force has been substantially completed or that the Special Committee or Task Force no longer serves a useful purpose.
    - 1.3.1 The Board of Officers shall notify the Executive Council in accordance with the requirements of Section 6.3 of the APCO Policy Manual when it disestablishes a Special Committee or Task Force.

2. Appointment of individuals to serve on each Special Committee or Task Force shall be at the discretion of the President subject to concurrence by the remaining members of the Board of Officers and subject to membership restrictions listed herein.
  - 2.1 In making such appointments, the President and the remaining members of the Board of Officers should consider the advantages of both maintaining a historical perspective of the group's activities by appointing members with prior experience on the Special Committee or Task Force and providing for a fresh perspective towards the group's activities by appointing new members.
  - 2.2 Members may be appointed from any membership category. Members also may be appointed from amongst individuals who are not members of the Association when such individual has the potential for making a significant contribution to the function of the Special Committee or Task Force.
  - 2.3 The Board of Officers shall establish and implement a procedure for seeking volunteers to serve on Special Committees and Task Forces. Such procedure shall include a notification process to eligible persons encouraging them to volunteer for one or more committees.
  - 2.4 In making such appointments, the President shall endeavor to seek members from geographically diverse parts of the country; members from a variety of jurisdictions to include state, county, and local agencies and to include large, medium, and small agencies; and members from a variety of disciplines to include all types of public safety agencies.
3. Appointment of a "Chair" for each Special Committee and Task Force shall be at the discretion of the President subject to concurrence by a majority vote of the remaining members of the Board of Officers.
  - 3.1 The "Chair" of each Special Committee or Task Force shall be a member of the Association in good standing in the "Active Member" category.
  - 3.2 The "Chair" of each Special Committee or Task Force shall have served on the Special Committee/Task Force during the year prior to appointment as the "Chair" excepting the first year after its formation.
4. The "Chair" of each Special Committee or Task Force shall be empowered to:
  - 4.1 Divide the Special Committee or Task Force into sub-committees, task groups, or other sub-divisions as a means of furthering its business.
  - 4.2 Exclude the participation of any Special Committee or Task Force member in the activities of the group when, in the Chair's opinion, a conflict-of-interest will exist. The Chair should discuss this with the affected member and, if there is disagreement, seek the advice of the Management Committee and/or Board of Officers.
5. The Board of Officers shall cause a set of goals and objectives to be established for each Standing Committee and Task Force when it is established and at the beginning of each fiscal year thereafter.

- 5.1 The Chair of each Special Committee and Task Force shall submit a report at least once each quarter identifying progress towards completing the group's goals and objectives. Such report shall be submitted to APCO Headquarters and reviewed by the Board of Officers.
6. The Board of Officers shall provide monies in each year's budget to support the activities of each Special Committee and Task Force. The Board of Officers shall have sole discretion in determining an appropriate amount subject to an override of such decision by the Executive Council.
  - 6.1 In general, such monies shall provide for the Special Committee or Task Force to meet periodically during the year via teleconference call.
  - 6.2 The Board of Officers and/or the Special Committee or Task Force Chair, subject to the approval of the Board of Officers, may seek funding for the group's activities from sources other than the Association. Such sources may include grants and donations to the extent that the acceptance of such grant or donation does not carry the stigma of a conflict of interest or the appearance of such conflict. The Board of Officers shall notify the Executive Council of the acceptance of all such grants or donations in accordance with the requirements of Section 6.3 of the APCO Policy Manual.
7. The Board of Officers shall designate one of its members to serve as a liaison to each Special Committee and Task Force.
8. The Executive Director shall designate a staff member to serve as "staff contact" for each Special Committee and Task Force.
  - 8.1 The "staff contact" will assist the Special Committee or Task Force Chair in making arrangements for meetings and/or teleconference calls.
  - 8.2 The "staff contact" will assist the Special Committee or Task Force Chair in preparing the quarterly reports.
  - 8.3 The "staff contact" shall ensure that the Special Committee or Task Force's reports are distributed to the Board of Officers, the Executive Director, and the Editor of the *APCO BULLETIN*. The "staff contact" also shall ensure the Special Committee/Task Force's reports are provided to the Executive Council as part of the printed materials distributed for each of its semi-annual meetings.

## **ARTICLE VII: COMMITTEES AND TASK FORCES**

### **SECTION 7.4: Commercial Advisory Council**

[Changes are subject to approval by a two-thirds majority of the whole Board of Directors.]

#### **PURPOSE**

To establish a structure for the Commercial Advisory Council and selection procedures for its representative on the Board of Directors.

#### **AUTHORITY**

The composition of the Board of Directors shall include one member of the Commercial Advisory Council selected pursuant to Article VII of the Bylaws.

#### **POLICY**

1. The Commercial Advisory Council ("CAC") shall:
  - 1.1 Provide guidance and support to enhance the Association's relationships with the commercial community;
  - 1.2 Provide guidance and support to the Executive Director and the Annual Conference staff on matters related to the exposition portion of the Annual Conference and other conferences or events that involve corporate sponsorship and/or participation;
  - 1.3 Support APCO's Corporate Partnership Program;
  - 1.4 Assist staff in soliciting sponsors for APCO's Annual Conference, its symposiums, and such activities for which sponsorships may be appropriate;
  - 1.5 Promote active participation of members in the "Commercial Member" category at the Chapter level, including participation in the Chapter Commercial Advisory Member ("CCAM") program;
  - 1.6 Support expansion of APCO into other parts of the world through existing International Chapters and Affiliates or through the development of new International Chapters and Affiliates; and
  - 1.7 Elect one of its members as a representative to the Board of Directors.
2. Membership on the CAC is restricted to current members of the Association in the "Commercial Member" category.

3. The Annual Meeting of the CAC shall be held in conjunction with the Association's Annual Conference at a place and time that is announced to Commercial Members at least 30 days in advance.
  - 3.1 Any Commercial Member is welcome to attend the Annual Meeting of the CAC, gain speaking rights through the presider, and make nominations from the floor, but only installed members of the CAC may vote on matters, including elections.
4. Composition of the CAC and Nominations Process
  - 4.1 The CAC shall consist of no less than 12 and no more than 24 representatives as recommended by a Nominations Committee and elected at the CAC Annual Meeting to staggered four-year terms in which no more than a fourth of the CAC is selected each year.
  - 4.2 The Nominations Committee shall nominate, at the Annual Meeting, a single slate of candidates from among all eligible Commercial Members for election as members of the CAC. A single slate means that the Committee shall nominate only the number of candidates needed to fill the vacant seats and/or seats that are expiring at the Meeting. Reasonable efforts will be made to nominate six candidates (one-fourth of the 24-member maximum), but this will not be required. The minimum number of candidates nominated will be three, which would be sufficient to support the minimum membership level of the CAC.
    - 4.2.1 The Nominations Committee shall issue a Call for Nominations no later than April 1 of each year and will accept nominations for a minimum of sixty days.
    - 4.2.2 In preparing its recommended slate, the Nominating Committee shall strive to ensure the CAC as a whole reflects a diversity of regions, commercial interests, experience levels and skills.
    - 4.2.3 By July 1 the Nominations Committee shall issue a report to the CAC and Commercial membership on the nominated slate of members.
    - 4.2.4 Nominations from any eligible Commercial Member must also be accepted from the floor. Nominations do not have to be seconded.
    - 4.2.5 The current membership of the CAC will vote from the full slate of nominees to select the appropriate number of members due to be elected.
  - 4.3 Successfully elected candidates to the CAC shall be installed immediately. With the new CAC members installed, elections shall proceed for the leadership positions noted below, depending on the year.
5. Chair and Vice-Chair
  - 5.1 A Chair and Vice-Chair shall be elected from and by members of the CAC in an even-numbered year to a two-year term and shall serve no more than four consecutive years in the same office.
  - 5.2 The Chair and Vice-Chair shall have served on the CAC during the year prior to their election except in circumstances where no candidates meeting this qualification have sought the position.

- 5.3 The Chair shall preside at all meetings of the CAC, except the elections portion of the Annual Meeting shall be conducted by the Nominations Chair, or another member of the Nominations Committee. In the absence of the Chair, the Vice-Chair shall perform the duties of the Chair.
- 6. CAC Representative to the Board of Directors ("Board")
  - 6.1 The CAC Representative to the Board shall be elected in an odd-numbered year to a two-year term and shall serve no more than four consecutive years. To be eligible for nomination to this position, the individual shall have served on the CAC during the year prior to election to the position.
  - 6.2 The nomination for this position shall include submission of all of the following:
    - 6.2.1 A statement identifying the member's qualifications and interest in service (not to exceed 300 words);
    - 6.2.2 A signed *Expectations of Service* in Appendix I; and
    - 6.2.3 A signed *Employer's Concurrence of Candidacy* in Appendix II.
  - 6.3 The Nominations Chair must receive all nomination packages no later than July 10 of the year in which the candidate is seeking election.
  - 6.4 Only those CAC members filing complete nomination packages by the above deadline will be eligible to stand for election. If no member files a complete nomination package by the deadline, only then shall nominations for this position be accepted from the floor. Nominations do not have to be seconded, however, nominees will have to sign the *Expectations of Service* in Appendix I before the election may proceed. A signed *Employer's Concurrence of Candidacy* in Appendix II shall be submitted to the Executive Director no later than 30 days following the CAC Representative's election.
  - 6.5 Limited Proxy Authority at Board of Director Meetings
    - 6.5.1 The CAC Representative needs to make participation in Board meetings a priority, but should s/he be unavailable to participate in person or by teleconference, the CAC Representative shall designate the CAC Chair, or Vice-Chair (should the Chair also not be available), to participate and vote the CAC Representative's proxy provided written notification is presented to the presiding officer by the start of the Board meeting.
    - 6.5.2 Such proxy notice must specifically identify the Board meeting date in question and the holder of the proxy and must be signed by the CAC Representative. Faxed or e-mailed versions of the proxy notice may suffice provided that the authenticity can reasonably be verified.
    - 6.5.3 Failure by the CAC Representative to participate in a Board meeting without securing a proxy shall be regarded as an unexcused absence.
  - 6.6 Removal. The CAC Representative may be removed on the basis of any of the following:

- 6.6.1 Malfeasance, misfeasance, or nonfeasance of duty, or for committing an act that brings significant discredit to the Association. Such removal shall be decided by following the Impeachment Processing Procedures of this Policy Manual.
- 6.6.2 More than one unexcused absence from a scheduled Board meeting during the year as determined by the Executive Committee with a concurrence vote by a simple majority of the Board of Directors.
- 6.6.3 A vote of “removal for cause” rendered by at least two-thirds of the entire CAC based on documented violations of the *Expectations of Service* in Appendix I.
  - 6.6.3.1 Such a “removal for cause” petition must be filed with the Executive Director by at least three CAC members or a simple majority of the Board of Directors. The written complaints in the petition must be confined to violations of the *Expectations of Service*.
  - 6.6.3.2 Upon receipt of the “removal for cause” petition, the Executive Director shall immediately notify the accused and the CAC members. The Executive Director shall also notify the remaining members of the Board of Directors on a “for information only” basis.
  - 6.6.3.3 The accused, at his/her option, has ten business days in which to issue a written rebuttal to the complaints in the petition, which the Executive Director shall immediately forward to the same parties listed in 6.6.3.2.
  - 6.6.3.4 The CAC Chair, or Vice-Chair in the absence or recusal of the Chair, shall conduct a meeting of the CAC to be scheduled within thirty days of receipt of the petition and based on at least ten days notice to all parties. Such meeting can be conducted by teleconference or other means. It may be conducted by the Association President or another member of the Executive Committee of the Board designated by the President should both the CAC Chair and Vice-Chair not be available, or decline to conduct the meeting, or are judged by the President to not be impartial.
  - 6.6.3.5 The meeting in 6.6.3.4 shall culminate in a vote on the “removal for cause” issue. A petition that receives a two-thirds affirmative vote of the entire CAC will result in the accused’s removal from the Board. If the petition is not approved, a “removal for cause” petition may not be filed against the same CAC Representative for at least 180 days from the date of the vote.



7. Election Procedures for Chair, Vice-Chair and CAC Representative to the Board
  - 7.1 The Nominations Chair (or designee) shall give each candidate for each office in turn, based on alphabetical order by last name, up to two minutes to present their qualifications. The Nominations Chair shall remain neutral throughout the deliberations and offer no opinions as to the relative merits of the candidates.
  - 7.2 The Nominations Chair (or designee) will conduct the election for each office by paper ballot of all CAC members that are present for the elections meeting. Each member may only vote once per round of balloting for each available position.
  - 7.3 If no candidate for an office receives a simple majority of the vote on the first ballot, then a “run-off” election shall be conducted.
    - 7.3.1 If more than two candidates had run for the post in which no single candidate received a majority of the votes, then that candidate receiving the least number of votes shall be eliminated from further consideration.
    - 7.3.2 If more than one candidate is tied for receiving the least number of votes yet at least two other candidates remain in contention by having received a higher number of votes, then all such tied candidates receiving the least number of votes shall be eliminated from further consideration.
    - 7.3.3 If after the second ballot, three or more candidates remain in contention with none having received a simple majority, then this “run off” process shall continue through additional cycles.
    - 7.3.4 Any two-way tie shall be broken by declaring a win for the candidate winning the best of three coin tosses.
8. Nominations Committee
  - 8.1 The CAC Nominations Committee shall consist of three members each serving staggered three year terms.
  - 8.2 At each Annual Meeting, after completing all other elections, the CAC Members shall elect one member of the Nominating Committee for a three-year term. The three Nominating Committee members shall also caucus to select a Chair of its Committee for the next year.
9. The CAC shall have the power to fill vacancies in any position for the remainder of the unexpired term at any meeting of the CAC provided the notice of the meeting includes mention of this agenda item.

**APPENDIX I**  
**EXPECTATIONS OF SERVICE AS THE COMMERCIAL**  
**REPRESENTATIVE ON THE APCO BOARD OF DIRECTORS**

**I, the undersigned, as the Commercial Advisory Council (CAC) Representative to the APCO Board of Directors will:**

1. Secure the written approval of my employer (see Appendix II) to enable me to faithfully discharge my responsibilities;
2. Commit to carry out my full term of service and to participate in all scheduled meetings, either in person or by teleconference;
3. Schedule routine teleconferences to discuss concerns/issues with the CAC;
4. Develop a communications strategy to solicit the views of the CAC prior to Board meetings and to push information back out to the CAC following Board action;
5. Support communications strategies implemented by the CAC to keep the Chapter Commercial Advisory Members (CCAMs) and all Commercial members informed on CAC views and positions on Board issues;
6. Give strong deference to the CAC as the conduit on the Board to all Commercial Members, not just my company, and represent the entire CAC and its issues as appropriate; and in concert with what is best for APCO International;
7. Be intellectually flexible enough to take a stand for the CAC during deliberations, but ultimately support the consensus of the Board so as not undermine the Association's position or create needless confusion;
8. Review all supporting documents in advance so as to be well informed and actively engaged in Board meetings;
9. Handle sensitive issues/discussions as confidential and/or proprietary to not violate the Board's trust; and
10. Be a fully active and engaged participant of the Board of Directors and so committed as to assert that more than one unexcused absence from a scheduled meeting during the year is grounds for my removal.

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Signature of Nominee

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Date

## APPENDIX II

### EMPLOYER'S CONCURRENCE OF CANDIDACY CAC Representative to the APCO Board of Directors

\_\_\_\_\_ has discussed the desire to seek election as a Commercial Advisory Council (CAC) Representative to the Board of Directors of the Association of Public-Safety Communications Officials-International, Inc. (APCO). During our discussion, we reviewed the Expectations of Service and understand the support the employer may be required to provide from time to time to support this candidate's effective service as a CAC representative to the APCO Board of Directors.

As the candidate's employer, I recognize the mutual benefits of service to one's profession and pledge my support of the candidate's Board service, which may include, but may not be limited to, the following:

1. Service for typically a two-year term with the option for one renewal term.
2. Attendance at minimally four meetings per fiscal year of typically one day's duration for which two or more may require out-of-state travel that is fully reimbursable by APCO. Such meetings are typically scheduled months in advance, though special meetings may be called on shorter notice. The opportunity to participate in any meeting by web conference or through toll-free phone access will always be an option, though when scheduled as a face-to-face gathering, attendance at the meeting in person is preferable.
3. Investment of modest amounts of time on an ongoing basis to stay current with APCO activities and to communicate with the CAC and commercial members in general.
4. Access to email, telephone, facsimile, mail and Internet services at the workplace during normal work hours with APCO prepared to reimburse any use for Association business as needed.
5. Access to an e-mail account during normal work hours that allows for incoming messages with attachments to be delivered to the candidate individually.
6. During Board deliberations, the candidate is obliged to put the professional interests of APCO first and represent all commercial interests and to show appropriate loyalty and fidelity to decisions arrived at by the Board without regard to employer views or interests.
7. Notwithstanding the commitments noted above, APCO understands that certain responsibilities of the candidate to his/her employer may need to take precedence and APCO will provide reasonable assistance in supporting such arrangements.

**I hereby agree to provide the above support of my employee if elected to serve as a member of the Board of Directors of the Association of Public-Safety Communications Officials-International, Inc.**

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PRINTED NAME OF SUPERVISOR:** \_\_\_\_\_

**EMPLOYER ORGANIZATION NAME:** \_\_\_\_\_

## **ARTICLE VIII: HEADQUARTERS STAFF**

### **SECTION 8.1: POLICY & PROCEDURES GUIDELINES**

#### **PURPOSE**

To establish guidelines for the establishment of policies, practices and procedures necessary to the operation of the Association Headquarters.

