

Agenda Item: 6

Subject: Committee Reports

Content: APCO Committees are an important and integral part of the Association and its work. Along with APCO Project Teams and Task forces, they reflect the "volunteer" tradition of the Association and play significant roles in the enhancement of public safety communications.

The Chair of each Committee will be responsible for reports describing the activities and accomplishments of the Committee. At least quarterly, and more often if activity warrants, the Chair produces such reports and sends them to the President.

The President has requested the following committees and task forces to update the council on the current and ongoing issues that are being addressed by the committee and task force.

- A. CETF – Chapter Enhancement Task Force
- B. Corporate Advisory Committee
- C. Communications Center Staffing Task Force

Presentation: Please refer to each Committee/Task Force Agenda Item cover page for information on their presentations.

Agenda Item: 6-A

Subject: CETF – Chapter Enhancement Task Force

Presenter: Chair Gregg Riddle, Illinois Chapter

Content: The CETF will report on current issues and or activates that are being addressed by the task force.

Presentation: CETF Chair Gregg Riddle will present a report on the current activities of the CETF.

Notes: REGIONAL Conference Manual
Report on the Goals of the CETF

Cindy Lorus
Barbara Lawrence
Kathryn Ort + ANN MELLON

Mary Messamore
Ralph Blount
Bob Brown
Lynn Diebold
Jim Fraser
Jay Croce
Tom Sorley

Monthly Conference Calls. / +
Classes
Sunday-class
Tuesday -
Wed -
Thur -

Conference Report

Member and Chapter Services Committee Goals and Accomplishments:

1. Review August 2000 Regional Conference Report and recommend approval by the Executive Council. Report presented at Mid-year meeting.
- 1A. Review Regions I-IV designations and define region lines. Report presented to Executive Council at Mid-year meeting. Council members are taking the report back to their respective chapters for input. Completed
2. Review membership categories. Completed
3. Develop resource information through the TAP Program. Completed
4. Create standards for Chapter links to web site. Completed
5. Continue Member-Keep-A-Member Program to assist in retention of newest members. On going
6. Promote Web-based training- Chapter Officer Training and Mentoring. Classes are ongoing.
7. Promote APCO Institute programs. COTM and other efforts are ongoing.
8. Act as resource for membership "information" to assist in identifying trends. Work in progress
9. Identify areas of concern with APCO/NENA co-hosted state conferences. Work in progress
10. Support the development of a "Help Desk" at APCO. On going
11. Review the Regional Conference Manual. Completed
12. Outstanding chapter bio's: Alabama, Arizona, Arkansas, Northern California, Atlantic, Mid-Eastern, Georgia, Pacific, Idaho, Illinois, Kentucky, Louisiana, Michigan, Mississippi, Missouri, Montana, North Carolina, Ohio, Oregon, South Carolina, South Dakota, Tennessee, Virginia, Washington, West Virginia, Wisconsin, Wyoming. Work in progress.

27 outstanding

Agenda Item: 6-B

Subject: Corporate Advisory Committee Report

Presenter: Joseph Galleli, Corporate Advisory Committee

Content: Although formal discussion on this item will be held on August 3, 2001, the council may use the Executive Council List Serve (apcoexec@apco911.org) for clarification of items presented in this report.

Presentation: The Corporate Advisory Committee will present a report the Executive Council on the current status of the committee.

Notes:

Agenda Item: 6-C

Subject: Communications Center Staffing Task Force

Presenter: Communications Center Staffing Task Force

Content: A report by the Communication Center Staffing Task Force will be mailed out as addendum to this agenda.

Although formal discussion on this item will be held on August 3, 2001, the council may use the Executive Council List Serve (apcoexec@apco911.org) for clarification of items presented in this report.

Presentation:

Notes:

~~The following page was left blank to incorporate the 2006 Annual Conference & Exposition Bidding Cities Report~~

MEMBERSHIP ASSISTANCE ADVISORY PROGRAM

- MAP -

2 projects to date -

Woody Glover - new staff liaison -

wed 10:30 - 1:30 "showcase"

- VENDOR AREA -

Agenda Item: 7

Subject: Discussion Items

Content: The following items will be presented to the council for discussion. The Council will vote on the "Action Items" on Saturday, August 4, 2001. All discussion on the action items should be completed during the Friday, August 3, 2001 meeting. If there are any questions that the council would like to have addressed during the meeting on any of the items below please forward them to APCO headquarters as soon as possible.

Although formal discussion on the following items will be held on August 3, 2001, the council may use the Executive Council List Serve (apcoexec@apco911.org) for clarification of items presented in this agenda.

If there are any additional items that need to be presented to the council for discussion and or action please forward them to APCO headquarters with supporting material as soon as possible. Items that have not been submitted to APCO staff prior to the meeting will need to be addressed during Other Business.

- A. Policy Manual Updates/Changes (Action Item)
- B. Quorum Resolutions (Action Items)
 - i. Life Member Eligibility Requirements
 - ii. Senior Membership Grade Eligibility Requirements
- C. Regional Conference Manual Report (Action Item)
- D. International Membership & Affiliation (Discussion Only)
- E. PBX (Action Item)
- F. Membership Programs (Discussion, possible action item)
- G. 2006 APCO International Conference & Exposition Bidding Cities (Action Item)

Presentation: Please refer to each discussion item cover page for information on their presentations.

JOANNE PERKINS Fund -

JOANNE PERKINS Pk - FL

INST. TO ABCOM - look

into more ways to use the money

10K to Iowa

14K to Silent Key

ROXANN BROWN

DAVE MURPHY

PETER THOMAS

MARY MESSAMORE (chow)

WANDA MCCARLEY

Agenda Item: 7-A

Subject: Policy Manual Update/Changes

Presenter: APCO Board of Officers/Executive Director

Content: The Board of Officer/Executive Director will present revised excerpts from the APCO Policy Manual for review and discussion by the Executive Council during the Saturday meeting.

This item is an action item that will be voted on during the Saturday session.

Although formal discussion on the following items will be held on August 3, 2001, the council may use the Executive Council List Serve (apcoexec@apco911.org) for clarification of items presented in this report.

Presentation: The Board of Officers/Executive Director will report on their recommendation to amend the APCO Policy Manual.

It is a requirement for the Executive Council to accept the Policy Manual in its entirety on a yearly basis during this meeting.

Notes:

AWARDS POLICY

I. PURPOSE

The purpose of the following policy is to establish the awards policy of the association.

II. RESPONSIBILITY

Establishment of the awards policy is the responsibility of the Executive Director as guided by the Constitution and Bylaws, the Executive Council and the Board of Officers.

III. DEFINITION

Awards are a form of recognition to individuals, chapters, committees and others for special service to the association.

IV. POLICY

The following APCO awards shall be issued annually in recognition of services performed during the year. It is the prerogative of the President to issue additional recognitions and awards.

1. Life Member. This award shall be a plaque and a pin, presented at the Annual Banquet. Criteria and procedures for the award are as specified in the Constitution and Bylaws.
2. Outgoing President. This award shall be a plaque and a pin, presented at the Annual Banquet. Other gifts provided for in this Manual and the Conference Manual shall be awarded at a reception prior to the Banquet.
3. Outgoing President's Spouse. A gift of the nature specified in this Manual and in the Conference Manual shall be presented at a reception prior to the Banquet.
4. Conference Chair. This award shall be a plaque presented at the Banquet. Other gifts provided for in this Manual and in the Conference Manual shall be presented at a reception prior to the Banquet.
5. Chapter Growth--number. This will be awarded to the Chapter with the greatest membership growth during the past year in number of members.

6. Chapter Growth--percentage. This shall be awarded to the Chapter with the greatest percentage membership growth during the past year.
7. Member Density. This shall be awarded to a State, in the United States, or a Province in Canada, based on the number of members compared with the population of the State or Province.
8. Presidential Recognition. Plaques and/or certificates shall be awarded by the President for special services or contributions, as the President so chooses.
9. Committee Chairs. This award shall be in the form of certificates of recognition based on recommendations of the Board of Officers from their oversight function. The certificates shall be mailed.
10. Committee Members. This award shall be in the form of certificates of recognition based on recommendations from Committee Chairs and Board of Officers oversight. The certificates should be mailed.
11. The *J. Rhett McMillian Jr. Award*.

(This award is not an annual award, but rather may be presented when merited. The terms and conditions for this award are as provided here:)

The *J. Rhett McMillian Jr. Award* is made in recognition of exceptional accomplishments on a national or international level in the field of public safety communications. This award is reserved to those few individuals whose activities on behalf of public safety communications have, over a period of not less than ten years, received national or international recognition from agencies both within and without the public safety communications service. The accomplishments meritorious of the Award should be of such widespread significance as to be common knowledge among the APCO membership.

Criteria to be Met by Nominees: To receive this Award the Nominee will normally be expected to have:

1. Been an Active member of APCO in excess of ten years, during which time he/she has served in numerous leadership capacities; and
2. Participated, over a several year period, in activities in connection with other associations, institutions and federal agencies that have made long-term technological contributions to the art and practice of public safety communications throughout the United States or Canada.

Procedure for Bestowal: This Association honor shall be bestowed upon a person in the following manner:

1. Nomination for the *J. Rhett McMillian Jr. Award* shall be initiated by the unanimous vote of the Board of Officers. Upon such nomination, the Board of Officers will cause to be prepared a statement of particulars supporting the nomination, together with an accompanying citation.
2. The nomination shall be submitted to the members of the Executive Council not less than 90 days prior to the Annual Conference. A poll of votes taken by the President shall confirm the Award.
3. Presentation of the Award will be made to the nominee by the incoming President at the Annual Banquet.

12. *The Art McDole Award for Technical Contributions.*

(This award is not an annual award, but rather may be presented when merited. The terms and conditions of this award are as provided here:)

The Art McDole Award for Technical Contributions recognizes outstanding technical contributions by a long-time member of the Association.

Criteria to be met by Nominees:

1. Member of the Association for at least 10 years.
2. Participated over a period of not less than 8 years in activities that have made long-term technical contributions to the art and practice of public safety communications. Such contributions shall have been of such significance as to be common knowledge among APCO's leadership at the Chapter and Association level.

13. The Weldon Joe Blair Award.

(This award is not an annual award, but rather may be presented when merited. The terms and condition of this award are provided here:)

The Weldon Joe Blair Award for Leadership recognizes outstanding service to the Association by long-term members of the Association.

Criteria to be met by Nominees:

1. Member of the Association for at least 10 years
2. Participated in a leadership role, over a several year period, in activities at the Association and its Chapters.
3. Performed, at the Association and Chapter level, outstanding service by means of leadership and guidance in the governance of the Association and the Chapter.

Procedure for Bestowal:

This Association honor shall be bestowed upon a person in the following manner:

1. Nomination for the *Weldon Joe Blair Award* shall be initiated by the unanimous vote of the Board of Officers. Upon such nomination, the Board of Officers will cause to be prepared a statement of particulars supporting the nomination, together with an accompanying citation.
3. Presentation of the Award will be made at the Annual Closing Banquet.

who makes the presentation?

In addition to the above, an occasion may arise from time to time when the Board of Officers, the Executive Council, or others, may desire to extend special recognition to someone for outstanding service. Arrange with the Executive Director for a suitable time and place to present the award.

By: Board of Officers

MEMBERSHIP DUES

I. PURPOSE

The purpose of the following policy is to establish the dues required for membership.

II. RESPONSIBILITY

Dues rates are set and any adjustments must be approved by the quorum at the Annual Conference.

III. DEFINITION

According to Article III, Section I, 1.1 of the Bylaws, dues shall be set for each category of membership and shall include both Association and Chapter portions. The dues structure shall include two tiers for the Chapter portion of the Active member category. The Chapter sets the Tier level. Dues are due and payable on January 1st of each calendar year.

IV. POLICY

The dues rates for each category are listed below.

| | | |
|------------------------------------|--------|------------|
| (a) Active Member Dues | Tier 1 | \$60 |
| | Tier 2 | \$85 |
| (b) Member Dues | | \$45 |
| Commercial Member Dues | | \$100 |
| Governmental Membership Dues | | (a) & (b), |
| billed on one statement for entity | | |

Corporate Group Dues:

| | | |
|----------|-----------------------|-------------------|
| Bronze | 5 to 9 Members | \$500 – \$900 |
| Silver | 10 to 19 Members | \$1,000 – \$1,900 |
| Gold | 20 to 49 Members | \$2,000 – \$4,900 |
| Platinum | Minimum of 50 Members | \$5,000 |

*Should the association choose, they have the option of charging 10% over the normal appropriate membership dues for those outside the US and Canada to cover additional mailing expenses

CORPORATE PARTNERSHIP PROGRAM

I. PURPOSE

The purpose of the following policy is to establish the Corporate Partnership Program.

II. RESPONSIBILITY

The benefits from participating in the Corporate Partnership program are managed by APCO staff.

III. DEFINITION

Participation in APCO International's Corporate Partnership Program by a Commercial Member would require a minimal annual pledge of \$5,000.00. This amount would include all annual contributions or pledges of financial support by a Commercial Member to APCO International programs and activities during a 12-month period. These levels are calculated based on sponsorship and advertising dollars a company spends with APCO during the course of one year. The levels of partnership are determined by the previous fiscal year's participation. The four Corporate Partnership categories are Bronze, Silver, Gold and Platinum. Although these levels are primarily based on sponsorship, they also identify companies that support APCO's mission and positions on public safety communications..

IV. POLICY

Calculation of Partnership Level

The partnership levels were established through examination of participation from APCO's corporate community during the last couple of years. It was determined that FY 2000 would serve as the benchmark for establishing the corporate activity with APCO.

Items that were counted in determining levels of monetary contribution were advertising purchases, sponsorship of APCO's symposium series, and annual conference events and material.

Level Qualification:

1. Bronze: = \$5,000 to \$14,999
2. Silver: = \$15,000 to \$29,999
3. Gold: = \$30,000 to \$44, 999
4. Platinum: = \$45,000 +

Activities which can qualify Commercial Members as Corporate partners:

1. Sponsorships
2. Purchase of Exhibit Space
3. Advertising
4. Individual Memberships
5. Donations

Determination of Benefits:

The benefits given to companies attaining a partnership level will be at the discretion of APCO's staff and Board of Officers. These will be in line with the primary purpose of this program and should not be the main reason for participation by the company. The primary purpose of the benefits is for recognition of corporate sponsorship of APCO projects and programs. As a courtesy, any change in benefits will be announced and will commence at the beginning of the APCO fiscal year.

This program is voluntary. All companies that have achieved a corporate partnership level will be informed and asked if they wish to participate. Although participation in the program may be beneficial to the companies, it is up to them to determine if they wish to participate. Companies that do not respond to a notification letter, (which will be mailed when they reach one partnership level), will not receive any of the benefits from the program. However, all companies that sponsor APCO's Annual Conference events, APCO symposiums and other APCO projects, will receive appropriate recognition for their sponsorship in accordance with APCO policies.

Agenda Item: 7-B

Subject: Quorum Resolutions

Presenter: Credentials Committee

Content: Credential Committee will present the Quorum Resolutions as published in "Public Safety Communications/APCO Bulletin" to the council for discussion.

- Life Member Eligibility Requirements
- Senior Membership Grade Eligibility Requirements

This item is an action item that will be voted on during the Saturday session.

Although formal discussion on the following items will be held on August 3, 2001, the council may use the Executive Council List Serve (apcoexec@apco911.org) for clarification of items presented in this report.

Presentation:

Notes:

Credentials
Committee

- Nate McClure
- George Murray
- Gary Gray
- Joe Hanna
- * Jack Keating

Resolution #1 – Life Member Eligibility Requirements

INTENT: To amend the Bylaws of the Association relating to the criteria for eligibility and the procedures for nomination and approval for conferring the title of APCO Life Member.

PURPOSE: To update the suggested list of accomplishments and amend the procedures for awarding APCO Life memberships.

MAKER: The Credentials Committee

TO: The 2001 Annual Conference Quorum

WHEREAS: The APCO Life Member award is the highest membership award that can be bestowed on a member, and therefore, it is reserved for those individuals who have significantly distinguished themselves at the Association level through various acts of service to APCO and/or the public safety communications community; and

WHEREAS: The suggested list of accomplishments must be updated periodically to reflect the entire span of current and past activities of the Association; and

WHEREAS: The Board of Officers desires the Credentials Committee to review all Chapter submissions of Life Member recommendations to ensure compliance with all applicable requirements; and

WHEREAS: The Credentials Committee believes that the Executive Council should have the authority to waive the 90 day rule for submission of Life Member recommendations, when it deems appropriate; now therefore, be it

RESOLVED: That Section 4.2.2 of Bylaws Article I shall be amended as follows:

4.2.2 The criteria for eligibility and the procedures for nomination and approval for conferring the title of APCO Life Member are as follows:

4.2.2.1A. This honor may be bestowed upon members who have, at the Association level, made significant contributions toward the fulfillment of the purpose of the Association.

- 1- 4.2.2.2 B - define "suggested major accomplishments".
- 2- 4.2.2.2 B(c) - why do you have to be a committee "Chair" vs. being a "member" of the AFC, Institute or Bulletin Editorial Advisory Board.
- 3- 4.2.2.2 B (e) why was the criteria reduced to only the "Conference Chair" for regional and Nationals?
4. 4.2.2.2 How does membership on the Executive Council Committees weigh in?
B(g) Management
Finance / Budget.

4.2.2.2.-(1) To be eligible for APCO Life Member, the nominee shall, as a minimum, have:

A.-(a) Served a full term as President of the Association or;

B.-(b) Met both of the following requirements:

- (1) Been a member of APCO for a minimum of fifteen (15) years; and
- (2) Made at least five (5) major accomplishments which have contributed significantly towards meeting the needs of all Chapters, regulatory, and policy making bodies, the commercial, general public safety, and international communities, or any combination thereof. A list of suggested major accomplishments which may be used as a guideline to determine LIFE MEMBER qualifications is shown below:

- (a) Served four (4) or more years as an Executive Council Member;
- (b) Served four (4) or more years as a Local Area Frequency Advisor;
- (c) Served as ~~an active Committee member~~ the Chair of an Association Committee, Standing Committee, or Special Task Force (e.g., Projects 25, 31, 33, 34, 35, CALEA, etc.); Service on Chairing each such Committee or Task Force would constitute a single accomplishment;
- (d) Served a term as a member of the AFC or Institute Advisory Committee or Bulletin Editorial Advisory Board;
- ~~(e) Served as an active member of one or more Association Standing Committees;~~
- (e) Served as the Chair of a Regional Conference; ~~Committee Chair;~~
- (f) Served as the Chair of an Annual Conference; ~~Committee Chair;~~ and
- (g) Made other contributions that promote APCO-Inter-national (beyond benefit to a single Chapter) or to the art of public safety communications (e.g., NPSTC, PSWAC, NCC, etc.). ~~service as an Officer of another public safety oriented association.~~

* 1

* 2

* 3

* 4

*1 - 4.2.2.3 B - what does the Executive Council
actually approve?
we only see the resolution -

what does the Quorum actually
approve?

Has any life nomination ever
been rejected by the Exec.
Council?

4.2.2.3 (2) This honor shall be bestowed in the following manner:

A. (a) The nomination shall be made by the nominee's Chapter upon recommendation of such Chapter's Executive Committee. This nomination, accompanied by documentation of eligibility, shall be sent to the Association office more than 90 days prior to the convening of the Annual Conference at which the nomination is to be considered.

B. (b) The nomination shall be reviewed by the Credentials Committee for compliance with all applicable requirements. It shall then forward its findings and recommendations to the Board of Officers. The Board of Officers shall then forward and its recommendations made to the Executive Council before or during such conference. If approved by the Executive Council, the nomination shall be presented to the Quorum of such Conference which shall make its decision by majority vote. If not approved in any instance in this process, the Chapter shall be appropriately advised by the Executive Director.

C. (c) Nominations for Life Membership may also be initiated by the unanimous vote of the APCO Board of Officers more than 90 days prior to the convening of the Annual Conference at which the nomination is to be considered. In such case, the Board of Officers shall forward its nomination to the Executive Council for its approval. If approved by the Executive Council, the nomination shall be submitted for the consideration of the Quorum at the Annual Conference.

D. Notwithstanding the above, the Executive Council may review and submit to the Quorum for its consideration any nomination for Life Membership brought before the Council, when it deems by majority vote of the entire Council that a special circumstance exists, warranting special consideration and a waiver of the 90 day-rule.

4.2.2.4 (3) The APCO Life Member title and the member's regular other membership category title with all its privileges and benefits shall be enjoyed, and held exempt from dues, for the life or until the resignation of such member.

Resolution #2 - Senior Membership Grade Eligibility Requirements

INTENT: To amend the Bylaws of the Association relating to the criteria for eligibility and the procedures for nomination and approval of awarding the Senior Membership Grade.

PURPOSE: To expand the suggested list of accomplishments and amend the procedures for selection.

MAKER: The Credentials Committee

TO: The 2001 Annual Conference Quorum

WHEREAS: The APCO Senior Membership Grade designation is reserved for those members who have distinguished themselves by exceptional service to APCO, both at the Chapter and Association level, over a considerable number of years; and

WHEREAS: The qualifications for eligibility must be updated periodically to reflect the entire span of current and past activities of the Association; and

WHEREAS: The APCO Board of Officers desires the Credentials Committee to review all nominations for such award to ensure that they comply with all applicable requirements; now therefore, be it

RESOLVED: That Sections 4.4.2 and 4.4.4 of the Bylaws Article I shall be amended as follows:

4.4.2 To be eligible for the honor, a member shall meet the following qualifications:

- A. ~~Membership~~ Been a member of APCO for ~~a minimum of~~ ten (10) ~~consecutive~~ years or more.
- B. Not less than three (3) significant contributions to APCO, including one on an Association level. A suggested list of significant contributions is listed below:

- ~~(1) (a)~~ Served one (1) or more years as President of a Chapter;
- ~~(2) (b)~~ Served two (2) or more years as an Executive Council Member;
- ~~(3) (c)~~ Served as an active member of an Association Special Committee or Special Task Force (e.g. NPSPAC, PSWAC, Project 25, 31, 33, 34, 35, CALEA, etc.) (Count service on each Committee as separate contribution.)
- ~~(4) (d)~~ Served as an active member of one or more Association Standing Committees;
- ~~(5) (e)~~ Served as an Annual or Regional Conference Committee Chair; Chair of a Chapter, Regional, or Annual Conference;
- ~~(6) (f)~~ Served two (2) or more years as a Local Area Frequency Advisor;
- ~~(7) (g)~~ Made other contributions that promote APCO International beyond benefit to a single Chapter) or to the art of Public Safety Communications. Served two (2) or more years as a member of the Chapter Executive Committee;
- ~~(8)~~ Served two (2) or more years as the Chair of a Chapter Standing Committee;
- ~~(9)~~ Served two (2) or more years as a member of the Institute Advisory Committee, AFC Advisory Committee, or Bulletin Editorial Advisory Board; — COMMITTEE —
- ~~(10)~~ Served as a presenter at a Chapter, Regional, or Annual Conference;
- ~~(11)~~ Served as the Chair of a Chapter, Regional, or Annual Conference Committee;
- ~~(12)~~ Served as Chapter Committee member for a major legislative accomplishment;
- ~~(13)~~ Served two (2) or more years as the Chair of a Regional Spectrum Planning Committee;
- ~~(14)~~ Served a full term as an officer of another national or international public safety organization (e.g. IACP, IAFC, NENA, etc.); or

(15) Made other contributions that promote APCO-International (beyond benefit to a single Chapter) or to the art of Public Safety Communications.



C. Shall be a member in good standing at the time of the award.

- 4.4.3 Nomination to Senior Membership Grade shall be initiated at the Chapter level upon recommendation by one Past Chapter President, approved by the Chapter Executive Committee and the Chapter Quorum. The nomination shall forwarded to APCO-International. whereupon it shall be reviewed by the Credentials Committee for adherence to all applicable requirements.
- 4.4.4 Senior Membership Grade is approved by the Board of Officers ~~upon the presentation of the resolution and sufficient documentation of qualifications to merit the award~~ recommendation of the Credentials Committee and the Board's review of the Chapter's documentation.