#### **AUTHORITY**

The Executive Director is granted authority to establish administrative, personnel, and operating policies, practices, and procedures as necessary for the function and operation of APCO Headquarters in accordance with Article IV, Section 4 of the Association Constitution.

#### **POLICY**

1. The Executive Director shall establish policies, as necessary, to ensure the effective and efficient function and operation of APCO Headquarters.
  - 1.1 The authority to establish policies inherently includes the establishment of new policies, the amendment of existing policies, and the deletion of existing policies. For the purposes of this Section, all such actions shall be considered as an “amendment” of the Headquarters Operations Manual.
  - 1.2 The Executive Director shall create and maintain a Headquarters Operations Manual within which all such policies are filed. The form and structure of such Manual shall be at the discretion of the Executive Director.
    - 1.2.1 The Executive Director shall ensure that all employees are made aware of and have access to a copy of the Headquarters Operations Manual. All employees also shall be made aware of and have access to all amendments to the Headquarters Operations Manual.
    - 1.2.2 The Executive Director shall provide each member of the Board of Officers with a copy of the Headquarters Operations Manual and all amendments thereto.
    - 1.2.3 Members of the Association may request access to a copy of the Headquarters Operations Manual, but the Executive Director is not required to provide routine updates to such members. With this regard, the Executive Director is encouraged to make the Headquarters Operations Manual available on the APCO Website.

- 1.3 Policies contained in the Headquarters Operations Manual shall not conflict with any requirement contained in the Association Constitution or the Association Bylaws but rather shall serve to support and implement the requirements of those documents.
- 1.4 Policies contained in the Headquarters Operations Manual shall not conflict with the policies of the Association as contained in the APCO Policy Manual but rather shall serve to support and implement the requirements of that document.
- 1.5 Policies contained in the Headquarters Operations Manual shall not conflict with the policies and procedures established in the Annual Conference Manual but rather shall serve to support and implement the requirements of that document.
- 1.6 Policies contained in the Headquarters Operations Manual shall not conflict with the policies and procedures established in the Policy and Procedures for each APCO Subsidiary but rather shall serve to support and implement the requirements of those documents with regard to the specific subsidiary.
- 1.7 Policies contained in the Headquarters Operations Manual shall support implementation of the goals and objectives as delineated in the Association's Long Range Strategic Plan.
- 1.8 Policies contained in the Headquarters Operations Manual shall be in compliance with Federal, State, and Local laws and regulations.
- 1.9 Proposed amendments to the Headquarters Operations Manual are subject to review and approval by the Board of Officers.
  - 1.9.1 A printed copy of a proposed amendment shall be presented to the Board of Officers for their review. Such presentation shall include a description of the proposed amendment in a manner similar to the description required for amendment of the APCO Policy Manual as contained in Section 1.2 of the APCO Policy Manual. Such presentation may be made via E-mail, Regular mail, facsimile, by hand, or by any other appropriate means.
  - 1.9.2 The Board of Officers shall be granted at least seven (7) days to comment on the proposed amendment. If a longer period of review is proposed, then the Board of Officers shall be notified of the date by which they are expected to take action. The Board of Officers also may request a longer period of time to complete their review and such request shall be granted provided that a specific date is established for completion of the review.
  - 1.9.3 The Board of Officers may officially vote to adopt or reject the amendment, in which case a majority vote shall be required. The President shall notify the Executive Director of such decision.
  - 1.9.4 In the event the Board of Officers fails to either adopt or reject the amendment within seven (7) days or within such other time period as may have been established, then the amendment shall be deemed as having received approval by the Board of Officers and shall become effective.

2. The Executive Director may establish practices and procedures as he/she may deem appropriate to the effective and efficient function and operation of APCO Headquarters.
  - 2.1 The Executive Director shall create one or more Headquarters Practices and Procedures Manual(s), as appropriate, within which such practices and procedures are filed. The form and structure of such Manual(s) shall be at the discretion of the Executive Director.
    - 2.1.1 The Executive Director shall ensure that all employees are made aware of and have access to a copy of the Headquarters Practices and Procedures Manual as may apply to the job they are performing. All employees also shall be made aware of and have access to all amendments to the Headquarters Practices and Procedures Manual as may apply to the job they are performing.
    - 2.1.2 Members of the Board of Officers may request a copy of the Headquarters Practices and Procedures Manual(s), but the Executive Director is not required to provide routine updates to such officers.
  - 2.2 The Executive Director may add new sections to, modify existing sections of, or delete sections from the Headquarters Practices and Procedures Manual(s), as necessary.

## **ARTICLE VIII: HEADQUARTERS STAFF**

### **SECTION 8.2: APCO HEADQUARTERS STAFF**

#### **PURPOSE**

To establish policies with regard to the employment, discipline, and compensation of APCO Headquarters Staff.

#### **AUTHORITY**

The Executive Director is granted authority over matters of employment for all employees subject to certain limitations in accordance with Article IV, Section 4 of the Association Constitution.

#### **POLICY**

1. With the exception of the Legal Counsel and within the guidelines established herein, the Executive Director has sole authority to hire, terminate, assign, evaluate, discipline, and set the compensation rate and benefits for all employees of APCO-International, Inc.
  - 1.1 The authority to hire, terminate, assign, evaluate, discipline, and set the compensation rate and benefits of the Legal Counsel are restricted by the Association Constitution and the Association Bylaws. Such matters of employment are addressed in other sections of the APCO Policy Manual.
2. The Executive Director shall neither add nor delete positions from the Association's Organizational Chart, as approved within the Annual Budget, without prior consent of the APCO Board of Officers.
3. The Executive Director may reassign individual employees within the Association's organizational structure provided that the following conditions are satisfied. Any reassignment that fails to satisfy these conditions shall require approval by the APCO Board of Officers.
  - 3.1 The reassignment does not change the total number of approved positions within general job classifications and/or levels (e.g. a reassignment that results in a change in the total number of Director-level positions would require approval by the APCO Board of Officers whereas a reassignment that moves a Manager-level position from one department to another would not require approval by the APCO Board of Officers.)
  - 3.2 The reassignment does not significantly impact or change an approved program or service.

- 3.3 The reassignment does not move a position from one major cost center into any other major cost center (e.g. moving an employee from one subsidiary into any other subsidiary would require approval by the APCO Board of Officers. For purposes of this restriction, the parent organization APCO-International, shall be considered to be a major cost center that is separate from each of the subsidiaries which also are major cost centers.)
- 4. The Executive Director shall establish a job classification system applicable to the APCO Headquarters staff.
  - 4.1 The job classification system shall recognize both the similarities and the differences in duties assigned to each position. It also shall recognize the knowledge, experience and skills required to perform the duties associated with each position.
  - 4.2 To the greatest extent possible, the job classification system should group positions into “classes” that exhibit similarities as a means of ensuring equal treatment of individual employees regardless of their job assignment within the Association.
  - 4.3 The Board of Officers may request a copy of and make comments regarding the job classification system. In doing so, however, the Board of Officers should concern itself with the broad aspects of the system and not get into the fine detail of specific positions.
- 5. The Executive Director shall establish a compensation system that includes both salary and benefits.
  - 5.1 The compensation system shall be based upon the job classification system and provide similar compensation to individual employees performing similar duties regardless of their specific job assignment.
    - 5.1.1 The compensation system may recognize differences in the cost of living applicable to different parts of the U.S.
  - 5.2 The compensation system may provide for a range of compensation within which individual employees may be placed.
  - 5.3 The compensation system shall comply with Federal, State and Local laws and shall comply with the Equal Opportunity requirements of Section 2.4 of the APCO Policy Manual.
  - 5.4 The compensation system shall provide for payment of overtime to employees in accordance with the requirements of Federal, State and Local laws.
    - 5.4.1 The compensation system may provide for employees who are “exempt” under the Fair Labor Standards Act to receive compensating time off in lieu of receiving overtime.
  - 5.5 The Executive Council has authorized the creation of a retirement system for Association employees.
    - 5.5.1 A substantial change shall not be made to the retirement system without the approval of the Board of Officers.



- 5.5.2 The retirement system shall not be eliminated without the approval of the Executive Council. Failing to provide adequate funding for the retirement system within the Annual Budget shall be considered “elimination” of the system.
- 5.6 The Executive Director shall ensure that adequate funds necessary to support the compensation system are included in the Annual Budget.
- 5.7 The Board of Officers may request a copy of and make comments regarding the compensation system. In doing so, however, the Board of Officers should concern itself with the broad aspects of the system and not get into the fine detail of specific positions.
- 6. The Executive Director shall establish policies for providing employees with vacation leave and sick leave.
  - 6.1 The “leave” policies shall comply with Federal, State, and Local laws.
  - 6.2 The “leave” policies shall provide for not less than 2 weeks (10 working days) of paid vacation leave annually for each employee. The “leave” policies may provide for the vacation leave to be accrued on a monthly basis such that employees working less than a full year receive vacation leave on a pro-rated basis.
  - 6.3 The vacation leave of new employees serving an initial probationary period of not more than one (1) year, may be withheld pending completion of the probationary period at which time the vacation leave that would have been earned shall be accrued as a lump sum.
  - 6.4 The “leave” policies may recognize differences in employee longevity by compensating employees having longer longevity with more vacation leave.
  - 6.5 The “leave” policies may include requirements for reasonable notification prior to the leave being granted and may restrict the specific scheduling of vacation leave. For example, employees may be prohibited from using vacation leave during the period surrounding the Annual Conference.
  - 6.6 The “leave” policies may include limitations on the carry-over of vacation and/or sick leave from one year to the next.
- 7. The Executive Director shall establish a procedure for recruiting and hiring new staff members. Such procedure shall comply with the Equal Opportunity requirements of Section 2.4 of the APCO Policy Manual.
- 8. The Executive Director shall establish a procedure for the regular evaluation of an individual employee’s performance.
  - 8.1 The “evaluation” procedure shall provide for at least one (1) formal evaluation of each employee each year. Such evaluation shall be documented and the results discussed with the employee.
  - 8.2 The “evaluation” procedure shall provide for not less than three (3) formal evaluations of a probationary employee spread equally over the probationary period. Such evaluations shall be documented and discussed with the employee.

- 8.3 The “evaluation” procedure shall provide a method for employees to appeal the evaluation to the Executive Director.
- 9. The Executive Director shall establish a process for the discipline of employees.
  - 9.1 The disciplinary process should provide a progression of discipline that recognizes both the severity of the initial offense and a failure of the employee to correct unacceptable behavior. The final step in the progression is termination.
  - 9.2 The disciplinary process shall comply with Federal, State, and Local laws and shall comply with the Equal Opportunity requirements of Section 2.4 of the APCO Policy Manual.
  - 9.3 The disciplinary process shall provide that the Executive Director is the final point of appeal except that in the event that an employee claims that the Executive Director has been capricious or has violated Federal, State, or Local law or has violated APCO policy, then the employee may appeal to the Board of Officers.

## **ARTICLE VIII: HEADQUARTERS STAFF**

### **SECTION 8.3: EXECUTIVE DIRECTOR**

#### **PURPOSE**

To establish the roles, responsibilities, and duties of the Executive Director of APCO.

#### **AUTHORITY**

The position of Executive Director is created in Article II, Section 8 of the Association Constitution. That Section and others along with Sections of the Association Bylaws and Sections of the APCO Policy Manual assign roles, responsibilities and duties to the Executive Director.

#### **POLICY**

1. The Executive Director of APCO (hereinafter in this and other Sections of the APCO Policy Manual referred to as the “Executive Director”) serves as the Chief Operating Officer (COO) of the Association of Public Safety Communications Officials-International, Inc. (APCO).
  - 1.1 The Executive Director shall be considered an “exempt” employee under the Fair Labor Standards Act (FLSA) and other similar laws, rules, and regulations.
2. Within certain limitations, the Executive Director is responsible for managing all aspects of the Association, its employees and businesses.
3. The terms and conditions of the Executive Director’s employment shall be defined in a “personal services contract” negotiated between the APCO President and the Executive Director. Such contract shall be reviewed by appropriate legal counsel and ratified by a majority vote of the entire Board of Officers.
  - 3.1 In accordance with Article VI of the Association Bylaws, the hiring and termination of the Executive Director is subject to a two-thirds (2/3) confirmation vote by the Executive Council.
4. Minimum Qualifications
  - 4.1 Education
    - 4.1.1 A minimum of a bachelor’s degree from an accredited college or university with major course work in business management or public administration. Consideration will be given to degrees in political science or closely related fields involving government and legislative affairs.

- 4.1.2 A master's degree in the above fields is highly desirable.
- 4.2 Experience
  - 4.2.1 A minimum of ten (10) years experience in a senior level management position in business, public administration, or association management.
- 5. Duties and Responsibilities
  - 5.1 Acts in an executive capacity, managing the affairs of the Association of Public Safety Communications Officials-International, Inc. Also manages the four wholly-owned subsidiaries of APCO AFC, Inc.; the APCO Institute, Inc.; the APCO Heritage Foundation, Inc. and the Public Safety Foundation of America, Inc.
  - 5.2 Implements the requirements of the Association Constitution, the Association Bylaws, and the APCO Policy Manual; the directives of the APCO President; the policies of the APCO Board of Officers; and resolutions of the APCO Executive Council.
  - 5.3 Responsible for recruitment, employment, professional development, motivation, performance evaluation, and discipline of all employees of APCO and its subsidiaries with the exception of the Controller and the Legal Counsel.
  - 5.4 Delegates assignments and responsibilities to staff in an efficient, effective, and responsible manner.
  - 5.5 Performs regular assessments of operational, staffing, and fiscal needs.
  - 5.6 Directs the development, updating, and maintenance of personnel policies and procedures. Assures a sound organizational structure as well as the effective and efficient operations of the Association and its subsidiaries.
  - 5.7 Develops and administers the annual budget of the Association in conjunction with the Board of Officers.
  - 5.8 Communicates effectively, both verbally and in writing, to a diverse range of audiences and in different settings.
  - 5.9 Actively seeks opportunities for APCO growth and financial improvement in all areas of operation.
  - 5.10 Reacts proactively to the changing environment by developing policies for the Board of Officers' review and approval both as necessary and upon request.
  - 5.11 Serves as an ex officio member of the Board of Officers, the Executive Council, and the Board of Directors for each of the subsidiaries.
    - 5.11.1 Ensures the compilation of accurate minutes for official meetings of each such group to include, as a minimum, all significant actions taken.
    - 5.11.2 Maintains a list of action items for each such group.
    - 5.11.3 Submits reports, as appropriate, regarding the status of activities, projects, and action items.
  - 5.12 Develops and maintains relations, to the extent necessary and appropriate, with members of federal legislative and regulatory bodies.

- 5.13 Serves as liaison with other associations and organizations related to public safety communications.
  - 5.14 Ensures that the Board of Officers and the Executive Council are fully informed of Association conditions on a regular basis through the use of routine briefings and updates.
  - 5.15 Reviews legal documents and government regulations, which are usually complex in nature, and assists in the development, negotiation, and administration of legal contracts and/or agreements.
  - 5.16 Plans, coordinates, and conducts public relations programs to enhance public awareness of the Association and the positions taken by the Association on public safety matters.
  - 5.17 Plans, organizes, and directs membership promotion and retention programs. Evaluates results of such programs and recommends policies, procedures, and actions to achieve membership goals.
  - 5.18 Plans and executes communications to the Association's membership to include newsletters, general mailings, news releases, etc.
  - 5.19 Oversees publication of the Association's monthly magazine PUBLIC SAFETY COMMUNICATIONS. THE APCO BULLETIN.
  - 5.20 Acts as the Association's spokesperson when members of the Board of Officers are not available.
  - 5.21 Fulfills all other roles, responsibilities and duties listed in the Association Constitution, the Association Bylaws, the APCO Policy Manual and as may be assigned by the Board of Officers.
6. Required Skills
- 6.1 Must possess conflict resolution, problem solving, persuasive negotiation skills, and strategic thinking.
  - 6.2 Must be able to establish effective working relationships with a wide variety of individuals and organizations to include the Association's membership and elected officers; the volunteers serving on Association committees and task forces; the Association's Headquarters Staff; other public safety-related associations and their representatives; governmental representatives; and others.
  - 6.3 Must be able to review and evaluate legal documents and government regulations with the assistance of legal counsel, as required.
  - 6.4 Must be able to assist in the development, negotiation, and administration of legal contracts with the assistance of legal counsel, as required.
  - 6.5 Must be able to analyze fiscal and financial reports, forms, and data and use that information in the formulation and administration of APCO's annual budget.
  - 6.6 Must effectively delegate work assignments.
  - 6.7 Must be able to maintain order in an environment of changing priorities.

- 6.8 Must be able to maintain a professional demeanor and positive attitude in stressful situations.
- 6.9 Must be able to work independently but also be able to accept and follow direction from the APCO President, the Board of Officers, and the Executive Council.

## **ARTICLE VIII: HEADQUARTERS STAFF**

### **SECTION 8.4: EXECUTIVE DIRECTOR SELECTION PROCESS**

#### **PURPOSE**

To establish the process for filling a vacancy in the position of APCO Executive Director.

#### **AUTHORITY**

The President is authorized to engage the services of an Executive Director in accordance with Article IV, Section 3 of the Association Constitution.