Agenda Item: 7-C

Subject: Regional Conference Manual

Presenter: CETF Chair Gregg Riddle, Illinois Chapters

Content: CETF will present a revised Regional Conference Review manual for review and discussion by the Executive Council during the Friday meeting.

This item is an action item that will be voted on during the Saturday session.

Although formal discussion on the following items will be held on August 3, 2001, the council may use the Executive Council List Serve (apcoexec@apco911.org) for clarification of items presented in this report.

Supporting Material: Revised Regional Conference Manual will be mailed as an addendum item to this agenda.

Background: The Chapter Enhancement Task Force (CETF) was charged with reviewing the report on regional conferences that was originally submitted by the Regional Conference Review Committee to the Executive Council.

Presentation: The CETF will report on the changes and revision that are being recommended to the Regional Conference Manual.

FORWARD

This document sets forth a guide to be used by the host APCO Chapter, a Consortium of APCO Chapters, or by the Association of Public-Safety Communications Officials - International, Inc. in the planning, presentation and administration of a Regional Conference. Its origin is based upon the requirements of the Constitution and By Laws of the Association for such Conferences, which state in essence that the Association and its Chapters will work toward common goals in a uniform manner.

Since 1963, APCO Regional Conferences have been held. They are an important part of the APCO tradition. The basic considerations for holding a Regional Conference are the same today as they were when they were originally proposed. Although by definition Regional Conferences hosted by a Chapter or a Consortium of Chapters are activities independent of APCO International, clearly they originate and derive benefits from the past efforts of the entire APCO organization. In order to be successful, Regional Conferences must be a benefit to the attendees, the Chapter, the Region and the Association. It is with understanding and appreciation for that relationship that the minimum standards herein have been mutually established. By following recognized standards, the organization as a whole may be strengthened.

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REGIONAL CONFERENCE

ESTABLISHMENT

Bylaws Article X, Section 2:

A Regional Conference is a function planned and held in one of the five geographical regions, as set forth in Article III, Section 6, of the Constitution, by a Regional Consortium acting independently of the Association. The Regional Consortium will consist of the Chapter Presidents in the Region or their designated alternates.

2.1 A Regional Consortium is a group consisting of not less than a majority of the Chapters that are chartered in a geographical region, each of whom by written consent previously made known to the Executive Director agrees to share and participate, to an extent individually agreed upon, in the tasks and financial arrangements of a Regional Conference.

2.2 The Regional Host Chapter is a Regional Consortium Chapter that has accepted the responsibility of acting as the Administrator of a Regional Conference to be held in its Region. The Host Chapter shall appoint one of its Active members as its Regional Conference Chair whose duties and authority shall be prescribed by such Host Chapter in general accordance with the pertinent section of these Conference Rules.

2.3 Regional Conferences should be scheduled so that they adjourn before the twentieth (20th) day of a the appropriate month of each year as follows:

| | |
|------------------------|------------------|
| Gulf Coast Region: | January/February |
| Western States Region: | March |
| North Central Region: | April |
| East Coast Region: | May |
| Canadian Region: | October |

2.4 Upon approval by the Board of Officers, a Region may hold its Conference in the month set aside for another Region when no Regional Conference is being held in such inactive Region during that year. No Regional Conference shall be held in that Region during the same calendar year in which an Annual Conference is scheduled.

2.5 Notwithstanding the proceeding language in this Section, the Board of Officers may, waive the scheduling requirements of this Section and authorize the holding of Regional Conferences at times other than those herein specified. A Regional Host Chapter seeking such a waiver shall make a written request for rescheduling to the Board of Officers through the Executive Director at least six months prior to the dates for which its Conference is planned. If the Board of Officers after consideration of the request does not deny the request within 30 days, and the Chapter President will be so notified, the request shall be considered to have been granted.

Constitution Article III, Section 7:

7.1 The Chapters of the Association located in the United States shall be divided into and be members of four geographical Regions:

7.11 Western States: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming, Guam and Samoa.

7.12 North Central: Illinois, Indiana, Iowa, Kentucky, Michigan, Kansas, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin.

7.13 East Coast: Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, North Carolina, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, West Virginia, Washington D.C.

7.14 Gulf Coast: Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, Oklahoma, Tennessee, Texas, Puerto Rico and the United States Virgin Islands.

7.2 Chapters in Canada form the Canadian Region of APCO.

INTENT:

Hosting a Regional Conference may:

- Increase cooperation between Chapters.
- Provide a larger meeting forum (and in-depth information on Association matters) for members normally unable to attend an Annual Conference & Exposition.
- Increase Chapter memberships.
- Provide a showcase for vendors at a more local level than that provided by the Annual Conference & Exposition.
- Provide a forum for discussing issues that have arisen between Annual Conferences and to address issues for the next Annual Conference.
- Provide a means of making interim project reports.
- Present state of the art workshops as reflected in area requirements.
- Propose and act upon legislative matters.
- Increase rapport between Chapters and the Association.
- Write and approve resolutions for presentation at the Annual Conference & Exposition.
- Train future Annual Conference & Exposition Chairs.
- Recruit future Association officers.
- Provide a forum for Association Officers' interim reports.
- Provide training for Managers, Supervisors, Telecommunicators and Technicians for the purpose of general education and career advancement.
- Networking and fellowship.

1) CETF revised the Regional Conference manual according to the criteria of the Report accepted by the Executive Council in March 2001.

There were 9 items that were approved for modification -

See Requirements -

#1 - pg. 6

#2 - pg. 6

#3 - pg. 6

#4 - pg. 8

#5 - pg. 9

#6 - pg. 8

#7 - pg. 7/9

#8 - pg. 7

#9 - pg. 9

APCO International

Chapter Enhancement Task Force

Report to President Gallagher

Under your direction the Chapter Enhancement Task Force (CETF) was charged with reviewing the report on regional conferences that was originally submitted by the Regional Conference Review Committee to the Executive Council. The CETF has modified some of the recommendations in the original report based on the input from the Executive Council and members of the CETF during our review. Our report is submitted in a format similar to the original so any cross-reference will be made easier. We are submitting this report for your consideration with the hope that it will be offered to the Executive Council for their further review and approval at the March 2001 mid-year meeting.

ISSUE #1:

APCO International is being held responsible for the perceived problems with regional conferences, even though the Constitution and Bylaws specify their independence. If one reviews the explosive growth in the annual conference and exposition during the past 20 years and compares that to the lack of growth in the regional conferences, the value of professional conference management becomes obvious. If the regional conferences are to survive, they must change to meet the needs and demands of both the public safety communications users and the public safety communications vendors. The best way to bring about this change is to install professional conference management.

It is therefore the recommendation of the CETF that the Board of Officers and the Executive Council initiate the appropriate actions to make the conduct of the regional conferences a function of the host chapter in concert with APCO International according to the guidelines as agreed to in the APCO Regional Conference Manual.

ISSUE #2:

The Constitution and Bylaws provides for a consortium of the chapters in the region. APCO International's Bylaws (Article X, Section 2.1) state that:

“A regional consortium is a group consisting of not less than a majority of the chapters that are chartered in a geographical region, each of whom, by written consent previously made known to the Executive Director agrees to share and participate, to an extent individually agreed upon, in the tasks and financial arrangements of a Regional Conference.”

In reality, the regional consortiums meet once each year and do little except choose the site for whatever conference year is up for bid. The regional consortium provides little on-going oversight of conference planning for the conferences.

As part of the site selection process, the regional consortiums should adopt the philosophy of not approving a regional conference unless the host chapter can make a compelling enough reason for having one. Too often it appears, regional conferences are being held only because it's that chapter's turn.

It is the recommendation of the CETF that a standardized proposal be developed for bidding on a conference. This should include the location (city), meeting dates, name of the hotel, room rate guaranteed for the meeting dates and a proposed budget.

ISSUE #3:

The regional consortiums need to be aware of the necessity for sound decision making in the site selection process. As an example, having a regional conference on Mackinaw Island in the state of Michigan may sound like a good idea until one considers the logistics for both vendors and attendees who are beyond normal driving distances.

It is the recommendation of the CETF that holding a regional conference is at the option/discretion of the regional consortium and should not be considered a mandatory annual obligation of the regional consortium.

ISSUE #4:

As part of its work, the Regional Conference Review Committee surveyed APCO's chapters. They found that many chapters now have chapter conferences. These conferences vary widely in format and content. In a number of chapters, the conference is held jointly with the local NENA chapter. In a number of states, the chapter conference dates are in close proximity to the APCO Regional Conference. As a result, many potential regional conference attendees choose to attend their chapter conference instead of the regional conference.

It is the recommendation of the CETF that a concerted effort be made by the chapters within a region, that adjoin the chapter hosting the conference, avoid scheduling multi-day chapter meetings within 30 days of the regional conference. If a meeting in one of these chapters must be scheduled within 30 days of a regional conference, the chapter scheduling the meeting may petition the host chapter of the regional conference to combine the meetings.

ISSUE #5:

APCO International currently publishes a Regional Conference Manual. As stated in the forward of that document, the manual "sets forth a guide to be used ... in the planning, presentation, and administration of a regional conference." Further, on page 8 of the manual, it is stated, "The Requirements expressed herein are considered to be mandatory standards for a Regional Conference." The actual requirements section is relatively small.

A chapter bidding to host a regional conference would have to agree to comply with all of the requirements published in the Regional Conference Manual. Benchmarks should be established in the Regional Conference Manual to assist host chapters in planning and implementing a successful regional conference.

The CETF recommends that these requirements be rewritten and made performance based. The CETF further recommends at the conclusion of the regional conference, the regional conference committee should be responsible for drafting a report to compare the conference with the established benchmarks.

ISSUE #6:

The Regional Conference Review Committee's Report identified exhibit hours as another area where problems have been encountered. The current edition of the manual suggests that the exhibits are open for no more than four hours in one continuous period and there should be at least three hours of exclusive time when there is no competing event scheduled. They further report that regional conference after regional conference seems to ignore these guidelines. As a result, a significant portion of the regional conference attendees is less than satisfied.

It is the recommendation of the CETF that the hosting chapter adhere to the guidelines for exhibit hours established within the Regional Conference Manual. The CETF recognizes the benefit of the exclusive exhibit hours for both the commercial and regular conference attendee.

ISSUE #7:

Another requirement of the current Regional Conference Manual is the necessity to provide reports to APCO Headquarters. These reports are vital to the successful planning of future conferences.

It is the recommendation of the CETF that conference reporting, as outlined in the Regional Conference Manual be a mandatory requirement. Furthermore, we recommend the Executive Council consider establishing procedures and sanctions to be followed in the event of non-compliance and these be incorporated in the Manual.

ISSUE #8:

The Regional Conference Review Committee stated it is neither their intention nor desire to suggest that the regional conferences become identical "mini-annual" conferences. Some chapters, especially in the Western Region, have the ability and the desire to stage a large, successful conference.

Other chapters may not have the same abilities or desires. As mentioned earlier, Article X Section 2 of the Bylaws state "A Regional Conference is a function acting independently of the Association." However, because regional conferences do incorporate the APCO name and brand image certain guidelines need to be established to promote and preserve the Association. The purpose of the Regional Conference Manual is not only to assist the regional conference committees in conducting a successful conference but also to establish certain guidelines that protect APCO's image.

In order to encourage compliance with these guidelines, it is the recommendation of the CETF to establish a formal agreement process between the bidding chapter and the Association. This agreement should be drafted by the APCO staff and presented to the Executive Council for review and approval. Upon approval, this agreement should become a part of the Regional Conference Manual to be signed by the chair of the regional conference committee and the APCO Executive Director.

ISSUE #9:

Although APCO Staff normally does not get involved with planning and conducting a regional conference, the host chapter may request to utilize their services at a predetermined cost. If a chapter wishes to utilize any of the services offered by the APCO staff a formal agreement must be entered into

between the host chapter and APCO. All travel costs that are incurred by the staff as a result of planning and conducting a regional conference should be charged to the host chapter.

It is the recommendation of the CETF that APCO staff establish a pricing guideline of the services that they are able to extend to chapters to assist them in planning and conducting a regional conference.

The CETF hopes that these recommendations appropriately incorporate the concerns that were originally identified by the Regional Conference Review Committee and the suggested changes offered by the Executive Council. For the past thirty years, regional conferences have been held. They are an important part of the APCO tradition. The basic considerations for holding a regional conference are still the same today as they were when they were originally proposed. However, they should not be a liability. Regional conferences must be a benefit to the attendees, the chapter, the region and the Association. Therefore, they should only be held when a strong enough case can be made for having them.

REQUIREMENTS

Article X, Section 2 of the Bylaws states in part that "A Regional Conference is a function acting 'independently' of the Association. The remaining sections of the Bylaws Article take care to stipulate that the Board of Officers is the governing body in these matters and the subsequent sections levy enough conditions to make clear that "independently" as used in Bylaws Article X for the purposes of this document is broadly defined as being applied to (1) a properly conducted, self-managed and shared function which may or may not be held by those permitted, (2) at a site of their choosing, (3) with a program and activities of their making, (4) for a specified period of time, (5) by those they elect and appoint, (6) with guests they invite, (7) assuming financial liability, (8) with or without the Association's assistance.

These definitions may be applied to host Chapters as determined by the Regional Consortium. The difference regarding Regional Conferences is one of degree and their impact upon the Association as a whole. The Regional Conferences and Annual Conference and Expositions are major activities of the Association. **It is therefore important that the host Chapter work in concert with APCO International according to the guidelines agreed to (specified) in the Regional Conference Manual. (#1)**

The Annual Conferences & Exposition is staged by staff and contracted professionals and managed directly by the Board of Officers. It is against this historical background and from this wealth of experience that Regional Conference Requirements are instituted. The minimum requirements for holding a Regional Conference are addressed in this portion of the Regional Conference Manual.

A Regional Consortium is a group consisting of not less than a majority of the Chapters that are chartered in a geographical region. **The decision to hold a Regional Conference is at the option/discretion of the Regional Consortium and should not be considered a mandatory annual obligation of the Regional Consortium. (#3)** The decision of where to hold the Regional Conference should be **based on the standardized proposal for bidding on the Conference which Conference, which** is Appendix #1 of this Manual. **This form includes such information as location (city), meeting dates, hotel and room rates. (#2)**

A Consortium meeting should be held during the Conference for the purpose of reviewing and reconfirming site selection plans for the following year's Regional and to select sites for at least THREE years hence. Minutes should be taken at the Consortium meeting. Copies of those minutes should be distributed to the

Executive Director, Conference & Meeting Director, the Consortium Chair, to each appointed delegate, and to each Chapter President and Secretary within the Region.

The manner in which the selection process is carried out is at the discretion of the Consortium of Chapters within the region. If for any reason the Consortium is unable to come to mutual agreement, APCO International may assume those duties through a formal site selection process similar to the Annual Conference.

The current year Host Chapter President acts as the Consortium chair for the upcoming year and presides over this meeting. Correspondence is to be sent to the Chapter President (cc: to the Chapter secretaries) of each of the Regional Chapters, advising that representation is requested. Notice is required 45 days prior to the meeting.

Each Chapter from the region is entitled to one vote in the Consortium. Each Chapter President should certify the person delegated to vote on Consortium matters on behalf of their respective Chapter. The delegate's name, address, and telephone number should be communicated to the Consortium Chair and the Conference & Meeting Director prior to the Regional Conference Consortium meeting.

Ideally, the voting member present is appointed by their Chapter, is a Chapter officer, and has experience with hosting a previous Conference. If any Chapter(s) has not already appointed its delegate, it will fall to the current meeting Chair to solicit suggestions and select the best available candidate(s) to represent those Chapter(s) for this meeting.

If possible, the host Chapter should have a three year lead time, to announce to the Regional Consortium that it wants to host a Regional Conference. The Consortium should have a check list for contracts, mailings and review the host Chapter's planning at the yearly Consortium meeting. A letter of intent to host a Regional Conference and planning activities should be sent to the APCO Conference & Meeting Department.

The Association reserves the right to hold an APCO International Regional Conference in the absence of a Consortium intent in that Region.

Although the Regional Conference is primarily a Chapter/Consortium function, it is advisable to have some guidelines that will be consistently adhered to by all Regional Conferences. **An agreement between the bidding Chapter and the Association, signed by the Chair of the Conference, host Chapter President and the APCO Executive Director should include the information listed below. A copy of this agreement shall be included in this Manual. (such an agreement to be drafted by staff and approved by Executive Council and shall address the following): (#7 & #8)**

- 1) Proposed dates of the Regional Conference
Keeping in mind that **a concerted effort be made by the Chapters within a region to avoid scheduling multi-day Chapter meetings within 30 days of the Regional Conference. If there is such a conflict, the Chapter scheduling the meeting may petition the host Chapter of the Regional Conference to combine the meetings. (#4)**
A Regional Conference shall not exceed 3 days from the time it is convened until it is adjourned. In order to take advantage of Saturday flight discounts, it is recommended the schedule be set up in conjunction with the weekend. Registration and socials may occur on the day preceding the Conference.
- 2) Participants in the Regional Conference
Joint Conferences with and/or promotion of any other organization within the domain of APCO is prohibited without the permission of the APCO International Board of Officers. Examples of these organizations include NENA, FCCA, AASHTO, NFPA, and Project 25. Joint meetings within a Regional Conference program are acceptable.
- 3) Conference Chair
The Conference Chair is required to be an Active member of the Association as stated in the Association's By Laws, Article X, Section 2.2.
- 4) Exhibit Hours
In order to maximize the benefits of the exhibit portion of the Regional Conference for both the Conference attendees and the corporate participants, the **Chapter agrees to guidelines listed in the Exhibits portion of this ~~Manual~~ which Manual, which includes at least 3 hours of exclusive exhibit time. (#6)**
- 5) Promotional items in bags
The only periodical permitted in attendee bags is PUBLIC SAFETY COMMUNICATIONS/APCO BULLETIN, and only advertising for APCO products and services can be put in these bags. Articles such as magnets, key chains, pens, pencils, etc., with company names imprinted on them are allowed as attendee bag stuffers.
- 6) Contracted Staff Services
The host Chapter may request the services of APCO staff in planning and conducting a Regional Conference well in advance of the Conference. Such requests should be made in writing to the Executive Director and Conference & Meeting Director by the Regional Conference Chair. If a Chapter wishes to utilize any of the services of APCO's staff, a formal agreement specifying services needed and their

cost must be entered into between the host Chapter and the Association. Any travel costs incurred by staff based on an authorized request will be charged to the host Chapter. **A list of services available and pricing guidelines are available from Headquarters upon request to the Conference & Meeting Director. (#9)**

7) Mailing Labels

Upon the request of the Conference Chair, the Association will provide mailing labels or a disk containing names of members in the convening region for three mailings. Additional mailing labels or disks can be provided at cost

8) Final Reporting

The successful production of a Regional Conference is greatly assisted by having a history of past Conferences so that proper plans can be made. The only way that such information is available is by a complete report of the Conference Committee at the conclusion of the Conference. Such reports submitted to the APCO Executive Director and Conference & Meeting Director in a timely manner provide statistics that will assist future Regional Conference committees in the planning of their own event. **Benchmarks established in the Regional Conference Manual provide the basis for the Conference Committee to draft a report to be submitted to APCO's Executive Director and Conference & Meeting Director along with a final financial report within 120 days of Regional Conference adjournment. (#5) A copy of the approved report form is part of this Manual as Appendix #2**

The Final Report of the Regional Conference is mandatory and non-compliance may result in sanctions as determined by the Executive Council (#7).

REGIONAL CONFERENCE FINAL REPORT

Chapter _____
Name of Regional Conference _____
Dates of Conference _____

Chair of Regional Conference _____
Address _____
Telephone _____
Email _____

Logo/Slogan if Used _____

Name of Host Hotel _____
Hotel Room Block/Number Used _____
Additional Hotel(s) Used _____
Room Cost \$ _____
Site of Meeting/Seminars _____
Site of Exhibits _____

Meal Functions (*Number planned/Number used*)
Opening Breakfast _____
MANAPCO Function _____
Closing Banquet _____
Other _____

Exhibits

Number planned _____

Number sold _____

Size of exhibit (8x8, 8x10, 10x10) _____

Cost per space _____

Days of exhibits _____

Hours of exhibits _____

Were there dedicated exhibit hours? _____

What were those hours? _____

Seminars *(Please attach copy of program)*

How many meeting rooms _____

Were room sizes adequate _____

What % were well attended? _____

What % were not well attended? _____

Describe any Special activities _____

(Events, what days, costs, etc.) _____

Number Planned? _____

Number Registered? _____

Registration Information

Number of Full Members budgeted _____

Number of Full Member registered _____

Registration Rate \$ _____

Number of Non Member budgeted _____

Number of Non Member registered _____

Registration Rate \$ _____

Number of Guest/Spouse/Child budgeted _____
Number of Guest/Spouse/Child registered _____
Registration Rate \$ _____

Number of Exhibitor budgeted _____
Number of Exhibitor registered _____
Registration Rate \$ _____
Number Exhibitor comps per cost of space _____

Number of Day Passes/Seminars _____
Cost \$ _____
Number of Day Passes/Exhibits _____
Cost \$ _____

Number of Comp Registrations _____
(List types, i.e. speakers, committee, guests)

General Information

How far in advance did you begin planning? _____
How often did the committee meet? _____
Other _____

Financials

Amount of Gross Profit \$ _____
Amount of Gross Expense \$ _____

Final Net Profit

\$ _____

Please attach a brief review of your Conference including suggestions you feel may help future regional conference committees.

Regional Conference Committee Chair

Date _____

REGIONAL CONFERENCE FINAL REPORT

Chapter _____

Name of Regional Conference _____

Dates of Conference _____

Chair of Regional Conference _____

Address _____

Telephone _____

Email _____

Logo/Slogan if Used _____

Name of Host Hotel _____

Hotel Room Block/Number Used _____

Additional Hotel(s) Used _____

Room Cost \$ _____

Site of Meeting/Seminars _____

Site of Exhibits _____

Meal Functions (*Number planned/Number used*)

Opening Breakfast _____

MANAPCO Function _____

Closing Banquet _____

Other _____

Exhibits

Number planned _____

Number sold _____

Size of exhibit (8x8, 8x10, 10x10) _____

Cost per space _____

Days of exhibits _____

Hours of exhibits _____

Were there dedicated exhibit hours? _____

What were those hours? _____

Seminars *(Please attach copy of program)*

How many meeting rooms _____

Were room sizes adequate _____

What % were well attended? _____

What % were not well attended? _____

Describe any Special activities _____

(Events, what days, costs, etc.) _____

Number Planned? _____

Number Registered? _____

Registration Information

Number of Full Members budgeted _____

Number of Full Member registered _____

Registration Rate \$ _____

Number of Non Member budgeted _____

Number of Non Member registered _____

Registration Rate \$ _____

Number of Guest/Spouse/Child budgeted _____
Number of Guest/Spouse/Child registered _____
Registration Rate \$ _____

Number of Exhibitor budgeted _____
Number of Exhibitor registered _____
Registration Rate \$ _____
Number Exhibitor comps per cost of space _____

Number of Day Passes/Seminars _____
Cost \$ _____
Number of Day Passes/Exhibits _____
Cost \$ _____

Number of Comp Registrations _____
(List types, i.e. speakers, committee, guests)

General Information

How far in advance did you begin planning? _____

How often did the committee meet? _____

Other _____

Financials

Amount of Gross Profit \$ _____

Amount of Gross Expense \$ _____

Final Net Profit \$ _____

Please attach a brief review of your Conference including suggestions you feel may help future regional conference committees.

Regional Conference Committee Chair

Date _____

APCO BIDDING CITIES SELECTIONS

| Appendix #1 | |
|---|------------------------------------|
| | <u>INFORMATION REQUIRED</u> |
| City Name | |
| Conference Week: | |
| Number of hotels to Room Block: | |
| Room Rate Range (current year) | |
| Room Rate Range (year of conference) | |
| Proximity of Host Hotels to Convention Center: | |
| Shuttle Necessary? | |
| Approximate Time from Airport to Convention Site: | |
| Approximate Transportation Cost from Airport to Site: | |
| Parking Costs Hotels per day: | |
| Parking Costs Convention Center per day: | |
| Convention Center Rental Fee: | |
| Exclusive Convention Center Services: (Catering/AV/Electrical/Phone/Medical, etc.) | |
| Costs per Exclusives (low/moderate/high): | |
| Right-to-Work State: | |
| Union/Labor: Positive/Negative | |
| Hotel/Convention Center ADA Standards: | |
| Off-Site Event Opportunities to Choose from: (Within 20 minutes Travel Time) | |
| Current City/State/Occupancy (Departure, | |
| August Temperatures: | |
| Airline Rates to Site: | |

Agenda Item: 7-D

Subject: International Membership & Affiliation

Presenter: Lex Rutter - International Committee Chair

Content: Please see supplemental material.

Although formal discussion on the following items will be held on August 3, 2001, the council may use the Executive Council List Serve (apcoexec@apco911.org) for clarification of items presented in this report.

Presentation:

Notes:

Ladies and Gentlemen:

After the presentation by the International Committee on "Taking APCO World Wide" we promised to provide the Council with a further description of the vision of both Phase 1 and Phase 2 of this process. The following documents should offer you the insight desired along with proposed language for C&B revisions.

The documents are:

- International Plans
- Constitution Marked
- Bylaws Marked
- C&B Summary
- Original C&B

The two marked items include some adjustments in paragraph numbering, the original language ~~struck out~~, new language underlined. The original is included for reference.

You will note in the summary that there are 43 changes to the Constitution listed, 5 to the Bylaws and 58 language corrections to the Bylaws.

To help cut down on the clutter, the 6 items that are mandatory to provide Phase 1 are in **Red Bold**. Other items that are actual changes to the constitution to provide uniformity are *italicized*, other text are simple word changes and grammar corrections.

Many of the simple word changes should not require Quorum action, rather they are editorial corrections and can be accommodated administratively. The 58 word substitutions in the Bylaws can be corrected by one resolution.

These items are being presented to you for discussion during the August 2001 Executive Council session in Salt Lake City. Immediately after that session the resulting changes will be submitted to the C&B Committee for preparation of resolutions. This should allow the full council to have a second review, this time of the actual resolutions, before publication and submission to the Quorum. The Council will then have yet a third opportunity to discuss any last minute questions at the 2002 Annual Executive Council meeting.

We realize the process is long and slow, but the program is of such importance that all the Council must have the ability to give full review and input before we attempt implementation.

Thanks for your help.

Lex Rutter
APCO International Committee

APCO International Development Committee
Phase One and Two Overview

INTRODUCTION

At the Mid Term Meeting of the APCO Intl Inc Executive Council held in February 2001, the Council approved, in principle, the adoption of a two phase strategy for the development of international APCO.

The key drivers of this strategy were:

- To regularize the APCO Intl Inc C&B as it related to the right of international members to vote or hold office in the Association;
- Protect the rights of USA members in APCO Intl Inc.
- Establish a structure to enable the establishment of a global APCO fraternity that recognized the different organizations, laws and cultures that exist worldwide
- Provide an evolutionary approach to international APCO development

While approving the strategy in principle, the Executive Council requested more detail on:

- the proposed structure, roles and implementation program,
- an assessment of the work commitment for APCO Intl staff and attendant costs, and
- C&B change recommendations to enable the proposals to be implemented.

During the presentation the term "International Policy Committee" was used as a reference name for the proposed interim, Phase One, structure. Since this seems to have created some confusion among council members this would suggest that there could be even more confusion if presented to the organization as a whole without the benefit of direct questioning.

To remove any such confusion we, therefore recommend that in future deliberations this group be referred to as the **APCO International Development Committee**.

The proposed strategy is for the development of International APCO through a two phase implementation plan.

Central to the proposals are the following principles:

- There should be a Mission Statement to which all national organizations should subscribe.
- There should be a core Constitution and Bylaws which would be binding on all national organizations but which could be adapted to meet individual nations organization, laws and cultures
- All participating organizations shall be not-for-profit and user led.
- The ownership of the name APCO and its derivatives, licensing of the name and final Affiliate contract agreement and oversight would be retained at all times by APCO International, Inc.

Phase One

We recommend that Phase One preparation begin immediately and be fully implemented in August of 2002 pending the approval of the proposed C&B changes.

During phase one it is anticipated that a portion of the money used to create the structure and perform the work will come from the APCO International, Inc. general fund.

- *1 - What is the breakdown of this assessment?
ie. USA / BAPCO / CANADA / AUST. NEW ZEALAND?
- *2 - Special Committees are generally under the control of the President. who does it report to?
- *3 - stagger the terms so the APCO presidents get equal representation appointing power.
- *4 - Is the 2 year term a "limit"? or could it be held for multiple terms?
- *5 - Executive Council reps would only vote on a limited number of issues.

8A - doesn't coincide w/ C & B language -
Bylaws - Article #2 Section 1.4

This is deemed appropriate as all international members, except BAPCO members, pay dues directly into APCO International Inc. BAPCO members contribute to the general fund through the per-capita licensing fees agreed in their Affiliation Agreement..

The goals of Phase One are to;

- produce viable Affiliate APCO organizations in all six identified regions of the world;
- for international APCO development to become essentially self-funding; and,
- to provide the advantages of the APCO Public Safety networking strategy to Public Safety Professionals throughout the world.

Phase One is to begin the process of making the APCO International Development Committee fully self-funding. This would be accomplished by developing a series of seminars, symposiums and trade shows in areas with potential for new APCO affiliates, supplemented by contributions directly assessed on a per-capita basis to all APCO member nation organizations. * 1

Under Phase One the APCO International Development Committee would be constituted as a special committee under the APCO International, Inc. umbrella. As such, it would report to the Board of Directors. * 2

This committee would differ from all other APCO committees, task forces and projects in that the President of APCO International, Inc. would appoint only the U.S. member and the "international at-large" member of the committee. All other members would be appointed by each nation/territory with a fully constituted APCO International Chapter or contracted Affiliate. At present this means the committee would consist of: (2A)

- One (1) member each from the United States, Canada, Australia/New Zealand, Great Britain (BAPCO), and
- One member to represent the combined "at-large" members from nations/territories where there is no organized chapter, international chapter or Affiliate.

At the present time this would mean five (5) active members.

Recognizing the need for continuity during Phase One, members would be appointed for 2 year terms. * 3

This Committee would in turn annually select one of it's number to be the Committee Chair who would be responsible for calling and organizing meetings and providing reports.

Biannually the committee would select one member, not necessarily the same person as the Chair, to be the APCO International Vice President. This position would be for a two year term of office. * 4

The International Vice President would be responsible for communication between the Board of Officers and the Committee and would act as the International delegate to the APCO Executive Council. The International Vice President would not be eligible to hold or continue to hold the position of Executive Council representative for any APCO Chapter, International Chapter or Affiliate or to progress through the ranks of the Board of Officers of APCO Intl Inc..

During this period of development, each International Chapter or Affiliate would continue to nominate a representative to the APCO Intl Inc. Executive Council but these persons would only have the right of vote on international matters declared to be such by the APCO Intl Inc President. * 5

The International Vice President would be expected to attend the APCO Board of Officers meeting held in conjunction with the APCO International Annual Conference and the APCO Mid-Year Executive Council Meeting, and whenever attending other meetings/events at times and places where the APCO Board of Officers is simultaneously meeting.

During the intervening months, the International Vice President would participate, via scheduled conference call, in at least one meeting per quarter (other than those quarters with face-to-face meetings) or when the Board as a whole is to discuss international matters.

This participation in conference calls would not be expected to cover the time of the entire Board meeting. Rather, the Board of Officers agenda would show "International Development and Affairs" as an agenda item. At that time the International Vice President would be included, participate, and vote in discussions on international issues.

During physical meetings, the International Vice President would attend the full meeting, voting only on those issues involving international development or to be referred to the APCO International Development Committee.

Funding for the person selected as International Vice President, when functioning in that capacity, shall be borne by APCO International Inc.

The APCO International Development Committee itself would meet in conjunction with:

- the annual APCO International, Inc. conference and exposition;
- the mid-year APCO Executive Council meeting;
- the BAPCO Annual Conference;
- the Canadian Regional conference.

Other communications and meetings would be called as needed by the Chair and conducted in the most efficient method available. This may include, but is not limited to, conference call and internet chat or net-meeting group.

Each representative national organization will be responsible for the cost of attending conferences identified above.

Cost for telephone meetings will come from funds available for the committee as a whole.

When officially constituted following changes to the APCO Intl Inc C&B in August 2002, the APCO International Development Committee, its Chair and members would:

- be the normal point of contact for persons or groups desiring to become new members of the international APCO community;
- actively look for appropriate venues to demonstrate the advantages of belonging to international APCO;
- respond to and seek out inquiries about APCO and its affiliates;
- co-ordinate the organization and conduct of seminars, meetings, trade shows and symposiums in territories where no APCO International Chapter or Affiliate currently exists.

- *1 - what does "chapter status" mean?
- *2 - is this for all groups or just those less financially viable?
- *3 - is this an annual contribution?

When a national group desires to become a new member of the International APCO community the APCO International Development Committee would be:

- responsible for investigating the new proposals;
- evaluation of the ability of the proposing organization to function financially and in the best interest of international APCO;
- fully review all proposed C&B submissions from applicant nations;
- make recommendations on areas it felt might best be served by contracting for services rather than provision internally by the new organization; and
- may suggest temporary "Chapter" status for those otherwise qualified but not financially viable groups. * 1

The proposed structure for any international member or International Chapter will require any person so enrolled to be classified as a non-voting member within APCO Intl Inc. This is specifically intended to ensure that International Chapters are indeed temporary, Affiliation being the preferred method of establishing an international relationship in APCO.

Once a positive review is completed and suggestions made and addressed, the APCO International Development Committee would refer the proposing organization to the APCO senior staff and Board of Officers for further negotiations, where appropriate, and finalization of the membership (affiliation) process. * 2

At the outset of Phase One and until such a time as funds become available from other sources, the cost of providing the services of the APCO International Development Committee and any required staff assistance would be borne in the following order: * 3

- Per-capita contributions to an APCO International Development Committee operational fund by member nations ie an affiliation fee;
- Monies generated by international programs for conferences, symposiums, trade shows etc;
- the APCO International, Inc. general fund.

During Phase One the following duties would be required to be performed by the APCO Intl Inc. headquarters staff:

- Track income and expenses, allocating monies per standard policy.
- Research APCO documents to determine the past and current status of international members.
- Coordinate with APCO service providers the necessary arrangements for conference calls.
- Coordinate and facilitate pairing international inquiries with international committee members.

As the development program progresses, additional work will be required to plan, prepare and execute international seminars, trade shows, symposiums etc.. The cost for this work is expected to be recovered from income generated by the international events..

While Phase One is anticipated to officially begin with changes to the APCO C&B, scheduled for the August 2002 annual meeting, it is entirely possible to begin much of the work under the current standard committee structure.

Planning for and possible execution of one or more international symposiums may be conducted before the APCO International Development Committee is "officially" commissioned and would be executed by the current International Development Standing Committee.

Phase Two

It is envisioned that this Phase of implementation can only begin after at least 4 of the 6 identified global regions have active affiliates holding regular and productive annual seminars and trade shows. For this reason it is seen as a long term goal and it is impossible to state categorically when it would begin.

Phase Two will require additional changes to the APCO International, Inc. C&B to allow for an international body to co-ordinate international affairs.

As a progression from Phase One, the APCO International Development Committee would continue the duties of original point of contact, review of the applicant nation's C&B, and determination of the eligibility of an applicant organization to join the international APCO fraternity. The Development Committee would, at this point of international development of APCO, also assume the role of international coordinator.

The position of International Vice President on the APCO Intl, Inc. Board of Officers would, at this point, be abolished, with the APCO International Development Committee assuming responsibility for providing liaison with the APCO International, Inc. Board of Officers and the Board of Officers of other national organizations, whether they be temporary International Chapters or Affiliates..

During the implementation of Phase Two, there will come a time when there will be enough international APCO member nations that a one to one relationship between the APCO International Development Committee and the member nations will no longer be possible.

It is therefore proposed that any global region with more than three (3) member nations shall invite each member nation to nominate one person to stand for election to the APCO International Development Committee. When all nominations have been announced, a ballot will be arranged, either at an annual meeting or through a postal ballot, to elect no more than three persons to represent the respective global region on the APCO International Development Committee.

It will be necessary for rules to be formulated and implemented that prohibit the regular exclusion of any one nation from membership on the APCO International Development Committee for three consecutive terms of office.

In this manner, the APCO International Development Committee shall be limited to a maximum of 18 members.

As the founding organization and source of licensing and other considerations, APCO International, Inc (which will, in essence, be the U.S. member organization of international APCO) shall have a permanent place on the APCO International Development Committee and, regardless of other members from the region, cannot be removed through rotation.

Under Phase Two, the APCO International Development Committee would be expected to finance appropriate APCO Intl Inc staff positions to provide the necessary administrative support services.

It is suggested that, initially, these staff positions would need to include one research assistant/coordinator; one exhibition specialist; one financial assistant and one secretarial

*1 - why doesn't the "Development Committee"
Run Conferences in the various
regions outside the "US" and
split the profit with the hosting
nation?

support officer. These would not necessarily be four unique individuals, but rather the equivalent salaries for these staff persons.

These staff persons would in turn provide the APCO International Development Committee with the services necessary to:

- assist in the arrangement of international seminars, trade shows and symposiums;
- collect and account for funds; and
- coordinate requests for assistance from members of the international community.
- provide secretarial support for correspondence, meetings etc.

Funds to sustain all activities for the APCO International Development Committee from the start of Phase Two forward will come from two sources:

- Per-Capita fee to member organizations world-wide;
- Income from seminars, trade shows, and symposiums conducted by and on behalf of the APCO International Development Committee in areas where there is no active International Chapter or Affiliate.

* 1

These funds would be accounted and administered separately from those of APCO International, Inc. or any APCO chapter, International Chapter or Affiliate.

Under Phase 2, the purpose of APCO International Development Committee becomes the active coordinator of relations and activities between APCO Intl Inc. and members of the international public safety community. It will act to encourage membership in APCO International, primarily through the affiliation process and will act as point of first contact for those wishing to join the APCO family.

This report is submitted to the Board of Officers and Executive Council for their information and approval.

Constitution:

1. Article II: Sect 1 Paragraph 1.1 Corrects the definition of a "Chartered Group"
2. Article II: Sect 1 Paragraph 1.2 Corrects the definition of an international region
3. *Article II: Sect 1 Paragraph 1.3 Codifies the ability of the organization to enter into international Affiliation contracts*
4. **Article II: Sect 1 Paragraph 1.4 Establishes the International Development Committee**
5. Article II: Sect 2 Paragraph 2.1 Grammar only
6. *Article II: Sect 2 Paragraph 2.2 Establishes rules for International Affiliates and exempts the existing international chapters from the prohibition of member voting.*
7. **Article II: Sect 3 Paragraph 3.1 Limits holding office in APCO International to US Members only.**
8. Article II: Sect 3 Paragraph 3.2 Cosmetic - places the right of Active members to hold office in its own paragraph
9. Article II: Sect 3 Paragraph 3.3 Adds an exception to insure uniformity to the provisions for Life Member voting and removes a specific reference correcting the possibility of inappropriate reference locations.
10. Article III: Sect 1 Paragraphs 1.1, 1.2, 1.3 An addition, advancing the number of other sections. Provides a uniform definition of Chartered Groups. Establishes link to voting rights and their adherence to the C&B.
11. Article III: Sect 2 Paragraph 2.1.1 Corrects language regarding the definition of a state, territory and country.
12. Article III: Sect 2 Paragraph 2.1.2 Re-locates the provision that the number of members required to establish a new group is now located in the policy manual.
13. Article III: Sect 2 Paragraph 2.2.1 Moves the rules for groups outside the USA to its own section.
14. *Article III: Sect 2 Paragraph 2.2.2 Establishes the right of International Chapters to have sub-groups, but limits APCO, International representation to one Council member.*
15. *Article III: Sect 2 Paragraph 2.2.3 Corrects language to make the number necessary to constitute an international chapter reside in the Policy Manual.*
16. Article III: Sect 2 Paragraph 2.2.5 Corrects the use of State to reflect national or territorial boundaries.
17. Article III: Sect 2 Paragraph 2.3 Removes conflicting definition of Chartered group (Defined earlier)
18. Article III: Sect 2 Paragraph 2.3.2 Grammar - APCO is not a "word"

19. Article III: Sect 3 Paragraph 3.1 Makes changes in subparagraphs 3.1.1 and 3.1.2 to move proper levels of group size to Policy Manual, eliminating the provisions originally in 3.1 proper.
20. Article III: Sect 5 Paragraph 5.1 corrects language to clarify that "Federal" is in US and that other names may apply in other countries.
21. Article III: Sect 5 Paragraph 5.3 Corrects language, removing Affiliate and replacing with International Chapter.
22. *Article III: Sect 5 Paragraph 5.4 Limits voting rights to US, Canada and Australia/New Zealand. Inserts power of the President to determine when international issues are being voted on.*
23. *Article III: Sect 5 Paragraph 5.5 Limits the right of Australia/New Zealand and Canada to vote only on international issues, as declared by the President.*
24. Article III: Section 6 Paragraph 6.2 Corrects language noting that Canada is a single chartered group - not several chapters.
25. Article III: Section 7 Paragraph 7.1 Changes "Chapters" to the newer "Chartered Groups"
26. Article III: Section 8 Changes Language change from "Chartered Groups in Other Countries" to "International Affiliates"
27. *Article III: Section 8 Paragraph 8.1 Codifies the creating of an International Affiliate and removes the original language which only referred to a charter.*
- 28. Article III: Section 8 Paragraph 8.2 Specifies that there will be only one Affiliate per nation.**
29. Article III: Section 8 Paragraph 8.3 Sets forward the membership reference provision.
30. *Article III: Section 8 Paragraph 8.4 Allows International Affiliates to create internal chapters (As is currently done in BAPCO) but with only one vote on international matters at the executive council.*
31. *Article III: Section 8 Paragraph 8.5 Limits the right of international members to vote at the Quorum to only those issues allowed by the President.*
32. *Article III: Section 9 Codifies Cancellation of Contracts*
33. *Article III: Section 9 Paragraph 9.1 Sets forward the specifics of contract default*
34. *Article III: Section 9 Paragraph 9.2 Allows for cancellation or modification for failure to meet individual contract particulars.*
35. *Article III: Section 9 Paragraph 9.3 Codifies notice of non-compliance*

36. Article III: Section 10 Corrects grammar, removes Canada from exceptions, corrects reference to make all international groups follow the same procedure, places mandate on Director to inform the Board of Officers.
37. Article IV, Section 3 Paragraph 3.4 Corrects language, replacing chapter & affiliate with Charter Group & International Affiliate
- 38. Article IV, Section 4 Paragraph 4.4 Places the International Vice President in the line of officers.**
- 39. Article V, Section 1 Paragraph 1.1 Adds the International Vice President to the board, adds the Council representative for any International Affiliate**
40. Article V, Section 1 Paragraph 1.2 Changes wording to correct for international chapters, affiliates and charter groups
- 41. Article V, Section 1 Paragraph 1.3 Corrects wording for Chapter and affiliate to Chartered Group and International Affiliate, adds International Development Committee representative.**
- 42. Article VI, Section 1 Paragraph 1.1 Adds the International Vice President to the list of officers**
43. Article VIII Section 1 Paragraph 1.1.1 and 1.1.3 add International Affiliates to allowed user of Logo

Bylaws:

1. Article I Section 1 paragraph 1.1 Grammar
2. Article I Section 1 Paragraph 1.1.2 Grammar - clarifies language
3. *Article I Section 2 Paragraph 2.2 Inserts right of International Affiliate and International Chapter to be members.*
4. *Article I Section 3 Paragraph 3.1.1 Limits Active (voting) membership to US, Canada, Australia/New Zealand.*
5. *Article I Section 3 Paragraph 3.3.1 Adds international members outside Canada & Australia/New Zealand to "member" (Non-voting) category*

Approximately 58 times in the Constitution the word "Chapter" appears where the term "Chartered Group" should. These have been noted for replacement en-mass

Constitution & Bylaws

As Updated by the C&B Committee

October 2000

APCO International

ARTICLE I

NAME/PURPOSE

Section 1. Name:

- 1.1 This organization shall be known as the Association of Public-Safety Communications Officials-International, Inc. (APCO-International, Inc. or simply APCO), and referred to in this document as “the Association”.

Section 2. Purpose:

The purpose of the organization shall be to:

- 2.1 Foster the development and progress of public safety communications and supporting information technologies by means of research, planning, coordination, training and education.
- 2.2 Promote the rapid and accurate collection, exchange and dissemination of information relating to emergencies and other vital public safety communications among and between all levels of local, state, and federal governments and those who work with them.
- 2.3 Represent its members, public safety communications and supporting information technological interests in general before regulatory and policy-making bodies as may be appropriate.
- 2.4 Strive to protect the citizen and their property and provide for their welfare by these and other appropriate means.

ARTICLE II

ORGANIZATION/MEMBERSHIP/VOTING/PUBLIC SAFETY

Section 1. Organization:

~~1.1 — The Association is a not for profit corporation formed under the laws of the United States and the State of Indiana and operating the Association headquarters office under the laws of the State of Florida. It is an individual member association unless noted otherwise, but its members may be grouped into Chartered Groups. Chartered Groups are International Affiliates, Chapters or Councils as provided for in the Constitution and Bylaws, Policy Manual or contract. Members of Chartered Groups are members of the Association. The International Affiliates and Chapters are bound to abide by the Constitution and Bylaws of the Association, its manuals and contracts, but are otherwise autonomous and separately responsible organizations. The Association may form up to four U.S. regions consisting of Chapters grouped in a geographical area. Each International Affiliate shall constitute a Region.~~

Section 1. ~~Organisation~~ Organization

1.1 The Association is a not-for-profit corporation formed under the laws of the United States of America and the State of Indiana and operating the Association headquarters office under the laws of the State of Florida. It is an individual members Association unless noted otherwise, but its members may be grouped into Chartered Groups Chartered Groups are International Affiliates, Chapters or Councils as provided for in the Constitution and Bylaws, Policy Manual or contract. Members of Chartered Groups are members of the Association. The International Affiliates and Chapters are bound to abide by the Constitution and Bylaws of the Association, its manuals and contracts, but are otherwise autonomous and separately responsible organizations. or International Affiliates in accordance with the provisions of Article III of this Constitution.

1.2 ~~The Association may form up to four regions in the USA consisting of Chapters grouped in a geographical area. Each International Affiliate shall constitute a Region.~~

1.3 ~~1.3~~ The Executive Committee may enter into contracts for the establishment of International Affiliate organisation in accordance with the provisions Sections 8 and 9 of Article Three of this Constitution.

1.4 ~~There shall be an International Policy Development Committee consisting of one representative of APCO Intl and one person nominated by each of the Chartered~~

International Chapters and International Affiliates and one person appointed by the International Policy Committee International Development Committee to represent other international members who are not members of a chartered International Chapter or International Affiliate.

Section 2. Membership:

~~2.1 — The membership of this organization shall be open to persons of good character who meet its membership requirements as set forth in Bylaws Articles I and II.~~

Section 2. Membership

2.1 The Membership of the Association shall be open to persons of good character who meet the membership requirements as set forth in Articles I and II of the Bylaws of the Association.

2.2 Members of an International Affiliate organization or of an International Chapter, except Canada and Australia/New Zealand, are Members of the Association as defined in Section 3.3 of Article I of the Bylaws.