#### **POLICY**

1. The President shall appoint a Search Committee consisting of the following individuals:
  - 1.1 One (1) Past President of the Association who shall chair the Search Committee.
  - 1.2 Four (4) members of the Executive Council.
    - 1.2.1 The Executive Council shall select these members based upon one (1) member from each Region of APCO selected by the members from that Region.
  - 1.3 One (1) representative selected by the Commercial Advisory Committee.
  - 1.4 The Deputy Director or other member of the APCO Headquarters Staff at the Director level or above.
2. Members of the Search Committee, including the Commercial Advisory Committee member, shall be reimbursed for travel expenses necessary to participate in the activities of the Committee in accordance with Section 9.1 of the APCO Policy Manual.
3. The following individuals shall not be eligible to apply for the position of Executive Director nor shall they be considered for the position at any time during the hiring process.
  - 3.1 Members of the Search Committee.
  - 3.2 Current members of the Board of Officers.
  - 3.3 Any person who served on the Board of Officers during the 24-month period prior to the Executive Director position becoming vacant.

#### 4. Search Process

- 4.1 The Search Committee shall prepare a job specification based upon the duties and responsibilities of the Executive Director as detailed in the Association Constitution, the Association Bylaws, and the APCO Policy Manual. This job specification should be largely based upon Section 8.3 of the APCO Policy Manual.
  - 4.1.1 The job specification shall be presented to the Board of Officers for their approval prior to it being released to the public. The Board of Officers shall be allowed fifteen (15) days to make comments.
  - 4.1.2 If at the end of the 15-day comment period, the Board of Officers has not taken action to approve or disapprove the job specification, then the job specification shall be deemed to have been approved by the Board of Officers.
- 4.2 The Board of Officers shall establish a maximum compensation rate for the Executive Director. Such maximum compensation rate shall be communicated to the Search Committee and to the Human Resources Director for use in screening candidates, but shall not be disclosed to the candidates.
  - 4.2.1 Candidates who request higher compensation may be eliminated from consideration during either the Human Resources Director review of submitted applications or during the Search Committee's deliberations.
  - 4.2.2 The Board of Officers may need to revise their statement of "maximum compensation" during the search process. If this occurs, any candidate who may have been eliminated due to "high compensation expectations" shall be placed back into the pool of potential candidates. They may be otherwise removed from the pool based upon other criteria.
- 4.3 The Deputy Director shall cause an advertisement to be published in a wide variety of publications with the intent of seeking out and soliciting interest from qualified candidates across the country. The advertisement shall instruct potential candidates to contact APCO Headquarters for information and shall establish a cut-off date for the submittal of applications. Generally, such publication should include two or more issues of the publication.
  - 4.3.1 *PUBLIC SAFETY COMMUNICATIONS, THE APCO BULLETIN* shall be one of the publications within which an advertisement is placed.
  - 4.3.2 Publication in the official publications of related associations such as the International Association of Chiefs of Police, the International Association of Fire Chiefs, the International City/County Management Association, and the Association of Association Managers should be considered as good venues to seek candidates.
  - 4.3.3 Publication in newspapers having wide circulation, such as the *WASHINGTON POST*, the *NEW YORK TIMES*, the *CHICAGO TRIBUNE*, the *LOS ANGELES TIMES*, and the *WALL STREET JOURNAL* should be considered as good venues to seek candidates.



- 4.4 APCO Headquarters shall provide interested candidates with a copy of the job specification and a description of APCO.
- 4.5 Candidates shall prepare a resume and a statement of qualifications describing their background and experience that would be applicable to this position. Each candidate also shall provide a list of references and a statement of their expectations with regard to compensation. This information shall be collectively known hereinafter as the "application".
- 4.6 Candidates shall be instructed to submit their applications not later than a specified "cut-off date". Such submittal shall be forwarded in an appropriate manner to the Human Resources Director at APCO Headquarters.
  - 4.6.1 The "cut-off date" for the submittal of applications shall be set so as to allow interested candidates approximately 14 calendar days in which to prepare and submit the required information.
- 4.7 The Human Resources Director shall review the applications.
  - 4.7.1 Applications that are incomplete or that are from candidates who are clearly unqualified shall be set aside. Such applications are to be stored in a safe and secure location until the completion of the selection process. No other person shall review such applications without the approval of the Chair of the Search Committee.
  - 4.7.2 Applications from candidates who appear to satisfy the minimum qualifications shall be copied for distribution to the Search Committee and distributed in a manner agreeable to the Chair of the Committee.
    - 4.7.2.1 If a significant number of applications are received, the Search Committee may request that the Human Resources Director select and forward only the "best" applications based upon the requirements contained in the job specification and the available compensation rate. In this situation, not less than 20 applications shall be forwarded for the Committee's review.
  - 4.7.3 The "original" copy of the applications from qualified candidates shall be stored in a safe and secure location until the completion of the selection process. No other person shall review such applications without the approval of the Chair of the Search Committee.
- 4.8 The Search Committee shall review the applications and select approximately five (5) candidates with whom they wish to conduct a formal interview.
  - 4.8.1 The Search Committee may conduct a telephone interview with the potential candidates as a means of helping them to select the five "best" candidates with whom to conduct a formal interview.
- 4.9 The Search Committee and/or the Human Resources Director shall conduct a "reference check" of the candidates selected for formal interview. Based upon the results of this "reference check", the Search Committee may revise the list of candidates with whom a formal interview will be conducted.

- 4.10 The “successful” candidates shall be invited to APCO Headquarters for a formal interview. The candidates shall be notified that they will be interviewed by two panels and that, if successful, they also may be invited to an interview with the Board of Officers.
  - 4.10.1 Each candidate shall be reimbursed for his/her travel expenses in accordance with Section 9.1 of the APCO Policy Manual. Candidates shall be provided with a copy of that section and with information on how to submit their claim for reimbursement.
  - 4.10.2 To the greatest extent possible, the interview with each panel should be held consecutively so as to minimize the time required for the candidate.
  - 4.10.3 To the greatest extent possible, the interviews for all candidates should be held consecutively so as to minimize the time required of the two interview panels and so as to make comparison of the candidates easier.
- 4.11 The Search Committee shall interview each of the candidates they have selected for a “formal interview”.
- 4.12 An “employee panel”, consisting of the following individuals, shall interview each of the same candidates being interviewed by the Search Committee.
  - 4.12.1 Three (3) employees at the “director” level selected by all employees at that level.
  - 4.12.2 Two (2) employees below the “director” level selected by all employees at that level.
- 4.13 After all candidates have been interviewed by both panels, the Search Committee and the “employee panel” shall meet in joint session to select the three (3) “best qualified” candidates for consideration by the Board of Officers. The two panels may rank the candidates or not rank the candidates as they may jointly decide.
  - 4.13.1 It is recommended that the Search Committee, the “employee panel” and the Board of Officers establish a common method of rating and ranking the candidates prior to the start of interviews. This should be done as a means of simplifying the comparison of candidates and selection of the “best qualified” candidates in later steps of this process.
- 4.14 The applications of the three “best qualified” candidates shall be forwarded to the Board of Officers for their consideration together with, if appropriate, the recommendations of the two interview panels.
- 4.15 The Board of Officers may schedule a formal interview with any or all of the “best qualified” candidates.
  - 4.15.1 The time and place of such interview(s) should be arranged to maximize the convenience for the parties involved while minimizing the expense to the Association. For this reason, it may be advisable to conduct such interviews on the day following the interviews conducted by the Search Committee and the “employee panel”.

- 4.15.2 Candidates being interviewed by the Board of Officers shall be reimbursed for their travel expenses in accordance with Section 9.1 of the APCO Policy Manual.
- 4.16 The Board of officers shall select one candidate for presentation to the Executive Council.
  - 4.16.1 The Board of Officers may make a “conditional job offer” to the selected candidate with the understanding that such offer cannot be finalized until the Executive Council approves the appointment.
  - 4.16.2 If the Board of Officers finds that none of the candidates is acceptable, they shall ask the Search Committee and the “employee panel” to give them a new list of three (3) candidates. This may require that a new series of interviews be conducted and it may require that factors, such as the compensation limitations, that may have served to eliminate potential candidates be reconsidered. Therefore, the process shall return to an appropriate point above as may be necessary to identify the “new three” candidates for the Board of Officers to consider.
- 5. Confirmation and Hiring Process
  - 5.1 The Board of Officers shall prepare a statement of the qualification of their “selected” candidate and forward such statement to the Executive Council for its consideration.
  - 5.2 The Executive Council shall consider the statement of qualification and vote to confirm or not-confirm the appointment of a new Executive Director.
    - 5.2.1 To the extent that the Executive Council can consider the appointment of a new Executive Director as part of a regularly scheduled meeting, it should do so. This has the advantage of facilitating “open” discussion
      - 5.2.1.1 The Executive Council may enter into “Executive Session” to further facilitate an open discussion.
      - 5.2.1.2 The Board of Officers may have the candidate attend the Executive Council meeting so as to be available to answer any questions and to meet with the Executive Council members. If the candidate is asked to attend the meeting, then his/her travel expenses shall be reimbursed in accordance with Section 9.1 of the APCO Policy Manual.
    - 5.2.2 If the Executive Council will not be in regular session within a reasonable period of time, then the President may call the Executive Council into Special Session for the purpose of confirming a new Executive Director. In calling the Executive Council into Special Session, the President shall comply with the requirements Section 5.1 of the APCO Policy Manual.

- 5.2.3 Alternatively, if the Executive Council will not be in regular session within a reasonable period of time, the Board of Officers may ask that the Executive Council confirm the appointment in accordance with the “significant action” procedures contained in Section 6.3 of the APCO Policy Manual.
  - 5.2.4 Regardless of the method by which the Executive Council is brought to vote on confirming appointment of a new Executive Director, such vote shall require a two-thirds (2/3) affirmative vote by the Executive Council.
- 5.3 If confirmed by the Executive Council, the President shall enter into negotiations with the selected individual to establish a “personal services contract” making the individual the Executive Director.
  - 5.3.1 APCO’s legal counsel shall review the “personal services contract” prior to it be being approved.
  - 5.3.2 The Board of Officers shall approve the “personal services contract” by majority vote.
  - 5.3.3 If the President and the selected individual are unable to settle on a “personal service contract” acceptable to all parties, then the Board of Officers shall select a new candidate by returning to an appropriate point in the Selection Process.
- 5.4 The selected individual shall not report for duty nor represent himself/herself as the Executive Director until the “personal services contract” is signed.
- 6. The selection process is completed when both the President and the selected individual have signed the “personal services contract”.

## **ARTICLE VIII: HEADQUARTERS STAFF**

### **SECTION 8.5: DETERMINATION OF EXECUTIVE-LEVEL COMPENSATION**

#### **PURPOSE**

To determine executive-level compensation in a manner that creates a presumption of reasonableness.

#### **AUTHORITY**

It is prudent practice for the Association to establish and adhere to an executive-level compensation determination process consistent with IRS Safe Harbor provisions applicable to federally tax-exempt entities.

#### **POLICY**

##### **1. DEFINITION**

- 1.1 Persons covered under this process shall include the Executive Director and any principal officers, key employees or consultants that receive reportable compensation from the Association and/or a subsidiary in excess of \$150,000 for the year.

##### **2. DETERMINATION OF COMPENSATION**

- 2.1 The process shall include all of these elements:
  - 2.1.1 **Review and approval.** The compensation of the person is reviewed and recommended by an ad-hoc compensation committee comprised of regionally diverse representatives of the Executive Council and approved by the Board of Officers, provided that persons with conflicts of interest with respect to the compensation arrangement at issue are not involved in this review and approval.
  - 2.1.2 **Use of data as to comparable compensation.** The compensation of the person is reviewed and approved using data as to comparable compensation for similarly qualified persons in functionally comparable positions at similarly situated organizations.
  - 2.1.3 **Contemporaneous documentation and recordkeeping.** There is contemporaneous documentation and recordkeeping with respect to the deliberations and decisions regarding the compensation arrangement.

## **ARTICLE VIII: HEADQUARTERS STAFF**

### **SECTION 8.6: WHISTLEBLOWER PROTECTION**

#### **PURPOSE**

To encourage and protect employees, consultants, members and other involved parties to come forward with credible information on illegal practices or serious violations of policy or law.

#### **AUTHORITY**

It is prudent practice for the Association to establish and adhere to a whistleblower protection policy to conform with IRS guidelines for federally tax-exempt entities.

#### **POLICY**

##### **1. ENCOURAGEMENT OF REPORTING**

- 1.1 The Association encourages complaints, reports or inquiries about illegal practices or serious violations of its policies, including illegal or improper conduct by the Association itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies.
- 1.2 Other subjects on which the Association has existing complaint mechanisms should be addressed under those mechanisms, such as raising matters of alleged discrimination or harassment through human resources channels, unless those channels are themselves implicated in the wrongdoing. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.

##### **2. PROTECTION FROM RETALIATION**

- 2.1 The Association prohibits retaliation by or on behalf of the Association against employees, members or involved parties for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The Association reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.

### 3. REPORTING VIOLATIONS

- 3.1 Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the grounds for the complaints, reports or inquiries.
- 3.2 In the case of Association employees or consultants, complainants should be directed to one's immediate superior, or anyone in the chain of command (e.g., Human Resources Director) up through the Executive Director or President. Complainants may bypass those persons in the command chain that they implicate, or whose impartiality could be questioned.
- 3.3 Members or other parties should lodge their complaints with the Executive Director, President or if both parties are implicated, the next highest ranking official within management or the elected leadership who can be assumed to be impartial.
- 3.4 The Association will conduct a prompt, discreet, and objective review or investigation, bearing in mind that it may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously.

## **ARTICLE IX: TRAVEL**

### **SECTION 9.1: GENERAL TRAVEL POLICY**

#### **PURPOSE**

To establish a policy for reimbursement of travel expenses incurred by members of the Association while on official business of the Association.

#### **AUTHORITY**

The President of the Association is authorized to incur reasonable and proper personal expense in the conduct of the Association's business subject to reimbursement and to authorize the reimbursement of reasonable and proper personal expenses by others in the conduct of Association's business in accordance with Article IV, Section 3 of the Association's Constitution.

#### **POLICY**

1. It is the Association's policy to provide payment and/or reimbursement for reasonable and proper travel expenses incurred by members of the Association while conducting official business of the Association. Expense reimbursement will be paid when consistent with this policy and when the travel had been properly approved prior to incurring the expense.
  - 1.1 The Board of Officers may permit, at its own discretion, "after-the-fact" payment of expenses for travel that was made without proper prior approval.
2. Travel advances for transportation, hotel, and/or meals may be obtained upon written request subject to the requirement that such payment shall not exceed the estimated costs or the provisions of this policy, whichever is lesser.
3. All requests for payment/reimbursement shall be submitted to the Association's Headquarters in the form and manner specified by the Executive Director.
  - 3.1 Such report shall be made within 14 calendar days following the completion of the travel except that the Executive Director may permit a longer period of time when the member so requests an extension and provides justification to the satisfaction of the Executive Director.
4. The Executive Director shall keep the Board of Officers informed on at least a monthly basis as to the expenditure of travel funds relative to the budget.
5. The following guidelines define "proper and reasonable" expenses that may be reimbursed.



## 5.1 Transportation Expenses

- 5.1.1 Members are encouraged to utilize the most economical mode of transportation consistent with the purpose of travel.
- 5.1.2 Travel via commercial airline shall be reimbursed for the actual amount based upon coach class airfare. Every effort should be made to schedule travel sufficiently in advance to acquire the most reasonable rate. Extending a trip an extra day or two in order to qualify for a cheaper airfare is permitted provided the airfare savings will offset the extra cost for lodging and meals. Any "mileage/segment credit" or other benefit granted through an airline's "frequent flyer program" shall accrue to the member and shall be available for him/her to use for his/her own personal use, including upgrade to a higher class of service.
- 5.1.3 Travel via commercial carrier other than commercial airline (bus, train, etc.) shall be reimbursed for the actual amount subject to a requirement that the amount shall not exceed the amount that would have been paid if travel had been via commercial airline.
- 5.1.4 Local travel via bus, rail, taxi, shuttle, and/or subway shall be reimbursed for the actual amount incurred, including tip.
- 5.1.5 The President may authorize use of a "car-with-driver" (often called a "town car" or "limousine") when such use is consistent with the Association business being conducted. In general, such use shall require a definable schedule for trips being made (such as pick-up/drop-off at an airport). Any requirement that the driver "standby idle" for an extended period of time shall require concurrence of the Board of Officers.
- 5.1.6 The use of rental vehicles is discouraged and shall require the prior approval of the President. The smallest size vehicle, but not smaller than a "compact size", consistent with needs and the number of people who will be using the vehicle may be authorized. The "return full" gasoline option shall be utilized and all purchases of gasoline shall be reimbursed.
- 5.1.7 The use of privately-owned vehicles is permitted except that the cost of such travel shall not exceed the amount that would have been paid if such travel had been made via commercial airline. The Chief Financial Officer shall establish the "per-mile" reimbursement amount based upon Federal guidelines.
- 5.1.8 Incidental travel expenses such as parking fees and tolls shall be reimbursed.
- 5.1.9 A proof of travel receipt shall be submitted with the request for reimbursement except that the Executive Director may waive the requirement for a receipt with regards to certain economical modes of travel that do not offer receipts (e.g. bus and subway service) when such expense does not exceed \$10 per occurrence.