Section 3. Voting and Elected Officers:

~~3.1 — The right to hold Elected Office in the Association and in its chartered groups is a privilege of the Active Category of members only.~~

~~3.2 — The right to vote is a privilege of the Active Category of members and of those members granted designation as "Life Member" by the Association except the right to vote on specific matters is restricted by Section 5 of Article III of this Constitution.~~

Section 3. Voting and Elected Officers:

3.1 The right to hold Elected Office in the Association and in its chartered groups as defined in Section 1 of Article VI of this Constitution is a privilege of the Active Category of members who are citizens of the United States of America only.

3.2 The right to hold Elected Office in Chartered Groups of the Association is a privilege of the Active Category of members only.

3.3 Except where otherwise provided in the Constitution or Bylaws of the Association , the

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right to vote is a privilege of the Active Category of members and of those members granted designation as "Life Member" by the Association. ~~except the right to vote on specific matters is restricted by Section 5 of Article III of this Constitution~~

Section 4. [Reserved]

Section 5. Public Safety:

- ~~5.1~~ Public Safety is defined as that function of government which provides public services concerned with law enforcement, forestry, conservation, fire, highway maintenance, emergency rescue and medical services, emergency management, and other activities supported or endorsed by ~~federal~~, state and local governments.~~7~~

ARTICLE III

CHARTERS/CHAPTERS/REGIONS/SUBSIDIARIES/OTHER COUNTRIES

Section 1. Chartered Groups:

- 1.1 The Association is empowered to establish Chartered Groups in accordance with the provisions of this Article.
- 1.2 Chartered Groups are Chapters in the USA and International Chapters where the members of the group outside of the USA to be chartered, so elect, or Councils of the Association. Members of a Chartered Group are classified as members of the Association in accordance with the provisions of Articles I and II of the Bylaws.
- 1.3 Chartered Groups are bound to abide by the Constitution and Bylaws of the Association and its manuals but are otherwise autonomous and separately responsible organisations.

Section 1. Charter Requirements:

- ~~1.1 — The Association is empowered to charter Chapters and Chartered Groups in the United States, in Canada, and in other countries. The Association shall require that the geographical areas of Chapters be coincident with those of State or Territory areas in the United States. "State and Territory" shall be read as may be otherwise appropriate in other countries. This requirement shall not affect those Chapters not so bounded as of August 11, 1988, or new applicant groups who can show cause otherwise. The Association shall consider applications for Charter in accordance with the following requirements:~~
- ~~1.2 — A group applying for a new charter in the United States shall number more than ten persons who are Active members or who are eligible to be Active members who reside or who are regularly employed in the area to be chartered.~~
- ~~1.3 — A charter may be issued to any group of applicants from a geographical area as defined in the Constitution, Art. III, Section 1, within an existing Chapter otherwise meeting the requirements of this Article with the approval of at least two-thirds of the eligible voting members in the geographical area for which the new charter has been sought. Ballots for such vote shall be sent via U.S. mail to eligible voting members of record whose mailing address is within the affected geographic area. The ballot shall be returned by prepaid postage return mailer postmarked no later than the date specified on the ballot.~~

- ~~1.4 — A group applying for a new charter outside the U.S. shall number fifteen or more existing or prospective members, at least eleven of whom are Active members or are eligible to be Active members, who reside or who are regularly employed in the area to be chartered.~~
- ~~1.5 — Such group shall make a written application for Charter which is signed by its temporarily elected President and Secretary-Treasurer. The application shall include the names, titles, and positions of the persons forming the group.~~
- ~~1.6 — There shall be attached to the application a copy of the group's proposed Constitution and Bylaws which identifies the geographical area to be chartered. Such area shall normally coincide with the boundaries of a State or Territory. If the application requests a Chapter recognition for a geographical area exceeding that of one State or Territory the application shall include the names of more than six persons who are or who are qualified to be Active members in each such additional State or Territory.~~
- ~~1.7 — The application and its attachments shall be accompanied by an advance payment of dues in accordance with Bylaws Article III. All documents and dues payment shall be sent to the Association Office.~~
- ~~1.8 — The Executive Director shall review the application for compliance with these requirements and forward copies to the APCO Board of Officers with comments and recommendations. The application shall remain in effect unless withdrawn by the applicant or until the Board of Officers advises the Executive Director of its disposition. The Executive Director shall thereafter immediately advise the applicant in the matter and, if the application is rejected, return the advance payment of dues.~~

Section 2. Charter Requirements:

2.1 Chartered Groups in the USA

- ~~2.1.1 The Association is empowered to charter Chapters and Chartered Groups in the United States, in Canada, and in other countries. The Association shall require that The geographical areas of Chapters *in the USA shall* be coincident with those of State or Territory areas of the USA. "State and Territory" shall be read as may otherwise be appropriate in other countries *or territories*. This requirement shall not affect those Chapters not so bounded as of August 11, 1986, or new applicant groups who can show cause otherwise. The Association shall consider applications for Charter in accordance with the following requirements.~~
- 2.1.2 A group applying for a new charter in the United States shall *have a level number of Active Members or persons who are eligible to be Active Members and who are regularly employed in the area to be chartered that conforms with or exceeds the recommended number published in the Policy Manual.* ~~*more than ten persons who are Active members or who are eligible to be Active members who reside or who are regularly employed in the area to be chartered.*~~

- 2.1.3 A charter may be issued to any group of applicants from a geographical area as defined in the Constitution, Art. III, Section 1, within an existing Chapter otherwise meeting the requirements of this Article with the approval of at least two-thirds of the eligible voting members in the geographical area for which the new charter has been sought. Ballots for such vote shall be sent via U.S. mail to eligible voting members of record whose mailing address is within the affected geographic area. The ballot shall be returned by prepaid postage return mailer postmarked no later than the date specified on the ballot.

2.2 **Chartered Groups outside the USA**

- 2.2.1 A Chartered Group outside the USA, i.e. an International Chapter, unless otherwise agreed by the Executive Council, shall only be established within the boundaries of a single nation or territory.

- ~~2.2.2~~ An International Chapter may charter subsidiaries within its own organisational/organizational structure, but representation on the APCO Intl Executive Council shall be limited to one representative from each International Chapter.

- ~~2.2.3~~ A group outside of the USA applying for a new charter as an International Chapter shall have a level of Active Members or persons who are eligible to be Active Members and who are regularly employed in the area to be chartered that conforms with or exceeds the recommended number published in the Policy Manual shall number fifteen or more existing or prospective members, at least eleven of whom are Active members or are eligible to be Active members, who reside or who are regularly employed in the area to be chartered.

- A group applying for a new charter outside the U.S. shall number fifteen or more existing or prospective members, at least eleven of whom are Active members or are eligible to be Active members, who reside or who are regularly employed in the area to be chartered.

- 2.2.43 Such group shall make a written application for Charter that is signed by its temporarily elected President and Secretary or Treasurer. The application shall include the names, titles, and positions of the persons forming the group.

- 2.2.54 There shall be attached to the application a copy of the group's proposed Constitution and Bylaws which identifies the geographical area to be chartered. Such area shall normally coincide with the boundaries of a State Nation or Territory. If the application requests a Chapter recognition for a geographical area exceeding that of one State Nation or Territory the application shall include the names of more than six persons who are or who are qualified to be Active members in each such additional Nation or Territory.

- 2.2.6 ~~5~~ — The application and its attachments shall be accompanied by an advance payment

of dues in accordance with Bylaws Article III. All documents and dues payment shall be sent to the Association Office.

- 2.2.76 The Executive Director shall review the application for compliance with these requirements and forward copies to the APCO Board of Officers with comments and recommendations. The application shall remain in effect unless withdrawn by the applicant or until the Board of Officers advises the Executive Director of its disposition. The Executive Director shall thereafter immediately advise the applicant in the matter and, if the application is rejected, return the advance payment of dues.

2.3 General Provisions for Chartered Groups

~~Chartered groups are International Affiliates, Chapters or Councils of the Association. Members of Chartered groups are members of the Association.~~

- 2.3.1 The Constitution and Bylaws of Chartered Groups shall be current, consistent, and not in conflict with those of the Association. Chartered Groups shall promptly provide the Association Office with a copy of their Constitution and By-laws each time they are amended.
- 2.3.2 Chartered Groups may have names of their own choice provided the name of any Group chartered after August 11, 1988 or which change their names after that date must include the word acronym "APCO".
- 2.3.3 Continuing membership in the Chartered Group or an adjoining Chartered Group shall depend upon the absence of a Chartered Group in the State, Nation or Territory in which the member resides and/or is regularly employed. However, when a Chartered Group is subsequently chartered in the Nation, State or Territory in which such a member is located such member shall become a member of such subsequent Chartered Group. The dues shall remain in the former Chartered Group where he shall be a Multiple member only for the duration of the current paid up dues period. He shall also on this basis, be a paid up member in the same membership classification in the new Chartered Group for the remainder of the current dues year whereupon the dues shall thereafter be payable to the new Chartered Group only. He may remain a Multiple category member in the former Chartered Group as provided for in Article I, Section 4 of the Bylaws.
- 2.3.4 The minutes of Chartered Groups meetings shall include all actions of significance and they shall be reported in writing to the Association Office not more than thirty days after the adjournments of such meetings.

Delete the following Section of the current Constitution:

~~An International Affiliate may be chartered by the Board of Officers. Its affiliation shall be in~~

~~accordance with the contract negotiated with representatives of the area to be chartered and APCO International, Inc. Such contract to be approved by the Board of Officers. There shall not be more than one International Affiliate per nation. The International Affiliate may charter Chapters of its affiliate, but Executive Council representation is limited to the affiliate only.~~

~~*Delete the following Section of the current Constitution:*~~

~~**Section 2. Chartered Groups:**~~

- ~~2.1 — Chartered groups are International Affiliates, Chapters or Councils of the Association. Members of Chartered groups are members of the Association.~~
- ~~2.2 — The Constitution and Bylaws of Chartered groups shall be current, consistent, and not in conflict with those of the Association. Chartered groups shall promptly provide the Association office with a copy of their Constitution and Bylaws each time they are amended.~~
- ~~2.3 — Chartered groups may have names of their own choices provided such names of any Chapters newly chartered after August 11, 1988 or which change their names after that date must include the word "APCO".~~
- ~~2.4 — The minutes of Chartered groups meetings shall include all actions of significance and they shall be reported in writing to the Association Office not more than thirty days after the adjournments of such meetings.~~
- ~~2.5 — Continuing membership in the Chartered Group or an adjoining Chartered Group shall depend upon the absence of a Chartered group in the State, Nation or Territory in which the member resides and/or is regularly employed. However, when a Chartered Group is subsequently chartered in the Nation, State, or Territory in which such a member is located such member shall become a member of such subsequent Chartered Group. The dues shall remain in the former Chartered Group where he shall be a Multiple member only for the duration of the current paid up dues period. He shall also on this basis, be a paid up member in the same membership classification in the new Chartered group for the remainder of the current dues year whereupon the dues shall thereafter be payable to the new Chartered group only. He may remain a Multiple category member in the former Chartered group as provided for in Article I, Section 4 of the Bylaws.~~
- ~~2.6 — An International Affiliate may be chartered by the Board of Officers. Its affiliation shall be in accordance with the contract negotiated with representatives of the area to be chartered and APCO International, Inc. Such contract to be approved by the Board of Officers. There shall not be more than one International Affiliate per nation. The International Affiliate may charter Chapters of its affiliate, but Executive Council representation is limited to the affiliate only.~~

~~**Section 3. Cancellation of Charters:**~~

- ~~3.1 The Charter of a Chartered group may be canceled or amended by a two-thirds affirmative vote of the Executive Council when:~~

- ~~3.2 — The voting membership of a Chartered Group declines to less than eleven in number;~~
- ~~3.3 — The voting membership in a Chartered Group additional State(s) and Territory(s) chartered area(s) declines to less than seven in number;~~
- ~~3.4 — A Chartered group fails to hold at least two formal meetings within its chartered areas between the dates of consecutive Annual Conferences;~~
- ~~3.5 — The appropriate requirements of this Constitution and Bylaws are not met;~~
- ~~3.6 — A Chapter acts or fails to act in a manner which thus degrades the prestige and inhibits the effectiveness of the Association.~~
- ~~3.7 — Should any of the requirements upon a Chartered Group established in the Constitution and/or Bylaws of this Association not be strictly adhered to, its charter shall be subject to cancellation or modification by the Executive Council if, upon a review of the particular facts, such action appears appropriate.~~
- ~~3.8 — Except where compelling reasons exist for earlier cancellation of a Chartered group's Charter, based on facts brought to their attention, the Board of Officers may issue a Notice of Probation to any group not in compliance with the Association Constitution and Bylaws, notifying the group of the circumstances in question and requesting them to take remedial action. If by one year after such Notice of Probation is given, the group remains non-compliant with the Association Constitution and Bylaws and has taken no remedial action, the Board of Officers shall recommend to the Executive Council that the group's Charter be canceled. The Notice of Probation shall be sent by certified mail to the last known Chartered Group Officers' addresses and by general mail to all Chapter members in good standing.~~

Section 3. Cancellation of Charters:

- 3.1 The Charter of a Chartered Group may be cancelled or amended by a two-thirds affirmative vote of the Executive Council when:

~~The voting membership of a Chartered Group declines to less than eleven in number;~~
~~The voting membership in a Chartered Group additional State(s) and Territory(s) chartered area(s) declines to less than seven in number;~~

~~3.1.1 The voting membership of an *International Chapter declines to a level recommended in the Policy Manual less than eleven*
in number;~~

~~3.1.2 The voting membership in a Chartered Group *in the USA declines to a level recommended in the Policy Manual less than seven in number;*~~

~~3.1.3 A Chartered Group fails to hold at least two formal meetings within its~~

chartered area between the dates of consecutive Annual Conferences;

- 3.1.4 The appropriate requirements of this Constitution and Bylaws are not met;
- 3.1.5 A Chartered Group acts or fails to act in a manner which thus degrades the prestige and inhibits the effectiveness of the Association.
- 3.2 Should any of the requirements upon a Chartered Group established in the Constitution and/or Bylaws of this Association not be strictly adhered to, its charter shall be subject to cancellation or modification by the Executive Council if, upon a review of the particular facts, such action appears appropriate.
- 3.3 Except where compelling reasons exist for earlier cancellation of a Chartered Group's charter, based on facts brought to their attention, the Board of Officers may issue a Notice of Probation to any group not in compliance with the Association's Constitution and Bylaws, notifying the group of the circumstances in question and requesting them to take remedial action. If by one year after such Notice of Probation is given, the group remains non-compliant with the Association's Constitution and Bylaws and has taken no remedial action, the Board of Officers shall recommend to the Executive Council that the group's Charter be cancelled. The Notice of Probation shall be sent by certified mail to the last known Chartered Group Officers address and by general mail to all Charter Group members in good standing.

Section 4. Chartered Group Accountability:

- 4.1 The individual Chartered groups are affiliates/entities of the Association. The Groups are required to comply with the Constitution and Bylaws of the Association but each such group is in all respects a separate and distinct organization operating independently of the Association and is financially responsible for its own operations. Chartered groups are required to classify their members strictly in conformity with the provisions of Article I of the Bylaws.

~~Section 5. Voting Restrictions:~~

- ~~5.1 On matters which involve Association representation before Federal government agencies and departments, members may vote only with respect to those of the country of which they are citizens. Association members, as such, regardless of nationality, are specifically prohibited from taking part in any International matter at issue between the governments of nations with respect to any petition, comment or other pleading within or related to the purpose of the Association except as they may appropriately do in such matter should it be raised within the province of their own country.~~
- ~~5.2 Chartered Groups shall have those categories of membership provided for in Article I of the Bylaws. The rights with respect to Chapter, Affiliate and Association matters provided by each category of membership, including voting rights, shall be the same for each~~

~~Chapter; except that it shall be the prerogative of each Chartered Group to determine voting rights on Chartered Group matters for each membership category. Only members in the Active category and members who have been granted the designation "Life Member" by the Association may vote on matters which are multi-chartered group in scope or which involve changes in the Constitution and Bylaws. Only members in the Active category and members who have been granted the designation "Life Member" by the Association may vote in the annual quorum.~~

Section 5. Chartered Group Voting Restrictions:

- 5.1 On matters that involve Association representation before USA Federal government agencies and departments, or representation before any government agency or department of an International Chapter, members may only vote with respect to those issues affecting the country of which they are citizens.
- 5.2 Association members, as such, regardless of nationality or membership category, are specifically prohibited from taking part in any International matter at issue between the governments of nations with respect to any petition, comment or other pleading within or related to the purpose of the Association except as they may appropriately do so if such matter should it be raised within the province of their own country.
- 5.3 Chartered Groups shall have those categories of membership provided for in Article I of the Bylaws. The rights with respect to Chapter, International Chapter Affiliate and Association matters provided for each category of membership including voting rights, shall be the same for each Chartered Group; except that it shall be the prerogative of each Chartered Group to determine voting rights on Chartered Group matters for each membership category. Only-members in the Active category in each Chartered Group may vote on matters which are multi-Chartered Group in scope or which involve changes in the Constitution and Bylaws.
- 5.4 Only members in the Active Membership category of Chartered Groups in the USA, ~~and Canada and Australia/New Zealand~~ and members who have been granted the designation "Life Member" by the Association, may vote in the Annual Quorum except when the issue in debate is of an international nature or could impact on International Chapters. In such circumstances the President shall declare the right of International Chapter members who are in the Active Category in their Chapter to vote on that topic only.
- 5.5 The person nominated to represent an International Chapter, except Canada and Australia/New Zealand, on the APCO Intl Executive Council shall only have the right of vote on matters of an international nature or those matters that could impact on International Chapters or their members. In such circumstances the President shall declare the right of the International Chapter representative to vote on that topic only.

Section 6. ~~Regions:~~

- ~~6.1 — The Chapters of the Association located in the United States shall be divided into and be~~

~~members of four geographical Regions:~~

~~6.1.1 Western States: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming, Guam and Samoa.~~

~~6.1.2 North Central: Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin.~~

~~6.1.3 East Coast: Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, North Carolina, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, West Virginia, Washington, D.C.~~

~~6.1.4 Gulf Coast: Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, Oklahoma, Tennessee, Texas, Puerto Rico, and the United States Virgin Islands.~~

~~6.2 Chapters in Canada shall form the Canadian Region of APCO.~~

Section 6. Regions:

6.1 The Chapters of the Association located in the United States shall be divided into and be members of four geographical Regions:

6.1.1 Western States: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming, Guam and Samoa.

6.1.2 North Central: Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin.

6.1.3 East Coast: Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, North Carolina, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, West Virginia, Washington, D.C.

6.1.4 Gulf Coast: Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, Oklahoma, Tennessee, Texas, Puerto Rico, and the United States Virgin Islands.

6.2 The Chartered Group Chapters in Canada shall form the Canadian Region of APCO Intl.

Section 7. Subsidiaries

7.1 The Association may charter and otherwise form subsidiaries of itself in addition to and other than those of ~~Chapters~~ ~~Chapters~~ Chartered Groups, upon Executive Council approval of such act or acts.

Section 8. International Affiliates ~~Chartered Groups in Other Countries~~

8.1 An International Affiliate ~~organisation~~organization may be approved by the Association. Such affiliation shall be in accordance with the terms of a contract negotiated by representatives of the applicant ~~organisation~~organization and the Association and approved by the Executive Council.

Persons who are citizens of countries other than the United States and Canada, and who wish to apply for a Charter, may contact the Executive Director, who will seek the views of the Board of Officers and the Executive Council with respect to any such request

8.2 There shall not be more than one International Affiliate per nation or territory and the Purpose of the group to be affiliated shall be in accord with that of APCO International Inc. The Constitution and Bylaws of the group to be affiliated shall not be in conflict with the Constitution and Bylaws of APCO International Inc .

8.3 Members of an International Affiliate will be Members of APCO International Inc. in accordance with the provisions of Section 3.3 of Article I of the Bylaws .

8.4 An International Affiliate may charter Chapters within its own ~~organisational~~organizational structure, but representation on the APCO Intl Executive Council shall be limited to one representative from each International Affiliate. The person nominated to represent an Affiliate on the APCO Intl Executive Council shall only have the right of vote on matters of an international nature or those matters that could impact on International Affiliates or their members. In such circumstances the President shall declare the right of the International Affiliate representative to vote on that topic only.

8.5 Members of an International Affiliate shall not be entitled to vote at the Quorum at the Annual Conference unless the item under debate is of an international nature or could impact on International Affiliates or their members. In such circumstances the President shall declare the right of International Affiliate members who are in the Active Member category within their own organization to vote on that topic only.

Section 9. Cancellation of Contracts of Affiliation:

9.1 The Contract of Affiliation of an International Affiliate may be cancelled or amended by a two-thirds affirmative vote of the Executive Council when:

9.1.1 The voting membership of an International Affiliate declines to less than eleven in number; or

9.1.2 The appropriate requirements of the Contract of Affiliation between the International Affiliate and the Association are not fully complied with; or

9.1.3 An International Affiliate acts or fails to act in a manner which thus degrades the prestige and inhibits the effectiveness of the Association.

9.2 Should any of the requirements upon an International Affiliate established in the Contract between the International Affiliate and the Association not be strictly adhered to, its contract may be subject to cancellation or, by agreement with the International Affiliate, modification by the Executive Council if, upon a review of the particular facts, such action appears appropriate.

9.3 Except where compelling reasons exist for earlier cancellation of an International Affiliate's contract, based on facts brought to their attention, the Board of Officers may issue a Notice of Correction to any International Affiliate not in compliance with the contract between that organization and the Association, notifying the Affiliate of the circumstances in question and requesting them to take remedial action. If by one year after such Notice of Correction is given, the Affiliate remains non-compliant with the contract between that organization and the Association and has taken no remedial action, the Board of Officers shall recommend to the Executive Council that the Affiliate's Contract be cancelled. The Notice of Correction shall be sent by certified mail to the last known International Affiliate Officers address and by general mail to all known International Affiliate members in good standing.

Section 8. Chartered Groups in Other Countries:

~~8.1 — Persons who are citizens of countries other than the United States and Canada, and who wish to apply for a Charter, may contact the Executive Director, who will seek the views of the Board of Officers and the Executive Council with respect to any such request.~~

~~(Delete current Section 8 given above)~~

Section 10. Charter Groups in Other Countries and International Affiliates:

Persons who are citizens of countries other than the United States ~~of America and Canada~~ and who wish to apply for Charter Group status or International Affiliation in accordance with the terms of this Article, may contact the Executive Director of APCO Intl. prior to the submission of an application . The Executive Director will review the proposals and advise ~~who will seek the views of~~ the Board of Officers ~~and the Executive Council~~ with respect to any such request.

ARTICLE IV

AUTHORITY

Section 1. General

- 1.1 All authority derives from the voting membership of the Association.

Section 2. The Quorum

- 2.1 The voting membership of the Association is represented by the Quorum as formed at one or more General Business Meetings held during the Association's Annual Conference. As such, the Quorum wields the full power of the Association.
- 2.2 The Quorum shall have sole authority to amend this Constitution and the Bylaws. This authority may not be delegated to the Executive Council, the Board of Officers, or any other entity.

Section 3. The Executive Council

- 3.1 The Executive Council shall have authority to carry out its duties.
- 3.2 The Executive Council shall have the authority to perform all functions and do those acts that the Annual Quorum might do and that are not specifically reserved in this Article to be performed by others.
- 3.3 The Executive Council shall have the authority to poll itself on matters of Association business at any time. It also shall have the authority to convene itself based upon a majority vote of its entire membership exclusive of the Board of Officers.
- 3.4 The Executive Council shall have sole authority to create new chapters, affiliates, charter groups, international affiliates, and councils and to modify or cancel the charter of existing *charter groups, international affiliates, and councils*
- 3.5 The Executive Council shall have sole authority to remove the President, the President-Elect, the First Vice-President, or the Second Vice-President from office for cause, subject to the requirement that two-thirds (2/3) of the entire Executive Council shall vote in favor of the removal. For purposes of this vote, each member of the Executive Council shall vote individually and shall not grant his/her proxy to any other member.
- 3.6 The Executive Council shall have authority to approve the annual budget for the Association. It shall also have sole authority to approve any change to the approved annual budget, except that it may grant authority to the Board of Officers and/or the Executive Director to make modifications which are within pre-defined limits established by the

Executive Council.

- 3.7 The Executive Council shall have sole authority to approve the purchase or sale of real property by the Association, except that it may grant authority to the Board of Officers and/or the Executive Director to enter into contracts to purchase or sell real property subject to compliance with pre-defined limits established by the Executive Council.
- 3.8 The Executive Council shall have sole authority to approve changes to the Policy Manual.
- 3.9 The Executive Council shall have sole authority to establish a new project under the APCO Project Series.

Section 4. The Board of Officers

- 4.1 The Board of Officers shall have authority to carry out its duties.
- 4.2 The Board of Officers shall have the authority to perform all functions and do those acts that are not specifically reserved in this Article to be performed by others.
- 4.3 The President shall have specific authority to:
 - 4.3.1 Carry out the duties of the President
 - 4.3.2 Incur reasonable and proper personal expense in the conduct of Association business subject to reimbursement by the Association.
 - 4.3.3 Authorize reimbursement of reasonable and proper personal expense by others in the conduct of Association business.
 - 4.3.4 Poll or call into session the Executive Council or any committee of the Association.
 - 4.3.5 Engage and maintain the services of an Executive Director in accordance with the requirements of the Constitution and Bylaws.
 - 4.3.6 Engage and maintain the services of a Controller in accordance with the requirements of the Constitution and Bylaws.
 - 4.3.7 Engage and maintain the services of legal counsel for the Association in accordance with the requirements of the Constitution and Bylaws.
 - 4.3.8 Require, enforce, and rule in matters of parliamentary procedure.

- 4.4 The President-Elect, First Vice-President, ~~and~~ Second Vice-President *and the International Vice President* each shall have specific authority to perform the duties assigned to their office.

The Executive Director

- 5.1 The Executive Director shall have authority to carry out his/her duties.

5.25.1 The Executive Director shall have authority to hire, terminate, assign, evaluate, and discipline employees of the Association, except that the Executive Director shall have no such authority with regards to the Controller.

5.35.2 The Executive Director shall have authority to set the compensation rate and benefits for all employees subject to the limits of the annual budget, except that the Executive Director's authority with regards to the Controller shall be subject to the concurrence of the Board of Officers.

- 5.4 The Executive Director shall have authority to establish administrative, personnel, and operating policies, practices, and procedures as necessary to the efficient function and operation of APCO Headquarters.

- 5.5 The Executive Director shall have authority to enter into contracts to lease and/or purchase equipment and supplies necessary to the function and operation of the Association subject to the limitations of the annual budget and subject to the prior approval of the Board of Officers for all expenditures exceeding an amount established by the Board of Officers.

- 5.6 The Executive Director shall have authority to enter into contracts for consulting and personal services necessary to the function and operation of the Association subject to the limitations of the annual budget and subject to the prior approval of the Board of Officers for all expenditures exceeding an amount established by the Board of Officers.

- 5.7 The Executive Director shall have authority to incur reasonable and proper expense in the conduct of Association business subject to reimbursement by the Association.

- 5.8 The Executive Director shall have authority to reimburse reasonable and proper personal expense by employees of the Association in the conduct of Association business.

- 5.9 The Executive Director shall have authority to sign official documents in the name of the Association subject to the requirement that whenever prior approval is required from the Executive Council or from the Board of Officers for the action being taken by the signing of the document, such approval shall have been first obtained.

Section 6. Controller

- 6.1 The Controller shall have the authority to carry out his/her duties.
- 6.2 The Controller shall have the authority to monitor the expenditure of funds by the Association to ensure such expenditures are in accordance with the Annual Budget and Association Policies.
- 6.3 The Controller shall have the authority to monitor the use and disposal of Association assets to ensure that such use/disposition is in accordance with Association Policies.
- 6.4 The Controller shall have the authority to report discrepancies in the expenditure of funds and/or the use or disposal of Association assets directly to the Executive Director, the Board of Officers, and/or the Executive Council, as he/she deems appropriate.

ARTICLE V
EXECUTIVE COUNCIL
ESTABLISHMENT/INDEMNIFICATION

Section 1. Establishment:

- 1.1 ~~There shall be an Executive Council. It shall consist of the Association's elected officers, the two most recent Past Presidents who neither have a conflicting commercial interest which provides a significant portion of their income nor are full-timed salaried employees of the Association, one member elected by each Chartered Group, and elected by the Corporate Advisory Committee. The Executive Council shall be chaired by the President of the association and in the President's absence shall be chaired by the President Elect. In the absence of both of these officers the First Vice President shall chair the Executive Council. The association's Executive Director shall serve as a non-voting, ex-officio member of the Executive Council and as its Secretary of Record.~~
- 1.2 ~~The Chapters, International Affiliates, and the Corporate Advisory Committee shall submit in writing the names of their elected Executive Councilmen to the Executive Director prior to the Executive Council meeting held at each Annual Conference. The term(s) of these elected Councilmen shall be determined by the Chapter membership and the Corporate Committee membership unless specifically prescribed hereinafter, but such term shall be for a period of at least one year.~~
- 1.3 ~~Should a member of the Executive Council be unable to attend a meeting of the Executive Council, the appropriate Chapter or affiliate president or the chairman of the Corporate Advisory Committee may appoint an alternate to represent the Chapter, the affiliate or the committee at such meeting. ***The alternate must be a member of the same Chapter, affiliate, or committee or may be an executive council member of another Chapter, affiliate or committee who may only represent only 1 other chapter in addition to their own.*** The Chapter or affiliate president or the chairperson of the committee must communicate the name of the alternate in writing to the president of APCO no later than 10 p.m. on the day preceding the Executive Council meeting.~~
- 1.4 ~~Members of the Executive Council are eligible to succeed themselves.~~
- 1.5 ~~The official roster of the Executive Council shall not be altered except in compliance with the provisions of this Section.~~

Section 1. Establishment:

- 1.1 There shall be an Executive Council. It shall consist of the Association's elected officers, 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, ~~the International Vice President nominated by the International Policy Committee~~ International Development Committee, one member elected by each Chartered Group, one person nominated by each International Affiliate and one person elected by the Corporate Advisory Committee. The Executive Council shall be chaired by the President of the Association and in the President's absence shall be chaired by the President Elect. In the absence of both of these officers the First Vice President shall chair the Executive Council. The association's Executive Director shall serve as a non-voting, ex-officio member of the Executive Council and as its Secretary of Record.
- 1.2 ~~Each Chartered Group, International Affiliate, The Chapters, International Affiliates and the Corporate Advisory Committee shall submit in writing the names of their elected Executive Council representative to the Executive Director prior to the Executive Council meeting held at each Annual Conference. The term(s) of these elected Councilmen shall be determined by the Chapter Chartered Group or International Affiliate membership and the Corporate Advisory Committee membership unless specifically prescribed hereinafter, but such term shall be for a period of at least one year.~~
- 1.3 Should a member of the Executive Council be unable to attend a meeting of the Executive Council, the appropriate ~~Chapter or affiliate~~ Chartered Group or International Affiliate president, ~~chairperson of the International Policy Development Committee or the chairperson~~ chairman ~~man~~ of the Corporate Advisory Committee may appoint an alternate to represent the ~~Chapter, the affiliate~~ Chartered Group, the affiliate or the committee at such meeting. The alternate must be a member of the same Chartered Group, international affiliate or committee or may be an Executive Council member of another Chartered Group or International Affiliate but the alternate may represent only one other Chartered Group or International Affiliate in addition to their own. The Chartered Group or International Affiliate President or the Chairperson of the committee must communicate the name of the alternate in writing to the President of APCO no later than 10 p.m. on the day preceding the Executive Council meeting.
- 1.4 Members of the Executive Council are eligible to succeed themselves.
- 1.5 The official roster of the Executive Council shall not be altered except in compliance with the provisions of this Section.

Section 2. [Reserved]

Section 3. Indemnification

- 3.1 Every member of the Executive Council, Board of Officers, Executive Director, Committees, employees and others as specified from time to time by the Board of officers shall be indemnified by the Association against all expenses and liabilities, including counsel fees, reasonably incurred or imposed upon them in connection with any proceeding to which they may be made a party, or in which they may become involved, by reason of being or having been a Council member, Officer or employee of the Association, or any settlement thereof, whether or not the person is a Council member, officer or employee at the time such expenses are incurred, except in such case wherein the Council member, Officer or employee is adjudged guilty of willful misfeasance or malfeasance in the performance of duties. The foregoing right of indemnification shall be in addition to and not exclusive of all other rights to which the indemnified may be entitled.

ARTICLE VI

OFFICERS/EXECUTIVE DIRECTOR/CONTROLLER/ ASSOCIATION OFFICE

Section 1. Officers:

- 1.1 There shall be four elected officers at the Association level: President, President Elect, First Vice-President, and Second Vice-President. These officers, *the International Vice President nominated by the International Policy Committee* ~~International Development Committee~~ and the Executive Director shall constitute the APCO Board of Officers.

Section 2. Executive Director:

- 2.1 There shall be a non-elected Executive Director as provided in Bylaws Article VIII.

Section 3. Controller:

- 3.1 There shall be a non-elected Controller, as provided in Bylaws Article IX.

Section 4. Association Office:

- 4.1 There shall be an Association Office, known hereinafter as the Office, which houses the Association's Executive Director, the staff, the Controller, and the resources required to perform the day to day functioning of this organization as set forth in Bylaws Article VII.

ARTICLE VII

POLICY MANUALS

Section 1. APCO Policy Manual:

- 1.1 There shall be an APCO Policy Manual. It shall be maintained and kept in current condition by the Board of Officers. The Manual shall be separate from but be part and parcel of this Constitution, provided the requirements of the Constitution and Bylaws are otherwise observed.

Section 2. Policy:

- 2.1 The Manual shall set forth the operating policies of the Association. It shall contain the duties and responsibilities of the Executive Director, the Controller and others as the Board of Officers shall direct. The Manual shall provide the requirements and guidelines which shall govern the functioning of the Board of Officers, the Executive Director, the Controller, and others as may be specified. It shall be the reference guide for the proper conduct of the day-to-day affairs of the Association.

Section 3. Review:

The Executive Council shall review and upon acceptance approve the form and content of the Manual:

- 3.1 During its meeting held at each Annual Conference.
- 3.2 At other of its meetings upon notice of an amendment from the Executive Director, or upon other request by the Executive Director, by a member of the Board of Officers, or by a Quorum of the Executive Council.

Section 4. Amendment:

- 4.1 So long as Constitution and Bylaws requirements are met, the APCO Policy Manual may be amended by a majority vote of the Board of Officers subject to subsequent reversal by the Executive Council.

Section 5. Other Manuals:

- 5.1 Other Policy Manuals, similarly maintained and reviewed, shall be the Conference Manual and the Frequency Coordination System Manual.

ARTICLE VIII

TRADEMARK

Section 1. Policy:

~~The APCO trademark (Logo) shall be registered: It may not used by other than the Association except as follows:~~

- ~~1.1 — By Chartered Groups for stationery and banners.~~
- ~~1.2 — By Standing Committees for stationery.~~
- ~~1.3 — Any other use is prohibited, except as may be specifically provided for in the APCO Policy Manual.~~
- ~~1.4 — Permission to deviate from this policy requires the express previous consent of the Board of Officers or, as delegated by the Board of Officers, the approval of the Executive Director. Violation of this policy by members may, among other penalties, result in charter cancellation or expulsion from membership.~~

Section 1. Policy.

- 1.1 The APCO trademark (Logo) shall be registered. It may not be used by other than the Association except as follows:
 - 1.1.1 By Chartered Groups and International Affiliates for stationery and banners.
 - 1.1.2 By Standing Committees for stationery.
 - 1.1.3 Any other use is prohibited, except as may be specifically provided for in the APCO Policy Manual or in contracts with International Affiliates.
 - 1.1.4 Permission to deviate from this policy requires the express previous consent of the Board of Officers or, as delegated by the Board of Officers, the approval of the Executive Director. Violation of this policy by members may, among other penalties, result in charter or affiliation cancellation or expulsion from membership.

ARTICLE IX
AMENDMENTS

Section 1. Methods:

- 1.1 The Constitution of the Association may be amended only by a two-thirds affirmative vote of an Annual Conference Quorum, in accordance with the Amendment procedures established in the Bylaws.

ARTICLE I

MEMBERSHIP

DEFINITIONS/ELIGIBILITY/CATEGORIES/DESIGNATIONS

~~Section 1. Definitions:~~

- ~~1.1 With the exception of the Governmental and Corporate member category, APCO's members are individuals. The membership of the Association shall be divided into the following categories: Active Member, Commercial and Member. A designation of Life, Honorary, Chapter Life, Chapter Honorary, Multiple, and Senior may added to a category.~~
- ~~1.2 Group memberships shall be divided into the following: corporate group membership and governmental group membership.~~
- ~~1.3 Applications for membership shall be processed in accordance with the provisions of this Article.~~

Section 1. Definitions:

- 1.1 With the exception of the Governmental and Corporate member category, *members of the Association*, APCO's members are individuals. The membership of the Association shall be divided into the following categories: Active Member, Commercial Member and Member. A designation of Life, Honorary, Chartered Group Life, Chartered Group Honorary, Multiple and Senior may be added to a category.
- 1.2 There shall also be available Corporate Group membership and Governmental Group membership. Group memberships shall be divided into the following: corporate group membership and governmental group membership
- 1.3 Applications for membership shall be processed in accordance with the provisions of this Article.

~~Section 2. Membership Eligibility:~~

- ~~2.1 Members shall be admitted in strict conformity with the category requirements herein set forth. Membership shall not be denied on the basis of race, color, creed, national origin, or numerical limitation. Chartered Group members are Association members.~~
- ~~2.2 Except as permitted in Section 3.2.1 of this Article (and while so involved), the category of membership enjoyed shall reflect the current employment status of the member.~~

Section 2. Membership Eligibility

- 2.1 Members shall be admitted in strict conformity with the category requirements herein set

forth. Membership shall not be denied on the basis of race, color, creed, national origin, or numerical limitation. Chartered Group members are Association members.

2.2 ~~*Members of an International Affiliate or an International Chapter or a newly chartered International Chapter shall be Members of the Association in accordance with the provisions of Section 3.3 of this Article.*~~

2.2 Except as permitted by Section 2.1 of this Article (and while so involved), the category of membership enjoyed shall reflect the current employment status of the member.

Section 3. Categories

3.1—Active Member

~~3.1.1—The following citizens of the United States of America and Affiliated Chartered Groups shall be eligible for Active membership:~~

~~3.1.2—Personnel responsible for design, construction, installation, maintenance, command, and operation of public safety systems, and supporting information systems. Such persons must be employed by, retired from or a volunteer of a governmental entity or a contractor of a governmental entity providing the described services. Members must be actively engaged in or retired from the performance of the described services for the specific entity on a regular basis and may not have a conflicting commercial interest which provides a significant portion of their income. Examples of qualifying positions include but are not limited to engineers, technicians, managers, supervisors and telecommunicators.~~

~~3.1.3—Active members may vote in the annual quorum, may enjoy all benefits and privileges and, except where otherwise limited, may serve in any capacity in the Association and its chartered groups.~~

3.1 Active Member

3.1.1 The following citizens of the United States of ~~America~~ and Canada and Australia/New Zealand shall be eligible for Active membership:-

~~3.1.2~~ Personnel responsible for design, construction, installation, maintenance, command, and operation of public safety systems and supporting information systems. Such persons must be employed by, retired from or a volunteer of a governmental entity or a contractor of a governmental entity providing the described services. Members must be actively engaged in or retired from the performance of the described services for the specific entity on a regular basis and may not have a conflicting commercial interest which provides a significant portion of their income. Examples of qualifying positions include but are not limited to engineers, technicians, managers, supervisors and telecommunicators.

- 3.1.3 Active members may vote in the annual quorum, may enjoy all benefits and privileges and, except where otherwise limited, may serve in any capacity in the Association and its chartered groups.

3.2 Commercial Member

- 3.2.1 Those persons who receive compensation in any form for services rendered in business and industry are eligible to be Commercial members. Except for the Corporate Advisory Committee on the Executive Council, voting privileges are provided for in Constitution Article III, Section 5. They may otherwise enjoy all benefits and privileges of the Association.

~~3.3 Member~~

- ~~3.3.1 — Those non-administrative and non-supervisory personnel otherwise meeting the requirements of 3.1.2 who, at the applicant's discretion, may select this category and those persons not meeting the requirements of any other category of membership are eligible for this category. They may continue to enjoy all the privileges as limited by Constitution Article III, Section 5.~~

3.3 Member.

- 3.3.1 Those non-administrative and non-supervisory personnel otherwise meeting the requirements of 3.1.2 who, at the applicants discretion, may select this category and those members of an International Chapter, except Canada and Australia/New Zealand or International Affiliate or individuals resident in a country outside the territory of the USA in whose area there is not an established International Affiliate or International Chapter and those persons not meeting the requirements of any other category of membership are eligible for this category. They may continue to enjoy all the privileges as limited by Article II Section 3 and Article III Section 5 of the Constitution.

Section 4. Association Designations Attached to Category

4.1 Honorary Member

- 4.1.1 Only the Board of Officers may confer this category of membership
- 4.1.2 This membership is limited to those individuals who may have no incentive to obtain membership in any category but, by virtue of their position or accomplishments, it is in the best interest of APCO, Inc., that the individual have information regarding APCO, Inc., including the Bulletin and other APCO publications, filings and other items of information regarding the activities of APCO, Inc.
- 4.1.3 Membership shall be established with the publication of a list (annually or sooner if necessary) of qualified individuals as determined by the Association Board of Officers.
- 4.1.4 The APCO Inc. Honorary member shall not vote or hold office in any capacity,

except that they may serve as Ex Officio members of any committee.

4.2 Life Member

4.2.1 This highest level of membership shall be awarded only to those persons currently holding another category of membership in the Association. The Life Member title shall be added to that of any other category of membership. This title and the member's regular other membership category title with all its privileges and benefits shall be enjoyed, and held exempt from dues, for the life or resignation of such member.

4.2.2 The criteria for eligibility and the procedures for nomination and approval for conferring the title of APCO Life Member are as follows:

A. This honor may be bestowed upon members who have, at the Association level, made significant contributions toward the fulfillment of the purpose of the Association.

- (1) To be eligible for APCO Life Member, the nominee shall as a minimum, have:
 - (a) Served a full term as President of the Association or:
 - (b) Met both of the following requirements:
 - (1) Been a member of APCO for a minimum of 15 years; and
 - (2) Made at least five (5) major accomplishments which have contributed significantly towards meeting the needs of all ~~Chapters~~ ~~Chapters~~ ~~(Chartered Groups)~~, regulatory and policy making bodies, the commercial, general public safety, and international communities, or any combination thereof. A list of suggested major accomplishments which may be used as a guideline to determine LIFE MEMBER qualifications is shown below:
 - (a) Served four or more years as an Executive Council Member;
 - (b) Served four or more years as a Local Area Frequency Advisor;
 - (c) Served as an active Committee Member of an Association Committee or Special Task Force (e.g. Projects 25, 31, 33, 34, 35, CALEA, etc.)

(Service on each such Committee or Task Force would constitute a single accomplishment).

- (d) Served as a active member of one or more Association Standing Committee;
 - (e) Served as a Regional Conference Committee Chair;
 - (f) Served as an Annual Conference Committee Chair;
 - (g) Made other contributions that promote APCO Intl., (beyond benefit to a single ~~Chapter~~ Chapter ~~Chartered Group~~) or to the art of Public Safety Communications (e.g. NPSTC, PSWAC, NCC, service as an Officer of another public safety oriented association).
- (2) This honor shall be bestowed in the following manner:
- (a) The nomination shall be made by the nominee's ~~Chapter~~ Chapter ~~Chartered Group~~ upon recommendation of such ~~Chapter's~~ ~~Chapter~~ ~~Chartered Groups~~ Executive Committee. This nomination, accompanied by documentation of eligibility, shall be sent to the Association office more than 90 days prior to the convening of the Annual Conference at which the nomination is to be considered
 - (b) The nomination shall be reviewed by the Board of Officers and its recommendations made to the Executive Council before or during such Conference. If approved by the Executive Council, the nomination shall be presented to the Quorum of such Conference which shall make its decision by majority vote. If not approved in any instance in this process, the ~~Chapter~~ Chapter ~~Chartered Group~~ shall be appropriately advised by the Executive Director.
 - (c) Nominations for Life Membership may also be initiated by the unanimous vote of the APCO Board of Officers more than 90 days prior to the convening of the Annual Conference at which the nomination is to be considered. In such case, the Board of Officers shall forward its nomination to the Executive Council for its approval. If approved by the

Executive Council, the nomination shall be submitted for the consideration of the Quorum at the Annual Conference.

- (3) The APCO Life Member title and the member's regular other membership category title with all its privileges and benefits shall be enjoyed, and held exempt from dues, for the life or resignation of such member.

4.3 Multiple Membership:

- 4.3.1 This category provides for membership in more than one ~~Chapter~~ ~~Chapter~~ ~~{Chartered Group}~~ in accordance with the following requirements to be met by the applicant who shall be:
- 4.3.2 A paid up member in their own ~~Chapter~~ ~~{Chapter Chartered Group}~~;
- 4.3.3 A paid up Multiple member of the above membership category in any additional ~~Chapter~~ ~~Chapter(s)~~ ~~{Chartered Group}~~ in which he/she is also qualified;
- 4.3.4 Provided an additional membership card(s) which identifies the bearer to be a Multiple (home ~~Chapter~~ ~~Chapter~~ ~~{Chartered Group}~~) member in which so ~~affiliated~~ ~~affiliated~~ ~~{enrolled}~~.d.

4.4 Senior Membership Grade

- 4.4.1 The designation of "Senior" may be added to any category of individual membership.
- 4.4.2 To be eligible for the honor, a member shall meet the following qualifications:
- A. Membership for ten (10) consecutive years or more.
 - B. Not less than three (3) significant contributions to APCO, including one on an Association level. A suggested list of significant contributions is listed below:
 - (a) Served one or more years as President of a ~~Chapter~~ ~~Chapter~~ ~~{Chartered Group}~~;
 - (b) Served two or more years as an Executive Council Member
 - (c) Served as an active member of an Association Special Committee or Special Task Force (e.g. NPSPAC, PSWAC, Project 25, 31, 33, 34, 35, CALEA, etc.)
 - (d) Served as an active member of one or more Association Standing Committees;

- (e) Served as an Annual or Regional Conference Committee Chair;
 - (f) Served two or more years as a Local Area Frequency Advisor;
 - (g) Made other contributions that promote APCO International (beyond benefit to a single ~~Chapter Chapter~~ *(Chartered Group)*) or to the art of Public Safety Communications.
- C. Shall be a member in good standing at the time of the award.
- 4.4.3 Nomination to senior membership grade shall be initiated at the ~~Chapter Chapter~~ *(Chartered Group)* level upon recommendation by one ~~Past Chapter Chapter~~ *(Chartered Group)* President, approved by the ~~Chapter Chapter~~ *(Chartered Group)* Executive Committee and the ~~Chapter Chapter~~ *(Chartered Group)* Quorum.
- 4.4.4 Senior membership grade is approved by the Board of Officers upon the presentation of the resolution and sufficient documentation of qualifications to merit the award.