## 5.2 Lodging Expenses

- 5.2.1 Lodging expenses shall be reimbursed based upon a standard room in a facility providing reasonable comfort, security, and cleanliness either at or near the place of the Association business being conducted. Members are encouraged to utilize "government rate" and other discounts whenever available.
- 5.2.2 Members are not required to share a room with any other person. If a family member or other person not eligible for travel expense reimbursement accompanies the member, the member shall pay any increase in the room rate resulting from that person's occupancy.
- 5.2.3 The length of stay shall be based upon the needs of the Association business being conducted consistent with the availability of transportation. Members may extend a stay over a Saturday night in order to receive a transportation discount provided such extension will result in an overall reduction in the total expense for the trip. Members may extend a stay for purposes of travel when the total length of the business being conducted plus travel time to/from their home on that same day will exceed 15 consecutive hours.
- 5.2.4 Receipts for all lodging expenses shall be submitted.
- 5.3 Meal expenses
  - 5.3.1 Actual meal expenses shall be reimbursed for the member, not to exceed an amount set by the Executive Director based upon Federal guidelines. Such reimbursement shall not include the cost of alcoholic beverages.
  - 5.3.2 Receipts for meal expenses shall be submitted except that the Executive Director may establish a per-meal rate not requiring a receipt.
  - 5.3.3 Members may not request reimbursement for any meal that is otherwise included in the cost of another reimbursable expense (e.g. meals provided on commercial transportation and meals included in a meeting registration fee) or for meals that were provided by any other person.
- 5.4 Incidental expenses, including but not limited to those expenses listed below, that are consistent with the Association business being conducted shall be reimbursed.
  - 5.4.1 Meeting registration fees.
  - 5.4.2 Long distance and local telephone charges, including hotel usage fees, relating to Association business.
  - 5.4.3 Long distance and local telephone charges, including hotel usage fees, relating to the member's normal employment while traveling on Association business.
  - 5.4.4 Long distance and local telephone charges, including hotel usage fees, associated with one call home per day, not to exceed 10 minutes duration.

- 5.4.5 Laundry and dry cleaning when the total length of a trip exceeds seven (7) calendar days or when an accident requires the cleaning/repair of clothing such that the member can present an acceptable appearance at a business function.
- 5.5 Expenses not allowed include, but are not limited to, the following:
  - 5.5.1 Personal telephone usage except as permitted above.
  - 5.5.2 Laundry and dry cleaning except as permitted above.
  - 5.5.3 Television movies.
  - 5.5.4 Exercise facility usage fees.
  - 5.5.5 Tours and entertainment except as an official part of the Association business being conducted.

## **ARTICLE IX: TRAVEL**

### **SECTION 9.2: BOARD OF OFFICERS TRAVEL**

#### **PURPOSE**

To establish a policy for reimbursement of travel expenses incurred by members of the Board of Officers.

#### **AUTHORITY**

The President and other members of the Board of Officers are authorized to incur reasonable and proper personal expenses in the conduct of the Association's business subject to reimbursement in accordance with Article IV, Section 3 of the Association's Constitution.

#### **POLICY**

1. Members of the Board of Officers are required to travel to numerous meetings and other functions in order that they properly perform the duties of their office. Such travel may include but is not limited to:
  - 1.1 Travel to participate in meetings of the Board of Officers.
  - 1.2 Travel to participate in meetings of Association chapters, affiliates, committees, task forces, or projects.
  - 1.3 Travel to represent the Association at meetings of other organizations.
  - 1.4 Travel to represent the Association before the U.S. Congress, the Federal Communications Commission, or other entities.
2. Members of the Board of Officers may travel, as necessary, to perform the duties of their office. The Board of Officers shall monitor, on a monthly basis, the expenditure of travel funds to ensure that all such expenditures are consistent with the Association's budget.
3. The Chief Financial Officer may issue members of the Board of Officers a corporate credit card such that expenses are billed directly to the Association, thereby minimizing the out-of-pocket expenses that would need to be reimbursed. The use of such card shall be limited to payment of expenses that are in compliance with this policy. The use of such card does not relieve the Board member of the requirement to submit timely reports regarding the expenses incurred.
4. Travel expenses for members of the Board of Officers shall be reimbursed in accordance with the General Travel Policy (see Policy Manual Section 9.1), except as noted below.
5. Exceptions to the General Travel Policy include, but are not limited to:

5.1 Lodging Expenses

5.1.1 Members of the Board of Officers are permitted use of an upgraded room at the Annual Conference. Such room shall include a sitting area within which small meetings may be conducted and a sleeping area that is separated from the sitting area by a closable door.

5.1.2 Members of the Board of Officers may use an upgraded room at other meetings and functions when such use is appropriate to the Association business being conducted. Each Board of Officers shall establish its own guidelines regarding an approval process for this upgrade.

5.2 Meal Expenses

5.2.1 In recognition of the need for members of the Board of Officers to participate in meal functions that provide "good will" relationships with other individuals, both within and outside the Association, members of the Board of Officers are exempt from the daily limits on total meal expenses. They are, however, expected to exercise prudent judgment in their requests for reimbursement.

5.2.2 Members of the Board of Officers are authorized to pay the meal expense of any other person when such payment is related to the business of the Association.

5.3 Entertainment Expenses

5.3.1 Members of the Board of Officers are authorized to incur entertainment expenses when such expense is related to the business of the Association. Such expense may include wine, cocktails and other alcoholic beverages to the extent that such use is incidental to the event.

5.3.2 Each Board of Officers shall establish its own guidelines regarding an approval process for incurring entertainment expenses.

5.4 Spousal Travel

5.4.1 Members of the Board of Officers are authorized to bring their spouses to the Annual Conference at the expense of the Association. Such expense shall include transportation, lodging with the Board member, meals, conference registration, and participation in the family program.

## **ARTICLE IX: TRAVEL**

### **SECTION 9.3: PAST PRESIDENT TRAVEL**

#### **PURPOSE**

To establish a policy for reimbursement of travel expenses incurred by Past Presidents while fulfilling their duties as members of the Executive Council.

#### **AUTHORITY**

The President of the Association may authorize reimbursement of reasonable and proper personal expenses incurred by others in the conduct of the Association's business in accordance with Article IV, Section 3 of the Association's Constitution.

#### **POLICY**

1. In accordance with the Association's Constitution, the two most-recent Past Presidents who neither have a conflicting commercial interest which provides a significant portion of their income nor are full-time salaried employees of the Association continue to serve as members of the Executive Council.
2. The two most recent Past Presidents eligible to serve on the Executive Council shall be reimbursed for travel expenses incurred to attend Council meetings in accordance with the General Travel Policy (see Section 9.1 of this Policy Manual). Such meetings shall include:
  - 2.1 Annual Conference Meeting—arrival on the day prior to the first Executive Council meeting and departure on the day following the Closing Banquet.
  - 2.2 Mid-Year Meeting—arrival on the day prior to the first Executive Council meeting and departure on the day following the final Executive Council meeting.
  - 2.3 Special Meetings—arrival on the day prior to the first Executive Council meeting and departure on the day following the final Executive Council meeting.
  - 2.4 The President may authorize reimbursement for additional days of travel, as necessary, to permit participation by the Past President in other meetings and/or activities associated with the business of the Association.
3. Past Presidents also may travel on Association business as a member of a committee, task force, or project or as tasked by the Board of Officers. Such travel shall be reimbursed in accordance with the guidelines contained in the Association Member Travel Policy (see Section 9.4 of this Policy Manual).

## **ARTICLE IX: TRAVEL**

### **SECTION 9.4: ASSOCIATION MEMBER TRAVEL**

#### **PURPOSE**

To establish a policy for reimbursement of travel expenses incurred by members of the Association other than those members covered under other parts of this Policy Manual.

#### **AUTHORITY**

The President of the Association may authorize reimbursement of reasonable and proper personal expenses incurred by others in the conduct of the Association's business in accordance with Article IV, Section 3 of the Association's Constitution.

#### **POLICY**

1. Members of the Association may need to travel in support of Association business. Such travel may include, but is not limited to:
  - 1.1 Travel to participate in meetings of Association committees, task forces, or projects.
  - 1.2 Travel to represent the Association at meetings of other organizations.
  - 1.3 Travel to make presentations to the U.S. Congress, the Federal Communications Commission, or other entities.
2. The President, subject to concurrence of the Board of Officers, may authorize Association members to travel in support of Association business. In granting approval, the President shall ensure that such travel expense is consistent with the Association's budget.
3. In the case of committees, task forces, or projects that are allocated specific amounts in the Association budget for travel (e.g. the Project 25 Committee receives an annual Federal Grant for use in supporting committee travel to meetings), the Board of Officers is encouraged to delegate authority for approving specific travel to the committee chairperson/project director subject to a requirement that the budget is not to be exceeded without prior approval.
4. Travel expenses for members shall be reimbursed in accordance with the General Travel Policy (see Policy Manual Section 9.1).

## **ARTICLE X: PURCHASING AND CONTRACTS**

### **SECTION 10.1: PURCHASING POLICY**

#### **PURPOSE**

To establish policies regarding the purchasing of products and services by APCO staff.

#### **AUTHORITY**

The purchasing of products and services is generally authorized as a requirement for conducting business operations.

#### **POLICY**

1. The Executive Council recognizes the need for the Association to purchase products and services from other entities as a condition of conducting normal business operations. However, the Executive Council notes that such purchases incur expenses that the Association must be capable of paying. Therefore, the Executive Council directs the Board of Officers, the Executive Director and such other Association staff as may have authority to either make direct purchases for products and/or services or to enter into contractual arrangements to purchase products and/or services to comply with the provisions of this policy and to otherwise exercise due diligence when making such purchases.
2. General Requirements
  - 2.1 The Executive Director shall establish specific procedures controlling the purchase of products and/or services necessary for the operation of the Association. As a minimum, such procedures shall:
    - 2.1.1 Apply to **ALL** purchases made by the Association.
    - 2.1.2 Comply with all requirements contained herein.
    - 2.1.3 Provide for the purchase of products and/or services from the lowest cost source that is capable of providing the required product/service. The process may allow for higher cost products/services when such product/service offers a definable increase in quality that is of value to the Association. Such increase in quality/value shall be documented.



- 2.1.4 Provide a complete record regarding the purchase including the name of the person initiating the purchase; the name of person(s) approving the purchase; the process used in making the purchase; a description of the product(s) and/or service(s) purchased; and, the cost for each product or services purchased.
  - 2.1.5 Allocate the cost for the product(s) and/or service(s) to a specific line item within the Annual Budget, as approved by the Executive Council including changes made in accordance with APCO Policy Manual Section 2.12.
  - 2.1.6 Provide for the safe keeping of all records regarding the purchase until after the next General Audit; until after any requirement of Federal, state, or local law; and, until after any requirement contained in Article XII of the APCO Policy Manual.
- 2.2 Contracts for the purchase of products and/or services, by definition, create a legal obligation for the Association to make such purchases. Therefore, the Executive Council directs the Board of Officers and the Executive Director to consider the consequences of such an obligation whenever entering into a contract to purchase products and/or services.
- 2.2.1 All formal contracts shall be reviewed by APCO's legal counsel, except contracts or agreements of a value less than \$25,000 or that are serial in nature and substantively identical to prior versions that had undergone review by counsel.
  - 2.2.2 All contracts, as a minimum, shall include a clear description of the product(s) and/or service(s) to be provided under the contract.
  - 2.2.3 All contracts, as a minimum, shall define a date by which the product(s) and/or service(s) are to be supplied. The contract may, as appropriate, include provisions for a phased delivery of the product/service and may require the supplier to meet defined milestones.
  - 2.2.4 All contracts, as a minimum, shall include an *EARLY TERMINATION CLAUSE* that clearly defines any penalty payable by the Association should the Association decide to terminate the contract prior to delivery of all contracted products and/or services. The purpose of this clause is to limit the Association's liability.
    - 2.2.4.1 The *EARLY TERMINATION CLAUSE* should consider termination for reasons of non-performance; poor or unacceptable performance; lack of funding; and discontinuance of the Association's need for the product/service.
  - 2.2.5 All contracts, as a minimum, shall include an *EARLY TERMINATION CLAUSE* that clearly defines any penalty payable by the provider of the product/service should that entity be unable to provide the contracted product/service in a timely manner. The purpose of this clause is to limit the impact upon Association operations and possible additional expense in acquiring the product/service from an alternate source.

- 2.2.6 Contracts that provide for the on-going delivery of products and/or services on a *month-to-month* basis shall be reviewed and re-approved within 30 days of the start of a new fiscal year.
  - 2.2.7 Contracts may include a *RENEWAL CLAUSE*, but such clause shall not provide for an *automatic renewal* of the contract (aka a *Keep Green Clause*). Implementation of the *RENEWAL CLAUSE* shall require the same level of approval as if a new contract were being executed.
  - 2.2.8 Contracts, other than *month-to-month* contracts, that include a *RENEWAL CLAUSE* may be renewed only once.
3. Types of purchases
- 3.1 For purposes of determining the appropriate type of purchase, the Executive Director shall consider the cumulative value of all purchases for identical or similar products/services made to a single provider in a single fiscal year.
    - 3.1.1 The Executive Director is encouraged to establish contracts with suppliers of regularly used products/services at the start of each fiscal year. This practice may result in reduced costs to the Association based upon the total annual volume of purchases and may simplify the process for individual purchases.
  - 3.2 *SOLE SOURCE OR SOLE MAKE/MODEL*. By definition, these types of purchases limit the competitive environment under which the purchase is being made. Therefore, such purchases shall be based upon a clear definition of the unique features and/or performance of the referenced product/service that are not available from any other source.
    - 3.2.1 The purchase record shall include a description of the unique feature and/or performance that necessitated this type of purchase.
    - 3.2.2 The purchase shall otherwise be processed in accordance with the requirements for a *DIRECT PURCHASE*, *TELEPHONE*, *INFORMAL BID*, or *FORMAL BID* purchase, as defined below, including appropriate approvals.
  - 3.3 *DIRECT PURCHASE*. These types of purchases are for products/services having a value up to \$2,500.
    - 3.3.1 No quotes or bids are required prior to selecting the provider.
  - 3.4 *TELEPHONE QUOTE*. These types of purchases are for products/services having a value exceeding \$2,500 but not exceeding \$5,000.
    - 3.4.1 Prospective providers are contacted via telephone for the purpose of obtaining a quote for the desired product/service.
    - 3.4.2 At least three providers are to be contacted for the purpose of obtaining a quote. In some situations, it may not be possible (practical) to obtain three quotes, in which case, the person making the purchase shall include a statement in the purchase record as to why obtaining three quotes was not possible (practical).

- 3.4.3 Quotes are reviewed for compliance with APCO's requirements and a successful provider is selected. Generally, the selection is based upon *lowest cost* to the Association, but may be based upon *best value*.
  - 3.4.4 The person processing the purchase shall keep personal notes (hand-written, typed, computer, etc.) regarding the results of each telephone contact. Such notes shall become part of the record for that purchase.
- 3.5 *INFORMAL BID*. These types of purchases are for products/services having a value exceeding \$5,000 but not exceeding \$50,000.
  - 3.5.1 Prospective providers are contacted by any appropriate means, including via telephone, for the purpose of obtaining a bid for the product/service. Prospective providers are to provide a written quote via mail, facsimile, or e-mail for the requested product/service.
  - 3.5.2 At least three providers are to be contacted for the purpose of obtaining a quote. In some situations, it may not be possible (practical) to obtain three quotes, in which case, the person making the purchase shall include a statement in the purchase record as to why obtaining three quotes was not possible (practical).
  - 3.5.3 Bids are reviewed for compliance with APCO's requirements and a successful provider is selected. Generally, the selection is based upon *lowest cost* to the Association, but may be based upon *best value*.
  - 3.5.4 All written quotes shall become a part of the record for the purchase.
- 3.6 *FORMAL BID*. These types of purchases are for all products/services having a value exceeding \$50,000
  - 3.6.1 A formal *REQUEST FOR PROPOSAL* (RFP) is prepared that clearly defines the product(s) and/or services(s) that are to be provided. Such RFP is sent, by any appropriate means, to all known prospective providers of that product/service. Advertising the RFP in local newspapers, trade journals, and other appropriate media is strongly recommended as a means of acquiring more bids.
  - 3.6.2 Potential providers of the product/service are to be instructed to return a written bid by a defined date (known as the *closing date*.)
  - 3.6.3 All bids received by the *closing date* are reviewed for compliance with APCO's requirements and a successful provider is selected. Generally, the selection is based upon *lowest cost* to the Association, but may be based upon *best value*.
  - 3.6.4 A copy of the RFP and copies of all bids shall become a part of the record for the purchase.
- 4. Approvals Required
  - 4.1 Purchases that comply with the requirements for either a *DIRECT PURCHASE* or a *TELEPHONE QUOTE*, as those processes are defined in Paragraph 3 above, shall require approval by a Director-level employee or a higher level person.

- 4.2 Purchases that comply with the requirements for an *INFORMAL BID*, as defined in Paragraph 3 above, shall require approval by the Deputy Executive Director, or a higher level person.
  - 4.3 Purchases that comply with the requirements for a *FORMAL BID*, as defined in Paragraph 3 above, and for which the total value is less than \$100,000 shall require approval by the Executive Director or the Board of Officers.
  - 4.4 Purchases for which the total value is \$100,000 or more shall require a resolution of the Board of Officers for approval.
  - 4.5 In addition to the value-based criteria established in Paragraphs 4.1 through 4.4 above, all contracts for which the term of the contract exceeds 18 calendar months shall require a resolution of the Board of Officers for approval.
    - 4.5.1 Contracts that are *RENEWED* in accordance with the provisions of Paragraph 2 and for which the total term of contract, including the renewal term, will exceed 18 months are exempt from the requirement for approval by the Board of Officers unless the renewal period itself will exceed 18 months.
5. Special Circumstances
- 5.1 The Executive Council acknowledges that the Annual Conference is a high-dollar value event (in terms of both revenue and expense) that requires the Association host a large number of people. For this reason, the following special conditions shall apply to the purchase of products and/or services associated with the Annual Conference.
    - 5.1.1 In recognition of the fact that selection of the venue often creates a requirement that certain other services must be provided either by the venue itself or by a contractor provided by the venue operator, the Executive Director is directed to exercise due diligence in negotiating the *best possible* price for those services.
    - 5.1.2 In recognition of the limited number of facilities that are capable of hosting events associated with the Annual Conference, the Executive Director is directed to exercise due diligence in selecting such facilities and in negotiating the *best possible* price for those facilities and the related services.
    - 5.1.3 In recognition of the complexity of producing the Annual Conference and the advantages of working with experienced staff as well as the potential for lower costs through the use of multi-year contracts for services, the Executive Director is authorized to approve contracts for such services for a period of time not to exceed three consecutive Annual Conferences. Examples of these services include management of the Vendor Exposition, provision of audio/visual services, provision of housing reservation services, provision of registration services, and the provision of signage.

- 5.1.4 In recognition of the effect hosting a large number of people can have upon the total price of an event, the purchase of food, beverage, entertainment, transportation, and other amenities associated with hosting such a large number of people is exempt from the requirement for approval by the Board of Officers provided that the price of such purchase is less than \$100 per person.
- 5.2 The Executive Council acknowledges that the Winter Summit and the APCO Dinner are high-dollar value events that require the Association to host a large number of people.
  - 5.2.1 In recognition of the limited number of facilities that are capable of hosting these events, the Executive Director is directed to exercise due diligence in selecting such facilities and in negotiating the *best possible* price for those facilities and the related services.
  - 5.2.2 In recognition of the complexity of producing these events and the advantages of working with experienced staff as well as the potential for lower costs through the use of multi-year contracts for services, the Executive Director is authorized to approve contracts for such services for a period of time not to exceed three calendar years. Examples of these services include provision of audio/visual services, provision of housing reservation services, provision of registration services, and the provision of signage.
  - 5.2.3 In recognition of the effect hosting a large number of people can have upon the total price of an event, the purchase of food, beverage, entertainment, transportation, and other amenities associated with hosting such a large number of people is exempt from the requirement for approval by the Board of Officers provided that the price of such purchase is less than \$100 per person.

## **ARTICLE X: PURCHASING AND CONTRACTING**

### **SECTION 10.2: CONTRACTS FOR APCO PRODUCTS AND SERVICES**

#### **PURPOSE**

To define limitations regarding the creation of contracts obligating APCO-International and/or its subsidiaries to provide products and services to other entities.

#### **AUTHORITY**

Article I, Section 2 of the Association Constitution authorizes the Association to provide products and services to other entities. The Bylaws of each of APCO's subsidiaries further authorize those entities to provide products and services to other entities.

#### **POLICY**

1. The Executive Council fully supports the development and marketing of products and services by the Association and its subsidiaries to the extent that those products and services are within the scope of Association's purpose. However, the Executive Council notes that creation of a contract between APCO, including any of its subsidiaries, and another entity, by definition, creates an obligation for the Association to provide those products/services. Therefore, the Executive Council directs the Board of Officers and the Executive Director to consider the consequences of such an obligation whenever entering into a contract to provide products and/or services.
2. All contracts, except as noted in Paragraph 5, shall be reviewed by APCO's legal counsel.
  - 2.1 The contract, as a minimum, shall include an *EARLY TERMINATION CLAUSE* that clearly defines any penalty payable by the Association should the Association decide to terminate the contract prior to the delivery of all contracted products and/or services. The purpose of this clause is to limit the Association's liability.
  - 2.2 The contract, as a minimum, shall include an *EARLY TERMINATION CLAUSE* that clearly defines any penalty payable by the other entity should that entity decide to terminate the contract prior to the receipt of all contracted products and/or services. The purpose of this clause is to limit the impact upon Association operations and revenues should the contract be terminated early.
3. The Board of Officers shall review and approve all contracts that:
  - 3.1 Obligate the Association and/or a subsidiary to provide a product and/or service for a period of time exceeding 2 years; or that

- 3.2 Obligate the Association and/or a subsidiary to provide a product and/or service that will cost the Association or subsidiary more than \$100,000 per year to produce.
- 4. The Executive Director shall review and approve all contracts, except as provided for in Paragraph 5, that:
  - 4.1 Obligate the Association and/or a subsidiary to provide a product and/or service for a period of time exceeding the current fiscal year; or that
  - 4.2 Obligate the Association and/or a subsidiary to provide a product and/or service that will cost the Association or subsidiary more than \$25,000 to produce.
- 5. Exemptions
  - 5.1 It is recognized that the Association and/or a subsidiary may enter into an *AGREEMENT* to provide a product and/or service that does not rise to the level of being called a *CONTRACT*. Such an *AGREEMENT* should be easily associated with being in accordance with the normal daily operation of the Association or subsidiary; have a low dollar value relative to limits established in Paragraphs 3 and 4 above; and extend over a relatively short time period. Examples of such an *AGREEMENT* would be an agreement to provide one training class or an agreement to perform one frequency coordination. Such *AGREEMENTS* are exempt from the requirement for legal review.
  - 5.2 *AGREEMENTS*, as defined in Paragraph 5.1 above, may extend over a relatively short time period yet may, by virtue of timing, begin in one fiscal year and end in the following fiscal year. Such *AGREEMENTS* are exempt from review and approval by the Executive Director.

## **ARTICLE X: PURCHASING AND CONTRACTING**

### **SECTION 10.3: ACCESSING LEGAL COUNSEL**

#### **PURPOSE**

To regulate access to APCO's legal counsel by the membership.

#### **AUTHORITY**

The Board of Officers is permitted to retain legal counsel in accordance with Article VIII of the Association's Bylaws.

#### **POLICY**

1. Legal services for matters of a regulatory nature (i.e., FCC matters) will be handled by the Director of Legal and Government Affairs.
  - 1.1 The Chairpersons of the Regulatory Review and the 9-1-1 Committees are granted access to the Director of Legal and Government Affairs for counsel on Association matters related to the operations of their committees
2. The Executive Director may retain local legal counsel familiar with Florida law for matters that involve contracts, employment law, and other local issues.
3. Members other than the Board Of Officers that request opinions from legal counsel either employed by or under contract to the Association must have the approval of the Executive Director.
4. Members requiring legal opinions that can not be provided by the Director of Legal and Government Affairs or other currently contracted legal counsel shall submit that request to the Executive Director.



## **ARTICLE X: PURCHASING AND CONTRACTING**

### **SECTION 10.4: JOINT VENTURES**

#### **PURPOSE**

To safeguard the Association's tax-exempt status with respect to joint venture arrangements.

#### **AUTHORITY**

It is prudent practice for the Association to establish and adhere to a joint ventures policy to conform with IRS guidelines for federally tax-exempt entities.

#### **POLICY**

1. A joint venture or similar arrangement ("venture") means any joint ownership or contractual arrangement through which there is an agreement to jointly undertake a specific business enterprise, investment, or exempt-purpose activity without regard to:
  - 1.1 Whether the Association controls the venture;
  - 1.2 The legal structure of the venture; or
  - 1.3 Whether the venture is taxed as a partnership or as an association or corporation for federal income tax purposes.
2. Safeguards to protect tax-exempt status.
  - 2.1 The Association will negotiate in its transactions and arrangements, with other members of the venture, such terms and safeguards adequate to ensure that the Association's exempt status is protected, and includes one or more of the following provisions:
    - 2.1.1 Control over the venture or arrangement sufficient to ensure that it furthers the exempt purpose of the organization;
    - 2.1.2 Requirements that the venture or arrangement gives priority to exempt purposes over maximizing profits for the other participants;
    - 2.1.3 That the venture or arrangement not engage in activities that would jeopardize the Association's exemption;
    - 2.1.4 That all contracts entered into be on terms that are arm's length or more favorable to the Association.

## **ARTICLE XI: RECORDS MANAGEMENT**

### **SECTION 11.1: DOCUMENT RETENTION AND DESTRUCTION**

#### **PURPOSE**

To prescribe general guidelines for a Records Management Program, to include processes for the organization, retention period and eventual disposal of all categories of records (financial, business, and otherwise) of APCO and any APCO Subsidiary that ensure compliance with laws and regulations, eliminates accidental or innocent destruction of records, and promotes efficient and cost-effective record-keeping protocols.

#### **AUTHORITY**

It is prudent practice for the Association to establish and adhere to a document retention and destruction policy to conform with IRS guidelines for federally tax-exempt entities.

#### **POLICY**

##### **1. GENERAL RESPONSIBILITY**

- 1.1 It is the responsibility of all employees, consultants as well as any members or other persons with caretaker duties over original source documents in paper or electronic format to comply with the Association's document retention and destruction procedures or schedules.
- 1.2 Such procedures shall be established by the Executive Director in accordance with prevailing federal, state and local laws or regulations as well as requirements of coordinating agencies, standards-setting bodies, certification or licensure programs, grant-makers and other contractual parties, as appropriate, with which APCO is associated.
- 1.3 Responsibilities to manage such schedules fall to the appropriate staff department heads (e.g., Human Resources, Accounting or others) or their equivalents or designees. Such schedules shall be open to further review and comment from the Board of Officers, the Executive Council, and the following Association committees and task forces: the Advisory Committee of each APCO Subsidiary, the Credentials Committee, the Management Committee, and the Historical Committee.

##### **2. EXCLUSIONS**

- 2.1 **Legal Hold.** No records (paper or electronic) will be destroyed that are pertinent to any ongoing or anticipated litigation or other investigative proceeding.

- 2.2 **Archives.** Notwithstanding the established destruction schedules, the Association shall set aside certain documents and records, such as publications and periodicals, and other artifacts of historical significance to the Association.

### 3. TERMS FOR RETENTION

- 3.1 While minimum periods are suggested, the retention of documents identified below and of documents not referenced should be determined primarily by application of prevailing law, regulation or policy with any destruction to be superseded by the exclusions noted in 2 above.
- 3.2 Where applicable (e.g., leases, licenses, contracts, personnel files), the specified retention periods are measured after disposition, expiration or all obligations end.
- 3.3 Retain permanently:
- 3.3.1 **Governance records** – articles of incorporation, bylaws, amendments, other organizational documents, governing board minutes, and minutes of the Annual Quorum.
  - 3.3.2 **Tax records** – applications for tax-exempt status (Form 1023), tax-exemption determination letters and related correspondence, federal (Form 990) and state tax returns, and files related to tax audits.
  - 3.3.3 **Financial records** – audited financial statements and related correspondence, and attorney contingent liability letters.
  - 3.3.4 **Intellectual property records** – copyright and trademark registrations and samples of protected works.
  - 3.3.5 **Dues and donor records** – membership records (including designations), chapter documentation, fund statements, grants, gift earmarks and related donor records.
- 3.4 Retain for a minimum of ten years:
- 3.4.1 **Sales and Use Tax returns.**
  - 3.4.2 **Lobbying records** – federal and state lobbying reports and supporting data.
- 3.5 Retain for seven years:
- 3.5.1 **Real estate records** – deeds, leases, mortgages, purchase agreements, and closing documents.
  - 3.5.2 **Insurance** – claims (after settlement), fire, safety and accident reports.
  - 3.5.3 **Bank statements** – reconciliations, general ledgers, journals, deposit slips, and cancelled checks.
  - 3.5.4 **Litigation files** – documents related to legal claims (after settlement).
  - 3.5.5 **Contracts and inventory** – consultant and vendor agreements, software licenses, equipment leases, inventory, and maintenance files.

- 3.5.6 **Corporate filings** – annual reports and charitable registrations.
- 3.6 Retain for five years:
  - 3.6.1 **Employee payroll, insurance, pension records** – including payroll withholding, FICA, workers compensation claims, group disability records, Flexible Spending Account records and ERISA-related documents used to develop pension plan descriptions as well as records to determine benefits that are or will become due for as long as they are relevant for each plan participant.
- 3.7 Retain for three years:
  - 3.7.1 **Personnel files** - Employee names, addresses, social security numbers, dates of birth, INS Form I-9, dates of hire and termination/separation, engagement and discharge correspondence, evaluations, promotions, transfers, disciplinary matters, time sheets, PTO/FMLA related documentation, and documentation of basis for independent contractor status.
  - 3.7.2 **Budget and accountancy records** – including approved budgets, chart of accounts, general ledger, journals, accounts receivable, accounts payable, and petty cash vouchers.
  - 3.7.3 **Official documentation** – conflict of interest disclosure forms, declaration of candidacy forms, applications for various Association activities, and correspondence issued from the Board or Executive Director.
  - 3.7.4 **Property Tax returns.**
- 3.8 Retain for one year:
  - 3.8.1 **Employment applications and resumes** – not related to actual employee personnel files.
  - 3.8.2 **Americans with Disability Act documentation.**
  - 3.8.3 **Unconsummated proposals** – for grants requests or for contractual services in response to bid requests that are not ultimately selected or chosen.

## **ARTICLE XII: APCO PROJECT SERIES**

### **SECTION 12.1: APCO PROJECT SERIES**

#### **PURPOSE**

To provide a structure and guidelines for a definitive on-going APCO program whose objective and methods are described here.

#### **AUTHORITY**

APCO Projects are permitted in accordance with Article XI, Section 1 of the Association's Bylaws.

#### **POLICY**

1. The Project Series Foundation has been a part of the Association of Public-Safety Communications Officials-International, Inc. (APCO) since the Foundation's introduction in the December, 1965 issue of the Association's official publication, the *APCO BULLETIN*.
2. Since that initial presentation, it has been known as the APCO Project Series.
3. The goal of the APCO Project Series is to provide a framework for exceptional efforts and a means by which governmental agencies, foundations, profit and non-profit corporations, and other organizations and individuals with interests in the public safety telecommunications field, may sponsor and cooperate in such APCO enterprises which are consistent with the Association's character.
4. The objective of the APCO Project Series is to provide a specific formal means for the following.
  - 4.1 Identifying and analyzing needs.
  - 4.2 Proposing resolutions of needs on a Project basis.
  - 4.3 Registering and recording such Projects.
  - 4.4 Ranking future Projects according to need.
  - 4.5 Determining Project resource requirements.
  - 4.6 Researching methods and resources.
  - 4.7 Soliciting external compatible resources.
  - 4.8 Receiving and evaluating unsolicited proposals.

- 4.9 Proposing and formalizing agreements.
- 4.10 Initiating and managing Projects.
- 5. The APCO Projects will meet the following requirements.
  - 5.1 Any proposal of singular merit which concentrates on resolving a specific need and whose cost, type, and level of effort requires individual accountability and management may qualify as a Project under this program.
  - 5.2 Project proposals shall be presented to the Board of Officers and to others as may be desired in a formal format.
  - 5.3 Such proposals which meet the two above requirements of this program are qualified in the Project Series category and, with Board approval, may be assigned a project number.
  - 5.4 Project may (a) be wholly sponsored by APCO, (b) wholly by others appropriately meeting these requirements, or (c) within these requirements Projects may be co-sponsored by both APCO and such others. Support in these instances may consist of grants, gifts, other funds, and other applicable resources.
  - 5.5 Projects proposed to be sponsored by APCO: (a) require the approval of the APCO Board of Officers and (b) in the remaining above instances approval of the Executive Council is required.
  - 5.6 Projects shall be managed by APCO. Project progress reports will be made in the manner and at the intervals stated in the Project proposal. Sponsors other than APCO may take active part in their sponsored Projects as may be specifically agreed upon beforehand.
  - 5.7 Projects shall not be used to advertise or promote the products or services of commercial sponsors.
- 6. The APCO Projects will use the following methods of control.
  - 6.1 The Project Series program shall be the responsibility of the Executive Director.
  - 6.2 Project proposals originated by APCO, when available for sponsorship by others, will be made known in a manner which assures equal access to such Project information. Sponsorships will be awarded in a fair and equitable manner in accordance with normally acceptable contractual practice, based on APCO's sole judgment and evaluation of its needs.
  - 6.3 Project proposals, or Project ideas designed to be jointly developed with APCO into formal Project proposals, may be submitted by others desiring a sponsorship. Additional applications by others seeking sponsorships for the same purposes shall be denied unless otherwise agreed upon by all parties concerned.
  - 6.4 Simultaneous sponsorship applications for same purposes will be judged and awarded or rejected by APCO on the basis of their merits as, in APCO's opinion, they best meet the needs of the Association.

- 6.5 APCO will recognize sponsors at every opportunity in general terms and specifically as may be agreed upon provided such recognition does not, in APCO's opinion, constitute advertising and promotional efforts.

ATTACHMENT 1

## **APCO Project Series**

APCO International has a well-deserved reputation in the communications community as the leader in establishing protocols and standards for public safety communications. As needs to address technological advances and procedural changes are identified, APCO International establishes "Projects" to investigate the wants and needs of members. Projects are assigned a number and, working with other entities in the field as appropriate, protocols or standards are developed. For example, one of the earliest Projects was the establishment of the familiar "10 Codes" in 1937.

### **Project Series List**

<b>No.</b>	<b>Title</b>	<b>Period*</b>
1.	Film - The Little We Have .....	1966
2.	P/S Standard Operating Procedure Manual .....	1967
3.	Chicago P/S Spectrum Requirements Study: .....	1970
	a. Police Telecommunication Manual	
	b. Illinois Police Communications Study	
	c. Public Adm. Requirements for Lake Michigan Area	
4.	National 10 Signal Study Cards (1 <sup>st</sup> Review) .....	1973
5.	P/S Standard Frequency Coordination Manual.....	1971
6.	Experimental Conference Video Taping .....	1971
7.	LIFELINE: A/V Dispatcher Training Course (1).....	1977
8.	Conference Rules Manual .....	1971
	a. Chapter Secretaries Manual	
9.	Introduction to the Theory of Waiting Times for P/S.....	1974
10.	AN: The APCO Story (2) .....	1978
11.	AN: Communication Leadership Skills.....	1975
12.	Municipal Spectrum Requirements.....	1973
13.	Comm Review and Assessments in state SPAs:.....	1974
	a. Planning Guidelines, P/S Telecom Systems .....	1977
14.	Study of Aural Brevity Codes.....	1973
15.	IACP Survey of Public Safety Communications.....	1973



16. Application of the 900 MHz Band to Law Enforcement Communications An Analysis of Technical and Regulatory Factors.....	1977-1985
a. The Identifications of the Specific Operational Capabilities That Should Be Incorporated in a Demonstration Trunked Communication System for Law Enforcement	
b. Planning Guidelines for 900 MHz Trunked Communication Systems - Functional Requirements	
c. System Implementation Plan for Digitally Addressed Trunked Communication Systems (DATCO) (Also, a proposed Audio Visual Program to acquaint users with the benefits of enhanced trunked systems)	
d. National Public Safety Communications Plan.....	1978
17. Law Enforcement Communications Problems and Recommended Solutions – A Technical Assistance Program .....	1978
18. Analysis: Management of Emergency Channel 155.475 MHz .....	1982
19. Operation SECURE: To Establish a Nationwide Civil Disaster Radio Response Program in the 2-10 GHz Bands.....	1982
20. Development of PSAP Guidelines.....	1982
21. Frequency Coordination Data Base and Operations .....	1984
22. P/S Telecommunicator Training Courses .....	1985
a. 80-Hour Course	
b. 40-Hour Course	
c. "Super Series" Training Course	
d. 40-Hour P/S Telecommunicator Course	
e. Advanced Course for Police (proposed)	
f. Advanced Course for Fire (proposed)	
g. Advanced Course for EMS (proposed)	
23. Report on P/S Systems Interoperability .....	1987
24. P/S Technician Testing & Certification Program.....	1985
25. Established the technical standards for digital communication systems for public safety applications.....	1989
26. Metropolitan Area Spectrum Acquisition.....	1989
27. Publication Services .....	1989
a. How to Write an SOP Manual	
b. The Primer of P/S Telecommunications System	
28. Defense of 2 GHz State and Local Microwave Systems.....	1990
29. Communications Act Amendments.....	1990
30. APCO Building Fund .....	1990
31. Is in progress, is addressing the problems associated with the emergence of wireless communications systems and their impact on the abilities of Enhanced 9-1-1 services. ....	1991
32. Strategic Plan.....	1993
33. National Public Safety Telecommunicator Training Standard. ....	1995
34. Phase Two of Project 25 .....	1993

35. Review on creation of a nationwide public safety non-emergency alternative to 9-1-1 .....	1996
36. Establish standards for CAD interoperability .....	1998
37. Establish professional certification designation for public-safety communications professionals.....	1998
38. Project LOCATE: Promote wide-spread capability of receiving ANI/ALI from wireless telephones.....	1999
39. Provide multiple, reality based, and where possible, tested short-term (less than 12 months), mid-term (less than 24 months), and long-term solutions for 800 MHz interference issues involving wireless/cellular providers and Public Safety that can be applied to eliminate life-safety communications interference within the United States.....	2000
40. Project RETAINS: To develop staffing guidelines and standards for Comm Centers. ....	2001
41. VoIP and Emerging Technology Location Delivery Challenges. ....	2006

## **ARTICLE XIII: AWARDS**

### **SECTION 13.1: AWARDS POLICY**

#### **PURPOSE**

To establish Association policy with regards to awards made for significant accomplishments.

#### **AUTHORITY**

The Association is authorized to present awards to those who have performed outstanding service in accordance with Article XIV of the Association Bylaws.

#### **POLICY**

1. It is the policy of the Association to recognize the contributions made by its members, chapters, and committees; by individuals who may not be members of the Association; and by other entities who have performed outstanding service to the Association and/or to the field of public safety and related types of communications.
2. Eligibility of the awards identified herein is restricted to individuals who work or reside within the boundaries of the United States of America and its Territories or within the charter area of an International Chapter of APCO-International except that the award presented to the Chair of the Host Chapter Annual Conference Committee may be presented to whomever that individual may be regardless of their membership in a Chapter.
3. Chapters of APCO-International are encouraged to establish their own awards and policies for bestowing those awards that would be applicable to individuals and other entities that work or reside within the boundaries of their charter area.
4. The Executive Council may create awards in accordance with the following process:
  - 4.1 Individual(s) proposing the creation of a new award shall submit a proposal to the Board of Officers. The proposal should include the following items:
    - 4.1.1 The reason(s) that a new award is needed.
    - 4.1.2 A "Name" for the new award.
    - 4.1.3 The "Purpose" of the new award.
    - 4.1.4 The "Criteria" to be used in selecting award recipients.
    - 4.1.5 A recommendation with regards to how nominations should be submitted and the review process for such nominations.

- 4.1.6 A recommendation with regards to the type of award to be presented, i.e. a plaque, a certificate, a commemorative item, etc.
  - 4.1.7 A recommendation with regards to how and when the award should be presented.
  - 4.1.8 A recommendation with regards to possible sponsorship for the new award. A recommendation that the Association sponsor the new award is acceptable.
- 4.2 The Board of Officers shall review the proposal. They may make whatever changes they deem appropriate.
  - 4.2.1 The Board of Officers may seek advice from the Awards Committee; from the Credentials Committee; or, from some other entity, as they deem appropriate.
  - 4.2.2 As part of their review, the Board of Officers shall estimate the fiscal impact of the new award. Such estimate shall include the cost of soliciting and reviewing nominations, the cost of the award itself, and travel cost for the recipient and/or presenter in making the award presentation. The cost estimate shall become a part of the recommendation forwarded to the Executive Council.
- 4.3 The Board of Officers shall vote to either recommend acceptance of the proposal or to deny the proposal. Such action shall require a majority vote of the Board of Officers.
  - 4.3.1 In the event the Board of Officers votes to recommend approval of the proposal, they may either cause the proposal to be added to the agenda for the next Executive Council meeting or they may present the proposal to the Executive Council for ratification in accordance with the provisions of Section 6.3 of the APCO Policy Manual. The Board of Officers also shall notify the individual(s) making the proposal of the action taken.
  - 4.3.2 In the event the Board of Officers votes to deny the proposal, they shall so notify the individual(s) making the proposal of their decision.
- 4.4 The Executive Council shall review the proposal and vote to accept or deny the proposal. Such action shall require a majority vote of the Executive Council.
  - 4.4.1 The President shall ensure that the individual(s) making the proposal are advised of the results of the Executive Council vote.
  - 4.4.2 In the event the Executive Council approves the proposal, then this article shall be updated to add the new award to the listing of awards.

## **ARTICLE XIII: AWARDS**

### **SECTION 13.2: APCO - INTERNATIONAL PUBLIC SAFETY COMMUNICATIONS TELECOMMUNICATOR OF THE YEAR**

#### **PURPOSE**

To establish Association policy with regards to the APCO - International Public Safety Communications Telecommunicator of the Year Award.

#### **AUTHORITY**

The Association is authorized to present awards to those who have performed outstanding service in accordance with Article XIV of the Association Bylaws.

#### **POLICY**

1. The *APCO - International Public Safety Communications Telecommunicator of the Year* Award is made each year to an individual whose service to their employer and the community they serve over the current year has been deserving of recognition. Nominees for the award shall normally work in a job classification compatible with the award for which they are being nominated.
2. Process for bestowal of the *APCO - International Public Safety Communications Telecommunicator of the Year* Award.
  - 2.1 The Awards Committee shall solicit nominations for the award in an appropriate manner.
  - 2.2 Nominations may be made by individuals who may be aware of the nominee's accomplishments, by the nominee's employer, or by a Chapter of the Association.
    - 2.2.1 Chapters are encouraged to nominate recipients of Chapter-level awards for consideration of the award.
  - 2.3 Nominations shall be received at APCO Headquarters not later than April 1<sup>st</sup> of the calendar year of the Annual Conference at which the Award is to be bestowed.
  - 2.4 The Executive Director shall cause the nominations to be forwarded to members of the Awards Committee in a manner agreeable to the Chair of the Awards Committee.
  - 2.5 The Awards Committee shall review the nominations and select an award recipient. The Awards Committee may establish its own criteria for making such selection.

- 2.6 The Awards Committee shall notify the Board of Officers of its selection for the Award by May 1<sup>st</sup> of the calendar year of the Annual Conference at which the Award is to be bestowed.
- 2.7 The Board of Officers shall review and ratify the selection for the Award, as it may deem appropriate. Such ratification shall be by majority vote of the Board of Officers.
- 2.8 Once it has ratified the selection for the Award, the Board of Officers shall cause a "congratulatory letter" to be prepared and sent to the Award Recipient. The letter shall include an invitation for the member to attend the Annual Conference along with an explanation that the award will be made during the Opening Session of the Annual Conference.
- 2.9 The Association shall grant the Award Recipient a complimentary full registration for the Annual Conference. The Association also shall pay the travel expenses for the Award Recipient to attend the entire Annual Conference in accordance with the travel reimbursement policies contained in Section 9.1 of the APCO Policy Manual.
- 2.10 The Executive Director shall cause the name of the Award Recipient to appear in the Official Program for the Annual Conference. The Executive Director also shall cause the name of the Award Recipient to appear in an appropriate issue of the *APCO BULLETIN*.
- 2.11 The President shall present an appropriate plaque to the Award Recipient during the Opening Session held in conjunction with the Annual Conference at which the Award is being bestowed.

## **ARTICLE XIII: AWARDS**

### **SECTION 13.3: APCO - INTERNATIONAL PUBLIC SAFETY COMMUNICATIONS RF TECHNOLOGIST OF THE YEAR**

#### **PURPOSE**

To establish Association policy with regards to the APCO - International Public Safety Communications RF Technologist of the Year Award.

#### **AUTHORITY**

The Association is authorized to present awards to those who have performed outstanding service in accordance with Article XIV of the Association Bylaws.

#### **POLICY**

1. The *APCO - International Public Safety Communications RF Technologist of the Year* Award is made each year to an individual whose service to their employer and the community they serve over the current year has been deserving of recognition. Nominees for each award shall normally work in a job classification compatible with the award for which they are being nominated.
2. Process for bestowal of the *APCO - International Public Safety Communications RF Technologist of the Year* Award.
  - 2.1 The Awards Committee shall solicit nominations for the award in an appropriate manner.
  - 2.2 Nominations may be made by individuals who may be aware of the nominee's accomplishments, by the nominee's employer, or by a Chapter of the Association.
    - 2.2.1 Chapters are encouraged to nominate recipients of Chapter-level awards for consideration of the award.
  - 2.3 Nominations shall be received at APCO Headquarters not later than April 1<sup>st</sup> of the calendar year of the Annual Conference at which the Award is to be bestowed.
  - 2.4 The Executive Director shall cause the nominations to be forwarded to members of the Awards Committee in a manner agreeable to the Chair of the Awards Committee.
  - 2.5 The Awards Committee shall review the nominations and select an award recipient. The Awards Committee may establish its own criteria for making such selection.

- 2.6 The Awards Committee shall notify the Board of Officers of its selection for the Award by May 1<sup>st</sup> of the calendar year of the Annual Conference at which the Award is to be bestowed.
- 2.7 The Board of Officers shall review and ratify the selection for the Award, as it may deem appropriate. Such ratification shall be by majority vote of the Board of Officers.
- 2.8 Once it has ratified the selection for the Award, the Board of Officers shall cause a "congratulatory letter" to be prepared and sent to the Award Recipient. The letter shall include an invitation for the member to attend the Annual Conference along with an explanation that the award will be made during the Opening Session of the Annual Conference.
- 2.9 The Association shall grant the Award Recipient a complimentary full registration for the Annual Conference. The Association also shall pay the travel expenses for the Award Recipient to attend the entire Annual Conference in accordance with the travel reimbursement policies contained in Section 9.1 of the APCO Policy Manual.
- 2.10 The Executive Director shall cause the name of the Award Recipient to appear in the Official Program for the Annual Conference. The Executive Director also shall cause the name of the Award Recipient to appear in an appropriate issue of the *APCO BULLETIN*.
- 2.11 The President shall present an appropriate plaque to the Award Recipient during the Opening Session held in conjunction with the Annual Conference at which the Award is being bestowed.



## **ARTICLE XIII: AWARDS**

### **SECTION 13.4: APCO - INTERNATIONAL PUBLIC SAFETY COMMUNICATIONS LINE SUPERVISOR OF THE YEAR**

#### **PURPOSE**

To establish Association policy with regards to the APCO - International Public Safety Communications Line Supervisor of the Year Award.

#### **AUTHORITY**

The Association is authorized to present awards to those who have performed outstanding service in accordance with Article XIV of the Association Bylaws.

#### **POLICY**

1. The *APCO - International Public Safety Communications Line Supervisor of the Year* Award is made each year to an individual whose service to their employer and the community they serve over the current year has been deserving of recognition. Nominees for each award shall normally work in a job classification compatible with the award for which they are being nominated.
2. Process for bestowal of the *APCO - International Public Safety Communications Line Supervisor of the Year* Award.
  - 2.1 The Awards Committee shall solicit nominations for the award in an appropriate manner.
  - 2.2 Nominations may be made by individuals who may be aware of the nominee's accomplishments, by the nominee's employer, or by a Chapter of the Association.
    - 2.2.1 Chapters are encouraged to nominate recipients of Chapter-level awards for consideration of the award.
  - 2.3 Nominations shall be received at APCO Headquarters not later than April 1<sup>st</sup> of the calendar year of the Annual Conference at which the Award is to be bestowed.
  - 2.4 The Executive Director shall cause the nominations to be forwarded to members of the Awards Committee in a manner agreeable to the Chair of the Awards Committee.
  - 2.5 The Awards Committee shall review the nominations and select an award recipient. The Awards Committee may establish its own criteria for making such selection.

- 2.6 The Awards Committee shall notify the Board of Officers of its selection for the Award by May 1<sup>st</sup> of the calendar year of the Annual Conference at which the Award is to be bestowed.
- 2.7 The Board of Officers shall review and ratify the selection for the Award, as it may deem appropriate. Such ratification shall be by majority vote of the Board of Officers.
- 2.8 Once it has ratified the selection for the Award, the Board of Officers shall cause a "congratulatory letter" to be prepared and sent to the Award Recipient. The letter shall include an invitation for the member to attend the Annual Conference along with an explanation that the award will be made during the Opening Session of the Annual Conference.
- 2.9 The Association shall grant the Award Recipient a complimentary full registration for the Annual Conference. The Association also shall pay the travel expenses for the Award Recipient to attend the entire Annual Conference in accordance with the travel reimbursement policies contained in Section 9.1 of the APCO Policy Manual.
- 2.10 The Executive Director shall cause the name of the Award Recipient to appear in the Official Program for the Annual Conference. The Executive Director also shall cause the name of the Award Recipient to appear in an appropriate issue of the *APCO BULLETIN*.
- 2.11 The President shall present an appropriate plaque to the Award Recipient during the Opening Session held in conjunction with the Annual Conference at which the Award is being bestowed.

## **ARTICLE XIII: AWARDS**

### **SECTION 13.5: APCO - INTERNATIONAL PUBLIC SAFETY COMMUNICATIONS CENTER DIRECTOR OF THE YEAR**

#### **PURPOSE**

To establish Association policy with regards to the APCO - International Public Safety Communications Center Director of the Year Award.

#### **AUTHORITY**

The Association is authorized to present awards to those who have performed outstanding service in accordance with Article XIV of the Association Bylaws.

#### **POLICY**

1. The *APCO - International Public Safety Communications Center Director of the Year Award* is made each year to an individual whose service to their employer and the community they serve over the current year has been deserving of recognition. Nominees for each award shall normally work in a job classification compatible with the award for which they are being nominated.
2. Process for bestowal of the *APCO - International Public Safety Communications Center Director of the Year Award*.
  - 2.1 The Awards Committee shall solicit nominations for the award in an appropriate manner.
  - 2.2 Nominations may be made by individuals who may be aware of the nominee's accomplishments, by the nominee's employer, or by a Chapter of the Association.
    - 2.2.1 Chapters are encouraged to nominate recipients of Chapter-level awards for consideration of the award.
  - 2.3 Nominations shall be received at APCO Headquarters not later than April 1<sup>st</sup> of the calendar year of the Annual Conference at which the Award is to be bestowed.
  - 2.4 The Executive Director shall cause the nominations to be forwarded to members of the Awards Committee in a manner agreeable to the Chair of the Awards Committee.
  - 2.5 The Awards Committee shall review the nominations and select an award recipient. The Awards Committee may establish its own criteria for making such selection.

- 2.6 The Awards Committee shall notify the Board of Officers of its selection for the Award by May 1<sup>st</sup> of the calendar year of the Annual Conference at which the Award is to be bestowed.
- 2.7 The Board of Officers shall review and ratify the selection for the Award, as it may deem appropriate. Such ratification shall be by majority vote of the Board of Officers.
- 2.8 Once it has ratified the selection for the Award, the Board of Officers shall cause a "congratulatory letter" to be prepared and sent to the Award Recipient. The letter shall include an invitation for the member to attend the Annual Conference along with an explanation that the award will be made during the Opening Session of the Annual Conference.
- 2.9 The Association shall grant the Award Recipient a complimentary full registration for the Annual Conference. The Association also shall pay the travel expenses for the Award Recipient to attend the entire Annual Conference in accordance with the travel reimbursement policies contained in Section 9.1 of the APCO Policy Manual.
- 2.10 The Executive Director shall cause the name of the Award Recipient to appear in the Official Program for the Annual Conference. The Executive Director also shall cause the name of the Award Recipient to appear in an appropriate issue of the *APCO BULLETIN*.
- 2.11 The President shall present an appropriate plaque to the Award Recipient during the Opening Session held in conjunction with the Annual Conference at which the Award is being bestowed.

## **ARTICLE XIII: AWARDS**

### **SECTION 13.6: THE HORIZON AWARD**

#### **PURPOSE**

This award serves to recognize the technological advancements of communications centers across the nation with the enhancement of voice and data communications. Technology has a direct correlation and impact on operational policies and procedures. The intent of this award is to acknowledge the efforts of communications centers that have proactively assessed and met the technological and operational needs of their center, employees and service population.

#### **AUTHORITY**

The Association is authorized to present awards to those who have performed outstanding service in accordance with Article XIV of the Association Bylaws.

#### **POLICY**

1. The *Horizon Award* is made each year to a communications center who proactively seeks solutions to manage the introduction of technological advancements in their center and community over the current year which has is deserving of recognition.
2. Process for bestowal of the *Horizon Award*:
  - 2.1 The 9-1-1 Committee shall solicit nominations for the award in an appropriate manner.
  - 2.2 Nominations shall be received at APCO Headquarters not later than April 1<sup>st</sup> of the calendar year of the Annual Conference at which the Award is to be bestowed.
  - 2.3 The Executive Director shall cause the nominations to be forwarded to the members of the 9-1-1 Committee in a manner agreeable to the Chair of the Committee.
  - 2.4 The selection committee shall review the nominations and select an award recipient(s).
    - 2.4.1 The selection team will consist of at least 3 people as designated by the 9-1-1 Emerging Technologies Committee Chair for the purpose of evaluating the nominations and making a recommendation to the Board of Officers.
  - 2.5 One award recipient can be selected per category each year.
    - 2.5.1 Category I: Small – Medium PSAP (1-75 Employees)

2.5.2 Category II – Large PSAP (76+ Employees)

- 2.6 The 9-1-1 Committee shall notify the Board of Officers of its selection by May 1<sup>st</sup> of the calendar year of the Annual Conference at which the Award is to be bestowed.
- 2.7 The Board of Officers shall review and ratify the selection of the Award Recipient(s). Such ratification shall be by majority vote of the Board of Officers.
- 2.8 Once it has ratified selection of the Award Recipient(s), the Board of Officers shall cause a “congratulatory letter” to be prepared and sent to an appropriate official of the Award Recipient(s). The letter shall include an invitation for a representative of the Award Recipient(s) to attend the Annual Conference along with an explanation that the award will be made at the Annual Conference.
- 2.9 The Association shall grant the representative of the Award Recipient(s) a complimentary “day-pass” registration to the Annual Conference for the day of award ceremony. The Association shall not otherwise reimburse the representative for any expenses.
- 2.10 The Executive Director shall cause the name of the Award Recipient(s) to appear in the Official Program for the Annual Conference. The Executive Director also shall cause the name of the Award Recipient(s) to appear in an appropriate issue of *Public Safety Communications*.
- 2.11 The President shall present an appropriate plaque to the Award Recipient(s) at an award ceremony held in conjunction with the Annual Conference at which the Award is being bestowed.

## **ARTICLE XIII: AWARDS**

### **SECTION 13.7: CHAPTER MEMBERSHIP AWARDS**

#### **PURPOSE**

To establish Association policy with regards to the Chapter Membership Awards.

#### **AUTHORITY**

The Association is authorized to present awards to those who have performed outstanding service in accordance with Article XIV of the Association Bylaws.

#### **POLICY**

1. The following Chapter Membership Awards shall be presented annually to the Chapter President (or other representative) of the Chapter satisfying the appropriate criteria. Such award is to consist of an appropriate plaque and is to be presented at an awards ceremony held in conjunction with the Annual Conference.
  - 1.1 The *CHAPTER GROWTH-NUMBER AWARD* is presented to the Chapter exhibiting the greatest growth during the past year based upon the number of new members. For purposes of this award, the year to be considered shall be from July 1 of the prior calendar year to June 30 of the current calendar year.
  - 1.2 The *CHAPTER GROWTH-PERCENTAGE AWARD* is presented to the Chapter exhibiting the greatest growth during the past year based upon the percentage of new members versus the total number of members at the start of the year. For purposes of this award, the year to be considered shall be from July 1 of the prior calendar year to June 30 of the current calendar year.
  - 1.3 The *MEMBERSHIP DENSITY AWARD* is presented to the Chapter having the greatest density of members relative to the total population. In making this calculation, the Chapter membership as of June 30 of the current calendar year shall be compared against the most recent population data available for the political jurisdiction(s) that describe the Charter Area of the Chapter being considered. In the case of Chapters wherein the Charter Area encompasses an area larger than a single state, the calculation may be based upon those members residing in a single state versus the population of that state.

## **ARTICLE XIII: AWARDS**

### **SECTION 13.8: RECOGNITION AWARDS**

#### **PURPOSE**

To establish Association policy with regards to the Recognition Awards.

#### **AUTHORITY**

The Association is authorized to present awards to those who have performed outstanding service in accordance with Article XIV of the Association Bylaws.

#### **POLICY**

1. Recognition Awards are presented each year at the Annual Conference.
  - 1.1 The “Out-going” President shall receive the following awards:
    - 1.1.1 A gavel and appropriate plaque commemorating his/her term as President of the Association to be presented during the Closing Banquet of the Annual Conference at which he/she steps down as President.
    - 1.1.2 A “Past President” lapel pin to be presented during the Closing Banquet of the Annual Conference at which he/she steps down as President.
  - 1.2 The Chair of the Host Chapter Annual Conference Committee shall receive an appropriate plaque to be presented during the Closing Banquet of the Annual Conference at which he/she officiated.
  - 1.3 Presidential Recognition Awards
    - 1.3.1 The “Out-going” President may recognize an individual(s) whom he/she may deem has provided a special service or contribution to the Association during the President’s term in office. Such awards may be a “Certificate of Appreciation” or a commemorative item of nominal value, as determined by the “Out-going” President. The award may be mailed to the Award Recipient, may be presented during the First General Business Meeting held at the Annual Conference, or may be presented at some other event selected by the “Out-going” President except that such award shall not be presented during the Opening Session, during the Second General Business Meeting, or during the Closing Banquet of the Annual Conference.
  - 1.4 Advisory Committee Members



- 1.4.1 Advisory Committee members who are completing their term of service on a Subsidiary Advisory Committee shall be presented with a "Certificate of Recognition" commemorating their service on the Advisory Committee. The "Certificate of Recognition" may be mailed to the member, may be presented during the First General Business Meeting held at the Annual Conference, or may be presented at some other event selected by the "Out-going" President except that such award shall not be presented during the Opening Session, during the Second General Business Meeting, or during the Closing Banquet of the Annual Conference. The Board of Officers may approve award of a commemorative item of nominal value in addition to or in place of the "Certificate of Recognition".
- 1.5 Standing Committee Chairs, Special Committee Chairs, and Task Force Chairs
  - 1.5.1 The Board of Officers may award the Chair of a Standing Committee, Special Committee, or Task Force with a "Certificate of Recognition" commemorating their service on the Committee or Task Force. Such award should recognize the effort put forth by the member in chairing the Committee or Task Force. The "Certificate of Recognition" may be mailed to the member, may be presented during the First General Business Meeting held at the Annual Conference, or may be presented at some other event selected by the "Out-going" President except that such award shall not be presented during the Opening Session, during the Second General Business Meeting, or during the Closing Banquet of the Annual Conference. The Board of Officers may approve award of a commemorative item of nominal value in addition to or in place of the "Certificate of Recognition".
- 1.6 Standing Committee Members, Special Committee Members, and Task Force Members
  - 1.6.1 The Board of Officers may award the members of a Standing Committee, Special Committee, or Task Force with a "Certificate of Recognition" commemorating their service on the Committee or Task Force. Such award should recognize the effort put forth by the member in serving on the Committee or Task Force and should be based upon a recommendation from the Chair of the Committee or Task Force. The "Certificate of Recognition" shall be mailed to the member. The Board of Officers may approve award of a commemorative item of nominal value in place of the "Certificate of Recognition".

## **ARTICLE XIII: AWARDS**

### **SECTION 13.9: OTHER AWARDS**

#### **PURPOSE**

To establish Association policy with regards to Other Awards.

#### **AUTHORITY**

The Association is authorized to present awards to those who have performed outstanding service in accordance with Article XIV of the Association Bylaws.

#### **POLICY**

1. Other Awards
  - 1.1 The President may recognize contributions made by members and non-members of the Association to the art of public safety communications at any time during his/her tenure of office subject to concurrence of the remaining members of the Board of Officers.
    - 1.1.1 Such awards may be in the form of a "Certificate of Appreciation", a plaque, or other item of nominal value.

## **ARTICLE XIII: AWARDS**

### **SECTION 13.10: THE J. RHETT McMILLIAN, JR. AWARD**

#### **PURPOSE**

To establish Association policy with regards to the J. Rhett McMillian, Jr. Award.

#### **AUTHORITY**

The Association is authorized to present awards to those individuals who have performed outstanding service in accordance with Article XIV of the Association Bylaws.

#### **POLICY**

1. The J. Rhett McMillian, Jr. Award was created in recognition of the accomplishments of James Rhett McMillian, Jr.

- 1.1 James Rhett McMillian, Jr. (he went by J. Rhett McMillian, Jr. to distinguish himself from his father) was the first Executive Secretary of the Association. In this role and through his own prior membership in the Association, he was instrumental in the transformation of the Association from one focused on police communications to one that encompassed all aspects of public safety and from an organization that limited its membership to managers to an organization that embraced membership by individuals at all levels of work.

In 1946, J. Rhett McMillian, Jr. became a member of what then was called the Associated Police Communications Officers, Inc. (NOTE: this name is the source of the acronym "APCO" that continues to be used to this date). Membership in the Association required the recommendation of a voting member and Rhett's eligibility was established through his management of the radio system for the Florida Department of Public Safety. He finished his 25-year career in public service as the Director of the Florida Game and Fresh Water Fish Commission. During this period, Rhett was responsible for the creation of the first VHF mobile relay system in Florida.

During the years immediately following World War II, the Association was instrumental in the establishment of separate radio services for public safety and the setting aside of spectrum specifically for public safety use. With strong leadership from Rhett and the Association, the Public Safety Communications Council (PSCC) was formed on April 6, 1962, and the Land Mobile Communications Council (LMCC) was formed on November 30, 1967.

J. Rhett McMillian, Jr. served in many leadership positions within the Association including service as President from August 1965 to August 1966.

Even though the Association (now the Associated Public-Safety Communications Officials, Inc.) was a national organization, it had no central fixed seat of operations. Each time elections were held, the "office" moved to wherever the newly elected "Secretary" lived or worked. As the organization grew, it became apparent that a permanent office would have to be established, and, in 1971, the APCO National Office was established in New Smyrna Beach, FL with J. Rhett McMillian, Jr. appointed as the Association's first Executive Secretary. Rhett retired in 1978 as the Association's Executive Director. During his tenure, he founded the APCO Project Series that has made numerous contributions to the art and practice of public safety communications.

J. Rhett McMillian, Jr. is the author of the *APCO STANDARD PUBLIC SAFETY COMMUNICATIONS OPERATING MANUAL* and of *THE PRIMER OF PUBLIC SAFETY TELECOMMUNICATION SYSTEMS*.

A Life Member of the Association, J. Rhett McMillian, Jr. died May 5, 1999.

- 1.2 The J. Rhett McMillian, Jr. Award is bestowed only when the Board of Officers identifies a deserving individual.

- 1.2.1 It is not expected that the Award will be granted on an annual basis.

- 1.2.2 More than one award may be granted during a single year if the accomplishments of more than one individual warrant such award.

## 2. Award Criteria

- 2.1 The J. Rhett McMillian, Jr. Award is made in recognition of exceptional accomplishments by an individual member of APCO on a national or international level in the field of public safety communications.

- 2.2 Nominees for this award shall meet or exceed the following criteria:

- 2.2.1 Been a member of APCO in the "Active Member" category for not less than ten (10) years; and

- 2.2.2 Served in numerous capacities at a leadership level with the Association; and

- 2.2.3 Over a period of several years, participated in activities in connection with other associations, institutions and federal agencies which have made long-term technological contributions to the art and practice of public safety communications;

- 2.3 The accomplishments meritorious of the Award are of such widespread significance as to be common knowledge amongst the APCO membership.

3. Process for bestowal of the Award.

- 3.1 The Board of Officers shall nominate individuals for this award not later than April 15<sup>th</sup> of the calendar year of the Annual Conference at which the Award is to be bestowed. Such nomination shall require a unanimous vote by the Board of Officers.
  - 3.1.1 The Board of Officers shall prepare a statement detailing their reasoning for nominating the individual for the Award.
  - 3.1.2 The Board of Officers shall prepare a draft citation of 25-50 words suitable for publication.
  - 3.1.3 The qualifying statement and draft citation shall be forwarded to the Credentials Committee.
- 3.2 The Credentials Committee shall review the qualifying statement and draft citation and vote to confirm the nomination. Such vote shall require a two-thirds (2/3) vote of the Committee membership and shall be reported to the Board of Officers not later than May 1<sup>st</sup> of the calendar year of the Annual Conference at which the Award is to be bestowed.
  - 3.2.1 The Credentials Committee may offer suggestions with regard to the wording of the qualifying statement and/or citation.
- 3.3 Assuming the Credentials Committee confirms the nomination, the Board of Officers shall forward the nomination to the Executive Council for ratification in accordance with the requirements of Section 6.3 of the APCO Policy Manual.
  - 3.3.1 The Board of Officers may amend the qualifying statement and the citation, as it deems appropriate, based upon the recommendations of the Credentials Committee prior to forwarding those items to the Executive Council.
- 3.4 The Executive Council shall review the qualifying statement and the citation. The Executive Council shall vote to accept or deny bestowal of the Award. Such vote shall require a majority affirmative vote by the Executive Council and is to be completed not later than June 1<sup>st</sup> of the calendar year of the Annual Conference at which the Award is to be bestowed.
- 3.5 Provided that the Executive Council ratifies bestowal of the Award, the Award shall be presented to the member in the manner described in Paragraph 4 below.

4. Presentation of the Award

- 4.1 The Board of Officers shall cause a "congratulatory letter" to be prepared and sent to the Award Recipient not later than June 15<sup>th</sup> of the calendar year of the Annual Conference at which the Award is to be bestowed.
  - 4.1.1 The letter shall include an invitation for the member to attend the Annual Conference along with an explanation that the award will be made during the Closing Banquet of the Annual Conference.

- 4.2 The Association shall:
    - 4.2.1 Grant the Award Recipient a complimentary full registration for the Annual Conference.
    - 4.2.2 Pay the travel expenses for the Award Recipient to attend the entire Annual Conference in accordance with the travel reimbursement policies contained in Section 9.1 of the APCO Policy Manual.
  - 4.3 The Executive Director shall cause the citation and, if possible, a picture of the Award Recipient to appear in the Official Program for the Annual Conference. The Executive Director also shall cause the citation and, if possible, a picture of the Award Recipient to appear in an appropriate issue of the *APCO BULLETIN*.
  - 4.4 The President shall present an appropriate plaque (or other displayable remembrance) to the Award Recipient during the Closing Banquet held in conjunction with the Annual Conference at which the Award is being bestowed. The President shall read the citation as part of the award ceremony.
5. Perpetual Recognition
- 5.1 The Executive Director shall cause a "Master Plaque" to be displayed in a prominent location at APCO Headquarters.
    - 5.1.1 Such "Master Plaque" shall contain the names of each recipient of the J. Rhett McMillian, Jr. Award and the year in which they received the award.
  - 5.2 The Executive Director shall cause a listing of all recipients of the J. Rhett McMillian, Jr. Award to appear in the issue of the *APCO BULLETIN* known as the "Membership Issue" each year.

## **ARTICLE XIII: AWARDS**

### **SECTION 13.11: THE ART McDOLE AWARD**

#### **PURPOSE**

To establish Association policy with regards to the Art McDole Award.

#### **AUTHORITY**

The Association is authorized to present awards to those individuals who have performed outstanding service in accordance with Article XIV of the Association Bylaws.

#### **POLICY**

1. The Art McDole Award was created in recognition of the accomplishments of Arthur Edwin "Art" McDole.
  - 1.1 Art McDole began his career in public safety communications in 1949 as a Sergeant in the Monterey County (CA) Sheriff's Department where he was in charge of communications. He retired in 1990 as the Communications Director for the County of Monterey. But, Art's influence in the development of 2-way land mobile radio communications extended far beyond the boundaries of Monterey County and well past his retirement.

Art McDole was at the heart of the growth of public safety communications throughout California. He was a leader in the establishment of mutual aid systems long before the concept of "interoperability" became a national interest; he pioneered the development of mobile relays and repeaters for use by public safety agencies as a means of improving radio coverage for field personnel; he worked throughout the state to establish educational television stations serving rural communities; he established a system of rain gauges and stream monitors in Monterey County that is used to this day to predict flooding long before it happens; and, he served for over 40 years as the Frequency Coordinator (later to be called "Local Frequency Advisor") for Northern California. In 1975, he implemented what may be the first wide area 9-1-1 system in the nation.

Art McDole is best known for the pivotal role that he played in shaping public safety communications policy at a national level. Throughout his career, he served on numerous APCO committees including service as the chair of the Regulatory Review Committee (later known as the Spectrum Management Committee) for nearly 20 years. During his tenure, he helped to formulate APCO's position on such landmark issues as the establishment of the 800 MHz band, the

expansion of the UHF band to include sharing of the 470-512 MHz spectrum with television broadcasters, the “re-farming” of the public safety spectrum below 512 MHz, and the implementation of trunking as a technology used by public safety entities. Art served as APCO’s representative to the Public Safety Wireless Advisory Committee (PSWAC) helping to document the need for 97.5 MHz of additional spectrum and on the National Coordination Committee (NCC) developing the rules for use of the 700 MHz spectrum. He also served as APCO’s representative and co-chair of the Project 25 Steering Committee developing the standards for digital voice communications.

Most important, Art McDole served as a mentor for many of the Association’s leaders. He helped those individuals realize the importance of effective communications in providing public safety services to the American public and to understand the nuances of public policy in providing for those services.

Through these and his numerous other contributions, Art McDole has had an impact upon the art of public safety communications that extends far beyond that which might be expected of any member.

- 1.2 The Art McDole Award is bestowed only when the Board of Officers identifies a deserving individual.

- 1.2.1 It is not expected that the Award will be granted on an annual basis.

- 1.2.2 More than one award may be granted during a single year if the accomplishments of more than one individual warrant such award.

## 2. Award Criteria

- 2.1 The Art McDole Award is made in recognition of exceptional accomplishments of a technical nature by an individual member of APCO on a national or international level in the field of public safety communications.

- 2.2 Nominees for this award shall meet or exceed the following criteria:

- 2.2.1 Been a member of APCO in the “Active Member” category for not less than ten (10) years; and

- 2.2.2 Over a period of not less than eight (8) years, participated in activities that have made long-term contributions of a technical nature to the art and practice of public safety communications.

- 2.3 The accomplishments meritorious of the Award are of such widespread significance as to be common knowledge amongst the APCO membership.

## 3. Process for bestowal of the Award.

- 3.1 The Board of Officers shall nominate individuals for this award not later than April 15<sup>th</sup> of the calendar year of the Annual Conference at which the Award is to be bestowed. Such nomination shall require a unanimous vote by the Board of Officers.

- 3.1.1 The Board of Officers shall prepare a statement detailing their reasoning for nominating the individual for the Award.



- 3.1.2 The Board of Officers shall prepare a draft citation of 25-50 words suitable for publication.
    - 3.1.3 The qualifying statement and draft citation shall be forwarded to the Credentials Committee.
  - 3.2 The Credentials Committee shall review the qualifying statement and draft citation and vote to confirm the nomination. Such vote shall require a two-thirds (2/3) vote of the Committee membership and shall be reported to the Board of Officers not later than May 1<sup>st</sup> of the calendar year of the Annual Conference at which the Award is to be bestowed.
    - 3.2.1 The Credentials Committee may offer suggestions with regard to the wording of the qualifying statement and/or citation.
  - 3.3 Assuming the Credentials Committee confirms the nomination, the Board of Officers shall forward the nomination to the Executive Council for ratification in accordance with the requirements of Section 6.3 of the APCO Policy Manual.
    - 3.3.1 The Board of Officers may amend the qualifying statement and the citation, as it deems appropriate, based upon the recommendations of the Credentials Committee prior to forwarding those items to the Executive Council.
  - 3.4 The Executive Council shall review the qualifying statement and the citation. The Executive Council shall vote to accept or deny bestowal of the Award. Such vote shall require a majority affirmative vote by the Executive Council and is to be completed not later than June 1<sup>st</sup> of the calendar year of the Annual Conference at which the Award is to be bestowed.
  - 3.5 Provided that the Executive Council ratifies bestowal of the Award, the Award shall be presented to the member in the manner described in Paragraph 4 below.
- 4. Presentation of the Award
  - 4.1 The Board of Officers shall cause a "congratulatory letter" to be prepared and sent to the Award Recipient not later than June 15<sup>th</sup> of the calendar year of the Annual Conference at which the Award is to be bestowed.
    - 4.1.1 The letter shall include an invitation for the member to attend the Annual Conference along with an explanation that the award will be made during the Closing Banquet of the Annual Conference.
  - 4.2 The Association shall:
    - 4.2.1 Grant the Award Recipient a complimentary full registration for the Annual Conference.
    - 4.2.2 Pay the travel expenses for the Award Recipient to attend the entire Annual Conference in accordance with the travel reimbursement policies contained in Section 9.1 of the APCO Policy Manual.

- 4.3 The Executive Director shall cause the citation and, if possible, a picture of the Award Recipient to appear in the Official Program for the Annual Conference. The Executive Director also shall cause the citation and, if possible, a picture of the Award Recipient to appear in an appropriate issue of the *APCO BULLETIN*.
  - 4.4 The President shall present an appropriate plaque (or other displayable remembrance) to the Award Recipient during the Closing Banquet held in conjunction with the Annual Conference at which the Award is being bestowed. The President shall read the citation as part of the award ceremony.
5. Perpetual Recognition
- 5.1 The Executive Director shall cause a "Master Plaque" to be displayed in a prominent location at APCO Headquarters.
    - 5.1.1 Such "Master Plaque" shall contain the names of each recipient of the Art McDole Award and the year in which they received the award.
  - 5.2 The Executive Director shall cause a listing of all recipients of the Art McDole Award to appear in the issue of the *APCO BULLETIN* known as the "Membership Issue" each year.

## **ARTICLE XIII: AWARDS**

### **SECTION 13.12: THE WELDON JOE BLAIR AWARD**

#### **PURPOSE**

To establish Association policy with regards to the Weldon Joe Blair Award.

#### **AUTHORITY**

The Association is authorized to present awards to those individuals who have performed outstanding service in accordance with Article XIV of the Association Bylaws.

#### **POLICY**

1. The Weldon Joe Blair Award was created in recognition of the accomplishments of Weldon Joe Blair.

- 1.1 Weldon Joe Blair became an APCO member in 1974 and immediately went to work as an active member of the Texas Chapter of APCO. During his Chapter career, he served as and elected officer in every elected position and on many, many Chapter committees, including the chapter's frequency coordination committee. Those were the days when the FCC placed the responsibility for coordination in the hands of the Chapters.

In 1987, Joe was elected as the Executive Councilman by the Texas Chapter of APCO. He held this position for 10 years. He served on many national committees such as the TSP, Executive Director Selection, International, Constitution and By-Laws, Emergency Management, and many more long since forgotten.

He took leadership responsibility in an ADHOC committee, from the Dallas/Ft. Worth area, to lobby the FCC and the legislature in the fight for the NPSPAC 800 frequencies and was the facilitator of the Texas planning Region where he was instrumental in convincing the FCC to divide Texas into smaller regions. He was the convener for Region 40 and served as Vice Chairman of the Region 40 Planning Committee. He worked hard in the writing of the Region 40 Plan and his efforts aided in the Region 40 Plan being the first Regional Plan submitted to the FCC for approval. Until his retirement in 2001 from the Airport, Joe continued as Vice Chairman of the Region 40 Committee and served as the Committee coordinator making frequency assignments in response to frequency applications to the committee.

In Executive Council, Joe would fight for what he felt was in the best interest of APCO. During the Council meetings, he would ask questions to clarify issues which he felt were misunderstood by members of the Council. His actions were designed to resolve issues, to shorten discussions, and to challenge the Board of Officers and/or the Council if he felt a change of direction was needed. He looked for compromise in heated and lengthy debate and when the Council adjourned, he left his political emotions in the Council room and accepted its actions as the law.

- 1.2 The Weldon Joe Blair Award is bestowed only when the Board of Officers identifies a deserving individual.
  - 1.2.1 It is not expected that the Award will be granted on an annual basis.
  - 1.2.2 More than one award may be granted during a single year if the accomplishments of more than one individual warrant such award.
2. Award Criteria
  - 2.1 The Weldon Joe Blair Award is made in recognition of exceptional accomplishments by an individual member of APCO on a national or international level as a leader of the Association.
  - 2.2 Nominees for this award shall meet or exceed the following criteria:
    - 2.2.1 Been a member of APCO in the "Active Member" category for not less than ten (10) years; and
    - 2.2.2 Over a period of several years, participated in a leadership role in the function and operation of the Association, its Chapters, and/or its Affiliates at a level of service that is generally recognized as "outstanding".
  - 2.3 The accomplishments meritorious of the Award are of such widespread significance as to be common knowledge amongst the APCO membership.
3. Process for bestowal of the Award.
  - 3.1 The Board of Officers shall nominate individuals for this award not later than April 15<sup>th</sup> of the calendar year of the Annual Conference at which the Award is to be bestowed. Such nomination shall require a unanimous vote by the Board of Officers.
    - 3.1.1 The Board of Officers shall prepare a statement detailing their reasoning for nominating the individual for the Award.
    - 3.1.2 The Board of Officers shall prepare a draft citation of 25-50 words suitable for publication.
    - 3.1.3 The qualifying statement and draft citation shall be forwarded to the Credentials Committee.
  - 3.2 The Credentials Committee shall review the qualifying statement and draft citation and vote to confirm the nomination. Such vote shall require a two-thirds (2/3) vote of the Committee membership and shall be reported to the Board of Officers not later than May 1<sup>st</sup> of the calendar year of the Annual Conference at which the Award is to be bestowed.

- 3.2.1 The Credentials Committee may offer suggestions with regard to the wording of the qualifying statement and/or citation.
  - 3.3 Assuming the Credentials Committee confirms the nomination, the Board of Officers shall forward the nomination to the Executive Council for ratification in accordance with the requirements of Section 6.3 of the APCO Policy Manual.
    - 3.3.1 The Board of Officers may amend the qualifying statement and the citation, as it deems appropriate, based upon the recommendations of the Credentials Committee prior to forwarding those items to the Executive Council.
  - 3.4 The Executive Council shall review the qualifying statement and the citation. The Executive Council shall vote to accept or deny bestowal of the Award. Such vote shall require a majority affirmative vote by the Executive Council and is to be completed not later than June 1<sup>st</sup> of the calendar year of the Annual Conference at which the Award is to be bestowed.
  - 3.5 Provided that the Executive Council ratifies bestowal of the Award, the Award shall be presented to the member in the manner described in Paragraph 4 below.
- 4. Presentation of the Award
  - 4.1 The Board of Officers shall cause a “congratulatory letter” to be prepared and sent to the Award Recipient not later than June 15<sup>th</sup> of the calendar year of the Annual Conference at which the Award is to be bestowed.
    - 4.1.1 The letter shall include an invitation for the member to attend the Annual Conference along with an explanation that the award will be made during the Closing Banquet of the Annual Conference.
  - 4.2 The Association shall:
    - 4.2.1 Grant the Award Recipient a complimentary full registration for the Annual Conference.
    - 4.2.2 Pay the travel expenses for the Award Recipient to attend the entire Annual Conference in accordance with the travel reimbursement policies contained in Section 9.1 of the APCO Policy Manual.
  - 4.3 The Executive Director shall cause the citation and, if possible, a picture of the Award Recipient to appear in the Official Program for the Annual Conference. The Executive Director also shall cause the citation and, if possible, a picture of the Award Recipient to appear in an appropriate issue of the *APCO BULLETIN*.
  - 4.4 The President shall present an appropriate plaque (or other displayable remembrance) to the Award Recipient during the Closing Banquet held in conjunction with the Annual Conference at which the Award is being bestowed. The President shall read the citation as part of the award ceremony.

## **ARTICLE XIII: AWARDS**

### **SECTION 13.13: APCO - INTERNATIONAL PUBLIC SAFETY COMMUNICATIONS INFORMATION TECHNOLOGIST OF THE YEAR**

#### **PURPOSE**

To establish Association policy with regards to the APCO - International Public Safety Communications Information Technologist of the Year Award.

#### **AUTHORITY**

The Association is authorized to present awards to those who have performed outstanding service in accordance with Article XIV of the Association Bylaws.

#### **POLICY**

1. The *APCO - International Public Safety Communications Information Technologist of the Year Award* is made each year to an individual whose service to their employer and the community they serve over the current year has been deserving of recognition. Nominees for each award shall normally work in a job classification compatible with the award for which they are being nominated.
2. Process for bestowal of the *APCO - International Public Safety Communications Information Technologist of the Year Award*.
  - 2.1 The Awards Committee shall solicit nominations for the award in an appropriate manner.
  - 2.2 Nominations may be made by individuals who may be aware of the nominee's accomplishments, by the nominee's employer, or by a Chapter of the Association.
    - 2.2.1 Chapters are encouraged to nominate recipients of Chapter-level awards for consideration of the award.
  - 2.3 Nominations shall be received at APCO Headquarters not later than April 1<sup>st</sup> of the calendar year of the Annual Conference at which the Award is to be bestowed.
  - 2.4 The Executive Director shall cause the nominations to be forwarded to members of the Awards Committee in a manner agreeable to the Chair of the Awards Committee.
  - 2.5 The Awards Committee shall review the nominations and select an award recipient. The Awards Committee may establish its own criteria for making such selection.

- 2.6 The Awards Committee shall notify the Board of Officers of its selection for the Award by May 1<sup>st</sup> of the calendar year of the Annual Conference at which the Award is to be bestowed.
- 2.7 The Board of Officers shall review and ratify the selection for the Award, as it may deem appropriate. Such ratification shall be by majority vote of the Board of Officers.
- 2.8 Once it has ratified the selection for the Award, the Board of Officers shall cause a "congratulatory letter" to be prepared and sent to the Award Recipient. The letter shall include an invitation for the member to attend the Annual Conference along with an explanation that the award will be made during the Opening Session of the Annual Conference.
- 2.9 The Association shall grant the Award Recipient a complimentary full registration for the Annual Conference. The Association also shall pay the travel expenses for the Award Recipient to attend the entire Annual Conference in accordance with the travel reimbursement policies contained in Section 9.1 of the APCO Policy Manual.
- 2.10 The Executive Director shall cause the name of the Award Recipient to appear in the Official Program for the Annual Conference. The Executive Director also shall cause the name of the Award Recipient to appear in an appropriate issue of the *APCO BULLETIN*.
- 2.11 The President shall present an appropriate plaque to the Award Recipient during the Opening Session held in conjunction with the Annual Conference at which the Award is being bestowed.

## **ARTICLE XIII: AWARDS**

### **SECTION 13.14: APCO - INTERNATIONAL PUBLIC SAFETY COMMUNICATIONS TRAINER OF THE YEAR**

#### **PURPOSE**

To establish Association policy with regards to the APCO - International Public Safety Communications Trainer of the Year Award.

#### **AUTHORITY**

The Association is authorized to present awards to those who have performed outstanding service in accordance with Article XIV of the Association Bylaws.

#### **POLICY**

1. The *APCO - International Public Safety Communications Trainer of the Year Award* is made each year to an individual whose service to their employer and the community they serve over the current year has been deserving of recognition. Nominees for each award shall normally work in a job classification compatible with the award for which they are being nominated.
2. Process for bestowal of the *APCO - International Public Safety Communications Trainer of the Year Award*.
  - 2.1 The Awards Committee shall solicit nominations for the award in an appropriate manner.
  - 2.2 Nominations may be made by individuals who may be aware of the nominee's accomplishments, by the nominee's employer, or by a Chapter of the Association.
    - 2.2.1 Chapters are encouraged to nominate recipients of Chapter-level awards for consideration of the award.
  - 2.3 Nominations shall be received at APCO Headquarters not later than April 1<sup>st</sup> of the calendar year of the Annual Conference at which the Award is to be bestowed.
  - 2.4 The Executive Director shall cause the nominations to be forwarded to members of the Awards Committee in a manner agreeable to the Chair of the Awards Committee.
  - 2.5 The Awards Committee shall review the nominations and select an award recipient. The Awards Committee may establish its own criteria for making such selection.



- 2.6 The Awards Committee shall notify the Board of Officers of its selection for the Award by May 1<sup>st</sup> of the calendar year of the Annual Conference at which the Award is to be bestowed.
- 2.7 The Board of Officers shall review and ratify the selection for the Award, as it may deem appropriate. Such ratification shall be by majority vote of the Board of Officers.
- 2.8 Once it has ratified the selection for the Award, the Board of Officers shall cause a "congratulatory letter" to be prepared and sent to the Award Recipient. The letter shall include an invitation for the member to attend the Annual Conference along with an explanation that the award will be made during the Opening Session of the Annual Conference.
- 2.9 The Association shall grant the Award Recipient a complimentary full registration for the Annual Conference. The Association also shall pay the travel expenses for the Award Recipient to attend the entire Annual Conference in accordance with the travel reimbursement policies contained in Section 9.1 of the APCO Policy Manual.
- 2.10 The Executive Director shall cause the name of the Award Recipient to appear in the Official Program for the Annual Conference. The Executive Director also shall cause the name of the Award Recipient to appear in an appropriate issue of the *APCO BULLETIN*.
- 2.11 The President shall present an appropriate plaque to the Award Recipient during the Opening Session held in conjunction with the Annual Conference at which the Award is being bestowed.