Section 5. ~~Chapter Chapter~~ *(Chartered Group)* Designations Attached to Category

5.1 ~~Chapter Chapter~~ *(Chartered Group)* Honorary Member:

- 5.1.1 The following persons are eligible for this category:
- 5.1.2 Those who have made significant contributions to the objectives of a ~~Chapter Chapter~~ *(Chartered Group)*.
- 5.1.3 Retired members who have held membership in any category for more than ten (10) consecutive years.
- 5.1.4 This honor shall be bestowed if a ~~Chapter Chapter~~ *(Chartered Group)* Executive Committee makes a motion to such effect and its ~~Chapter Chapter~~ *(Chartered Group)* Quorum passes such a motion by a majority vote.
- 5.1.5 The benefits of this category are paid Association portion of dues and increased fellowship due to recognition of contributions made especially in the event of this title being added to a current membership title.
- 5.1.6 The ~~Chapter Chapter~~ *(Chartered Group)* conferring this membership category shall pay to the Association Office the dues amount specified in the Policy Manual for each such member.
- 5.1.7 The term of this category shall be for a period of twelve (12) months and thereafter as the ~~Chapter Chapter~~ *(Chartered Group)* may determine in accordance with the provisions of this section.

5.2 ~~Chapter~~ Chapter ~~(Chartered Group)~~ Life Member:

- 5.2.1 Each ~~Chapter~~ Chapter ~~(Chartered Group)~~ desiring to confer ~~Chapter~~ Chapter ~~(Chartered Group)~~ Life Membership shall develop a list of requirements for this category of membership. This list shall be included in the ~~Chapter~~ Chapter ~~(Chartered Group)~~ Constitution and Bylaws.
- 5.2.2 A suggested list of qualifications for this category of membership shall be maintained in the APCO Policy Manual.
- 5.2.3 This honor shall be bestowed upon qualified members by the nominee's ~~Chapter~~ Chapter ~~(Chartered Group)~~ Chartered Group upon recommendation by the ~~Chapter's~~ Chapter ~~(Chartered Group's)~~ Executive Committee and majority approval of the ~~Chapter~~ Chapter ~~(Chartered Groups)~~ Quorum. This appointment shall be sent to the Membership Department at the Association office.
- 5.2.4 The privileges of a ~~Chapter~~ Chapter ~~(Chartered Group)~~ Chartered Group Life Member shall be determined by the category of membership for which the member would otherwise qualify
- 5.2.5 The ~~Chapter~~ Chapter ~~(Chartered Group)~~ Chartered Group conferring this membership category shall pay annually to the Association Office the dues amount specified in the dues as specified in the Policy Manual for each such member during the membership term.

Section 6. Group Memberships

6.1 Corporate Group Memberships

- 6.1.1 Any corporation that received compensation in any form for services rendered or products sold in business or industry is eligible to become a Corporate Member.
- 6.1.2 Except for the Corporate Advisory Committee member on the Executive Council, voting privileges for individuals who are covered by Corporate Membership are as provided for in Constitution Article III, Section 5.
- 6.1.3 Benefits and privileges of Corporate Membership are those as defined in the Commercial Category of the Bylaws and Policy Manual.
- 6.1.4 Corporate group membership dues shall be uniform for all chapters in the United States as defined in Bylaws Article III, Section 1.1
- 6.1.5 Corporate group membership levels shall be detailed in the Policy Manual.

6.2 Governmental Group Memberships:

- 6.2.1 Any political entity qualifying under the meaning and intent of this Constitution, hereinafter referred to as the Master Applicant in this category, among whose employees two (2) or more are eligible for membership in accordance with the other Sections of this Article whom the Master Applicant wishes to enroll as a group in this Association is eligible for this category of membership with the following stipulations:
- 6.2.2 At least one of the employees in each applicant group per each dues year shall be eligible for, or the particular Master Applicant shall have at least one employee enrolled as, an Active member of this Association;
- 6.2.3 All employees in each group shall reside, live or work within the boundaries of the particular ~~Chapter~~ ~~Chapter chartered~~ ~~(Chartered Group)~~ Chartered Group in that geographical area and shall be members of that ~~Chapter~~ ~~Chapter~~ ~~(Chartered Group)~~ Chartered Group unless otherwise approved by the Board of Officers;
- 6.2.4 Memberships in good standing within a group may be transferred during a given dues period from current employees leaving the group to new employees entering the group upon each such individual request by the Master Applicant to the appropriate ~~Chapter~~ ~~Chapter~~ ~~(Chartered Group)~~ Chartered Group Secretary;
- 6.2.5 The individual members shall be categorized as, pay dues, and serve in this Association in accordance with the appropriate membership requirements which are set forth elsewhere in the Bylaws and Policy Manual, and the will of the Governmental member shall be expressed within this Association only by means of these individual members.
- 6.2.6 Benefits and privileges of Governmental Membership are those as defined in the Governmental Category of the Bylaws and Policy Manual.

ARTICLE II

MEMBERSHIP

APPLICATIONS/REVOCATIONS

Section 1. Application:

- 1.1 Applications for membership shall be made on standard application forms approved by the Board of Officers
- 1.2 Applications for membership may be made through ~~Local Chapters~~ ~~Chapter~~ *(Chartered Groups)* (see 3.2 below) or directly to the Office as may be appropriate in accordance with Sections 3 and 4 of this Article.

Section 2. Revocations:

- 2.1 Membership in the Association may be revoked by the Board of Officers upon a documented showing of reasonable cause.
- 2.2 A revocation proceeding shall extend for a period of not less than 30 and not more than 60 days during which time the affected member, and the appropriate ~~Chapter~~ ~~Chapter~~ *(Chartered Group)*, if any, shall be notified and permitted to plead the case.
- 2.3 A member may be suspended during a revocation proceeding. If a decision is not reached within the maximum period of time allowed, the member is automatically reinstated without penalty.
- 2.4 A revoked membership may not be reinstated without prior approval of the Board of Officers. Dues are not refundable. However, a reinstatement does not require additional dues if a revocation is annulled during the same paid up dues period as the revocation was initiated.

~~Section 3. Applications from Chartered Areas: (Should this Section be deleted?)~~

- ~~3.1 Applications for membership shall normally be made to the Secretary of the appropriate Local Chartered Group.~~
- ~~3.2 Local Chartered Group is that Chartered Group chartered in the area in which the applicant lives/works.~~
- ~~3.3 After determining the eligibility and category of the applicant the Chartered Group Secretary, subject to subsequent approval by the Chartered Group, shall at regular monthly intervals forward approved such membership applications, with dues payment attached, to the Association Office.~~

~~3.4 — If an application from a chartered area is first sent directly to the Association Office, such Office shall forward it to the appropriate Local Chartered Group for processing as set forth in 3.3 above.~~

~~3.5 — Notwithstanding the above normal procedure, a Local Chartered Group may request the Association Office to adopt other procedures, and the Association may do so upon prior approval of the Board of Officers~~

Section 4. Applications From Unchartered Areas:

4.1 Applicants in unchartered areas may send completed application forms to the Association Office which shall forward them to the applicant's choice (see Section 5 of this Article) of ~~Local~~ Chartered Group, if any. Otherwise, the Association Office shall determine the applicant's eligibility and category and enroll the applicant as a Member ~~At-Large~~.

Section 5. Optional ~~Chapter~~ ~~Chapter~~ ~~(Chartered Group)~~ Chartered Group Choice:

5.1 Those persons who live within the chartered area of one Chartered Group and work within the chartered area of another Chartered Group may hold membership in the Group of choice.

ARTICLE III

DUES

RATES / MEMBERS AT LARGE / CERTIFICATES / SCHEDULE / BILLING & COLLECTIONS

Section 1. Rates:

- 1.1 The dues structure shall be specified in the Policy Manual and shall define association and ~~Chapter~~ ~~Chapter~~ ~~(Chartered Group)~~ Chartered Group portions.
 - 1.1.1 The dues structure shall include two tiers for active members. The higher tier shall apply upon majority approval of the ~~Chapter~~ ~~Chapter's~~ ~~(Chartered Group's)~~ Chartered Group's active member quorum and shall remain in effect until rescinded. The difference between the two tiers shall be entirely a ~~Chapter~~ ~~Chapter~~ ~~(Chartered Group)~~ portion.
- 1.2 Any annual adjustments shall be tied to the cumulative changes in the Consumer Price Index (CPI) rounded to the nearest U.S. dollar for the preceding Calendar Year.
- 1.3 In the event that no increase is approved for a particular year, the next increase approved will be cumulative only in the amount of the preceding Calendar Year CPI adjustment. It is not cumulative for multiple years to cover years in which there was no increase.
- 1.4 Any changes to dues amount shall be effective on January 1 of the next year.
- 1.5 A majority vote of the Executive Council is required for the CPI dues adjustment. Such a vote may be taken during a mid-year Executive Council meeting or, in the event there is no mid-year meeting, the President shall require a poll of the Executive Council during the month of April.
- 1.6 If, for any reason, a resolution for a dues increase above the CPI adjustment as described above should be recommended by the Board of Officers, the Executive Council must indicate concurrence or non-concurrence. A majority vote of the Quorum at the Annual Conference must then be received to approve such an increase.
- 1.7 The dues specified are to be paid in United States dollars (\$)
- 1.8 For members outside the United States and Canada, appropriate additional dues will apply as specified in the APCO Policy Manual.

Section 2. Members-At-Large:

- 2.1 Members-At-Large as described in Bylaws Article II Section 4.1 shall pay dues in like amounts directly to the Association Office.

Section 3. Membership Certificates:

- 3.1 The Association Office shall issue Certificates of Membership on behalf of the ~~Chapter~~ ~~Chapters~~ *(Chartered Groups)* in accordance with the requirements of this Article.

Section 4. Dues Payment Schedule:

- 4.1 Dues are due and payable on January 1st of each calendar year. Renewal notices shall be mailed at least sixty days prior to the renewal date.
- 4.2 Dues are past due 30 days after the renewal date of the membership. Non-paying members are in arrears after such date and they shall be notified at that time that they have been dropped from membership.

Section 5. Billing and Collecting Dues: The Association Office shall:

- 5.1 Bill and collect dues from all members either individually or through written procedures established with the ~~Chapter~~ ~~Chapters~~ *(Chartered Groups)*.
- 5.2 Within 30 days each calendar period remand to the appropriate ~~Chapter~~ ~~Chapter(s)~~ *(Chartered Group)* Chartered Group their portions of dues received.
- 5.3 As in 5.2 above, notify the appropriate Chartered Group(s) when their members are billed and when membership status is changed in accordance with the requirements of this Article.
- 5.4 Solicit new members and process all applications for membership either directly or through written procedures established with the ~~Chapters~~ ~~Chapter~~ *(Chartered Groups)*.

ARTICLE IV
EXECUTIVE COUNCIL
DUTIES/QUORUM/PROCEDURES

Section 1. Duties:

- 1.1 The duties and responsibilities of the Executive Council are as follows:
- A. The Executive Council shall meet in conjunction with but prior to the convening of each Annual Conference, and in such manner as may be possible on a rotation basis, at a Regional Conference each year in accordance with the Regional Conference Schedule; and/or at such time and place as may be deemed appropriate by the President or as it may be self-convened.
- B. The Executive Council shall exhibit oversight of the Board or Officers by:
1. Review and approval of the association's goals and objectives as recommended by the Board of Officers.
 2. Review and approval of the Executive Director's goals and objectives for the Association staff and management team.
 3. Review and approval of the Executive Director's formal business plan previously approved by the Board of Officers.
 4. Review and approval of the association's annual budget proposal.
 5. Review and approval of the APCO Policy Manual in accordance with Constitution Article VI.
 6. Perform committee duties as outlined in the APCO Policy Manual.
 7. Report its activities. Each Executive Council member has the responsibility to issue a formal report to their ~~Chapter~~ ~~Chapter~~ *(Chartered Group or International Affiliate)* or Corporate Advisory Committee.
 8. Perform other duties as may be otherwise specified in the Constitution and Bylaws, APCO Policy Manual or as may be required by the Executive Council of itself which may not otherwise be in conflict with the Constitution and Bylaws.

Section 2. Quorum:

- 2.1 The members of the Executive Council who attend the opening meeting of a session of the Executive Council shall be listed by the President as being in attendance at the session.
- 2.1.1 Members of the Executive Council who do not attend the opening meeting of a

session of the Executive Council but do attend a later meeting of the session

may petition the President to be added to the list of members in attendance at the session.

- 2.2 The quorum of an Executive Council meeting shall be made of the members present at any given session as long as that quorum does not represent less than fifty (50) percent of the total Executive Council membership.

Section 3. Procedures:

- 3.1 The Executive Council shall meet in session with each consisting of one or more individual meetings.
 - 3.1.1 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.
 - 3.1.2 Adjournment of each session, other than the session held in conjunction with the Annual Conference, shall require a motion, second, and majority vote of the Quorum.
 - 3.1.3 The session held in conjunction with the Annual Conference shall not be adjourned until the Annual Conference is adjourned, at which time it shall be automatically adjourned without motion or second.
- 3.2 The President shall provide not less than two weeks prior written notice of the time and place for a session of the Executive Council. The notice shall be delivered to the President and elected Executive Council member of each ~~Chapter~~ ~~Chapter~~ ~~(Chartered Group)~~ Chartered Group, International Affiliate, the Chair of the Corporate Advisory Committee and/or the elected Executive Council member representing the Corporate Advisory Committee, and each other member of the Executive Council. The notice shall include the agenda for the meeting and supporting materials.
- 3.3 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:
 - 3.3.1 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. Only those hours between 8:00 am. 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;
 - 3.3.2 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;

- 3.3.3 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.
 - 3.4 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 by delivering a written notice to the President and posting such notice 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. 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.
 - 3.5 The expense of attending meetings of the Executive Council shall be that of those attending.

ARTICLE V

OFFICERS — GENERAL

ELIGIBILITY/~~N~~OMINATION/~~E~~ELECTION/TERMS/SUCCESSION VACANCIES/IMPEACHMENT

Section 1. Eligibility:

- 1.1 Candidates for President-Elect, First Vice-President, and Second Vice-President shall meet or exceed the minimum qualifications listed below. The Credentials Committee shall evaluate the qualifications of each candidate and shall certify compliance with these requirements to the Quorum.
 - 1.1.1 Be an Active Member of the Association in good standing.
 - 1.1.2 *Be a citizen of the United States of America*
 - 1.1.2 Have served at least two years in an ~~(Chapter)~~-elected office in a USA Chapter.
 - 1.1.3 Have attended at least two out of the four Annual Conferences held immediately prior to the year in which the candidate is seeking office.

Section 2. Declaration of Candidacy:

- 2.1 Candidates for the offices of President-Elect, First Vice-President, and Second Vice-President shall submit a declaration of their candidacy in writing to the Executive Director at APCO Headquarters not later than January 15 of the year in which they are seeking election by the Quorum.
 - 2.1.1 In the event no candidate declares his/her candidacy for a particular office by January 15 or in the event that all candidates for an office withdraw their name(s) from consideration prior to the actual election, then nominations may be accepted from the floor during a General Business Meeting of the Association held at the Annual Conference. Insofar as at least one candidate has declared his/her candidacy by January 15 and remains a candidate at the time of the election, no nominations for that office may be made from the floor at the Annual Conference.

Section 3. Succession and Election

- 3.1 The President-Elect shall automatically succeed to the office of President.
- 3.2 The incoming President-Elect, First Vice-President, and Second Vice-President shall be elected by a simple majority vote of the Association's members casting ballots in

accordance with procedures established in the Policy Manual. Prior to May 1 of each year, the Executive Council shall approve any change to the procedures followed in the prior

year except that the Executive Council may modify the procedures at any time prior to the close of balloting upon a finding that the procedures provide an unfair advantage to one candidate over the other candidates. The procedures established by the Executive Council shall include the following, as a minimum:

- 3.2.1 A procedure for members attending the Annual Conference to cast ballots during the Conference.
 - 3.2.2 A procedure for members to cast ballots by mail prior to the Annual Conference regardless of their intent to attend the Annual Conference.
 - 3.2.3 A procedure for continuing the voting process for each office through additional ballot cycles until such time as one candidate receives a simple majority of the votes cast during that ballot cycle. The procedure need only provide for those Association members eligible to vote and in attendance at the Annual Conference to participate in any second or subsequent ballot cycle established by this "run-off procedure".
 - 3.2.4 A procedure for ensuring that only those members of the Association who are defined in the Constitution as being eligible to vote are allowed to cast ballots and that only one vote is cast per eligible member per ballot cycle.
- 3.3 In the event there is only one candidate for the office of President-Elect, First Vice-President, or Second Vice-President, then the voting procedures required in Section 3.2 of this Article may be suspended and replaced by a verbal vote of affirmation by voting-eligible members of the Association made during a General Business Meeting held during the Annual Conference. The suspension of the voting procedures shall apply only to those offices for which there is only one candidate.

Section 4. Terms of Office

- 4.1 Members of the Board of Officers shall serve from the time they are installed in office until their successors are installed in office unless they are suspended or removed from office due to impeachment in accordance with procedures established in this Article, they resign, or the office is otherwise vacated.
 - 4.1.1 Normally, officers shall be installed in office during the Association's Annual Conference.
 - 4.1.2 Officers may be installed in office at such other time as may become necessary due to the filling of a vacancy or other cause.

Section 5. [Reserved]

- 6.1 A vacancy in the office(s) of President, President-Elect, and First Vice-President shall be filled by advancement in rank. Such advancement in rank shall be in an "Acting" capacity only until the next regular election of officers.
- 6.2 A vacancy in the office of Second Vice-President shall be filled by an appointment made by the President and shall be subject to confirmation by the remaining members of the Board of Officers upon receipt of certification by the Credentials Committee that the appointee otherwise satisfies the eligibility requirements contained in Section 1 of Bylaws Article V. Such appointment shall be in an "Acting" capacity only until the next regular election of officers.
- 6.3 Officers who were either advanced in rank due to a vacancy or appointed by the President may declare their candidacy for the office in which they are "Acting" at the next regular election of officers and, if elected, shall be eligible to serve a full-term in the office. Such declaration shall be made in accordance with the requirements of Section 2 of Bylaws Article V.

Section 7: Removal/Suspension from Office

- 7.1 The President, President-Elect, First Vice-President, or Second Vice-President of the Association may be removed from office only for reason of malfeasance of duty, misfeasance of duty, nonfeasance of duty, or for committing an act that brings significant discredit to the Association.
- 7.2 An officer may be removed from office only in accordance with processes and procedures identified in the Policy Manual.
- 7.3 The President may suspend an officer from the performance of his/her duties during the period between that officer being impeached and the Executive Council adjudicating the matter. In the event the President is impeached, then the senior member of the Board of Officers who was not impeached may suspend the President from the performance of his/her duties during the period between the President being impeached and the Executive Council adjudicating the matter.

ARTICLE VI**OFFICERS****DUTIES****Section 1. President:**

- 1.1 Duties: In addition to other such duties as may be required, the President shall:
- 1.1.1 Preside at all Association business meetings, except as provided in Section 2.1.2 of this Article, and except as determined during the Annual Conference.
 - 1.1.2 Act as Chair of the Executive Council and the Board of Officers
 - 1.1.3 Appoint committees in accordance with the Policy Manual.
 - 1.1.4 Keep the membership appropriately informed.
 - 1.1.5 Make appointments to fill vacancies in office.
 - 1.1.6 Supervise the Executive Director and see that the APCO Policy Manual is adequately maintained and properly adhered to in the day-to-day functioning of the Association.
 - 1.1.7 Set goals, policies, and pursue purpose.
 - 1.1.8 Present any proposed amendments to the APCO budget in effect during the term of office for consideration and approval by the Executive Council, such as proposed by the Board of Officers.

Section 2. Other Officers:

- 2.1 Duties: The other Officers shall serve in the same manner and for the same purposes as the President and shall in good faith support and carry out the policies in their own good reason. In such manner, they shall serve in the absence of the President and/or of any of themselves in the order of their rank.
- 2.1.1 In addition, the President elect shall plan , appoint members-elect of committees, and otherwise prepare for their pending administration in order to maintain the momentum of the Association, provided, the President and the Executive Director shall be kept currently informed and the President's prior approval shall be required for the expenditure of funds for such purposes.

- 2.1.2 It will be the duty of the President Elect to preside over the portion of the Executive Council meeting at the Annual Conference at which the proposed budget for the ensuing year is being considered.

ARTICLE VII

BOARD OF OFFICERS

ESTABLISHMENT/DUTIES/QUORUM/PROCEDURES

Section 1. Establishment:

- 1.1 There shall be a Board of Officers consisting of the elected Officers of the Association, the International Vice President nominated by the International Policy Committee and the Executive Director.

Section 2. [Reserved]

Section 3. Meetings

- 3.1 The Board of Officers shall as a minimum meet during the Annual Conference and at the Regional Conference(s) with the exceptions and additions specified in the APCO Policy Manual.

Section 4. Duties:

- 4.1 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 indicate.

Section 5. Quorum:

- 5.1 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.

Section 6. Procedures:

- 6.1 The Executive Director shall meet with and serve the Board in the capacity as the Administrative Officer of the Association.
- 6.2 Members of the Executive Council shall be advised by the President of the significant actions taken at meetings of the Board of Officers. Such information shall be provided to the Executive Council in writing within thirty (30) days of the meeting of the Board, otherwise, the actions taken during such a Board meeting shall be null and void.
 - 6.2.1 Such Board action shall be considered to have been ratified by the Executive Council if a majority of such Council members has not disapproved of any such Board action within thirty (30) days after receipt of the required advisement of the results of a Board meeting. Written notices (Fax, Email) and such disapproval shall be addressed to the President. Board actions disapproved by the Council in accordance with these requirements shall be null and void.

- 6.2.2 After 25 days of the 30 day voting period, APCO International shall poll those Council members that have not yet cast a vote.
- 6.2.3 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 chapter voted.
- 6.2.4 Board actions under the provisions of 6.2.1. of this Section shall include, but not be limited to, the chartering of new ~~Chapters~~ Chapter (Chartered Groups) and the recommendation of Annual Conference sites.

**ARTICLE VIII
EXECUTIVE DIRECTOR**

EMPLOYMENT/SUPERVISION/REMOVAL/DUTIES

Section 1. Employment:

- 1.1 The Executive Director shall be employed upon recommendation by the President subject to approval of the Board of Officers and a two-thirds confirmation vote of the Executive Council.

Section 2. Supervision:

- 2.1 The Executive Director is directly responsible to the President and shall report to the President and the Board of Officers.

Section 3. Removal:

- 3.1 The Executive Director shall not be removed from office or funds impounded or the office abolished or moved except upon a two-thirds vote of the Executive Council in accordance the terms of employment.

Section 4. Duties:

- 4.1 The duties of the Executive Director shall be those set forth in the APCO Policy Manual.

ARTICLE IX
CONTROLLER
EMPLOYMENT/PURPOSE/DUTIES

Section 1. Employment Procedure:

- 1.1 The Controller shall be employed upon a recommendation of the President and approval by the Board of Officers.

Section 2. Purpose:

- 2.1 The position of Controller shall be established and maintained for the purpose of employing an individual to serve as the chief financial officer for the Association.

Section 3. Duties:

- 3.1 The Controller shall report directly to the Board of Officers with respect to financial matters and with regard to continuation of employment. The APCO Policy Manual shall clearly establish the operational relationship of the Controller to the Board of Officers and to the Executive Director.

ARTICLE X
COUNSEL
REGULATORY/OTHER

Section 1. Regulatory:

- 1.1 The Board of Officers shall retain regulatory counsel, subject to confirmation by the Executive Council. Such counsel shall be employed to provide advice and assistance to the Association in the preparation and presentation of matters before regulatory and other bodies.

Section 2. Other:

- 2.1 The Board of Officers may retain additional legal counsel to furnish advice and assistance and represent the Association in other than regulatory matters.

ARTICLE XI
CONFERENCES
ANNUAL/REGIONAL

Section 1. Annual:

- 1.1 The Association shall meet every August or as near such date as is feasible. Such meeting shall be known as the Annual Conference.
- 1.1.2 Site Selection: The place of such meeting shall be determined by the following method:
- 1.1.3 Pre-site selection procedures are as set forth in the Conference Manual.
- 1.1.4 After reviewing analyses and recommendations by the Executive Director, the Board of Officers may make recommendations to the Executive Council on a site which it believes to be most favorable to APCO.
- 1.1.5 The Executive Council shall vote on all such invitations by ballot, written or otherwise, eliminating the invitation receiving the lowest vote by count, with balloting to continue until one invitation has a majority of the Executive Council vote.
- 1.1.6 Unless the site selected in this manner is over-turned by the vote of the Annual Quorum, the Executive Council's site selection will stand.
- 1.2 Business Quorum. The Active members attending a business meeting of an annual conference shall constitute a quorum of such meeting.
- 1.3 Conference Manual: A Conference Manual shall be part of the Policy and Procedures Manual of the Association. The Conference Manual may be amended by the Executive Council and by the Board of Officers between meetings of the Executive Council subject to subsequent approval by the Council.

Section 2. Regional Conference:

- 2.1 A Regional Conference is an annual function planned and held in one of five geographical regions, as set forth in Article III, Section 6 of the Constitution, by a Regional Consortium acting independently of the Association. The Regional Consortium will consist of the ~~Chapter~~ ~~Chapter~~ ~~(Chartered Group)~~ Chartered Group Presidents in the Region or their designated alternates.
- 2.2 A Regional Consortium is a group consisting of not less than a majority of the ~~Chapter~~ ~~Chapters~~ ~~(Chartered Groups)~~ that are chartered in a geographical region, each of whom

by written consent previously made known to the Executive Director, agrees to share and participate, to an extent individually agreed upon, in the tasks and financial arrangements of a Regional Conference.

- 2.3 The Regional Host ~~Chapter~~ ~~Chapter (Chartered Group)~~ Chartered Group is a Regional Consortium ~~Chapter~~ ~~Chapter (Chartered Group)~~ Chartered Group that has accepted the responsibility of acting as the manager of a Regional Conference to be held in its Region. The host chapter ~~Chapter (Chartered Group)~~ Chartered Group shall appoint one of its members who does not have a conflicting commercial interest as its Regional Conference Chair, whose duties and authority shall be prescribed by such host chapter in general accordance with the Regional Conference Manual.
- 2.4 Regional Conferences shall be scheduled so as to adjourn before the twentieth (20th) day of the appropriate month of each year as follows:
- | | |
|-----------------------|------------------|
| Gulf Coast Region | January/February |
| Western States Region | March |
| North Central Region | April |
| East Coast Region | May |
| Canadian Region | October |
- 2.5 Upon approval by the Board of Officers, a Region may hold its Conference in the month set aside for another Region when no Regional Conference is being held in such inactive Region during that year. No Regional Conference shall be held in that Region during the same calendar year in which an Annual Conference is scheduled.
- 2.6 Notwithstanding the preceding language in this Section, the Board of Officers may, upon good cause shown, waive the scheduling requirements of this Section and authorize the holding of Regional Conferences at times other than those herein specified. A Regional Host ~~Chapter~~ ~~Chapter (Chartered Group)~~ Chartered Group seeking such waiver shall make a written request for rescheduling to the Board of Officers through the Executive Director at least six months prior to the dates for which its Conference is planned. If the Board of Officers after consideration of the request does not deny the request within 30 days after it was made, the request shall be considered to have been granted, and the ~~Chapter~~ ~~Chapter (Chartered Group)~~ Chartered Group President will be so notified.

ARTICLE XII
VOTING BETWEEN CONFERENCES
POLL/PROCEDURE

Section 1. Poll:

- 1.1 Should more than a third of the number of ~~Chapter~~ ~~Chapter~~ (*Chartered Groups*) Presidents or members of the Executive Council petition the President in writing regarding a single issue, other than amendment of the Constitution and Bylaws, the President shall poll the Executive Council in the matter

Section 2. Procedure:

- 2.1 Should a majority of the Executive Council approve the petition the President shall forthwith act accordingly.

ARTICLE XIII
PUBLICATIONS

PUBLICATIONS/BULLETINS/OTHER/MANAGEMENT/RATES

Section 1. Publications:

- 1.1 There shall be publications printed and distributed at such intervals as shall be deemed desirable for the purpose of the Association. The contents of these publications shall be of interest to all categories of membership.

Section 2. Bulletin:

- 2.1 The primary publication of the Association shall be Public Safety Communications, APCO BULLETIN, Journal of Public Safety Communications. It shall be published at such intervals as directed by the Board of Officers.

Section 3. Other Materials:

- 3.1 The Association shall publish other materials at such times as may be directed by the Board of Officers. Such materials shall not be of such nature or distributed at such times as to conflict with the purposes of the BULLETIN.

Section 4. Publications Management:

- 4.1 Publications shall be governed by the Board of Officers.
- 4.2 There shall be a Publications Manager who shall be a full time employee of the Association.

ARTICLE XIV

ASSETS

RETENTION/RELEASE/DISSOLUTION

Section 1. Retention:

- 1.1 All rights, title and interest, both legal and equitable, in and to property of the Association, shall remain in the Association

Section 2. Release:

- 2.1 Association property in the hands of others for the purposes of the Association shall be returned to the Association immediately upon demand.

Section 3. Dissolution:

- 3.1 Should APCO be dissolved, all of its interests shall be distributed to an organization or organizations of similar purposes as selected by two thirds vote of an Annual Conference Quorum or similarly by the Executive Council if done between Conferences.

ARTICLE XV

BONDING

BONDS/LIABILITY/COSTS

Section 1. Bonds:

- 1.1 The Board of Officers shall require persons in the Association who are identified as those handling significant amounts of the Association's funds to be adequately bonded.

Section 2. Liability:

- 2.1 The Board of Officers shall be responsible for having the Association adequately covered by liability and other necessary insurance.

Section 3. Costs:

- 3.1 The association shall bear the costs associated with the provisions of this Article.
- 2.3
- 2.4

ARTICLE XVI

GRANTS

APPLICATION/PROJECT SERIES

Section 1. Application:

- 1.1 The President shall have authority to make applications for and receive grants and contributions.
- 1.2 No application shall be made to or contributions received from those motivated by personal benefit or privilege.
- 1.3 Applications and contributions are subject to approval of the Executive Council.

Section 2. The Project Series:

- 2.1 The Association's primary vehicle for making application for grants or contracts and accepting contributions shall be the APCO Project Series. The conditions governing the Project Series shall be in the APCO Policy Manual.
- 2.2 The procedure for handling grant and contribution funds shall be in the APCO Policy Manual.

ARTICLE XVII

AWARDS

Section 1. Awards:

- 1.1 The Association may make awards at all levels of the Association as evidence of appreciation to those who have performed outstandingly in the field of public safety and related communications.

ARTICLE XVIII**AMENDMENTS****LIMITATION/REQUIREMENTS/DRAFTING/PUBLICATION****REVISIONS/EFFECTIVE DATE****Section 1. Limitation:**

- 1.1 The Bylaws of the Association may be amended only by a majority vote of an Annual Conference Quorum in regular session.

Section 2. Requirements:

- 2.1 A proposal to amend the Constitution or Bylaws of the Association shall be considered only when it is made in proper form by a ~~Chapter~~ ~~Chapter~~ ~~(Chartered Group)~~ Chartered Group, Annual Conference Quorum, Regional Conference Quorum, Executive Council, Board of Officers, or a committee.
- 2.2 A proposal to amend shall be submitted by the maker by written resolution set to the Executive Director. The form of the resolution shall indicate its contents in the following order:
 - 2.2.1 Intent.
 - 2.2.2 Purpose.
 - 2.2.3 Name of the maker
 - 2.2.4 Name of the Annual Conference Quorum whose consideration is desired.
 - 2.2.5 Deficiencies of current, or need of added, language.
 - 2.2.6 Gains and benefits to be made.
 - 2.2.7 Article(s), Section(s), and Paragraph(s) if helpful to be amended in order to correct such deficiencies and enjoy such gains and benefits.
 - 2.2.8 Narrative of the methods and/or language for the proposed amendment.

Section 3. Drafting:

- 3.1 The Executive Director and/or the Resolutions and Bylaws Committee shall assist in the drafting of an amending resolutions when so requested by the maker(s).
 - 3.1.1 The Executive Director shall submit such drafts to the Board of Officers for

such comment as may be appropriate before returning them to the maker(s) with such comments.

3.1.2 Such assistance shall not be construed to be support for such measures.

Section 4. Publication:

4.1 An amending proposal so processed shall be published in a Bulletin issue which is postmarked more than thirty days prior to the convening of the Annual Conference at which the proposal is to be considered.

Section 5. Revisions:

5.1 An Annual Conference Quorum may amend and revise the language of a proposed resolution to amend by majority vote on each such proposed revision.

Section 6. Effective Date:

6.1 Resolutions to amend shall be in effect upon the adjournment of the Annual Conference wherein adopted, provided an otherwise effective date is not specified in such adopted resolution.

ARTICLE XIX
RULES OR ORDER

Section 1. Parliamentary Authority:

- 1.1 The Rules contained in "Robert's Rules of Order, Revised" shall govern the Association in all cases to which they are applicable, and in which they are not inconsistent with the Bylaws or the special rules of order of this Association.

PBX - Nancy Pollock -

Subcommittee under the 9-1-1 Committee.

Step Walls

Rich Heringer

May Boyd

Danell Mc Clanahan

John Workman

Steve Wolloby

- 1) Formed Subcommittee
- 2) Informational website
- 2) PBX Panel - Tue 4:15 p.m.
- 4) Board adopted position
- 5) APCO/NEAA met jointly and discussed this issue.
- 6) APCO/NEAA joint filing w/ FCC
- 7) ACTION PLAN under construction (with NEAA).

Agenda Item: 7-E

Subject: PBX Issues Related to 9-1-1

Presenter: Nancy Pollock – Minnesota Chapter

Content: As with the wireless location issue and the erosion of reliable location information, the ability of 9-1-1 to do an effective job has been compromised. It is incumbent on APCO, as the largest organization in the world representing public safety to aggressively pursue resolution to this problem.

Background: Public safety agencies increasingly rely on the Enhanced 9-1-1 system to provide dependable and precise information about the caller's location and a reliable number to call back in order to reach the caller in the event that the call was terminated. In some cases, however, 9-1-1 calls made from telephones connected to Multi-Line Telephone Systems, such as those in large businesses or campus environments, may not be precisely located by the 9-1-1 system, eliminating some of the crucial benefits of Enhanced 9-1-1. This lack of adequate location information can be life threatening if the caller cannot verbally supply the correct location information. The nature of 9-1-1 calls is such that the likelihood for the need to respond directly to the caller with minimal delay increases with the type of calls where the caller for some reason cannot verbally relate critical information to the PSAP. Related problems occur when the caller is remote from the location supplied automatically to the 9-1-1 system because it is imprecise or associated with a main number rather than the specific location from which the caller is calling. In these instances, not only is the response delayed, but also limited public safety resources may be dispatched to an inappropriate location and unable to respond properly. There also may be considerable disruption in business operations as the response units attempt to locate the source of the problem.

Recommended Action:

1. Adoption of the attached position statement recommended to the Board by the 9-1-1 Committee.
2. Approval of 9-1-1 Informational Web Site for member education and to provide informational resources.
3. Pursue possible joint venture with other public safety related organizations.
4. Approval of support comments to the FCC on NENA filing related to Part 64 and Part 68 of 94-102.
5. Offer assistance through the Technical Assistance Program or other appropriate vehicle to assist State Chapters in pursuit of PBX legislation.
6. Initiate actions to raise awareness of location problems with PBX 911 calls to the same level as location issues with wireless 911 calls.

Presentation:

Notes:

**APCO INTERNATIONAL, INC.
PBX/ MLTS & 911 Related Issues**

June, 2001

ISSUE IDENTIFICATION

The digits 9-1-1 are designated as the national emergency telephone number. Basic 9-1-1 service simply directs the caller dialing 9-1-1 to a public safety answering point on a plain old telephone set (POTS) without any pertinent information about the caller. Enhancements to the 9-1-1 system typically enables the caller's telephone number and location for the Public Safety Answering Point (PSAP). It is this telephone number that is used to retrieve address related information which is also displayed for the PSAP. As a result, when the caller is calling from a single-line telephone or a Multi-line Telephone System (MLTS) serving a small, compact area, the address associated with the caller's telephone number can be retrieved and usually provides a reasonably precise identification of the caller's location.

Public safety agencies increasingly rely on the Enhanced 9-1-1 system to provide dependable and precise information about the caller's location and a reliable number to call back in order to reach the caller in the event that the call was terminated. In some cases, however, 9-1-1 calls made from telephones connected to Multi-Line Telephone Systems, such as those in large businesses or campus environments, may not be precisely located by the 9-1-1 system, eliminating some of the crucial benefits of Enhanced 9-1-1. This lack of adequate location information can be life threatening if the caller cannot verbally supply the correct location information. The nature of 9-1-1 calls is such that the likelihood for the need to respond directly to the caller with minimal delay increases with the type of calls where the caller for some reason cannot verbally relate critical information to the PSAP. Related problems occur when the caller is remote from the location supplied automatically to the 9-1-1 system because it is imprecise or associated with a main number rather than the specific location from which the caller is calling. In these instances, not only is the response delayed, but also limited public safety resources may be dispatched to an inappropriate location and unable to respond properly. There also may

APCO INTERNATIONAL, INC.
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be considerable disruption in business operations as the response units attempt to locate the source of the problem.

PUBLIC EXPECTATIONS

The public expects and demands high quality 911 service. They expect that no matter where they are, the 911 system is going to work, is going to produce consistent results when they call for assistance, and will obtain the desired response to urgent situations. They expect that the 911 system will work essentially the same way whether they are calling from their home, their business or their car.

BACKGROUND

In 1994, the FCC issued Report and Order, 94-102, a part of which addressed issues related to PBX systems and their implications with 911 and enhanced 911 services. The Commission's Common Carrier Bureau and representatives of public safety communications organizations (PSCs) met with representatives of Multi-line Telephone Systems (MLTS) manufacturers and business owners/users of MLTS met to discuss the problem. From September 1996 to February of 1997 representatives of public safety communications organizations (PSCs) continued to meet with representatives of Multi-line Telephone Systems (MLTS) manufacturers and business owners/users of MLTS to examine possible areas of agreement on MLTS E-911 issues raised in FCC Docket 94-102. The representative organizations--the Association of Public-Safety Communications Officials - International, Inc. (APCO), the National Emergency Number Association (NENA), the National Association of State Nine One One Administrators (NASNA), the Ad Hoc Telecommunications Users Committee (Ad Hoc) and MultiMedia Telecommunications Association (MMTA)-- all have participated in the above-referenced docket through comments and reply comments. The following consensus statement covers issues on which substantial agreement was reached.

1. PSCs emphasized the particular difficulties for prompt emergency response arising from: (1) the relative isolation of residential units in apartments, condominiums, colleges and

APCO INTERNATIONAL, INC.
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boarding schools, etc.; and (2) the occasionally wide dispersion of businesses or schools served by a common MLTS far removed from any of the user locations. Examples of emergency responses that failed or were delayed by blocked 9-1-1 calls or dispatch of help to the wrong address are prevalent.

- MLTS manufacturers, distributors and commercial users cautioned that: (1) notwithstanding the examples regarding specific types of isolated or dispersed locations, the types of locations most commonly served by MLTS are more compact business settings that do not appear to have occasioned substantial, documented emergency response problems; (2) the significant equipment modification, telephone service and database costs of separately identifying and locating calls from MLTS -- which typically forward only the singular number and billing address of the private switch or key system -- may not be warranted by the relatively low volume of 9-1-1 calls from businesses; and (3) employers must be given the flexibility to use adequate alternative means of signaling and responding to emergency situations.

- Both PSCs and MLTS providers and users recognized potential benefits in FCC action to address MLTS/E-9-1-1 issues, but from different perspectives. For PSCs, calls from telephone stations served by MLTS should result in Automatic Number Identification (ANI) and Automatic Location Information (ALI) that approximates the information given to Public Safety Answering Points (PSAPs) and emergency responders by single-line residential and business telephone service. Only the FCC is able to order such an outcome nationally. For MLTS providers and users, whatever reasonable approximations of ANI and ALI -- or their functional alternatives -- are adopted by the FCC, the solution should be national and should preclude inconsistent state and local regulation.

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This consensus agreement, which would significantly resolve the issue, was submitted to the Commission's Common Carrier Bureau in April, 1997. Despite repeated reminders and questions on its progress, public safety and the public has been waiting Federal Communication Commission action for nearly four years to resolve this issue. In the meantime, E911 PSAP operators all across the nation are forced to continue to deal with the problems on a daily basis and in doing so, hope that despite the demands of their workload or the stress of the emergency they are trying to handle, that they will not forget to verify the location of each and every call, whenever possible, rather than simply relying on the information being displayed in front of them--the consequences of which may well be fatal to those they are trying to help.

RECENT ACTIVITIES RELATED TO THE ISSUE

On April 18, 2000 the National Emergency Number Association (NENA) published a PBX/MLTS E9-1-1 Model Legislation document on the NENA web site for review and comment. This Model Legislation document development was the result of a specially appointed study group assigned to work on a national level with the NENA PBX/ALEC Technical Committee. It is the intent of NENA to forward the final version of the Model to the FCC for their use and, hopefully, incorporation into the MLTS section of Report and Order 94-102. States would be able to use the NENA Model Legislation in development of state PBX/911 related legislation drafting.

The purpose of the model legislation is to require Multi-Line Telephone Systems to provide a sufficiently precise indication of the 911 caller's location while avoiding the imposition of undue burdens on system manufacturers, providers and operators.

The anticipated outcome is to recommend that the FCC also take action to incorporate into Part 68, requirements for Multi-line Telephone Systems that will facilitate the implementation of Enhanced 9-1-1 on PBX, Key, hybrid and Centrex telephone systems.

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Several states have already adopted legislative action to address the issue. Washington legislation is specific to certain situations and includes residential and business tenant service as well as school environments. Illinois legislation addresses all types of PBX services. Texas legislation cites residential services only. Several other states are in the development stages for legislation on this issue.

APCO has been poised and ready to formally comment to the FCC in support of the NENA filing on Part 64 and Part 68 once it was officially filed with the Commission. At the time of this mailing that has not yet been done, but it is expected that the filing will occur by the time of the Executive Council Meeting in August.

The APCO Board of Officers at their June, 2001 Board meeting held in conjunction with the NENA/APCO Joint Board meeting has indicated their support of efforts to raise the level of action on the PBX issue and has directed the 911 Committee and Executive Director Ramsey to meet with NENA officials to develop a strategic plan of action to effectively address the problems.

A presentation will be made to the Council outlining the current level of activity on the issue and the strategic plan for addressing the issues of PBX/ Multi-line systems and mitigating the negative effects on 911.

Agenda Item: 7-F

Subject: Membership Programs

Presenter: Willis Carter - Membership Task Force Chair

Content: Third Party Call Centers

Corporate Partnership Program

Supporting Material: The Membership Task Force report will be mailed as an addendum item to this agenda.

Please note pages 74 – 92 are omitted from this printing of the agenda.

Presentation:

Notes:

Membership Task Force

Report

June 29, 2001

Task Force Members

Willis Carter, Chair
Tom Catino – Atlantic Chapter
Michael Mangini - CAC
Mary Messamore – Kansas Chapter
Michie Zadorozny – Canadian Chapter

APCO Staff Liaison

Kathryn Ort

Summary:

The goals of the Membership Task force are to research ways in which the APCO membership can be improved and make recommendations for changes, which will produce positive results for not only APCO as an organization, but also the wide spectrum of citizen services that both current and future APCO members provide.

In keeping with the goals of APCO's Long Range Strategic Plan, attention should be focused on the ever-changing Public Safety Communications community and comparisons made with the current APCO membership community. This task force has concentrated its efforts in two specific areas; the *Corporate Member Structure* and the benefits of including *Third Party Call Centers* into our membership. This report addresses both of these issues.

The part of this report, which relates to a **Third Party Call Center Membership**, should be considered simply a progress report outlining our work to-date. Because the development of a Third Party Call Center Membership category will require significant research and input into determining how this can best be accomplished, the Membership Task Force's work will carry over into the year 2002.

The portion of this report, which deals with the **Corporate Partnership Program**, should be considered complete, and it is submitted for review pending approval.

Third Part Call Centers

Organization History:

In an effort to answer the questions, where do we want to go from here and how are we going to get there, the task force feels that it is important to understand who we are as an organization. To answer those questions, we need to take a stroll down history lane

Where it all began...

In 1935 a group of men (no women allowed), who were working in police communications, formed The Associated Police Communications Officers. The focus of the group was on "voice radio". How it worked, how to make it work better, how and where to get frequencies, etc. This small group steadily grew through the years and as it did, its members began to realize that there were a lot more people out there (including women) who used radio systems but were involved in the broader scope of public safety communications. These people were the ones actually talking on the radios, answering emergency phone lines and dealing with the public on a one-on-one basis. By 1948, the group had

grown to such proportions and had expanded its focus to a point that its name needed to be changed to reflect the fact that APCO represented all public safety communications – from supervisors and administrators to engineers and telecommunicators – in police, fire and emergency services. The name chosen was the Associated Public-Safety Communications Officers, which was later modified to the present name, the Association of Public-Safety Communication Officials-International, Inc.

Since 1935, APCO has evolved into an organization of professionals numbering over 15,000 members from around the world. APCO exists to serve the people, who manage, operate, maintain and supply the communications systems used to safeguard the lives and property of citizens everywhere.

Today's APCO is comprised of members from every type of public safety organization imaginable: 9-1-1 centers, law enforcement agencies, emergency medical services, fire departments, public safety departments, emergency management agencies, transportation agencies and facilities, forestry services, colleges and universities, military units, manufacturers, technical and repair services, engineers, consultants and dozens of similar organizations.

Since its meager start, APCO has evolved with a clear mission and a vision for the future, which supports its position as the strongest network of public safety communications professionals in the world. It uses the experience, knowledge and expertise of its members to help achieve its goal of excellence in public safety communications.

Today, APCO's mission statement includes these points:

- Foster the development and progress of the art of public safety communications by means of research, planning, training and education.
- Promote cooperation between towns, cities, counties, states and federal public safety agencies in the area of communications.
- Represent its members before communications regulatory agencies and policy making bodies as may be appropriate.
- Through its efforts, strive toward the end that the safety of human life, the protection of property and the civic welfare are benefited to the utmost degree.
- Aid and assist in the rapid and accurate collection, exchange and dissemination of information relating to emergencies and other vital public safety functions.

APCO, Today and Tomorrow:

Over the years, as a need to address technological advances and procedural changes were identified, APCO has maintained a pro-active stance by establishing committees and authorizing “projects” for the purpose of meeting the needs and desires of its members and our citizens.

One of APCO’s earliest projects was the establishment of the familiar “10-Codes” in 1937. Other significant projects affecting communications have followed and today include:

- Project 16 - established the operational and technical criteria for trunked radio systems.
- Project 25 - established the technical standards for digital communication systems for public safety applications.
- Project 31 - which is in progress, is addressing the problems associated with the emergence of wireless communications systems and the impact on the abilities of enhanced 9-1-1 services.
- Project 33 - established the standards for telecommunicator training.
- Project 35 - also in progress, reviews the creation of a nationwide public safety non-emergency alternative to 9-1-1.
- Project 37 - also in progress, is dedicated to the establishment of training standards for certification for public safety communications personnel.

Today, APCO continues to keep its eyes to the future. Several committees have been formed to look at goals that were set by the Long-Range Planning Committee back in 1995. One of those goals was to define and advance the growth of APCO. The objective under this goal was to identify the ideal makeup of APCO membership by 2005.

We started our organization as a group made up of men only, who were for the most part engineers and technical wizards. Over the years, APCO has evolved and eagerly embraced the many other facets of what we know makes up “Public Safety” organizations, inclusive of all groups of our population.

Third Party Call Center Memberships:

Because our service as public safety providers is in a dynamic state of change, the Task Force felt that it is appropriate to determine if it is now time to consider embracing membership from other than governmentally operated public safety dispatch centers. Is it time to expand our definition of Public Safety? The task force believes that this time has arrived. Look at the definitions: The dictionary defines public as *1. of the people 2. belonging to the people 3. by the people 4. for the people; serving the people...* Safety is defined as *1. being safe; freedom from harm or danger 2. making harm unlikely.*

There are many individuals in our society today that although employed by private business, are "serving the people" by "helping to make harm less likely". These "third party" call centers, and the people who manage, operate, maintain and supply the communications systems, are included in this group. Our Public Safety Communications centers are dealing more each day with call takers and dispatchers from these private entities, i.e., alarm companies, GPS location centers, "OnStar" type centers, etc. It is a clear fact that these private "third party" call centers do have "Public Safety" interaction, both through direct communications with our citizens as well as with our Public Safety Communications centers. The Task Force has explored some of the potential benefits of expanding APCO's membership categories to include those individuals, who work in these types of environments. APCO has tremendous resources, which can benefit the training of these individuals, which will result in more professional and standardized services to our citizens.

We understand that many issues will have to be addressed if we are to move forward with this type of membership expansion. However, although we, as members of this task force, believe that by expanding our membership we can enjoy positive benefits, we want to obtain some ideas of how our overall membership feels about the issue. Therefore, the next phase of work by the task force includes distributing a short survey designed to elicit input from the full APCO membership. This will help us confirm what we believe to be prudent, which is that APCO should actively embrace and recruit employees of third party call centers as APCO members. Once the results of this survey are received and analyzed, the task force will move forward in the process of determining what recommendations should be made and what impact they will have on APCO as an organization.

Although this survey is not complete at the time of this report, it should be complete before the end of 2001. A "sample" of the survey is included.

SURVEY:

Please take a few minutes to fill out the following survey to help our committee know how the membership of our organization feels about embracing these third party call centers into our membership. There would need to be changes to the Constitution and By Laws should the will of the membership lead us down this path, but a lot of thought needs to be done yet, to see if that is the direction our organization needs and wants to go.

SURVEY

1. How many calls a month does your PSAP receive from third party call centers (telematics agents, alarm companies, commercial call centers)? Please give ranges.
2. Do you feel that national standards need to be developed on third party call processes and message formats?
3. Do you feel it would benefit the Public Safety Communications Community, as we now know it, to include and embrace the third party call centers administrators and call takers?
4. Telematics operators stay on the line for the duration of the call, offering assistance to both the victim and the local emergency agency. Do you feel that a standardized basic telecommunications course is needed for the third party call-taker?
5. Does your PSAP have a dedicated line for third party call centers?

Corporate Partnership Proposal

Background:

The APCO Commercial membership consists of vendors that receive compensation in any form for services rendered or products sold in business and industry. APCO International (Corporate) Commercial Members receive a number of advantages, benefits and privileges.

A Competitive Advantage

- APCO International Corporate Members gain direct access to APCO International's large membership of key decision-makers.

A Networking Advantage

- Develop and strengthen professional relationships with key decision makers as a fellow member of APCO International.

A Public Relations Advantage

- Establish your company's reputation as an organization that is committed to improving Public Safety Communications as a responsible corporate citizen, who supports the goals of the APCO International membership.

Existing Structure:

Commercial: \$100.00

Those persons, who receive compensation in any form for products or services rendered in business and industry, are eligible to be commercial members. Except for the Corporate Advisory Committee Member on the Executive Council, voting privileges are not extended to Commercial Members. Otherwise, they enjoy all benefits and privileges of the Association.

Corporate Group Membership

Any corporation that receives compensation in any form for services rendered or products sold in business and industry is eligible to become a Corporate Member. Benefits and privileges of Corporate Membership are those as defined in the Commercial Category.

| Bronze | Silver | Gold | Platinum |
|------------------------|--------------------------|--------------------------|----------------------------------|
| 5-9 Commercial Members | 10-19 Commercial Members | 20-49 Commercial Members | Minimum of 50 Commercial Members |

Existing Benefits

Benefits of APCO Corporate Group Membership

| <i>BENEFIT/DISCOUNT</i> | <i>BRONZE</i> | <i>SILVER</i> | <i>GOLD</i> | <i>PLATINUM</i> |
|--|---------------|---------------|-------------|-----------------|
| Advertising in APCO Magazine ¹ | 2% | 3% | 4% | 5% |
| Rental of APCO Mailing List (per use) ² | 10% | 25% | 50% | FREE |
| Exhibit Space (per 10x10 booth) ³ | \$100 | \$100 | \$100 | \$100 |
| Conference Registration ⁴ | 10% | 20% | 30% | 40% |
| APCO Publications | 10% | 10% | 10% | 10% |
| Booth Selection Priority Points (per 10x10 booth) ⁵ | 3 | 8 | 13 | 18 |
| Corporate Group Member Banner for Booth Display | YES | YES | YES | YES |
| Corporate Group Member Ribbon on Attendee Badges | YES | YES | YES | YES |
| Preferred Banquet Seating ⁶ | YES | YES | YES | YES |
| Listing in APCO Magazine | YES | YES | YES | YES |
| Corporate Profile in APCO Magazine | ---- | ---- | YES | YES |
| Corporate Profile/Link on APCO Web Site | YES | YES | YES | YES |

¹ Discount calculated from gross cost of space ads of at least 1/4 page only; color and production charges are not discountable

² Free use by Platinum Corporate Group Members is limited to four times per calendar year.

³ \$100 discount per 10x10 booth rented; no maximum; can not be combined with Commercial Member discount or any other discounts; applies to APCO International Conference only. (Commercial Member discount is \$50 per 10x10 booth rented; maximum discount \$100.)

⁴ Applies to additional registrations beyond those included with exhibit contract; discount calculated from cost of Commercial Member Full Registration; applies to APCO International Conference only.

⁵ Per 10x10 booth rented; points are temporarily added to company's point total for the purpose of booth selection in a given year.

⁶ Varies with Conference venue; managed by APCO conference committee; subject to certain limitations.

Situation Analysis

The current structure presents APCO with many economic restraints:

- By definition, there are no corporate members. Therefore, the difference between Corporate and Commercial membership is confusing to our members.
- There is confusion between Corporate and Commercial membership as defined by the Constitution and Bylaws.
- Having large member companies has the potential to decrease membership.
- Increased administrative costs to manage discounts
- Commercial membership has decreased.
- Loss of net revenue
- Expenses to promote and market have increased without any off set in revenue.
- Rewards companies based on numbers of members.
- Smaller companies may actually spend more money with the Association.

Current APCO Corporate Group Members

| | |
|--------------------------------|--------|
| Advanced Systems Technology | Bronze |
| ATX Technologies, Inc. | Bronze |
| Baker Integrated Technologies | Bronze |
| Cavalier Telephone | Bronze |
| Cerulean Technology | Bronze |
| CML Technologies | Silver |
| E. F. Johnson | Bronze |
| Com-Net Ericsson | Gold |
| Goserco, Inc. | Bronze |
| Indico Corporation | Bronze |
| Integrated Data Communications | Bronze |
| Intergraph Public Safety | Silver |
| Kaval | Bronze |
| Kenwood Communications Corp. | Gold |
| L. Robert Kimball | Silver |
| Lind Electronics, Inc. | Bronze |
| Lockheed Martin | Silver |
| Lyncole XIT Grounding | Bronze |
| M/A- Com., Inc. | Bronze |

| | |
|-----------------------------|----------|
| MOBEX | Bronze |
| Motorola, Inc. | Platinum |
| Multiplier | Bronze |
| Nextel Communications | Bronze |
| New World Systems | Silver |
| Nokia | Bronze |
| Plant Equipment, Inc. | Gold |
| Printrak | Silver |
| RCC | Gold |
| REDCOMM Laboratories | Bronze |
| Remec Wacom L.P. | Bronze |
| Satcom | Bronze |
| SCC Communication | Silver |
| Spectracom Corp. | Bronze |
| Talley Communications Corp. | Silver |
| TopComp, Inc. | Bronze |
| TriTech Software. | Bronze |
| Vision Software, Inc. | Bronze |

Proposal:

Corporate Partnership Program:

The Task Force believes that many advantages can be enjoyed through the development of a **Corporate Partnership Program**, which would replace the current Corporate Group Member program. The objective of the Corporate Partnership Program is to recognize all of APCO's commercial members and business partners at four primary levels of contributions. The Corporate Partnership Program will recognize, through an expanded benefits package, commercial members, who choose to participate, as partners of APCO, who provide support to current ongoing activities of the association to enhance and promote the interest of public safety communications. These companies not only support the efforts of the association and its membership by contributing monetary resources, but also through expertise in technology and operations of all aspects of public safety communications.

Participation in APCO International's Corporate Partnership Program by a Commercial Member would require a minimal annual pledge of \$5,000.00. This amount would include all annual contributions or pledges of financial support by a Commercial Member to APCO International programs and activities. These

levels are calculated based on sponsorship and advertising dollars a company spends with APCO during the fiscal year beginning July 1st and ending June 30th. The four Corporate Partnership categories are Bronze, Silver, Gold and Platinum. Although these levels are primarily based on sponsorship, they also identify companies that support APCO's mission and positions on public safety communications.

Calculation of Partnership Level

The partnership levels were established through examination of participation from APCO's corporate community during the last couple of years. It was determined that FY 2000 would serve as the benchmark for establishing the corporate activity with APCO.

Items that were counted in determining levels of monetary contribution were advertising purchases, sponsorship of APCO's symposium series, and annual conference events and material.

Level Qualification:

1. Bronze: = \$5,000 to \$14,999
2. Silver: = \$15,000 to \$29,999
3. Gold: = \$30,000 to \$44, 999
4. Platinum: = \$45,000 +

Activities which can qualify Commercial Members as Corporate partners:

1. Sponsorships
2. Purchase of Exhibit Space
3. Advertising
4. Individual Memberships
5. Donations

Determination of Benefits:

The benefits given to companies attaining a partnership level will be at the discretion of APCO's staff and Board of Officers. These will be in line with the primary purpose of this program and should not be the main reason for participation by the company. The primary purpose of the benefits is for recognition of corporate sponsorship of APCO projects and programs. As a courtesy, any change in benefits will be announced and will commence at the beginning of the APCO fiscal year.

This program is voluntary. All companies that have achieved a corporate partnership level will be informed and asked if they wish to participate. Although participation in the program may be beneficial to the companies, it is up to them to determine if they wish to participate. Companies that do not respond to a notification letter, (which will be mailed when they reach one partnership level), will not receive any of the benefits from the program. However, all companies that sponsor APCO's Annual Conference events, APCO symposiums and other APCO projects, will receive appropriate recognition for their sponsorship in accordance with APCO policies.

The following pages outline the benefits associated with participation in the program.

Corporate Partnership Levels/Benefits

Bronze (\$5,000 to \$14,999)

- A letter of welcome.
- Unique promotion opportunities.
- Recognition on APCO International's Internet home page.
- Company to appear in a special section of APCO International's annual membership directory.
- Company name to appear in a special section of APCO International's Annual Conference exhibitors' booklet.
- Company to appear in credits of Annual Conference closing banquet video.
- Company to appear in a special section of APCO International's Product and Service promotional C.D.
- Company to appear in a special section of APCO International's Public Safety Communications/ The APCO BULLETIN.
- Company to appear in a special Annual Conference Exhibit hall sign.
- One sign at your Annual Conference booth.
- Company to appear in a special section of APCO International's daily news bulletin, published for Annual Conference attendees.
- Bronze Membership Ribbons for all personnel registered from your company at the Annual Conference

Silver (\$15,000- \$29,999)

- A letter of welcome.
- Unique promotion opportunities.
- Recognition on APCO International's Internet home page.
- Group seating during the APCO International Closing Banquet at the Annual Conference.
- Company name to appear in a special section of APCO International's annual membership directory.
- Company name to appear in a special section of APCO International's Annual Conference exhibitors' booklet.
- Special invitations to various APCO International activities.
- Company to appear in credits of Annual Conference closing banquet video.
- Company to appear in a special section of APCO International's Product and Service promotional C.D. Opportunity to give APCO testimonial in video format.
- Company to appear in a special section of APCO International's Public Safety Communications/ The APCO BULLETIN.
- Company to appear in a special Annual Conference Exhibit hall sign.
- Two signs at your Annual Conference booth.
- Company to appear in a special section of APCO International's daily news bulletin, published for Annual Conference attendees.
- Silver Membership Ribbons for all personnel registered from your company at the Annual Conference.

Gold (\$30,000 to \$44,999)

- A letter of welcome.
- Unique promotion opportunities.
- Recognition on APCO International's Internet home page.
- Group seating during the APCO International Closing Banquet at the Annual Conference.
- Company name to appear in a special section of APCO International's annual membership directory.
- Company and booth number to appear in a special section of APCO International's Annual Conference exhibitors' booklet.
- Special invitations to and priority seating at various APCO International activities. — ?
- Company to appear in credits of Annual Conference closing banquet video.
- Company to appear in a special section of APCO International's Product and Service promotional C.D.
- Corporate profile in Public Safety Communications/ The APCO BULLETIN. — ?
How often?
- Company to appear in a special section of APCO International's Public Safety Communications/ The APCO BULLETIN.
- Company to appear in a special Annual Conference Exhibit hall sign.
- Three signs with easel at your Annual Conference booth.
- Company to appear in a special section of APCO International's daily news bulletin, published for Annual Conference attendees.
- Gold Membership Ribbons for all personnel registered from your company at the Annual Conference.
- Membership level seal available for Public Safety Communications/ The APCO BULLETIN ads and other appropriate publications.

Platinum (\$45,000+)

- Recognition plaque.
- A letter of welcome.
- Unique promotion opportunities. — ?
- Recognition on APCO International's Internet home page.
- Preferred seating and two complimentary tickets to the APCO International Closing Banquet at the Annual Conference.
- Company to appear in a special section of APCO International's annual membership directory.
- Company name and booth number to appear in a special section of APCO International's Annual Conference exhibitors' booklet.
- Special invitations to and priority seating at various APCO International activities.
- Company to appear in credits of Annual Conference closing banquet video.
- Company to appear in credits of 2001 membership video. Opportunity to give APCO testimonial in video.
- Company to appear in a special section of APCO International's Product and Service promotional C.D. Opportunity to give APCO testimonial in video format.
- Corporate profile in Public Safety Communications/ The APCO BULLETIN.
- Company to appear in a special section of APCO International's Public Safety Communications/ The APCO BULLETIN.
- Company to appear in a special Annual Conference Exhibit hall sign.
- Four signs with easel at your Annual Conference booth.
- Company to appear in a special section of APCO International's daily bulletin, published for Annual Conference attendees.
- Platinum Ribbons for all personnel registered from your company at the Annual Conference.
- Membership level seal available for Public Safety Communications/ The APCO BULLETIN ads and other appropriate ads.

Agenda Item: 7-G

Subject: 2006 APCO International Conference & Exposition Bidding Cities

Presenter: Sandra Graziano, APCO Conference & Exposition Director

Content: A report will be given on the bidding cities for the 2006 Annual Conference & Exposition.

Supporting Material: The 2006 Bidding Cities Report will be mailed as an addendum item to this agenda.
Presentation:

Notes:

Agenda Item: 7-G

Subject: 2006 APCO International Conference & Exposition Bidding Cities

Presenter: Sandra Graziano, APCO Conference & Exposition Director

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Supporting Material: The 2006 Bidding Cities Report will be mailed as an addendum item to this agenda.
Presentation:

Notes:



APCO International

Association of Public-Safety Communications Officials

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APCO International 2006 Bidding Cities Analysis

The attached analysis has been compiled by APCO International staff in selecting a site for the 2006 APCO International Annual Conference and Exposition. The selection criteria has been extensive and thorough. The attached excel document details the comprehensive process and provides the results.

The qualifying criteria and data submitted to headquarters by chapters interested in the bidding process has been further scrutinized by an independent professional organization and a recommendation made.

The final results show that San Antonio and Orlando produced the same number of "High" ratings. In order to break the "tie" further consideration in the selection process will consider

- opportunity to reduce direct costs to produce the conference
- the potential for growth in future events
- International exhibitors easy access to the destination.
- historical knowledge of the cities, transportation, convention centers and hotel packages.

Staff wishes to put forth the following consideration.

Orlando site would allow more APCO International staff to attend thus reducing cost in the following areas:

- Airfare: 40 employees x \$300.00 (estimate) airfare = \$12,000.00
- Temporary Staffing: Additional staffing costs (estimate) \$6,000.00
- Show Freight Charges: Proximity to General Contractor is within a few miles and will reduce association freight cost dramatically.
- International Access: Easy access from the airport and many special airline fares being run with various airlines.
- Historical data: Shuttle transportation is readily available, the Orlando area is easy to navigate and will pull families that would like to make it a vacation destination.

APCO International
 Bidding Cities 2006
 Gulf Coast Region

ANALYSIS OF CITIES

The following analysis has been completed by APCO International staff for selecting a city for the 2006 APCO International Annual Conference and Exposition.

Bidding Cities from the Gulf Coast region of the United States that expressed interest totaled nine.

| City | State | City | State |
|-------------|---------|-------------|-----------|
| Kissimmee | Florida | Austin | Texas |
| Miami | Florida | Dallas | Texas |
| Orlando | Florida | New Orleans | Louisiana |
| San Antonio | Texas | Atlanta | Georgia |
| Houston | Texas | | |

Dallas - 2 cities we were looking at

The initial criteria eliminates any city that is not able to accommodate APCO. Dallas, Texas is hosting two city -wides during our dates.

| City | State | City | State |
|-------------|---------|-------------|-----------|
| Kissimmee | Florida | Austin | Texas |
| Miami | Florida | Dallas | Texas |
| Orlando | Florida | New Orleans | Louisiana |
| San Antonio | Texas | Atlanta | Georgia |
| Houston | Texas | | |

The next criteria is to determine what city(s) can accommodate APCO in the first or second weeks of August per the conference manual. Cities that can only accommodate APCO in the third week become second choice.

| | | |
|------------|---------------|-----------------------------------|
| Week One | First Choice | August 6, 2006- August 10, 2006 |
| Week Two | First Choice | August 13, 2006 - August 17, 2006 |
| Week Three | Second Choice | August 20, 2006 - August 24, 2006 |

Based on historical data of office move in on a Wednesday, opening day on Sunday and closing on Thursday.

| City | Dates | Choice | City | Dates | Choice |
|--------------------|-----------------------|--------|----------------|----------------------|--------|
| Kissimmee, Florida | August 16-26, 2006 | 2nd | Miami, Florida | August 18-25, 2006 | 2nd |
| Orlando, Florida | August 4-11, 2006 | 1st | Houston, Texas | August 12-18, 2006 | 2nd |
| Atlanta, Georgia | July 31- Aug. 3, 2006 | 2nd | Austin, Texas | Aug 23- Sept.2, 2006 | 2nd |

APCO International
Bidding Cities 2006
Gulf Coast Region

| | | | | | |
|--------------------|-------------------|-----|------------------------|--------------------|-----|
| San Antonio, Texas | August 6-10, 2006 | 1st | New Orleans, Louisiana | August 16-26, 2006 | 1st |
|--------------------|-------------------|-----|------------------------|--------------------|-----|

All first choice cities are then exposed to the following criteria. The cities are rated on a Low, Medium or High Rank.

| Criteria | Rating | | |
|---|-------------|--------|------|
| | Low | Medium | High |
| Approximate number of Hotels to 2001 room block | San Antonio | X | |
| | New Orleans | | X |
| | Orlando | | X |
| 2001 Room Rate Range/2006 Room Rate Range | San Antonio | X | |
| | New Orleans | | X |
| | Orlando | | X |
| Proximity Host Hotel to Convention Center | San Antonio | | X |
| | New Orleans | | X |
| | Orlando | | X |
| Daily Transportation needed? | San Antonio | | X |
| | New Orleans | | X |
| | Orlando | X | |
| Airport International Accessibility | San Antonio | | X |
| | New Orleans | X | |
| | Orlando | | X |
| Approximate time from Airport to Convention Center | San Antonio | | X |
| | New Orleans | X | |
| | Orlando | | X |
| Approximate transportation cost from Airport to Venue | San Antonio | | X |
| | New Orleans | | X |
| | Orlando | X | |
| Convention Center Total Square Feet | San Antonio | | X |
| | New Orleans | | X |
| | Orlando | | X |

APCO International
 Bidding Cities 2006
 Gulf Coast Region

| | | | | | | | |
|---|--|-------------|---|---|--|---|---|
| | | San Antonio | 2001 rates \$74,475 | | | | X |
| | | New Orleans | \$98,500 based on 3000 rooms picked up | | | X | |
| | | Orlando | 2001 rates \$115,440 | X | | | |
| Convention Center Rental Fee | | San Antonio | Catering/Phone/Security/C oncessions | | | X | |
| | | New Orleans | ARAMARK catering. Medical, utilities, advertising, bus center, coat check, in house sound, rigging, telecommunications, promotion banners | X | | | |
| | | Orlando | Business Center;(electricity, telephone, water, and drain); Food service and rigging. | | | X | |
| Exclusive Convention Center Services: (Catering/AV/Electrical/Phone) | | San Antonio | Moderate | | | X | |
| | | New Orleans | competitive with other 1st tier convention facilities | | | X | |
| | | Orlando | Average | | | X | |
| Cost Per Exclusives | | San Antonio | Yes | | | | X |
| | | New Orleans | Yes | | | | X |
| | | Orlando | Yes | | | | X |
| Right-to-Work State | | San Antonio | Compliant | | | | X |
| | | New Orleans | Compliant | | | | X |
| | | Orlando | Compliant | | | | X |
| Hotel/Convention Center ADA Standards | | San Antonio | Compliant | | | | X |
| | | New Orleans | Compliant | | | | X |
| | | Orlando | Compliant | | | | X |

APCO International
 Bidding Cities 2006
 Gulf Coast Region

| | | | | | | |
|--|---------------------------------------|--|---|--|-------------|---|
| Off-Site Event Opportunities to Choose from: MANAPCO | San Antonio | Alamodome, La Villita, Institute of Texan Coutures, Southwest School of Art and Craft. | | | | X |
| | New Orleans | Audubon IMAX and Aquarium; House of Blues; Blain Kerns Mardi Gras World; Tipitina's | | | | X |
| | Orlando | Walt Disney World, Sea World, Universal | | | | X |
| | San Antonio New Orleans Orlando | | | | X X X | |
| Airline Rates to Site | | | | | | |
| Current City/State/Occupancy Tax | San Antonio | City: 7.875 Occupancy: 16.75 | X | | | |
| | New Orleans | 5% city; 4% state; \$1-\$3 occupancy tax. | | | | X |
| | Orlando | 6% Sales; 5% resort except Rosen plaza and Rosen Centre, Peabody 6%. | | | X | |

Agenda Item: 7-H

Subject: Joann Perkins Fund Task Force Report

Presenter: Chair Mary Messamore from the Kansas Chapter

Content: A report will be given on the status and recommendations for the Joann Perkins Fund.

Supporting Material:

Notes:

Agenda Item: 8

Subject: Other Business

Presenter: Executive Council Members

Content: There is no content information for this item.

Presentation:

Notes:

Agenda Item: 8

Subject: Other Business

Presenter: Executive Council Members

Content: There is no content information for this item.

Presentation:

Notes: HISTORICAL Collection -

ILAPCO.ORG

APCOhistory.org

Agenda Item: 9

Subject: Closing Remarks

Presenter:

Content: Housekeeping Information

There will be an Executive Council Reception in the _____ from 6:00 to 7:00 PM.

The Saturday meeting will begin at 8:30 AM. A continental breakfast will be provided.

Buses for the Executive Council Dinner will be departing at 5:00 PM. If you are going to the dinner, please be ready to board the buses at least 15 minutes prior to departure.

Note: