

Agenda

2000 Executive Council Meeting - Boston, Massachusetts



August 12th and 13th

APCO International, Inc.

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APCO International, Inc.

Annual Executive Council Meeting
Saturday, August 12, 2000 – 9:00am
Sheraton Hotel, Boston, MA

AGENDA

1. Convening – Meeting Chair Nancy Pollock
2. Roll Call – Kimberly Sharits
3. Introductory Remarks – Meeting Chair Nancy Pollock
4. Accept or Change the Agenda – *motion to accept Agenda Kent Krueger
Fred Thomasou*
5. APCO Staff Report
 - ~~B~~ A. Organization – Executive Director John Ramsey and Chief Financial Officer Tim Ryan
 - i. Budget Report
 - ii. Financial Report
 - iii. Long Range Strategic Plan Update
 - ~~C~~ B. AFC – AFC Director Ron Haraseth
 - AFC AdComm Report
 - ~~D~~ C. Institute – Institute Director Dave Bubb
 - Institute AdComm Report
 - ~~E~~ D. Membership, Marketing and Publications – Membership, Marketing and Publications Director Cindy Lorow
 - ~~A~~ E. Conference and Symposiums – Conference Director Ann Hashagen
6. Projects
 - A. Project 25 & 34 – First Vice President Glen Nash
 - B. Project 37 – Lynne Feller, Ohio Chapter
7. Committees
 - A. Chapter Enhancement Task Force (CETF) – President-Elect Lyle Gallagher
 - B. Corporate Advisory Committee (CAC) – Joe Gallelli, CAC Chapter
 - C. Corporate Advisory Committee Task Force – Second Vice President Thera Bradshaw

- D. Communications Center Staffing Task Force – *Steve Souder, Virginia Chapter*
- E. International Committee – *Lex Rutter, Oklahoma Chapter*
- 8. Discussion Items
 - A. Quorum Resolutions - *First Vice President Glen Nash*
 - B. Proposed Election Procedures Policy – *First Vice President Glen Nash*
 - C. Proposed Officer Impeachment Processing Procedures Policy – *First Vice President Glen Nash*
 - D. Proposed Campaign Guidelines and Rules Policy – *First Vice President Glen Nash*
 - E. Proposed Access to Meeting Policy – *First Vice President Glen Nash*
 - F. Fiscal Year Change Proposal – *Chief Financial Officer Tim Ryan*
 - G. MANAPCO Update – *Conference Director Ann Hashagen*
 - H. Historical Activities Update – *Illinois Chapter Historical Committee*
 - I. New Budget Line Item for Historical Collection Activities – *Gregg Riddle, Illinois Chapter*
 - J. Regional Conference Review Committee Report – *Nate McClure / JAY GROCE*
 - K. PBX Issue Task Force Proposal – *Nancy Pollock, Minnesota Chapter*
 - L. NENA Report Card to the Nation – *RoxAnn Brown, Oregon Chapter*
 - i. Explanation of survey
 - ii. Survey participants
 - iii. Selection of site visits
 - iv. Composition of governing board for the project
 - M. APCO Time Capsule – *President-Elect Lyle Gallagher*
- 9. Open Discussion
- 10. Closing Remarks – *Meeting Chair Nancy Pollock*

NOTES:

- There will be a mid-morning break, a lunch and mid-afternoon break at appropriate points in the agenda.
- Formal meeting proceedings will convene on Sunday, August 13 at 8:30am.
- Executive Council dinner at 6:00 PM.
- The CAC Task Force report will be presented at 2:00 PM.



AGENDA ITEM COVER SHEET

AGENDA ITEM: 1
SUBJECT: Convening
PRESENTER (S): Meeting Chair Nancy Pollock
CONTENT: Convene the Executive Council Meeting



AGENDA ITEM COVER SHEET

AGENDA ITEM: 2
SUBJECT: Roll Call
PRESENTER (S): Kimberly Sharits
CONTENT: Call the roll of the Executive Council

Make copy for reference meeting. deering

EXECUTIVE COUNCIL ROLL CALL

Annual Executive Council Meeting

Boston, MA

August 12-13, 2000

Chapter	Represented By
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Alabama ✓	Patricia Hall
Alaska ✓	Douglas Robinson - PAM PROBST
Arizona ✓	Don Pfohl - JOE NOCE (ELECTED IN JULY)
Arkansas A	Nathan Heald
Atlantic ✓	Michael Mangini
Australia New Zealand ✓	James G J Allen
CAC ✓	Joe Gallelli
Canada ✓	James D Fraser
Colorado ✓	Michael Slavick
CPRA ✓	Garrett G Mayer
ARR. 11:15AM - Florida A	Barry Luke
Georgia ✓	Richard Roley
Great Britain ✓	◆ Susan Parke-Hatton
Idaho A	Stan Passey
Illinois ✓	Gregg Riddle
Indiana ✓	Don Kottowski
Iowa ✓	David Murray
Kansas ✓	Mary Messamore
Kentucky ✓	Steve Tracy
Louisiana ✓	Willis Carter
Michigan ✓	Rebecca Shatney
Mid-Eastern ✓	Al Sines
Minnesota ✓	Nancy Pollock
Mississippi A	David B Wilson - DEREINDA ALBRITON
Missouri ✓	Dean Hart
Montana ✓	Homer Young - JENNY HANSEN
Nebraska ✓	Julie Righter - BRENT LEE
Nevada ✓	Sandy Waide -
New Mexico ✓	Elijia Robinson
North Carolina ✓	Frank Thomason
North Dakota ✓	Rick Hessinger
Northern California ✓	Ron Allison
Ohio ✓	Lynne Feller
Oklahoma ✓	Lex Rutter
Oregon ✓	RoxAnn Brown
Pacific ✓	Melvin Morris
Pennsylvania ✓	Jay Groce
South Carolina ✓	Fred Thompson
South Dakota A	Mark Mills - DEANNE BOOTH

Chapter	Represented By
Tennessee ✓	David Wolfe
Texas ✓	Wanda McCarley
Utah ✓	Carol Groustra
Virginia ✓	Steve Souder
Washington St ✓	Mildred R Tirapelle
West Virginia ✓	David Saffel
Wisconsin ✓	Kent Kruger
Wyoming ✓	Bill Smith
President ✓	Joe Hanna
President-Elect ✓	Lyle Gallagher
1st Vice President ✓	Glen Nash
2nd Vice President ✓	Thera Bradshaw
Past President ✓	Jack Keating
Past President ✓	Joe McNeil

◆ Indicates NEW Members of the Executive Council



AGENDA ITEM COVER SHEET

AGENDA ITEM: 3
SUBJECT: Introductory Remarks
PRESENTER (S): Meeting Chair Nancy Pollock
CONTENT: Welcoming comments and introduction of new Executive Council members and guests

Remind everyone to state their name and chapter when speaking.

Thank Conference Chair / Chapter.

INTRO STAFF / COMMITTEE

Acknowledge guests



AGENDA ITEM COVER SHEET

AGENDA ITEM: 4
SUBJECT: Accept or Change the Agenda
PRESENTER (S): Meeting Chair Nancy Pollock
CONTENT: Accept the agenda as written and/or offer changes to the content

Accept -
Motion Kent Kreeger
and Fred Thompson



AGENDA ITEM COVER SHEET

AGENDA ITEM: 5
SUBJECT: APCO Staff Report
PRESENTER (S): APCO Executive Director, CFO and Department Directors
CONTENT: Report on APCO Headquarters Operations

APCO Bldg - on schedule under budget. Bond
2M with cost of 2.5M - Excess will be

351 North Williamson Blvd
Daytona Beach FL 32114 -
New TX and FAX

Coming year -

Improved Member Benefits
P/R and Media Plan

AFC Software System Completion
Online Degree Program

LRSP from 50% to 75%

Booths

MSP - 620

BOS - 654

288 / 300 (inc. Comp's)



AGENDA ITEM COVER SHEET

AGENDA ITEM: 5 A

SUBJECT: Organization

PRESENTER (S): Executive Director John Ramsey and Chief Financial Officer
Tim Ryan

CONTENT: Report on current financial information, status of the new
APCO Headquarters Building and the progress of the Long
Range Strategic Plan



AGENDA ITEM COVER SHEET

AGENDA ITEM: 5 A i
SUBJECT: Budget Report
PRESENTER (S): Chief Financial Officer Tim Ryan
CONTENT: Presentation of the Proposed fiscal year 2001 Budget

QUESTIONS -
Thank Finance / Budget Committee

**APCO INTERNATIONAL, INC.
Proposed Budget
2000-2001**

Table of Contents

Budget Summary	1
Executive Offices (Administrative Services)	2
Membership/Marketing	4
Publications & Advertising	6
Conference	7
Information Technology	9
Institute	10
AFC	12
Budget Allocations	14
Budget Notes	15

BUDGET NOTES

In House Print / Copy charges:

The Print/Copy charges are in house charges that were once reported through a separate cost center identified as the "Print Shop". For this fiscal year we have moved this interdepartmental charge in to the Exec Office cost center. The "Print Shop" now consists of one large repro copier that has a lease that expires next year. It is our intent to finish off that lease and close up the in house large job copying in the next fiscal year. As of early next fiscal year only smaller "convenience" copies will be made in house. Institute pubs and other large publications and documents will be produced by outside sources.

Travel – Officers

Officer Travel was split this year between officer travel and the project travel line. If you look at the project travel line from the 2nd quarter financials you will see that this budget was under budget by more than the overage in the Officer Travel line. Adjustments were made in the 2001 fiscal year budget to reflect this difference.

Consultants

The consulting budget was increased substantially to reflect the actual costs during the current fiscal year. The consultants account line will be renamed to consultant / outsourced services. The expenses in this account are not just "consultants" in the traditional sense but also include expenses for outsourced services like the APCO payroll service, contracted course developers, clipping services for the magazine, etc...

Executive Council meeting

The Executive Council meeting budget was underestimated in this year's budget and therefore has been adjusted significantly for next year. The mid-year meeting in Jacksonville cost \$24,859. Most of this expense is related to food, meeting space, and audiovisual services.

Project 31 – Wireless Task Force

Project 31 has been concluded however there is a \$10,000 budget for a wireless 911 task force.

NCC

The National Coordination Committee (NCC) has a \$10,000 budget that is listed under AFC.

CETF

Chapter Enhancement Task Force (CETF) has a \$5,000 budget.



AGENDA ITEM COVER SHEET

AGENDA ITEM: 5 A ii
SUBJECT: Financial Report
PRESENTER (S): Chief Financial Officer Tim Ryan
CONTENT: Report on the current financial position of the Association



AGENDA ITEM COVER SHEET

AGENDA ITEM: 5 A iii

SUBJECT: Long Range Strategic Plan Update

PRESENTER (S): Executive Director John Ramsey

CONTENT: Report on the progress of the Long Range Strategic Plan

APCO International, Inc.

Long Range Strategic Plan - Staff Implementation Report

As published in the July Issue of *Public Safety Communications/APCO Bulletin* p.89 - 92.

As we approach another annual conference, I'd like to take this opportunity to update the membership on our progress here at the headquarters in implementing APCO's Long Range Strategic Plan. As you'll see, we've made significant progress in some vital areas and are continuing to forge ahead. These are exciting times for APCO, as each step we make in implementing the plan opens new doors for APCO and help keep it the leading public safety communications organization.

Rest assured, we are continuing to look for new ways to better meet the plan's goals and objectives and are working daily to ensure your headquarters staff does the most efficient and effective job possible at making the plan a reality. Our progress so far has been exciting and fulfilling, and we are looking forward to new opportunities and developments as we continue to implement the plan.

Goal 1 - Promote professionalism in the public safety communications community by being the leading organization in the development of public safety telecommunications guidelines, standards and certification.

The Project 37 Committee, under the leadership of Lynne Feller, completed a needs- analysis survey for developing a national certification program for public safety communications personnel. This survey was designed to determine if there is a need to develop a national certification program and to establish standards for professionals in public safety communications. Upon determining the need for a national certification program, the Project 37 committee will be responsible for developing the guidelines and standards for certifying public safety communications personnel. The Project 37 Committee also will determine who will be affected by the established guidelines and standards.

APCO Institute has initiated several programs, including the development of new course for the needs of management, to enhance the quality and value of the training received by public safety communications personnel. APCO Institute also is working with a number of other public safety communications training providers to advance the established Project 33 - National Telecommunicator Training Standards. In addition, a marketing strategy has been established for the APCO Institute to promote the value of professional certification in public safety communications. Finally, with the continuing guidance from the APCO Institute Advisory Committee, the APCO headquarters staff is working to promote and enhance the standards for public safety communications professionals.

Key

Task to be completed



Percent of task completed



Ongoing task

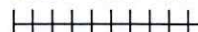


Task assigned to committee



Work Completion Rate on Goal 1 Objectives:

0% 25% 50% 75% 100%



1. Define the beneficiaries:



2. Research and catalog existing certification programs and standards.



3. Identify the need for guidelines, standards, and certifications within public safety communications.



4. Identify, catalog, and link existing opportunities with resources.



5. Develop enabling programs for achieving public safety communications standards.



6. Develop professional certification programs for individuals.



7. Define a marketing strategy.



8. Provide for the ongoing administration of programs developed.



Goal 2 -Protect and promote the interests of the public safety communications community at large

APCO is continuing to identify and monitor the forces that affect the interests of public safety communications. With guidance from the Board of Officers, committees and legal counsel, APCO headquarters staff is working to establishing a proactive response system to identify current and future actions that will impact public safety communications. In addition, APCO headquarters has established a library to assist staff in informing the membership on events and actions that influence public safety communications.

In its efforts to work closely with other public safety organizations, the APCO and NENA boards conducted a joint meeting in Columbus, Ohio on April 10. In addition to being historic, the meeting was productive and the two boards discussed the relationship between the two organizations. As part of its long-standing tradition, APCO is committed to working with other public safety agencies, such as PSCC, NPSTC, NCC, WEIAD and other organizations to foster support for preserving and enhancing public safety communications.

As reported in the last update published in the January issue of *Public Safety Communications/APCO BULLETIN*, the News Bureau has been established to detect and respond to issues and opportunities affecting the public safety communications community. Currently, the news bureau is sending out an average of six press releases a month, targeting both trade and mainstream media. Since January, APCO's positions on wireless E9-1-1, LNP, the misuse of 9-1-1 in advertisements, and National Public Safety Telecommunications Week have been published in newspapers and magazines across the country, totaling more than 2 million in circulation. Staff also organized the press releases on the APCO Web site and developed an easier and more user-friendly archive of past and present news releases.

As an addition to APCO's arsenal of response to issues that impact public safety communications, APCO's symposium tracks have been more successful than ever anticipated. With a soldout program on Wireless E9-1-1 in Chicago, APCO was forced to add an additional symposium to its Wireless E9-1-1, track to be held in Dallas, Texas. However, APCO's largest networking, information, and responses system remains the annual conference, which will be held in Boston, Massachusetts. The focus of the seminars at this year's conference will be to give the attendees new and informative subject matter that has not been presented before at any other show.

A position book has been developed that coordinates a unified public safety position for regulatory and related legislative issues. It will go to print on June 1 and will be available through the magazine, at the annual conference and all events associated with APCO International. APCO also is developing a procedural system to continuously update and revise the APCO position book as deemed necessary by APCO's leadership, committees and legal counsel in order to keep it current with events that involve public safety communications.

Work Completion Rate on Goal 2 Objectives:

0% 25% 50% 75% 100%



1. Create a system identifying the interests of the public safety communications community.
2. Identify and monitor "forces" (sources of issues) impacting the public safety communications community.
3. Identify and monitor other communities of interest likely to ally with or challenge the public safety communications community and APCO.
4. Develop means and methods to detect and respond to issues and opportunities impacting the public safety communications community and APCO.
5. Consistent with Objective 4, develop and communicate proactive position(s). Create a "this we believe" document of current positions/interest.
6. Educate allied organizations about APCO positions.
7. Develop and promote "positions" consistent with the interest of the public safety communications community.
8. Develop appropriate responses to predictable issues and opportunities.
9. Develop a method to measure success at promoting and protecting member interest as the basis of continuing or changing priorities.

10. Develop and promote credible reasons to cooperate with APCO and the public safety communications community positions/interest.



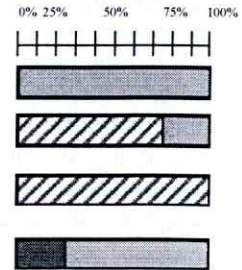
Goal 3 - To ensure the availability and optimal utilization of radio spectrum adequate to meet the needs of public safety.

With the aid of its Washington Counsel Robert Gurss, APCO is working to ensure the availability and optimal utilization of radio spectrum. In addition, the Spectrum Management committee and the APCO AFC Advisory Committee continuously assist the APCO headquarters staff to identify and respond to issues such as the use of the 700 MHz band (TV channels 60-69) by wireless providers that affect the radio spectrum as it relates to public safety communications systems.

To advance APCO AFC as the primary resource of public safety radio spectrum knowledge, a Comm Center Technology section has been added to *Public Safety Communications/APCO BULLETIN* magazine. In addition, new marketing material has been developed to promote APCO AFC Services, which was distributed at the IWCE Conference in Las Vegas, Nevada.

Work Completion Rate on Goal 3 Objectives:

1. Reassess APCO's role, responsibility and process particularly as it relates to AFC.
2. Coordinate a unified public safety position for regulatory and related legislative issues.
3. Market APCO AFC as the primary resource of radio spectrum knowledge.
4. Immediately benchmark all other frequency coordination bodies with respect to our current position and ability to grow.



Goal 4 - Promote, preserve, and enhance implementation, operations and management of 9-1-1 systems and 9-1-1 centers.

With the assistance of APCO's 9-1-1 Committee, a position book that included issues concerning 9-1-1 was developed. This book will be printed on June 1 and made available to APCO's members and other interested parties. In addition, a staff position has been established at APCO headquarters to coordinate activities as they relate to 9-1-1. This staff representative will work closely with APCO's Board of Officers, 9-1-1 Committee and legal counsel to advance 9-1-1 regulatory issues with all interested groups and organizations.

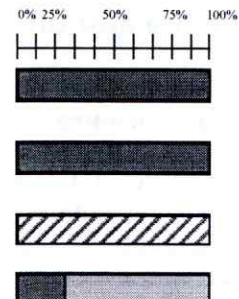
Working with the corporate community, APCO will foster stronger ties with 9-1-1 technical providers through partnership programs that establish sponsorships for symposiums, trade shows, conferences and other APCO related events. Through this partnership, APCO will be able to provide a forum to enable its 9-1-1 focus group to work closely with its technical providers.

To identify APCO as an organization dedicated to the advancement and implementation of 9-1-1 we are expanding our services to include a section, "Communications Center Operations," in *Public Safety Communications/APCO BULLETIN* magazine. In addition, we are developing new symposiums focused on 9-1-1 and communications center operations. Finally, APCO has developed a marketing plan that promotes the importance of 9-1-1. To assist us in these endeavors, we are looking to recruit professionals in 9-1-1 mapping services, Emergency Medical Services, fire services and emergency preparedness to write, speak and participate at APCO initiated 9-1-1 activities.

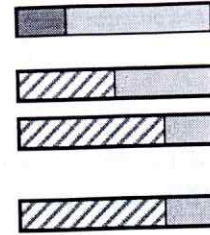
Finally, In order to help promote 9-1-1 public education programs, a collection of columns by *Public Safety Communications/APCO BULLETIN* columnist Lori Collins has been reproduced in book form and will be available through the magazine and at the annual conference.

Work Completion Rate on Goal 4 Objectives:

1. Develop an organization 9-1-1 position statement.
2. Develop a job description for a staff position to support the objectives addressed there.
3. Establish methods for coordinating the advancement of regulatory issues with other interested focus groups.
4. Strengthen ties with the 9-1-1 industry technical providers.



5. Broaden the base of 9-1-1 involvement to more fully include 9-1-1 professionals in mapping services, Emergency Medical Services, fire services and emergency preparedness.
6. Establish a 9-1-1 presence whenever/wherever possible.
7. Develop a 9-1-1 specific professional growth and education program through a focus group process.
8. Develop an APCO identifiable adult education and public awareness program.



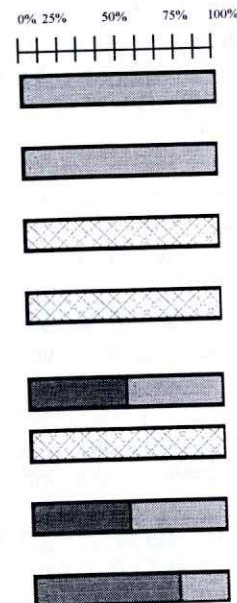
Goal 5 - To facilitate the involvement of its individual members in the operation of APCO and the advancement of its goals and objectives.

President Joe Hanna made chapter enhancement and member involvement his No. 1 goal and charged President-elect Lyle Gallagher with forming a task force to address these issues. President-elect Gallagher immediately put together the Chapter Enhancement Task Force. In the last year, this task force worked diligently to improve the relationships between membership, chapters and APCO International. The task force has continuously sought input from the chapters and the membership at large to improve the services APCO provides. With the guidance of the task force, new programs have been established to assist chapters to not only recruit new members, but also new chapter officers. This program has established workshops at the annual conference to help chapter officers do their jobs better. In addition, the APCO Institute and Membership departments are working together to develop chapter officer/member training and mentoring programs through the use of the APCO Institute Web-based training platform. Also under the leadership of President-Elect Gallagher, the Management Committee has been working on enhancing the structure of the APCO standing committees. This is in line with objective 6 of goal 5. With a new commitment to the membership, chapters, and committees, APCO International will establish leadership/mentoring programs to help new members become more active in their association.

As its main medium for the exchange of information, the APCO magazine has been redesigned to better meet the needs of its readership. Because of the diversity in the interest of the readership, two new sections, in addition to the technology section, have been added to the magazine. The first section addresses the concerns and interests of 9-1-1 and communications center operations. The second section focuses on training issues. In addition, APCO is continuing to expand its services to these groups by providing single-topic symposiums on issues concerning each focus group.

Work Completion Rate on Goal 5 Objectives:

1. Review the governance of APCO in comparison to the "best practices" of other organizations.
2. Develop procedures of attracting candidates for the Board of Officers.
3. Review and recommend changes as may be appropriate regarding the criteria for nomination as a candidate for the Board of Officers.
4. Review and recommend changes that may be appropriate regarding membership categories (titles).
5. Develop a Focus Group program.
6. Re-evaluate the purpose and effectiveness of the standing committees with recommendations for alternate methods of completing association tasks.
7. Develop leadership and mentor programs.
8. Ensure that membership focus groups are appropriately represented.

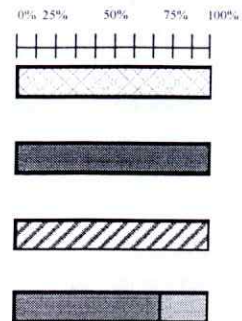


Goal 6 -To be the authoritative source of public safety communications information.

With the help of APCO's leadership, committees, and legal counsel, APCO headquarters staff continuously monitors the public safety environment to determine the information and services needed by APCO's members. Staff representatives have been assigned to designated committees to assist in tracking industry and membership trends. In addition, a library system has been developed by the APCO staff to store, catalog and purge information relating to public safety communications. To increase its effectiveness as the authoritative source of public safety communications information, APCO has also launched an aggressive public relations campaign that incorporates position books, news releases, symposiums, conferences, publications, training services and spectrum management services.

Work Completion Rate on Goal 6 Objectives:

1. Conduct fact-finding to determine what public safety communications information is needed/desired by members and user consumers.
2. Develop a process for managing the information to include: review, storage, purging, cataloging, retention and legal responsibilities.
3. Identify opportunities to add value to existing or APCO-generated information.
4. Develop a process to advertise the availability and usefulness of the information.



Goal 7 - Enhance the image of APCO and the public safety communications profession.

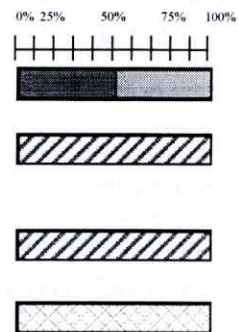
In order to accomplish Goal 7, a new objective was added: To identify and find methods to solve staffing issues in public safety communications centers. President Joe Hanna has assigned Steve Souder to lead the Communications Center Staffing Task force, which will work to solve staffing issues in public safety communications.

One of the major public relations campaigns undertaken by APCO in the last year is the recognition of APCO's International Award winners. Because of the public relations promotion, the annual APCO Awards Program has enjoyed tremendous success. This year APCO received nearly 80 nominations – a first in its history - for the 2000 Awards, to be presented at the annual conference in Boston, Massachusetts.

APCO staff is developing new programs to attract non-members to become members. Last year APCO Institute provided professional training and development to nearly 10,000 non-APCO members. In the coming year, APCO staff will focus their efforts on making these students members. In addition, APCO is looking to partner with its corporate community to sponsor programs that promote awareness of the public safety communications profession. Furthermore, APCO's member-get-a-member campaign has exceeded all expectations. Since the start of the program 664 new members have joined APCO because of another member. Finally, APCO is enhancing its information systems to capture more demographic information about its members, students and customers. In turn APCO will be better able to identify its market and target its promotional programs to the specific communities that will benefit the most from them.

Work Completion Rate on Goal 7 Objectives:

1. Identify the market.
2. Continue to develop and implement public relations plans.
3. Improve the working relationships with other associations.
4. Continue the involvement of APCO in legislative and regulatory matters.
5. To identify and find methods to solve staffing issues in public safety communications centers.



Goal 8 - To be the leading provider of quality public safety communications education.

The target market for APCO Institute courses, symposiums and seminars will be determined by establishing surveys to measure the need, content, delivery and quality of educational programs currently offered by APCO. The evaluation of these surveys will be continuously used to improve the subject matter of the educational programs. Also, with the continued guidance from the APCO Institute Advisory Committee and the Board of Officers, APCO Institute will monitor and make appropriate changes to the education program to meet the needs of the public safety communications community.

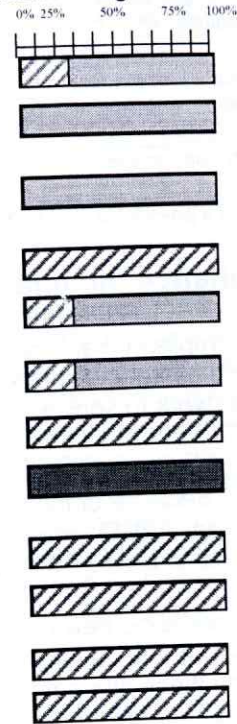
As a part APCO's quality management program, a draft of policies regarding instructors have been distributed to the APCO Institute Advisory Committee for review and comments. In addition, a professional development program is also under way with articles appearing in *Public Safety Communications/APCO BULLETIN* magazine. In an effort to advance education and training programs, APCO Institute is also establishing alliances with outside vendors to create additional offerings for CE. Furthermore, APCO's Training in a Box series is slated for updates to expand offerings.

The APCO Institute, with support and endorsement from the APCO Institute Advisory Committee, has standardized the processes for ordering, registration and re-certification. The focus of APCO Institute standardization has been on improving customer service and support for education programs.

The APCO Institute Advisory Committee has once again re-established the Silent Key Foundation to be a means by which public safety communications personnel can receive funding to attend APCO Institute classes. Applications for the Silent Key Foundation funds were printed in the May issue of *Public Safety Communications/APCO BULLETIN* magazine.

Work Completion Rate on Goal 8 Objectives:

1. Define the target audiences.
2. Develop a needs analysis for establishing training programs and marketing strategies.
3. Establish training needs analysis program to determine curriculum requirements and training application requirements.
4. Determine education program priorities.
5. Validate existing program priorities.
6. Develop and validate new curriculums as determined through needs analysis.
7. Assure effective quality assurance programs for curriculum and delivery of curriculum.
8. Identify and mitigate liability concerns.
9. Provide effective continuing education programs.
10. Evaluate course delivery logistics
11. Continue to improve customer service and support for education programs.
12. Support scholarship and tuition grant programs that provide professional development opportunities for public safety communications personnel.



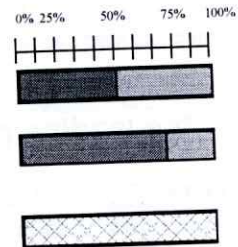
Goal 9 - To define and advance the growth of APCO.

During its mid-year meeting, APCO's Executive Council voted to split the objectives of Goal 9 to two separate goals. Goal 9 focuses on APCO future growth and Goal 10 will focus on determining the international growth of APCO.

APCO headquarters is implementing new operational programs to enhance the information systems it currently utilizes. Through these programs, APCO headquarters will be able to profile its membership and identify not only its current makeup but also its historical makeup. In addition, APCO headquarters staff has completed a SWOT (Strengths, Weaknesses, Opportunities, and Threats) exercise. A report of the findings has been presented to APCO Board of Officers for review and comments. This report will then be combined with a SWOT report to be completed members of the Executive Council. Upon completion of the SWOT, an action plan will be developed to address the weaknesses identified in the reports.

Work Completion Rate on Goal 9 Objectives:

1. Profile and identify the current and historical makeup of APCO membership.
2. Identify and understand weaknesses and strengths. Correct or eliminate weaknesses, capitalize on strengths.
3. Identify the ideal makeup of APCO membership to the year 2005.

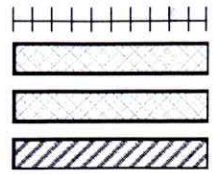


Goal 10 - To identify opportunities of international growth.

To complete the objectives of Goal 10, President Joe Hanna charged Lex Rutter to head the International Committee. The committee has been working diligently to develop a functional model for APCO's international growth. In order to develop a multi-national perspective, members of the committee were selected from United States, Canada, New Zealand, and England. APCO staff looks forward to working with the committee to complete the objectives of Goal 10.

Work Completion Rate on Goal 10 Objectives:

0% 25% 50% 75% 100%



1. Benchmark existing international organizations to determine the "best in practice."
2. Create an embryonic model of an international organization.
3. Allocate financial resources to achieve these objectives.



AGENDA ITEM COVER SHEET

AGENDA ITEM: 5 B
SUBJECT: AFC
PRESENTER (S): AFC Director Ron Haraseth
CONTENT: Report on AFC activities, fee schedule restructuring, Local Advisor training and presentation of the AFC AdComm report

AFC - 5 applications per hour each business day.

There are three other Fx Coordinators but many of their people come to APCO for coordination services. APCO then goes to these other agencies for the frequencies.

New Fee Structure - simplifies the structure with some reductions and some increases.

New Coordination System is on track, US implementation - by FCC

QUESTIONS

Thank - STAFF

AFC Report Executive Council Report/Agenda

July 5, 2000

Ron Haraseth Director

Staff

AFC staff has had a difficult year. AFC has experienced an inordinate amount of employee down time for various reasons ranging from personal or family illness and accidents to relocations. This situation has been a trying experience for those employees remaining on the job. Balancing the load has been a constant job requiring dynamic load management. Both regular staff and management have performed above and beyond the call of duty to keep the applications moving. As of July 1, AFC has returned to almost a full staff and the workload has stabilized.

Responding to this situation, AFC has initiated certain changes in structure and is planning for long term instead of limiting our scope to the short term. Processors have been re-categorized to levels of ability. Every effort is being made to ensure the long-term stability of the AFC staff. Overall, the staff that remains is strong and has been performing well under the strain. Frequency coordination requires an extensive training period emphasizing the importance of obtaining and retaining competent employees.

Note the attached AFC organizational chart.

AFC Fee Schedule

The AFC Adcomm recommended a fee restructure (see attachment) to address the AFC business plan and future requirements. AFC requests formal approval of the Board of Officers on this action. The new fee structure began on July 1, 2000.

Local Advisors

The Local Advisors are a critical component of AFC's coordination process. In order to support and retain the Local Advisors, AFC has increased the amount of budgeted support to include a basic increase along with a set dollar increase. The increase is designed to allow the Local Advisors increase opportunity to attend regional conferences and training in addition to the annual training received during the national conference.

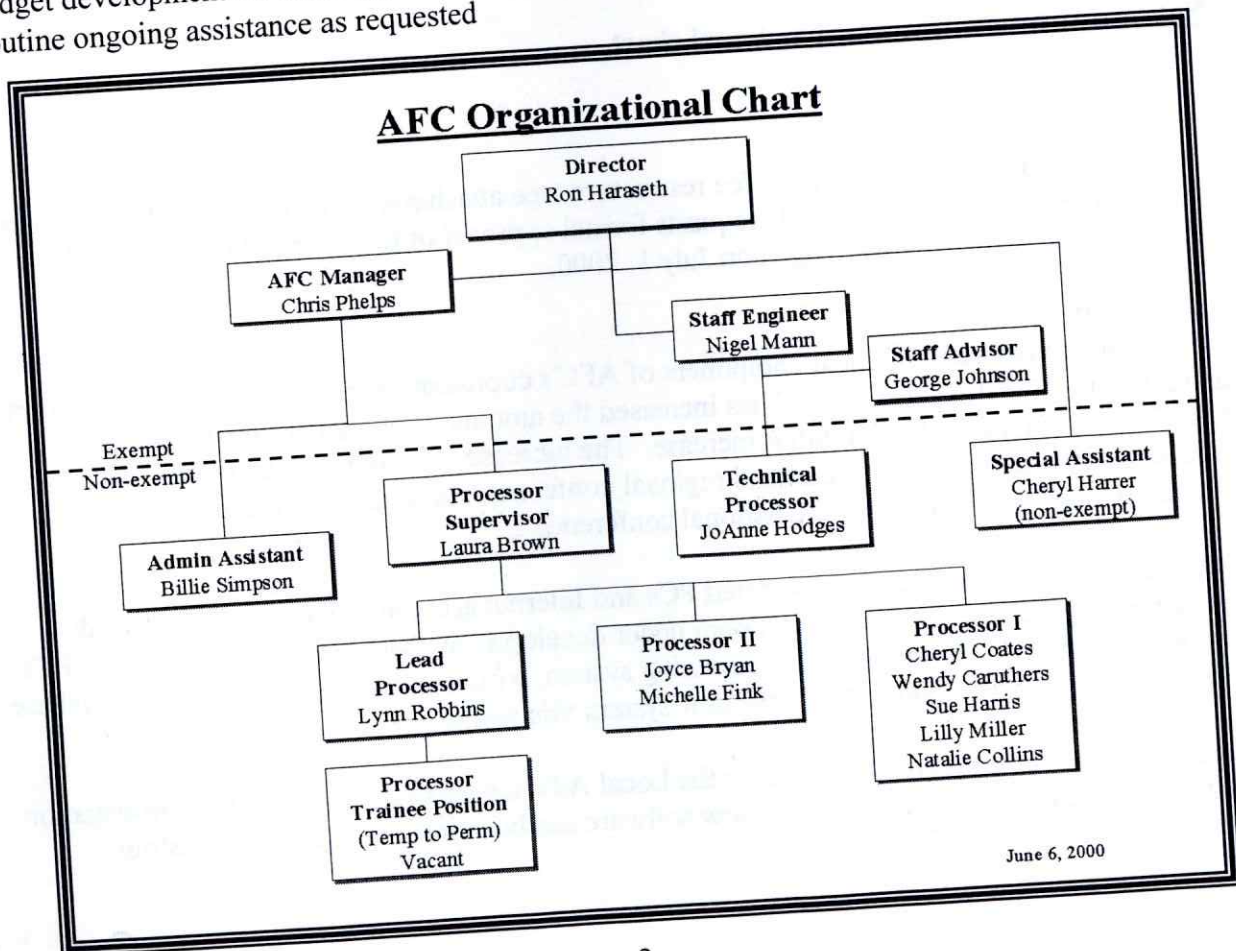
All Local Advisors have received updated PCs and Internet accounts. This is a step towards implementing the new coordination system under development. Beginning this summer, all PCs are being upgraded to Windows 2000 operating system, which will allow Internet based database transfers and set the groundwork for the new system this winter.

AFC staff has been providing training for the Local Advisors in ComStudy, the new propagation software at regional conferences. This new software has been integrated into the existing

frequency coordination software and will be further integrated in the new system as it comes on line.

Recent AFC Activities

- TIA TR8.18 Interference committee
- NCC involvement
- 800/CMR interference activities
- Regular ongoing FCC MOU interference activities
- PSCC activities
- LMCC activities
- NPSTC/NLECTC 700 MHz database RFP evaluation and review
- ULS monitoring
- FCS new coordination software
- Onsite Local Advisor Training (MO, MD, PA, VT, FL and MA)
- Creation of a special Advisor's area forum, file distribution, and chat area for Local Advisors on Web site.
- Regional Conference Local Advisor training sessions
- Developing training material for Advisors and public
- Planning for Conference training sessions
- Develop new fee structure **NOTE attached AFC fee schedule**
- Budget development for coming year (including local advisor reimbursement)
- Routine ongoing assistance as requested





AGENDA ITEM COVER SHEET

AGENDA ITEM: 5 C
SUBJECT: Institute
PRESENTER (S): Institute Director Dave Bubb
CONTENT: Report on growth comparisons, new programs and presentation of the Institute AdComm report

Questions -
Thank STAFF

Virtual Inst. - 123% increase over projection
for 2000.



AGENDA ITEM COVER SHEET

AGENDA ITEM: 5 D

SUBJECT: Membership, Marketing and Publications Report

PRESENTER (S): Membership, Marketing and Publications Director Cindy Lorow

CONTENT: Report on membership numbers, enhanced member benefits, publications and the APCO Web Site

QUESTIONS
Thank STAFF



AGENDA ITEM COVER SHEET

AGENDA ITEM: 5 E
SUBJECT: Conference and Symposiums
PRESENTER (S): Conference Director Ann Hashagen
CONTENT: Report on the number of symposiums this year, site selections, surveys, certifications for conference attendance and booth sale growth

- Booths -
MSP- 620
BOS- 654 288/300 (inc. Comp)



AGENDA ITEM COVER SHEET

AGENDA ITEM: 6

SUBJECT: Projects

PRESENTER (S): Project Chair

CONTENT: Update on the current status and/or progress of named Projects



AGENDA ITEM COVER SHEET

AGENDA ITEM: 6 A

SUBJECT: Project 25 & 34

PRESENTER (S): First Vice President Glen Nash

CONTENT: Update on the current status and/or progress Project 25 & 34 which address the Digital Standard Issues



AGENDA ITEM COVER SHEET

AGENDA ITEM: 6 B

SUBJECT: Project 37

PRESENTER (S): Lynne Feller, Ohio Chapter

CONTENT: Update on the current status and/or progress of Project 37
that addresses certification standards for Public Safety
Communication personnel

Thank members

PROJECT 37
ESSENTIAL JOB TASKS
9-1-1 CALL TAKER & DISPATCHER

1. Answer calls received on all designated phone lines
2. Actively listen to information provided by callers.
3. Question callers to determine nature & location of problem & whether call is an actual emergency call or non-emergency.
4. Receive information from various audio sources while simultaneously performing various other functions.
5. Either transfer calls, via telephone, to appropriate agency for dispatch or obtain full complaint-dispatching information for calls.
6. Classify complaint/incident by type and severity.
7. Determine proper responding agency & dispatching priority.
8. Summarize incident for dispatching purposes.
9. Enter information into computer system or manual card system.
10. Continue to question callers to gather and update information and simultaneously enter information into system when applicable.
11. Defuse potential crisis situations over the phone such as suicide calls, etc.
12. Communicate with citizens from all economic and ethnic backgrounds and who may be very young, elderly, mentally disturbed or intoxicated.
13. Communicate with citizens whom cannot or will not give you appropriate or correct information.
14. Receive multiple phone calls for assistance.
15. Prioritize multiple phone complaints and request from citizens or field personnel.
16. Advise citizens of actions to take in emergency and non-emergency situations based on departmental policies and procedures.
17. Communicate with other agencies and/or departments on calls transferred or referred.
18. Transmit complaint information to radio dispatcher via computer or card system.
19. Provide additional information on call upon request by essential persons.
20. Triage and prioritize pending calls for service. Be cognizant for potential of duplicate calls.
21. Call back disconnects to determine nature & location of call; enter information as if applicable.
22. Enter information on "open Line" calls according to department policies & procedures.
23. Operate TDD or TTY to determine nature & location of problem from deaf/hearing or speech impaired callers; enter information as appropriate.
24. Access foreign language interpreter service to determine nature & location of problem for foreign speaking callers; enter information as appropriate
25. Refer or transfer callers to requested public service agencies or departments.
26. Receive & update information received from public safety field units & appropriately document that information.
27. Receive incoming calls for service and receive & gather pertinent information from callers.

28. Obtain information/inquire via other computer systems for field units (vehicle registration, criminal record and warrants).
29. Handle various service requests for field units, such as calling tow/wrecker companies, confirming warrants, issuing case numbers, relaying information to allied agencies.
30. Communicate with other law enforcement groups via Teletype, computer or other communications device.
31. Receive internal alarm signals and dispatch proper field units.
32. Notify other agencies &/or asset units to respond to emergency calls & coordinate their response by providing information & directions via radio or phone.
33. Dispatch response units to non-emergency situations.
34. Dispatch appropriate units to emergency situations according to priority & availability of field units.
35. Transmit to field units accurate & complete information on calls dispatched.
36. Track status & location of responding units.
37. Record & monitor activities of field units that self-initiate actions.
38. Dispatch back-up units as requested and needed by field units.
39. Broadcast bulletins emergency or non-emergency in nature received by Teletype, computer or other device.
40. Maintain logs and paperwork of all responses.
41. Issue case or incident numbers according to department policy.
42. Brief on-coming personnel of shift activity.
43. Keep informed of agency policies & procedures by reading memos, directives, SOP &/or SOP updates & additions, etc.
44. Document equipment malfunctions
45. Testify in court.
46. Coordinate incident management by anticipating needs of field units and interacting with other dispatch personnel and representatives of allied agencies.

Project 37

Public Safety Communications Professional Certification Survey Analysis

Introduction:

The purpose of the Project 37 Survey was to complete a needs assessment for developing a national professional certification program in public safety communications. The questionnaire is comprised of three major sections: Responder Information, Certification Needs Assessment, and Conceptual Model Diagram.

- The responder section included demographics, agency support for education, training, and certification programs, and the respondent's previous experiences with established certification programs.
- The needs assessment section included questions to determine if and how the respondents would benefit from having a national certification program and what the benefits would be for the respondent, his or her agency, and the community they serve. This section also included questions on what methods should be used to obtain a national certification. Finally, the section asked the respondent, who should be the overseeing body governing the certification program.
- In the conceptual model section, the respondent was shown two diagrams as to what a national certification program would include. The respondents were asked to choose one of the models or offer an alternative model.

Method:

The content of the survey was developed by the Project 37 Committee. The primary methods of distribution for the survey included:

1. Publication in the *Public Safety Communications/APCO Bulletin* magazine (distribution size: more than 13,500)
2. APCO Institute classes (distribution size: more than 500), and
3. APCO International Web Site (distribution size: unknown)

The total distribution size of the survey was more than 14,000 questionnaires. The respondents were asked to mail or fax back their surveys to APCO headquarters. The total number of responses received was 170. Although, the total responses only account for 1% of the total distribution size, majority of these responses came from the surveys that were distributed at APCO Institute classes. Because the focus of the survey is on training and certification, the response rate, when weighed against the APCO Institute distribution, increased to 34%. Upon receipt, the surveys were entered into an Access 2000 database. After all the surveys were collected the data was analyzed using Excel 2000 Statistical Data Analysis program.

Findings:

The primary findings of the survey indicate that 92% of the respondents believe a national certification program would benefit them in their career. In addition, 93% of the respondents indicated that the community they serve would also benefit from communications center's personnel participating in a national certification program. Finally, the respondents indicated that the main benefit of having a national certification program would be standardization (31%).

Over 63% of the respondents indicated that their agencies offer incentives for job related continuing education or post secondary education. However, when asked if their agencies subsidized any/all post secondary education, 46% marked No.¹

The respondents were asked to identify the benefits they received from obtaining certification (Question 13) and what would be the benefits for agencies to have nationally certified personnel (Question 23). The primary benefits the respondents have received from being certified were improved job skills (33%) and standardized training (23%). The primary benefits for the agencies were standardization (31%) and better-qualified employees (18%).

Only 34% of the respondents have participated in a certification program. Of these, 74% identified APCO as being the certifying agency. The primary course for the certification was the APCO Basic Telecommunicator Course (26%). As a result of the certification, 54% stated that there job skills were improved and 25% received career advancements.

The types of certification programs that the respondents felt should be established are:

- Telecommunicator/Dispatcher (96%)
- 9-1-1 (77%)
- Communications Center Manager (74%)
- First Line Supervisor (71%)
- Training Specialist (67%)

Less than 35% of the respondents indicated that there should be a certification program in Information Systems and Technician.

More than 85% of the respondents indicated that a national certification program should have a re-certification requirement and 81% indicated that the re-certification should require continuing education.

The preferred process for obtaining a national certification was a "combination of course work, self study, and testing" (68%). In addition, 43% of respondents indicated that on-site training and testing would give them the best opportunity to pursue certification, whereas, 23% to 26% indicated that a computer or web based training program would provide the best opportunity.

When asked if they "would pursue certification if some or all costs were **not** covered by their agency," 69% indicated that they would. Furthermore, there is a .32 positive correlation that if

¹ Although this may be high percentage, agencies may subsidize job specific training programs but may not subsidize general post secondary education.

the respondents believe they would personally benefit from certification (Question 21) they would pursue it even if some or all of the costs were not covered by the agency (Question 32).

Over 59% of the respondents indicated that APCO should be the administrative agency for the national certification program. However, since the primary population for the survey was the APCO membership and APCO Institute students the responses to this question may be skewed towards APCO.

The preferred conceptual model for a national certification program was Model 1 (34%). However, since 29% of the respondents chose Model 2 and 33% of the respondents did not indicate a preference, the marginal percentage difference in the choices does not give a clear indication as to what model should be adopted for a national certification program.

A detailed report of the survey results is attached to this analysis.²

Conclusion:

The survey clearly indicates that there is a need for a national certification program. However, the responses with regards to the design, development and administration of the program did not give a clear indication as to what the primary construct of the program should be. The most significant correlation that can be identified from the survey responses is that in order for the respondents to pursue a national certification there needs to be clear and identifiable benefits. One of the major benefits identified by the respondents was standardization. The respondents remarked that by having established national standards that are accepted by all the agencies they would be able to advance their careers even if they were to transfer to a new agency.

In analyzing the responses there seems to be two questions that are vital to the success of a national certification program. The first is "Will public safety communications personnel pursue a national certification?" The results of this survey illustrate that the answer to this question is "Yes". The second question is "Will public safety agencies accept the standards established by the national certification program?" The answer to this question cannot be determined by this survey.

² The results for question 31 "How should equivalency be determined for previously completed courses?" and question 33 "What would encourage you/your peers to pursue certification?" could not be quantified.



AGENDA ITEM COVER SHEET

AGENDA ITEM: 7

SUBJECT: Committees

PRESENTER (S): Committee Chair

CONTENT: Update on the current status and/or progress of named Committees



AGENDA ITEM COVER SHEET

AGENDA ITEM: 7 A

SUBJECT: Chapter Enhancement Task Force (CETF)

PRESENTER (S): President-Elect Lyle Gallagher

CONTENT: Update on the activities of the task force and their attempt to strengthen Chapter membership and encourage interactive participation



AGENDA ITEM COVER SHEET

AGENDA ITEM: 7 B
SUBJECT: Corporate Advisory Committee
PRESENTER (S): Joe Gallelli, CAC Chapter
CONTENT: Update on the activities of the committee



AGENDA ITEM COVER SHEET

AGENDA ITEM: 7 C
SUBJECT: Corporate Advisory Committee Task Force
PRESENTER (S): Second Vice President Thera Bradshaw
CONTENT: Update on the activities of the committee

Corporate Advisory Committee
Task Force
Report to the Executive Council

Task Force Members:

Second Vice-President - Thera Bradshaw, Facilitator & Group Leader
Tim Ryan – Staff Liaison
Don Whitney
Gary Kibler
Gary Oldham
Joe Gallelli
Rick Ringold
Michael Mangini
Steve Souder
Julie Righter

Background:

The APCO Executive Council created this task force during its mid-year meeting in Jacksonville, Fla. in February 2000. The creation of the task force fulfills Goal 5, Objective 6 of the approved Long Range Strategic Plan (LRSP). The task force's mission was to define an enhanced function of the Corporate Advisory Committee (CAC) and to discover the needs of the association in regard to its corporate and commercial members. For many years, the CAC has served APCO well and accomplished numerous tasks. Now that the association has embarked upon a new LRSP, a number of new needs are being discovered. Many of them could be satisfied through corporate involvement and assistance. The CAC is the most logical resource within APCO to fulfill many areas of the LRSP. Therefore, the Council charged President Joe Hanna to create and define the scope of a special CAC Task Force to outline a new role for the CAC, using many elements of its current mission, but better positioning it for an association growing into many new and exciting areas of public safety communications.

Methodology:

President Hanna appointed the task force, and Second Vice President Thera Bradshaw assumed the role of facilitator and task force leader. The committee was structured to include not only representatives from the corporate community, but also members from the Executive Council to provide the users' perspective and members of the APCO staff. The task force's objectives involved all areas and interests of APCO. In its first meeting, the task force developed a straw report that formed the blueprint for the task force's final recommendation to President Hanna and the Executive Council. The task force had one other face-to-face meeting, as well as several conference calls and e-mail correspondence. A final conference call in mid-July solidified and culminated the work of the task force, resulting in consensus on the direction outlined in this report.

Mission Statement:

A new and comprehensive mission statement was developed for the CAC during this process. It follows:

To provide the Association an advisory body, representative of the corporate/commercial membership. This committee has a distinct role in advising the Board, Executive Council and Staff concerning matters related to conference, exhibits and issues related to APCO I membership development. Current projects include:

- Conference attendee research to improve attendance and exhibitor participation
- Continue to advance Corporate advisory committee in each chapter
- Restructure the Corporate Advisory Program as a part of Task Force activity
- Advance the Corporate Membership program
- Regional Conference enhancement program
- International development

Structure and Makeup:

Currently, the CAC is set apart from the association, operating from a separate policy document, different from that established by the Executive Council or the APCO Board of Officers. The task force believes the association leadership will be better able to communicate with and utilize the CAC if it operates under the same guidelines and policies as all other association committees. The task force believes many mechanisms established by the CAC during the years have worked well and should be examined by the Management Committee for possible incorporation into the overall association committee structure. One important item is under the new structure, the CAC (like all other committees) will serve at the pleasure of and report to the president of the association. The CAC will also operate under the association-defined Constitution and Bylaws, as well as the Policy Manual established by the Board of Officers and the Executive Council. This will enhance the great work the CAC has performed for years and help APCO tap new resources within the CAC to help realize the association's goals and fulfill its mission.

The Association President will appoint all members to the CAC and will name the chair*. This will be accomplished in the same manner as all other committees within the Association with one exception. Solicitation for membership will not be included in the general call for committee members; however, the President may appoint a member in any category at his/her discretion. A separate mailing will be sent to all commercial/corporate members. Selections will be made from those applications on a yearly basis. In addition, the president will select one member from the CAC who served in the previous year to serve as the CAC Executive Council representative.

See annex A, B, for job descriptions. These will be the same for all APCO committees.

General Mission-Oriented Goals and Objectives:

The task force recommended the CAC's operating objectives be closely aligned with the goals in the LRSP and other shorter-range goals defined by the president and Board of Officers. Following are general areas where the CAC can offer assistance to the association leadership:

- Business Development
- Marketing and Public Relations
- Technical Issues
- Membership
- Providing Sponsorships
- Developing relations with other public safety associations
- Involvement in the development and implementation of the LRSP
- Providing advice for exhibit rules and regulations for the APCO Exposition
- Promote the APCO Conference & Exposition within the industry

The CAC can be of assistance to the leadership of APCO in a number of other areas as well. The following areas, specific to the APCO LRSP, will be assigned in the upcoming presidential term:

1. Research and identify those who can speak on behalf of the industry at APCO conferences and symposiums on the national level. (Goal 2 Objective 4)
 - a. Wireless 9-1-1 providers.
 - b. Radio system manufacturers producing systems in the 700 MHz band.
 - c. PBX system manufacturers.
2. Develop and implement a system to gather survey data from vendors and commercial-member speakers at the annual conference and the various symposiums in order to establish levels of success or failure. (Goal 2 Objective 9)
 - a. Develop a survey system to be implemented at the annual conference.
 - b. Prepare a report on how the vendor community compares the APCO exposition projects to those of similar associations and trade organizations.
3. Review and recommend changes to the corporate/commercial member structure and membership titles. (Goal 5 Objective 4)
 - a. Develop a white paper on the corporate membership structure for submission to the Board of Officers, complete with desires for structural changes (if necessary) and title changes.
 - b. Recommend corporate membership benefit packages to the Executive Director to overhaul the corporate membership program within APCO.

- c. Develop and recommend a sound marketing plan to the Executive Director to promote corporate membership within APCO.
 - d. Plan, create and produce a corporate member video that can be used to solicit new corporate involvement within the association, as well as tap new areas such as the IT community.
4. Develop a mentorship program to attract new members of the corporate community into the APCO CAC. (Goal 5 Objective 7)
 - a. Develop and implement a plan to promote involvement and participation in the CAC.
 - b. Produce a plan on how the CAC can structure itself in order to include as many disciplines within the public safety community vendors as possible.
5. Provide the president with a list of potential industry members who are not currently in the corporate or commercial membership of APCO. (Goal 7 Objective 1)
 - a. Contact all corporate members who have left the APCO membership within the last two years and solicit them back into the association.
 - b. Identify new areas in which APCO could pursue corporate partnerships (i.e. those identified in the previously mentioned video project).
 - c. Using research tools, name all potential corporate members who are not currently members.
6. Provide the Executive Director with a recommended list of new areas of sponsorship to stimulate interest in the corporate community and increase the sponsorship revenue for the Association. (Goal 7 Objective 2)
 - a. Sponsorship for the annual conference events.
 - b. Sponsorship for symposiums.
 - c. Advertising opportunities in print and electronic media.
7. Identify training areas that would benefit the corporate community or could be developed for corporate/commercial members. (Goal 8 Objective 2)
 - a. Identify needs for training in specific operational areas (areas where APCO currently provides training).
 - b. Identify new areas where APCO could develop training to fit the needs of corporate/commercial members.
8. International development and/or expansion.
 - a. Identify the role of corporate memberships in developing an international organizational model.
 - b. Identify corporate opportunities for international development and/or expansion.
 - c. Assist in the development of membership benefit program for international members.
 - d. Develop an international corporate membership campaign for employees of multi-national corporations.

- e. Assist in the development of promotional campaigns to attract international Public Safety Communications personnel to attend APCO's Annual Conference & Exposition.
- f. Identify financial resources to achieve international development.

These goals will be assigned to the CAC in accordance with the LRSP. In addition, the CAC will also play vital roles in recommending appropriate industry personnel to assist APCO in the development of technical standards such as Project 25. The CAC also will serve as a body of knowledge and resource for industry trends in technology on various platforms as needed.

CAC Meetings:

The CAC will meet face-to-face a minimum of five times per year or at the discretion of the chair. All meetings will be conducted with prior approval from the president. The travel and accommodations costs to attend CAC meetings will be borne by the corporate/commercial member in accordance with association procedures and policy. APCO will cover customary meeting space costs in accordance with APCO procedure. Conference call costs will be covered by the association and will comply with association procedure.

Conclusion:

The Task Force submits this report to the Executive Council and requests that the APCO Board of Officers favorably consider its contents to be implemented in the next presidential term.

***This can only occur through a resolution to change the APCO C&B.**

Annex A

APCO International Committee Member

Purpose:

To support the Mission of APCO International, Inc. and the objectives set forth by the APCO International Board of Officers for this Committee.

Guidelines for Committee Membership:

1. Attend committee meetings.
2. Get to know and become closely aware of all leaders and issues in your committee.
3. Study and use the APCO International Committee Guidebook.
4. Support your assigned committee.
5. Be familiar with public safety communications industry advancements and changes.

Meetings/Activities:

1. Attend committee-specified number of meetings
2. Activities will require members to dedicate certain amounts of time, which will vary depending on assignments.

ANNEX B

APCO International Committee Chair

Purpose:

To support the Mission of APCO International, Inc. and the objectives this committee set forth by the APCO International Board of Officers for this Committee.

Guidelines for Committee Chair:

1. Attend APCO symposiums and training related to the committee chair.
2. Arrange for and preside at committee meetings.
3. Prepare and submit reports in accordance with the APCO Policy Manual.
4. Get to know and become closely aware of all leaders and issues for your committee.
5. Write articles for submission to Public Safety Communications/APCO Bulletin. A committee member (s) may be designated to write articles as well.
6. Comply with the APCO International Committee Handbook and the APCO Policy and Procedures Manual.
7. Actively participate in APCO International activities.
8. Study, research, and report on the needs, concerns, advancements and changes of the public safety communications industry and how it pertains to your committee.
9. Set committee objectives based on the Long Range Strategic Plan and presidential goals for the year.
10. Assign duties to committee members and orient them as to how to help support the committee.
11. Hold initial meeting at the annual conference.
12. Develop topics and programs for symposiums and conference programs as required.

Meetings/Activities:

1. Participate in all committee activities.
2. All committee chairs will have staff for liaison and administrative support.



AGENDA ITEM COVER SHEET

AGENDA ITEM: 7 D
SUBJECT: Communications Center Staffing Task Force
PRESENTER (S): Steve Souder, Virginia Chapter
CONTENT: Update on the activities of the committee

Membership

Public Safety Communications Center Staffing Crisis Survey Questionnaire

Instructions:

- Read each Question carefully.
- Answer where requested by selecting the appropriate answer.
- If you wish to expand on the information you are providing concerning the challenge facing Public Safety Communications and suggested solutions or proven successes, please feel free to make additional comments in the comments section at the end of the survey.
- **All responses will be confidential.**

SECTION I (information is optional).

<p>Name: <input style="width: 250px; height: 20px;" type="text"/></p> <p>Agency: <input style="width: 250px; height: 20px;" type="text"/></p> <p>Address: <input style="width: 250px; height: 20px;" type="text"/></p> <p>City/State: <input style="width: 250px; height: 20px;" type="text"/> <input style="width: 50px; height: 20px;" type="text"/></p> <p>Zip: <input style="width: 150px; height: 20px;" type="text"/></p>	<p>Telephone: <input style="width: 150px; height: 20px;" type="text"/></p> <p>Fax: <input style="width: 150px; height: 20px;" type="text"/></p> <p>Email: <input style="width: 150px; height: 20px;" type="text"/></p>
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SECTION II (Please answer all questions).

1. What is your job in your agency?

- Calltaker/Dispatcher
 Calltaker
 Dispatcher
 Shift Supervisor
 Administrator/Director/Division or Department Head

2. Full time entry-level annual base salary as it relates to:

a. Full time entry-level annual base salary for your agency's full time entry-level Communications Center operations personnel.

- | | | |
|---------------------|---------------------|---------------------|
| Less than \$18,000 | \$22,001 - \$24,000 | \$28,001 - \$30,000 |
| \$18,001 - \$20,000 | \$24,001 - \$26,000 | More than \$30,001 |
| \$20,001 - \$22,000 | \$26,001 - \$28,000 | |

b. Full time entry-level annual base salary for SWORN Law Enforcement personnel in your jurisdiction.

- | | | |
|---------------------|---------------------|---------------------|
| Less than \$18,000 | \$22,001 - \$24,000 | \$28,001 - \$30,000 |
| \$18,001 - \$20,000 | \$24,001 - \$26,000 | More than \$30,001 |
| \$20,001 - \$22,000 | \$26,001 - \$28,000 | |

c. Full time entry-level annual base salary for SWORN Fire-Rescue career personnel in your jurisdiction.

- | | | |
|---------------------|---------------------|---------------------|
| Less than \$18,000 | \$22,001 - \$24,000 | \$28,001 - \$30,000 |
| \$18,001 - \$20,000 | \$24,001 - \$26,000 | More than \$30,001 |
| \$20,001 - \$22,000 | \$26,001 - \$28,000 | |

3. Is the full time entry-level annual base salary for communications center operations personnel (i.e., calltakers, dispatchers, and shift supervisors) for your agency commensurate with the job requirements, as they exist today?

Yes No

4. If No, what full time entry-level annual base salary is appropriate for your agency?

\$:

5. What is the number of communications center operations personnel (i.e., calltakers, dispatchers, and shift supervisors) authorized/budgeted for your agency?

6. What is the number of vacancies you have for operations personnel (i.e., calltakers, dispatchers, and shift supervisors) at your agency?

7. What was the operations personnel (i.e., calltakers, dispatchers, and shift supervisors), including those personnel in training, turnover rate in % for:

% 1999

% To date 2000

8. What is the unemployment rate in your area?

%

9. Does the recruiting, testing and selection process utilized produce adequately qualified applicants for the entry-level position?

Yes No

10. From your perspective, please rate the level of importance of the following reasons as to why personnel resign, quit, are terminated, etc.

Please Rate the Following	Not Important	Somewhat Important	Important	Very Important	Extremely Important
Inadequate salary; in relation to scope of responsibility, technology, and multiplicity of systems used, knowledge required, workload, etc.	3	14	23	29	28
Working conditions; i.e., work schedule, shift work, working holidays, working weekends, and working overtime.	1	11	22	32	32
Pressure and stress of job.	2	19	25	29	23
Inadequate positive recognition.	7	14	21	37	18
Inadequate benefits, i.e., retirement, health insurance, life insurance, educational opportunity, etc.	27	20	30	12	5
Unable to handle multi-tasking requirements of job	5	14	29	24	24
limited career advancement opportunity.	3	16	33	22	22
>					
Transfer interrupted!					
ng job, with greater benefits and improved overall working conditions in another communications center.	23	11	23	26	12
To take a better paying job with greater benefits and improved overall working conditions in the private sector.	6	17	15	28	31

11. From your perspective, please rate the level of importance of the following reasons as to why persons who may be interested in a career in public safety do not apply for entry-level communications center positions.

Please Rate the Following	Not Important	Somewhat Important	Important	Very Important	Extremely Important
Inadequate salary; in relation to scope of responsibility, technology, and multiplicity of systems used, knowledge required, workload, etc.	18	46	78	134	38
Working conditions; i.e., work schedule, shift work, working holidays, working weekends, and working overtime.	6	14	72	152	214
Pressure and stress of job.	10	46	132	158	112
Impression of job gained from the news media, etc.	62	106	124	130	30
Inadequate benefits, i.e., retirement, health insurance, life insurance, educational opportunity, etc.	104	118	104	102	28
Limited career advancement opportunity.	34	100	136	118	64
The salary and benefits of jobs in the private sector requiring similar skills and improved overall working conditions.	60	28	90	148	170
The salary and benefits of other public safety (i.e., Law enforcement and Fire-Rescue) jobs requiring similar skills and improved overall working conditions.	34	42	92	146	132

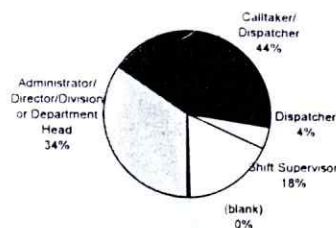
12. Please offer any comments, solutions, proven success, etc. that can be shared with APCO members.

Submit

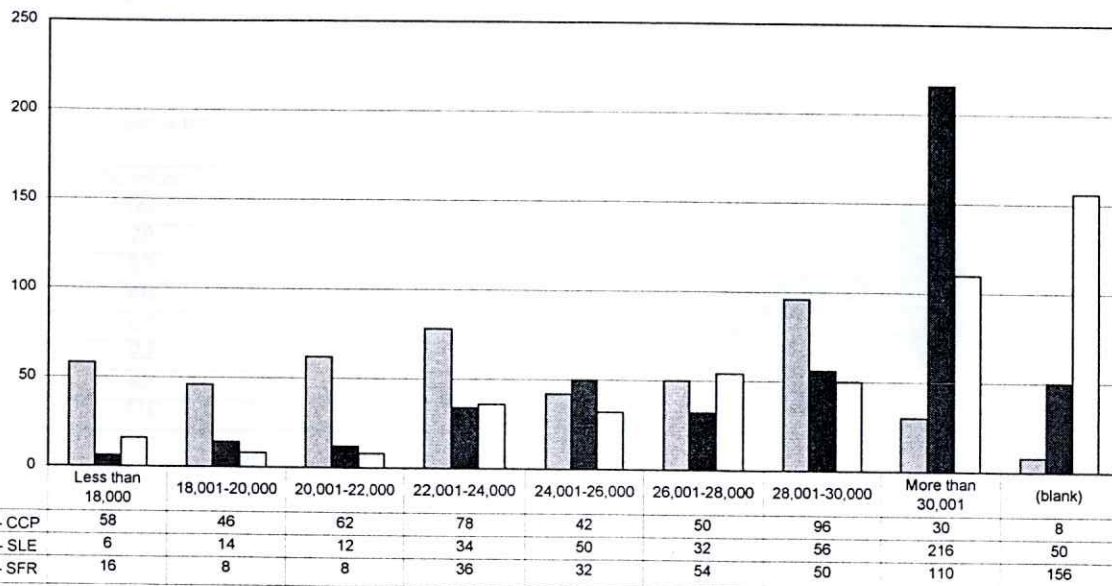
Reset

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 For information contact apco@apco911.org For Web Site questions contact webmaster@apco911.org

1. What is your job in your agency?		
Job	Number	Percent
Administrator/ Director/Division or Department Head	162	34%
Calltaker/ Dispatcher	202	43%
Dispatcher	20	4%
Shift Supervisor	84	18%
(blank)	2	0%
Grand Total	470	100%

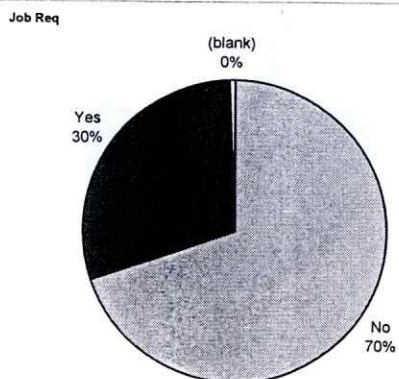


2. Full time entry-level annual base salary as it relates to:			
	Annual Base Salary CCP	Annual Base Salary SLE	Annual Base Salary SFR
Less than 18,000	58	6	16
18,001-20,000	46	14	8
20,001-22,000	62	12	8
22,001-24,000	78	34	36
24,001-26,000	42	50	32
26,001-28,000	50	32	54
28,001-30,000	96	56	50
More than 30,001	30	216	110
(blank)	8	50	156
Grand Total	470	470	470



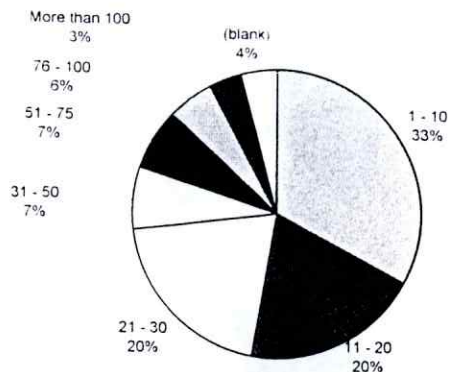
3. Is the full time entry-level annual base salary for communications center operations personnel (i.e., calltakers, dispatchers, and shift supervisors) for your agency commensurate with the job requirements, as they exist today?

Salary - Job Req	Number	Percent
No	328	70%
Yes	140	30%
(blank)	2	0%
Grand Total	470	100%



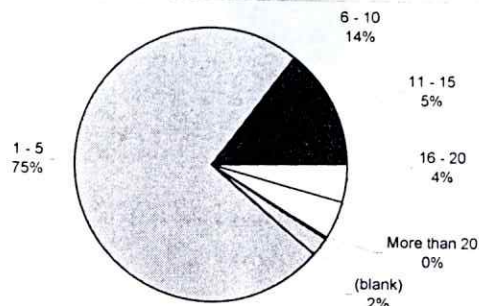
5. What is the number of communications center operations personnel (i.e., calltakers, dispatchers, and shift supervisors) authorized/budgeted for your agency?

Comm Cent Personnel	Number	Percent
1 - 10	154	33%
11 - 20	94	20%
21 - 30	96	20%
31 - 50	32	7%
51 - 75	32	7%
76 - 100	26	6%
More than 100	16	3%
(blank)	20	4%
Grand Total	470	100%



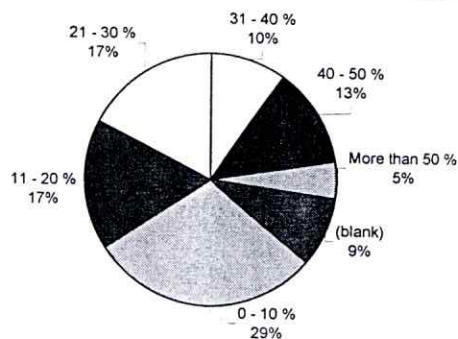
6. What is the number of vacancies you have for operations personnel at your agency?

Vacancies2	Number	Percent
1 - 5	350	74%
6 - 10	66	14%
11 - 15	22	5%
16 - 20	20	4%
More than 20	2	0%
(blank)	10	2%
Grand Total	470	100%



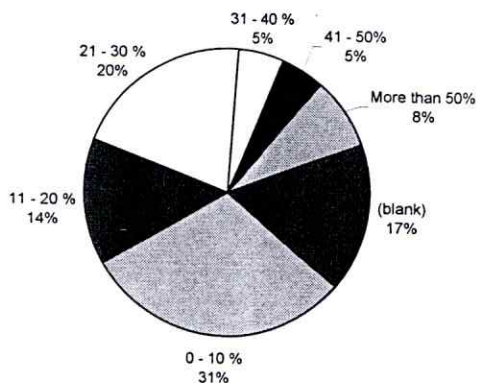
7.a. What was the operations personnel turnover rate in % for 1999:

1999 Turnover Rate	Number	Percent
0 - 10 %	140	30%
11 - 20 %	78	17%
21 - 30 %	82	17%
31 - 40 %	46	10%
40 - 50 %	60	13%
More than 50 %	22	5%
(blank)	42	9%
Grand Total	470	100%

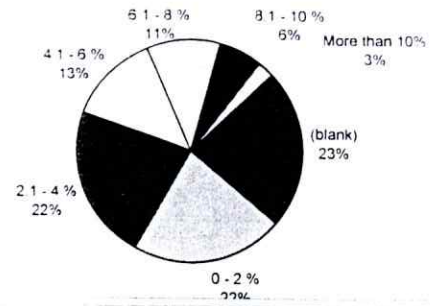


7.b. What was the operations personnel turnover rate in % for 2000:

To Date Turnover Rate2	Number	Percent
0 - 10 %	144	31%
11 - 20 %	66	14%
21 - 30 %	96	20%
31 - 40 %	24	5%
41 - 50%	24	5%
More than 50%	38	8%
(blank)	78	17%
Grand Total	470	100%

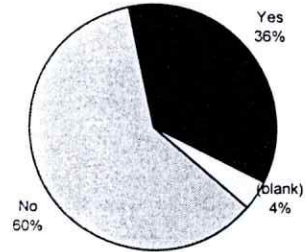


8. What is the unemployment rate in your area?		
Unemployment Rate	Number	Percent
0 - 2 %	106	23%
2.1 - 4 %	106	23%
4.1 - 6 %	62	13%
6.1 - 8 %	50	11%
8.1 - 10 %	30	6%
More than 10%	12	3%
(blank)	110	23%
Grand Total	470	100%



9. Does the recruiting, testing and selection process utilized produce adequate qualified for the entry-level position?

Recruiting & Testing Procedures	Number	Percent
No	284	60%
Yes	168	36%
(blank)	18	4%
Grand Total	470	100%



10. From your perspective, please rate the level of importance of the following reasons as to why personnel resign, quit, are terminated, etc.	Not Important	Somewhat Important	Important	Very Important	Extremely Important	(blank)
Inadequate salary; in relation to scope of responsibility, technology, and multiplicity of systems used, knowledge required, workload, etc.	3%	14%	23%	29%	28%	3%
Working conditions; i.e., work schedule, shift work, working holidays, working weekends, and working overtime.	1%	11%	22%	32%	32%	3%
Pressure and stress of job.	2%	19%	25%	29%	23%	3%
Inadequate positive recognition.	7%	14%	21%	37%	18%	3%
Inadequate benefits, i.e., retirement health insurance, life insurance, educational opportunity, etc.	27%	20%	30%	12%	5%	5%
Unable to handle multi-tasking requirements of job.	5%	14%	29%	24%	24%	3%
Limited career advancement opportunity.	3%	16%	33%	22%	22%	4%
To take a better paying job, with greater benefits and improved overall working conditions in another communications center.	23%	11%	23%	26%	12%	5%
To take a better paying job with greater benefits and improved overall working conditions in the private sector.	6%	17%	15%	28%	31%	3%

11. From your perspective, please rate the level of importance of the following reasons as to why persons who may be interested in a career in public safety do not apply for entry level communications center positions.	Not Important	Somewhat Important	Important	Very Important	Extremely Important	(blank)
Inadequate salary; in relation to scope of responsibility, technology, and multiplicity of systems used, knowledge required, workload, etc.	4%	10%	17%	29%	38%	3%
Working conditions; i.e., work schedule, shift work, working holidays, working weekends, and working overtime.	1%	3%	15%	32%	46%	3%
Pressure and stress of job.	2%	10%	28%	34%	24%	3%
Impression of job gained from the news media, etc.	13%	23%	26%	28%	6%	4%
Inadequate benefits, i.e., retirement health insurance, life insurance, educational opportunity, etc.	22%	25%	22%	22%	6%	3%
Limited career advancement opportunity.	7%	21%	29%	25%	14%	4%
The salary and benefits of jobs in the private sector requiring similar skills and improved overall working conditions.	3%	6%	19%	31%	36%	4%
The salary and benefits of other public safety (i.e., Law Enforcement and Fire-Rescue) jobs requiring similar skills and improved overall working conditions.	7%	9%	20%	31%	28%	5%



AGENDA ITEM COVER SHEET

AGENDA ITEM: 7 E
SUBJECT: International Committee
PRESENTER (S): Lex Rutter, Oklahoma Chapter
CONTENT: Update on the activities of the committee



AGENDA ITEM COVER SHEET

AGENDA ITEM: 7 F

SUBJECT: Mentoring Program Update

PRESENTER (S): Second Vice President Thera Bradshaw

CONTENT: Update on the program for mentoring individuals within the Association for future leadership positions and to encourage active participation in the Association

Deleted



AGENDA ITEM COVER SHEET

AGENDA ITEM: 8

SUBJECT: Discussion Items

PRESENTER (S): Discussion Topic Presenters

CONTENT: Presentation of topics requiring input and discussion from the Executive Council for further action



AGENDA ITEM COVER SHEET

AGENDA ITEM: 8 A

SUBJECT: Quorum Resolutions

PRESENTER (S): First Vice President Glen Nash

CONTENT: Discussion of the proposed resolutions to be presented to the Quorum which amend the Constitution & Bylaws of the Association

RESOLUTION NO.1

*ok - last see
Resolved (15)*

- INTENT: To amend the Constitution and Bylaws (C & B) of the Association to correct errors.
- PURPOSE: To correct errors which have inadvertently occurred within the Association's current Constitution and Bylaws.
- MAKER: The Association's Constitution and Bylaws Committee.
- TO: 2000 Annual Conference Quorum.
- WHEREAS (1), It has been twelve years since the Association's Constitution and Bylaws have been wholly revised; and
- WHEREAS (2), During that period many amendments have been made to each of these documents; and
- WHEREAS (3), During the course of making some of those amendments, cross references to the original wording, which existed in other portions of these documents, have been overlooked and were not concurrently corrected to reflect the new changes; and
- WHEREAS (4), During that period, certain other typographical errors have accidentally been introduced and perpetuated; and
- WHEREAS (5), The existing inaccuracies cause confusion for the membership and may even effectively nullify the original intent of certain provisions of our Constitution and Bylaws; and
- WHEREAS (6), The Constitution and Bylaws Committee plans to present to the 2001 Conference Quorum a completely revised text of these two documents (with clearer text, where like and related Articles and passages are consolidated, and a more appropriately defined separation of requirements between the Association's Constitution, Bylaws, and APCO Policy Manuals); and
- WHEREAS (7), The Constitution and Bylaws Committee sincerely desires to avoid overwhelming the membership at the 2001 Conference Quorum by minimizing changes in the proposed rewritten Constitution and Bylaws; and
- WHEREAS (8), This resolution is not intended to introduce any changes to the Constitution and Bylaws which have not already been in effect, and were never rescinded except due to accidental oversight; now, therefore be it
- RESOLVED (1), That paragraph 4.1 of Constitution ARTICLE II, Section 4, be amended by substituting the term "Article IV, Section 1, of the Bylaws" in place of the reference to "Article VII Section 5 of the Bylaws" thus causing the paragraph to read as follows: OK
- "4.1 The voting membership is the ruling body of the Association. It is represented at an Annual Conference by a Quorum. The Quorum at such time wields the power of the Association. The Executive Council exercises this power when the Quorum is absent. At such times, unless otherwise reserved by the Executive Council as specifically set forth in ~~Article VII Section 5~~ Article IV, Section 1 of the Bylaws, the Board of officers is authorized to carry out all functions of the Association in accordance with the Association's purposes."

RESOLUTION NO.1

NOTE: This particular correction is concluded to be the only logical solution to an error that has been perpetuated since prior to the C & B rewrite in 1988. Reference: 1987 Bylaws Article IV, Section 3.2; as well as the wording of Constitution Article II, Section 4, of the C & B adopted August 11, 1988, and printed on page numbered C&B2 in the January 1989 APCO BULLETIN.

And, be it further

RESOLVED (2),

OK

That paragraph 1.1 of Constitution ARTICLE III, Section 1, be amended by substituting the year "1988" in place of the reference to year "1986" thus causing the paragraph to read as follows:

"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, ~~1986~~ 1988, or new applicant groups who can show cause otherwise. The Association shall consider applications for Charter in accordance with the following requirements:"

NOTE: This correction is based upon wording of the 1988 Constitution as printed on page C&B2 of the January 1989 APCO BULLETIN.

And, be it further

RESOLVED (3),

OK

That the last sentence of paragraph 3.8 of Constitution ARTICLE III, Section 3, be amended by substituting the plural possessive word "Officers'" in place of the reference to "Officers," thus causing the paragraph to read as follows:

"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,~~ Officers' addresses and by general mail to all Chapter members in good standing."

NOTE: This correction is based upon the wording of this portion of the 1996 Constitution as printed on page 68 of the March 1997 APCO BULLETIN.

And, be it further

RESOLVED (4),

OK

That paragraph 2.1 of Constitution ARTICLE V, Section 2, be amended by substituting the Bylaws "Article VIII" in place of the reference to "Article VII" thus causing the paragraph to read as follows:

RESOLUTION NO.1

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

NOTE: This correction is due to Bylaws changes made by the Quorum in 1996, inserting a new Bylaws Article IV to define the duties of the Executive Council, and causing subsequent Articles to be renumbered. Reference: the C & B versions as printed in the July 1996 and the March 1997 APCO BULLETINS.

And, be it further

RESOLVED (5),

OK

That paragraph 3.1 of Constitution ARTICLE V, Section 3, be amended by substituting the Bylaws "Article IX" in place of the reference to "Article VIII" thus causing the paragraph to read as follows:

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

NOTE: This correction is due to Bylaws changes made by the Quorum in 1996, inserting a new Bylaws Article IV to define the duties of the Executive Council, and causing subsequent Articles to be renumbered. Reference: the C & B versions as printed in the July 1996 and the March 1997 APCO BULLETINS.

And, be it further

RESOLVED (6),

OK

That paragraph 4.1 of Constitution ARTICLE V, Section 4, be amended by substituting the Bylaws "Article VIII" in place of the reference to "Article VII" thus causing the paragraph to read as follows:

"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~~ VIII."

NOTE: This correction is due to Bylaws changes made by the Quorum in 1996, inserting a new Bylaws Article IV to define the duties of the Executive Council, and causing subsequent Articles to be renumbered. Reference: the C & B versions as printed in the July 1996 and the March 1997 APCO BULLETINS.

And, be it further

RESOLVED (7),

OK

That paragraph 2.1 of Constitution ARTICLE VI, Section 2, be amended by correcting the spelling of the phrase "day-today" to the phrase "day-to-day" thus causing the paragraph to read as follows:

"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-today~~ day-to-day affairs of the Association."

RESOLUTION NO.1

NOTE: This correction is based upon the wording of this portion of the 1996 Constitution as printed on page 68 of the March 1997 APCO BULLETIN.

And, be it further

RESOLVED (8),

OK

That paragraph 4.1 of Constitution ARTICLE VI, Section 4, be amended by inserting a comma after the word "met" thus causing the paragraph to read as follows:

"4.1 So long as Constitution and Bylaws requirements are ~~met~~ 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."

NOTE: This correction is based upon the wording of this portion of the 1996 Constitution as printed on page 68 of the March 1997 APCO BULLETIN.

And, be it further

RESOLVED (9),

OK

That the sentence in paragraph 1.1 of Constitution ARTICLE VIII, Section 1, be amended by adding the phrase "in accordance with the Amendment procedures established in the Bylaws" thus causing the paragraph to read as follows:

"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."

NOTE: This correction is an updated version of this portion of the 1988 Constitution, as printed on page C&B4 of the January 1989 APCO BULLETIN.

And, be it further

RESOLVED (10),

OK

That editorial changes shall be made to appropriate cross-references in the APCO CONSTITUTION DIRECTORY that are consistent with; and do not change any substance of, the actual text of the Constitution.

And, be it further

RESOLVED (11),

OK

That the title of Bylaws Article I be corrected to reflect the proper spelling of the word "ELIGIBILITY" thus causing this title to read as follows:

"MEMBERSHIP
DEFINITIONS/ELEGIBILITY/CATEGORIES/DESIGNATIONS
MEMBERSHIP
DEFINITIONS/ELIGIBILITY/CATEGORIES/DESIGNATIONS"

And, be it further

RESOLVED (12),

OK

That paragraph 2.2 of Bylaws ARTICLE I, Section 2, be amended by substituting "Section 3.1.2" in place of the reference to "Section 2.1" thus causing the paragraph to read as follows:

RESOLUTION NO.1

"2.2 Except as permitted by ~~Section 2.1~~ Section 3.1.2 of this Article (and while so involved), the category of membership enjoyed shall reflect the current employment status of the member."

NOTE: This correction is based upon cross-referencing the current Bylaws to the wording of Bylaws Article I, Section 2.1, as printed on page 205 of the January 1992 APCO BULLETIN.

And, be it further

RESOLVED (13),

OK

That paragraph 6.1.2 of Bylaws ARTICLE I, Section 6, be amended by adding a comma following the reference to "Constitution Article III" thus causing the paragraph to read as follows:

"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~~ Article III, Section 5."

NOTE: This correction is in concert with the wording of Resolution 4 as printed on page xii of the July 1997 APCO BULLETIN.

And, be it further

RESOLVED (14),

OK

That paragraph 6.1.4 of Bylaws ARTICLE I, Section 6, be amended by reinserting the missing word "be" in the phrase "...dues shall be uniform..." thus causing the paragraph to read as follows:

"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"

NOTE: This correction is in concert with the wording of Resolution 4 as printed on page xii of the July 1997 APCO BULLETIN.

And, be it further

RESOLVED (15),

OK
?

That paragraph 6.2.1 of Bylaws ARTICLE I, Section 6, be amended by deleting the reference to "of Article 1, Section 2," and further inserting the words "and Bylaws" after the word Constitution; thus causing the paragraph to read as follows:

"6.2.1 Any political entity qualifying under the meaning and intent of ~~Article 1, Section 2~~, of this Constitution and Bylaws, 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:"

NOTE: This particular citation was incorrect in the resolution establishing the General Government Memberships, as published on page xii of the July 1997 APCO BULLETIN. Article I, Section 2, of the Constitution defines the Purpose of the Association. Other than a reference to "all levels of local, state, and federal governments" in paragraph 2.2, there is no definition of a "political entity qualifying

RESOLUTION NO.1

under the meaning and intent" in this Section.

And, be it further

RESOLVED (16),

oh

That paragraph 6.2.5 of Bylaws ARTICLE I, Section 6, be amended by reinserting the missing word "the" in the phrase "...elsewhere in Bylaws and Policy..." thus causing the paragraph to read as follows:

"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."

NOTE: This correction is in concert with the wording of Resolution 4 as printed on page xii of the July 1997 APCO BULLETIN.

And, be it further

RESOLVED (17),

oh

That editorial changes shall be made to appropriate cross-references in the APCO BYLAWS DIRECTORY that are consistent with, and do not change any substance of, the actual text of the Bylaws.

RESOLUTION NO. 2

OK

- INTENT: To amend the Bylaws of the Association relating to candidates for office.
- PURPOSE: To update and clarify the requirements for persons desiring to declare their candidacy for the offices of President-Elect, First Vice-President, and Second Vice-President of the Association.
- MAKER: The Constitution and Bylaws Committee
- TO: The 2000 Annual Conference Quorum
- WHEREAS (1), The minimum qualifications for persons desiring to declare their candidacy for the offices of President-Elect, First Vice-President, and Second Vice-President of the Association should be clearly defined; and
- WHEREAS (2), The requirements for declaring one's candidacy for the offices of President-Elect, First Vice-President, and Second Vice-President of the Association should be clearly defined; and
- WHEREAS (3), Changes in the process for declaring one's candidacy for the offices of President-Elect, First Vice-President, and Second Vice-President of the Association have become needed as a result of the addition of an absentee balloting procedure; and
- WHEREAS (4), Current practices and procedures of the Association should unquestionably comply with the requirements of the Association's Constitution and Bylaws; now, therefore, be it
- RESOLVED (1), That Sections 1 and 2 of Bylaws Article V shall be amended as follows:

sl

Section 1. Eligibility:

~~1.1 Candidates for Office shall be Active members who shall have served at least two terms in Chapter elected office and attended at least two out of the last four Annual Conferences.~~

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. Have served at least two years in Chapter elected office.

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 ~~Declaration of candidacy for office shall be submitted to the Credentials Committee in accordance with APCO Policy Manual. The report of the Credentials Committee shall certify whether the candidates meet the qualifications established by the Association.~~

RESOLUTION NO. 2

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.

And, be it further

RESOLVED (2), That Paragraph 3.2.1 of Bylaws Article V be amended as follows due to its becoming redundant to the proposed Paragraph 2.1.1 above

ok
~~3.2.1. NO NOMINATIONS FROM THE FLOOR. During the General Business meeting of the Association, there will be no nominations accepted from the floor, except that in the event that all candidates for a particular office withdraw their name(s) prior to the actual election, then nominations may be accepted from the floor for that office. Time permitting, all such nominations shall be completed at least forty-eight (48) hours prior to the actual election.~~

3.2.1. [Reserved]

RESOLUTION NO. 3

*OK - need to establish a committee for Policy Manual developed
voting rules if approved*

- INTENT: To amend the Bylaws of the Association relating to the election of the Board of Officers
- PURPOSE: To update and clarify the requirements for electing members to the offices of President-Elect, First Vice-President, and Second Vice-President of the Association.
- MAKER: The Constitution and Bylaws Committee
- TO: The 2000 Annual Conference Quorum
- WHEREAS (1), The integrity of the process for electing members to the Board of Officers is critical to the well-being of the Association; and
- WHEREAS (2), Some members of the Association have questioned the validity of current processes and procedures for electing members to the offices of President-Elect, First Vice-President, and Second Vice-President with regards to the processes and procedures specified in the Bylaws; and
- WHEREAS (3), The current processes and procedures for electing members to the offices of President-Elect, First Vice-President, and Second Vice-President have been generally well-received and recognized as a desirable means of enhancing member participation in the election process; and
- WHEREAS (4), The Constitution and Bylaws of the Association should not unduly restrict the processes and procedures of the Association in the conduct of its business; and
- WHEREAS (5), The Executive Council is authorized to establish processes and procedures for the Association through the Policy Manual; and
- WHEREAS (6), Current practices and procedures of the Association should unquestionably comply with the requirements of the Association's Constitution and Bylaws; now, therefore, be it
- RESOLVED (1), That Section 3 of Bylaws Article V shall be amended as follows:

ok

Section 3.— Election

~~3.1. The positions of President Elect, First Vice President and Second Vice President shall be filled in accordance with the procedures below:~~

~~3.1.1. APPLICATION FOR ABSENTEE BALLOT. An Application for an Absentee ballot form will be included in the April edition of the APCO Bulletin. Additionally, such forms will be distributed to all Chapters and will be available at all Regional Conferences. ACTIVE Category members desiring to vote by Absentee ballot must sign and return the application form to APCO INTL. Inc., postmarked no later than MAY 31. Applications postmarked after May 31 will not be accepted, and voting may then only be done by attending the annual APCO Conference.~~

~~3.1.2. DISTRIBUTION AND RETURN OF ABSENTEE BALLOTS. During the month of June, absentee ballots will be mailed to all eligible voters who have submitted applications postmarked May 31 or earlier. Such ballots must be completely filled out and returned to an independent agency contracted by APCO INTL INC., postmarked no later than July 15. All absentee ballots appropriately received shall be counted, with the voter's name and~~

RESOLUTION NO. 3

membership number recorded separately from the actual vote. All ballots and recorded information shall be appropriately sealed and shall remain as such until opened at the annual APCO Conference for the purposes of verifying who has already voted and combining those results with the vote taken at the General Business meeting of the Association. Ballots received postmarked after July 31 shall be returned and the member can then only vote by attending the annual APCO Conference.

3.1.3. ~~UNCONTESTED CANDIDATE.~~ In the event that there is only one (1) candidate nominated for each office, the distribution and return of Absentee ballots procedure, Section 3.1.2 will be suspended for that specific year. Notification of this suspension will be made in the APRIL issue of the APCO magazine.

3.2. ~~PROCEDURES AT THE ANNUAL APCO CONFERENCE~~

3.2.1. ~~NO NOMINATIONS FROM THE FLOOR.~~ During the General Business meeting of the Association, there will be no nominations accepted from the floor, except that in the event that all candidates for a particular office withdraw their name(s) prior to the actual election, then nominations may be accepted from the floor for that office. Time permitting, all such nominations shall be completed at least forty-eight (48) hours prior to the actual election.

3.2.2. ~~CANDIDATES ALLOWED TO ADDRESS THE QUORUM.~~ During a session of the General Business meeting of the Association, candidates for the office of President Elect, First Vice President and Second Vice President will each be afforded an opportunity to address the quorum. A maximum of six (6) minutes per Candidate will be allowed and this time may be used by the Candidate and/or one or more of the Candidate's representatives.

3.2.3. ~~VOTING STATUS VERIFIED.~~ Members desiring to vote during the General Business meeting shall first be certified as eligible to vote and one has not already voted by absentee ballot. General seating during such session shall be arranged so as to separate such members from non-voting members.

3.2.4. ~~ON-SITE SECRET BALLOT AND ABSENTEE RESULTS COMBINED.~~ Voting upon completion of the Candidate's presentations shall be by secret ballot, and the results shall be combined with that obtained from the absentee ballots to obtain the final count. The candidate who receives a majority vote for a particular office shall be declared the winner.

3.2.5. ~~RUNOFF ELECTION.~~ In the event that no Candidate for a particular office receives a majority vote, a runoff election shall be conducted by secret ballot by the quorum until such majority vote is determined. All voting category members in attendance, including those who previously voted by absentee ballot, shall be eligible to vote in any runoff election.

3.2.6. ~~SINGLE CANDIDATE ELECTION.~~ Where there is only one (1) candidate for every office, the chair can take a voice vote, or can declare that the nominees have been elected, thus effecting the election by general consensus or "acclamation".

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

RESOLUTION NO. 3

ballots in accordance with the procedures established in the Policy Manual. The Executive Council shall approve these procedures not later than May 1 of each 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.

And, be it further

RESOLVED (2),

oh

That Section 5 of Bylaws Article V shall be amended as follows due to its becoming redundant to the proposed Paragraphs 3.1 and 3.2 above:

~~Section 5. Succession:~~

- ~~5.1. The President Elect shall succeed the President. The following Officers shall be elected at each Annual Conference: President Elect, First Vice President, and Second Vice President.~~

Section 5. [Reserved]

And, be it further

RESOLVED (3),

oh

That the Executive Council is directed to develop a detailed process and procedure for conducting the election. The Executive Council is further directed to codify that process/procedure in the Policy Manual. The Executive Council may modify that process/procedure as it deems appropriate in the future.

RESOLUTION NO. 4

ok

INTENT: To amend the Bylaws of the Association relating to the term of office for members of the Board of Officers.

PURPOSE: To update the definition of the term of office for members of the Board of Officers

MAKER: The Constitution and Bylaws Committee

TO: The 2000 Annual Conference Quorum

WHEREAS, The definition of the terms of office for the President, President-Elect, First Vice-President, and Second Vice-President should be clear and correct with regard to the common practice of the Association; now, therefore, be it

RESOLVED, That Section 4 of Bylaws Article V shall be amended as follows:

ok

Section 4. Terms of Office

~~4.1. Officers shall be in office for a period of 12 months or until the Annual Conference immediately following the Conference during which they were elected. Officers shall remain in office until their successors are installed in 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 the 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.

RESOLUTION NO. 5

OK

INTENT: To amend the Bylaws of the Association relating to filling vacancies.

PURPOSE: To update and clarify the procedures for filling vacancies in the offices of President, President-Elect, First Vice-President, and Second Vice-President.

MAKER: The Constitution and Bylaws Committee

TO: The 2000 Annual Conference Quorum

WHEREAS (1), The orderly filling of a vacancy which might occur in the offices of President, President-Elect, First Vice-President, or Second Vice-President between regular elections is critical to the well-being of the Association; and

WHEREAS (2), Current practices and procedures of the Association should unquestionably comply with the requirements of the Association's Constitution and Bylaws; now, therefore, be it

RESOLVED, That Section 6 of Bylaws Article V shall be amended as follows:

OK

Section 6. Vacancies

- ~~6.1. Vacancies in the office(s) of President, President Elect, and First Vice President shall be filled by advancement in rank. Vacancy in the office of Second Vice President shall be filled by presidential appointment in accordance with Article VI Section 1.1.5 of these Bylaws subject to confirmation by the Board of Officers. Such advancement and appointments shall be in Acting Capacity only until such time of the next regular election of Officers.~~
- 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 subject to confirmation by the remaining members of the Board of Officers. 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.

RESOLUTION NO. 6

ok -
Need an Exec.
Council Committee
Appointed.
Approved

INTENT: To amend the Constitution and the Bylaws of the Association relating to the removal of a member of the Board of Officers from office for cause.

PURPOSE: To update the processes and procedures related to removing a member of the Board of Officers from office.

MAKER: The Constitution and Bylaws Committee

TO: The 2000 Annual Conference Quorum

WHEREAS (1), The Constitution and Bylaws use the terms "impeach" and "impeachment" incorrectly in that while the common definition of the terms is limited to an accusation of wrong-doing, the terms as used in these documents appear to include the actual removal of the officer from office; and

WHEREAS (2), The removal of an officer from office is a serious matter which will have a significant impact upon the functioning of the Association; and

WHEREAS (3), The reasons for removing an officer from office should be clearly defined; and

WHEREAS (4), The authority for removing an officer from office should be clearly defined; and

WHEREAS (5), The processes and procedures for removing an officer from office should be clearly defined; now, therefore, be it

RESOLVED (1), That Paragraph 2.4 of Constitution Article IV, Section 2 shall be amended as follows:

ok

Section 2. Authority: The Executive Council shall:
2.4. Have the power and authority to ~~impeach~~ remove any of the Association's officers from office for cause with two-thirds (2/3) approval of the entire Executive Council.

And, be it further

RESOLVED (2), That Section 7 of Bylaws Article V shall be amended as follows:

ok

Section 7. Impeachment
7.1. ~~The removal of an Officer from office of the Association shall require a two-thirds vote of the Executive Council. In event of a protest a hearing period of not less than thirty (30) and not more than sixty (60) days shall be required. An Officer may be suspended from office by the Board of Officers during such period. In such event, the President may invoke the provisions of Bylaws Article VII Section 5 should an interim meeting of the Board of Officers be necessary.~~

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

RESOLUTION NO. 6

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.

And, be it further

RESOLVED (3), That the Executive Council is directed to develop a detailed process and procedure for investigating an accusation of wrong-doing, determining if that accusation warrants impeaching the accused officer, and adjudicating the matter. The Executive Council is further directed to codify that process/procedure in the Policy Manual. The Executive Council may modify that process/procedure, as it deems appropriate in the future.

And, be it further

RESOLVED (4), That in the event Resolution #7 regarding the delegation of authority and this Resolution both pass, then the proposed changes contained in Resolution #7 to Paragraph 2.4 of Constitution Article IV, Section 2 (as it existed prior to this Annual Conference) shall take precedence over the changes proposed herein.

RESOLUTION NO. 7

oh Two Resolved (7)'s??

- INTENT: To amend the Constitution and the Bylaws of the Association relating to the delegation of authority from the Quorum to the Executive Council, the Board of Officers, the Executive Director, and the Controller.
- PURPOSE: To update the authorities delegated to the Executive Council, the Board of Officers, the Executive Director and the Controller and to eliminate conflicts in those authorities.
- MAKER: The Constitution and Bylaws Committee
- TO: The 2000 Annual Conference Quorum
- WHEREAS (1), All authority derives from the membership of the Association as exercised by the Quorum at the Annual Conference; and
- WHEREAS (2), The granting of authority to the Executive Council, the Board of Officers, the Executive Director, and the Controller is an essential prerequisite to the efficient operation of the Association; and
- WHEREAS (3), The Executive Council currently is granted authority to act for the Quorum as defined in two separate sections of the Constitution; and
- WHEREAS (4), The Board of Officers currently is granted authority to act for the Quorum as defined in one section of the Constitution and two sections of the Bylaws; and
- WHEREAS (5), The Executive Director currently is granted authority only as described in the Policy Manual; and
- WHEREAS (6), The Controller currently is not granted authority to act in any manner, and
- WHEREAS (7), An authority granted to the Executive Council or to the Board of Officers in one section of the Constitution or Bylaws may be limited by another section of the Constitution or Bylaws, which lead to concerns of conflict as to what authority has been granted; and
- WHEREAS (8), A clear definition of the relative authority granted to the Executive Council, the Board of Officers, the Executive Director, and the Controller is essential to the efficient operation of the Association; and
- WHEREAS (9), Current practices and procedures of the Association should unquestionably comply with the requirements of the Association's Constitution and Bylaws; now, therefore, be it
- RESOLVED (1), That the Title of Constitution Article II shall be amended as follows;

oh

ARTICLE II

ORGANIZATION/MEMBERSHIP/VOTING AUTHORITY/PUBLIC SAFETY

And, be it further

- RESOLVED (2), That Section 4 of Constitution Article II shall be amended as follows:

oh

RESOLUTION NO. 7

Section 4. Authority

4.1. ~~The voting membership is the ruling body of the Association. It is represented at an Annual Conference by a Quorum. The Quorum at such time wields the power of the Association. The Executive Council exercises this power when the Quorum is absent. At such times, unless otherwise reserved by the Executive Council as specifically set forth in Article VII Section 5 of the Bylaws, the Board of officers is authorized to carry out all functions of the Association in accordance with the Association's purposes.~~

Section 4. [Reserved]

And, be it further

RESOLVED (3),

oh

That the Title of Constitution Article IV shall be amended as follows:

ARTICLE IV

EXECUTIVE COUNCIL ESTABLISHMENT/AUTHORITY/INDEMNIFICATION

And, be it further

RESOLVED (4),

oh

That Section 2 of Constitution Article IV shall be amended as follows:

~~Section 2. Authority: The Executive Council shall:~~

- ~~2.1. Perform all functions and do those acts which the Annual Conference Quorum might do which are not specifically reserved for others; provided, the Executive Council shall not amend the Constitution and Bylaws of the association. In addition, it may:~~
- ~~2.2. Convene or poll itself with the approval of a majority of the members of the council (excluding the Board of Officers).~~
- ~~2.3. Cancel or amend Chapter or Affiliate memberships and Charters;~~
- ~~2.4. Have the power and authority to impeach any of the Association's officers for cause with two-thirds (2/3) approval of the entire Executive Council.~~
- ~~2.5. Carry out its duties.~~

Section 2. [Reserved]

And, be it further

RESOLVED (5),

oh

That the Title of Bylaws Article VI shall be amended as follows:

RESOLUTION NO. 7

ARTICLE VI

OFFICERS DUTIES/AUTHORITIES

And, be it further

oh
RESOLVED (6),

That Sections 1 and 2 of Bylaws Article VI shall be amended as follows:

Section 1. President

1.1. {Unchanged}

1.2. ~~Authority: The President shall have the authority to:~~

~~1.2.1. Carry out the duties of the President;~~

~~1.2.2. Incur reasonable and proper personal expense, reimbursable by the Association, and authorize such expenditures by others;~~

~~1.2.3. Engage and maintain the services or legal counsel in accordance with Article X of these Bylaws;~~

~~1.2.4. Poll or call the Executive Council or any committee into session;~~

~~1.2.5. Engage and maintain the services of an Executive Director in accordance with Constitution Article V and Bylaws Article VIII;~~

~~1.2.6. Require, enforce, and rule in parliamentary procedures;~~

~~1.2.7. Engage and maintain the services of a Controller in accordance with Constitution Article V and Bylaws Article IX.~~

Section 2. Other Officers:

2.1. {Unchanged}

2.2. ~~Authority: The other Officers are empowered to act in a reasonable and proper manner as may be required to perform the duties assigned to them.~~

And, be it further

oh
RESOLVED (7),

That the Title of Bylaws Article VII shall be amended as follows:

ARTICLE VII

BOARD OF OFFICERS ESTABLISHMENT/AUTHORITY/DUTIES/QUORUM/PROCEDURE

And, be it further

oh
RESOLVED (8),

That Section 2 of Bylaws Article VII shall be amended as follows:

~~Section 2. Authority~~

~~2.1. The Board of Officers shall act on behalf of the Executive Council between Annual~~

RESOLUTION NO. 7

~~Conferences, when such Council is not in session or available during a Regional or Annual Conference.~~

Section 2. [Reserved]

And, be it further

RESOLVED (9),

That the Title of Bylaws Article VIII shall be amended as follows:

oh

ARTICLE VIII

EXECUTIVE DIRECTOR
EMPLOYMENT/SUPERVISION
REMOVAL/AUTHORITY/DUTIES

And, be it further

RESOLVED (10),

That Section 4 of Bylaws Article VIII shall be amended as follows:

oh

Section 4. Duties and Authority:

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

And, be it further

RESOLVED (11),

That an additional Article be added to the Constitution of this Association following Article III, to be identified as "Article IV" and to be titled "Authority" and that all following Articles within the Constitution be renumbered in ascending order;

oh

And, be it further

RESOLVED (12),

That this new Article set forth the authorities delegated to the Executive Council, the Board of Officers, the Executive Director, and the Controller as follows:

oh

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,

RESOLUTION NO. 7

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, and councils and to modify or cancel the charter of existing chapters, 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 sole authority to approve the annual budget for the Association. It also shall 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.

RESOLUTION NO. 7

- 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 each shall have specific authority to:
 - 4.4.1. Perform the duties assigned to their office.

Section 5. The Executive Director

- 5.1. The Executive Director shall have authority to carry out his/her duties.
- 5.2. 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.
- 5.3. 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 personal 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 the authority to sign official documents in the name of the Association subject to a requirement that whenever prior approval is required from the Executive Council or from the Board of Officers for the action being

RESOLUTION NO. 7

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.

And, be it further

Resolved (13)

RESOLVED (7),

ol

That in the event this Resolution and Resolution 6 both pass, then the change made by this Resolution to Paragraph 2.4 of Constitution Article IV (as it existed prior to this Annual Conference) shall take precedence over the change made by Resolution 6.

RESOLUTION NO. 8

oh

- INTENT: To amend the Constitution and the Bylaws of the Association relating to voting rights.
- PURPOSE: To provide Association designated Life Members with the right to vote on Association matters.
- MAKER: The Constitution and Bylaws Committee
- TO: The 2000 Annual Conference Quorum
- WHEREAS (1), The Constitution restricts the privilege of voting on matters which are multi-chartered group in scope or which involve changes to the Constitution and Bylaws to members in the ACTIVE category; and
- WHEREAS (2), The Bylaws provides that the designation "Life Member" is bestowed only upon members who have, at the Association level, made significant contributions toward the fulfillment of the goals and objectives of the Association; and
- WHEREAS (3), Granting the designation "Life Member" upon a member is recognized as the highest level of recognition that may be bestowed by the Quorum; and
- WHEREAS (4), In the history of the Association, the designation "Life Member" has been bestowed only upon 104 members out of a total current membership in excess of 14,000; and
- WHEREAS (5), Those persons who have achieved Life Member status frequently do not simply retire at the end of their government career, but often enter into related fields in which they continue to offer the public safety community the benefit of their extensive background, experience, and knowledge; now, therefore, be it

RESOLVED (1), That Section 3 of Constitution Article II shall be amended as follows:

oh

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. ~~The right to vote is a privilege of the Active Category of members only, except as may be specified in this document.~~
- 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.

And, be it further

RESOLVED (2), That Section 5 of Constitution Article III shall be amended as follows:

oh

Section 5. Voting Restrictions:

- 5.1. [Unchanged]
- 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

RESOLUTION NO. 8

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 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.

And, be it further

RESOLVED (3),

In the event that Resolution Number 3 which proposes changes to the Bylaws regarding the voting procedures used by the Association does not pass and this Resolution does pass, then Paragraph 3.1.1 of Bylaws Article V, Section 3 shall be amended as follows:

3.1.1. APPLICATION FOR ABSENTEE BALLOT. An Application for an Absentee ballot form will be included in the April edition of the APCO Bulletin BULLETIN. Additionally, such forms will be distributed to all Chapters and will be available at all Regional Conferences. ACTIVE Category members Members defined in the Constitution as eligible to vote and desiring to vote by Absentee ballot must sign and return the application form to APCO-INTL, Inc. APCO Headquarters, postmarked no later than MAY 31. Applications postmarked after May 31 will not be accepted, and voting may then only be done by attending the annual APCO Annual Conference.

RESOLUTION NO. 9

ok - change Finance Committee Resolution language

- INTENT: To amend the Bylaws of the Association to define the committees and task forces.
- PURPOSE: To provide the framework for all Association committees and task forces in the Association's Constitution and Bylaws, the continued existence of which are essential to the welfare of the entire organization.
- MAKER: The Association's Constitution and Bylaws Committee.
- TO: 2000 Annual Conference Quorum.
- WHEREAS (1), The Association's Constitution and Bylaws were revised during the 1989 Annual Conference to move all of the committee definitions and requirements from the C & B to the Policy Manual for the explicit purpose "to facilitate the conduct of meetings"; and
- WHEREAS (2), The Policy Manual for the Association is a rather voluminous publication and has not been available to the general membership; and
- WHEREAS (3), There is a need to provide the basic framework for all committees and task forces within the Association; now, therefore be it
- RESOLVED (1), That an additional article be added to the Bylaws of this Association following Article XII, to be identified as "Article XIII" and to be titled "Committees and Task Forces" and that all following Articles within the Bylaws be renumbered in ascending order;
- ok*
- And, be it further
- RESOLVED (2), That this new article set forth the designations, rules, and duties of the Association's Committees and Task Forces as follows:

ARTICLE XIII

COMMITTEES AND TASK FORCES

Section 1 GENERAL

1.1 The functions of a certain few committees within the Association, known as "standing committees", are permanent and "global" in nature. These committees are not created to address the needs of any particular class of membership or service within public safety, but are crucial to the continued well-being of the entire Association as a whole.

1.1.1 The President shall establish the standing committees identified in Section 3 of this Article.

1.2 The President may establish other committees and task forces as appropriate to the business of the Association.

1.2.1 In general, committees are established for the purpose of providing advice to the Board of Officers and/or the Executive Council on matters in a broad topical area and are expected to require an indeterminate time to complete their work.

RESOLUTION NO. 9

1.2.2 In general, task forces are established for the purpose of providing advice to the Board of Officers and/or the Executive Council on specific matters and are expected to complete their assigned task within a determinate time.

1.3 Committee members shall not be reimbursed for expenses related to their participation in a committee or task force except as may be provided for in the Association budget.

1.4 Committee meetings shall be held at such time and in such manner as the Committee Chair may deem appropriate for the committee business to be conducted.

1.4.1 Each committee may establish its own quorum requirements.

1.4.2 Reasonable advance notice of committee meetings shall be provided to each committee member.

Section 2 MEMBERSHIP

2.1 Committee and task force members shall serve at the discretion of the President.

2.1.1 The President may appoint any person, regardless of membership in the Association, having appropriate background, experience, and interest in performing the duties of the committee/task force except as may be otherwise restricted in this Article.

2.2 The President shall consider potential conflicts of interest in appointing members to committees and task forces, but is not precluded from appointing a person having a conflict of interest who also may have valuable background, experience and insight to offer the committee/task force.

2.2.1 The Committee Chair may exclude a committee member from all or a portion of the deliberations on a specific issue wherein the committee member has a conflict of interest regarding the matter under consideration.

2.3 Except for the Corporate Advisory Committee, the President shall appoint an Active member of the Association to serve as Chair of each committee and task force and may appoint an Active member of the Association to serve as Vice-Chair as he/she may deem appropriate. The Corporate Advisory Committee shall elect one of its members to serve as Chair and may elect one of its members to serve as Vice-Chair.

2.4 The President shall be an ex-officio member of all committees and task forces.

Section 3 STANDING COMMITTEES

3.1 Association Management Committee

3.1.1 Purpose

3.1.1.1 The Association Management Committee shall advise the President and Executive Council on matters related to the function of the Association.

3.1.2 Membership

RESOLUTION NO. 9

3.1.2.1 The Association Management Committee shall consist of the President-Elect and at least four other members of the Executive Council. Additional members may be appointed to this committee, provided at least two-thirds of the members are current members of the Executive Council.

3.1.2.2 The President-Elect shall serve as the Chair of the Association Management Committee.

3.2 Constitution and Bylaws Committee

3.2.1 Purpose

3.2.1.1 The Constitution and Bylaws Committee shall maintain the Association's Constitution and Bylaws, as directed by the Quorum, and shall ensure the accuracy of each publication of these documents.

3.2.1.2 The Constitution and Bylaws Committee shall advise the Quorum on matters regarding amendment of the Constitution and/or Bylaws with the intent of eliminating overlapping and/or conflicting requirements in these documents.

3.2.1.3 The Constitution and Bylaws Committee shall assist others in the preparation of all Resolutions amending the Constitution or Bylaws of the Association to ensure the accuracy and completeness as to format of each resolution before it is presented for consideration by the membership.

3.2.2 Membership

3.2.2.1 At least two-thirds of the membership of the Constitution and Bylaws Committee shall be restricted to Association members who have previously served at least two years on the Executive Council.

3.3 Credentials Committee

3.3.1 Purpose

3.3.1.1 The Credentials Committee shall ensure the integrity of the process for electing Association members to the positions of President-Elect, First Vice-President, and Second Vice-President.

3.3.1.2 The Credentials Committee shall also serve as Sergeants-At-Arms for all other business sessions of the Quorum.

3.3.2 Membership

3.3.2.1 The Credentials Committee membership shall be restricted to Association members who have served a full term as President of the Association.

3.3.2.2 The most immediate Past President participating on the committee, who is also a current Active Member, shall serve as its Chair.

3.4 Finance and Budget Committee

RESOLUTION NO. 9

3.4.1 Purpose

3.4.1.1 The Finance and Budget Committee shall oversee the development of an annual budget for the Association.

3.4.1.2 The Finance and Budget Committee shall monitor the expenditure of Association funds in accordance with the annual budget.

3.4.2 Membership

3.4.2.1 The Finance and Budget Committee shall consist of the President, the President-Elect, and at least four members of the Executive Council who shall have served on the Executive Council for at least two years prior to appointment to the committee. Additional members may be appointed to this committee, provided at least two-thirds of the members are current members of the Executive Council.

3.4.2.2 The President shall serve as the Chair of the Finance and Budget Committee until the Mid-year Meeting of the Executive Council, at which time the President-Elect shall become the Committee Chair.

3.5 Historical Committee

3.5.1 Purpose

3.5.1.1 The Historical Committee shall advise the Board of Officers and the Executive Council on matters related to preserving the history of the Association.

3.5.1.2 The Historical Committee shall serve as a clearinghouse and gathering point for documents and items of significant historical value to APCO, and see to the safeguarding of these items.

3.5.1.3 The Historical Committee shall support the various APCO Chartered Groups to establish their own effective Historical Committees; by promoting the need for preserving items of historical significance that exist within each Chartered Group and in identifying methods of safeguarding those items.

3.5.1.4 The Historical Committee shall provide opportunities for the Association membership to become aware of APCO's historical heritage through the use of displays, publications, program presentations, and other media.

3.5.2 Membership

3.5.2.1 Any member of the Association is eligible to be appointed to this committee.

3.6 Corporate Advisory Committee (CAC)

3.6.1 Purpose

3.6.1.1 The Corporate Advisory Committee shall advise the Board of Officers and the Executive Council on matters related to the corporate community.

RESOLUTION NO. 9

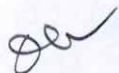
3.6.1.2 The Corporate Advisory Committee shall serve as a liaison between the Board of Officers/Executive Council and the corporate community; and shall provide ongoing support for the mission, goals, and various programs of the Association.

3.6.2 Membership

3.6.2.1 The Corporate Advisory Committee shall be restricted to, and representative of, the Commercial Members of the Association.

And, be it further

RESOLVED (3),



That paragraph 3.1 of the currently numbered Article XVIII, Section 3, of the Bylaws be changed to reference the "Constitution and Bylaws Committee" in place of the "Resolutions and Bylaws Committee". Also revise this paragraph by changing the word "an" to read "any". Thus causing the paragraph to read as follows:

"3.1 The Executive Director and/or the ~~Resolutions and Bylaws~~ Constitution and Bylaws Committee shall assist in the drafting of ~~an~~ any amending resolutions when so requested by the maker(s)."

AMENDMENT #1 TO RESOLUTION #9

WHEREAS (1), The Corporate Advisory Committee Task Force has recommended that the Chair and Vice Chair of the Corporate Advisory Committee be appointed by the President in a manner similar to the manner in which the Chairs of other Association committees are appointed; and

WHEREAS (2), The Executive Council has accepted this recommendation; and

WHEREAS (3), The Board of Officers intends to implement this change to the process for selecting the Chair and the Vice Chair of the Corporate Advisory Committee; now , therefore be it

RESOLVED, That Paragraph 2.3 of the proposed change to Article XIII of the Association's Bylaws be amended to read:

2.3 The President shall appoint an Active Member of the Association to serve as Chair of each committee except that the President shall appoint a Commercial Member of the Association to serve as Chair of the Corporate Advisory Committee. The President also may appoint an Active Member of the Association to serve as Vice Chair of a committee or task force except that if the President chooses to appoint a Vice Chair for the Corporate Advisory Committee, then such appointee shall be a Commercial Member of the Association.

AMENDMENT #2 TO RESOLUTION #9

- WHEREAS (1), The roles, responsibilities and duties of Association committees and task forces change as the needs of the Association change; and
- WHEREAS (2), The President needs the flexibility to adapt the structure of each committee and task force to perform the roles, responsibilities and duties assigned to it; and
- WHEREAS (3), Section 2 of the proposed Resolution #9 already places adequate safeguards on the President in appointing members of Association committees and task forces; now therefore be it
- RESOLVED, That the following paragraphs of Resolution #9 be deleted from the resolution and therefore not be a part of the proposed amendment to Article XIII of the Association's Bylaws:
- Paragraph 3.1.2
 - Paragraph 3.1.2.1
 - Paragraph 3.1.2.2
 - Paragraph 3.2.2
 - Paragraph 3.3.2
 - Paragraph 3.3.2.1
 - Paragraph 3.3.2.2
 - Paragraph 3.4.2
 - Paragraph 3.4.2.1
 - Paragraph 3.4.2.2
 - Paragraph 3.5.2
 - Paragraph 3.5.2.1
 - Paragraph 3.6.2
 - Paragraph 3.6.2.1

AMENDMENT #3 TO RESOLUTION #9

- WHEREAS (1), The Historical Committee is an important committee within The Association, but so are a number of other committees; And,
- WHEREAS (2), The Association Management Committee and the Finance and Budget Committee have responsibilities related to the operation of APCO as an association; and
- WHEREAS (3), The Constitution and Bylaws Committee has responsibilities related to maintaining the Association's Constitution and Bylaws that are essential to the operation of the Association; and
- WHEREAS (4), The Credentials Committee has responsibilities related to the qualifications of candidates for Association office and for the conduct of elections for Association office that are essential to the operation of the Association; and
- WHEREAS (5), The Corporate Advisory Committee has responsibilities related to representing the interests of the Association's Commercial members at the Executive Council; and
- WHEREAS (6), The Historical Committee does not have similar responsibilities that are essential to the operation of the Association; now therefore be it

RESOLVED (1), That the following paragraphs of Resolution #9 be deleted from the resolution and therefore not be a part of the proposed amendment to Article XIII of the Association's Bylaws:

Paragraph 3.5
Paragraph 3.5.1
Paragraph 3.5.1.1
Paragraph 3.5.1.2
Paragraph 3.5.1.3
Paragraph 3.5.1.4
Paragraph 3.5.2
Paragraph 3.5.2.1

And, be it further

RESOLVED (2), That the following paragraphs of Resolution #9 be renumbered to maintain consistency in the numbering:

Paragraph 3.6	become	Paragraph 3.5
Paragraph 3.6.1	become	Paragraph 3.5.1
Paragraph 3.6.1.1	become	Paragraph 3.5.1.1
Paragraph 3.6.1.2	become	Paragraph 3.5.1.2

And, be it further

RESOLVED (3),

That if Amendment #2 fails to pass and this Amendment does pass, then the following paragraphs also be renumbered to maintain consistency in numbering:

Paragraph 3.6.2	become	Paragraph 3.5.2
Paragraph 3.6.2.1	become	Paragraph 3.5.2.1



AGENDA ITEM COVER SHEET

AGENDA ITEM: 8 B

SUBJECT: Proposed Election Procedures Policy

PRESENTER (S): First Vice President Glen Nash

CONTENT: Presentation of the Election Procedures Policy to the Policy Manual

ELECTION PROCEDURES

I. PURPOSE

This policy establishes procedures for the election of members to the Board of Officers.

II. RESPONSIBILITY

The Executive Council is responsible for establishing election procedures in accordance with the requirements of the Association's Constitution and Bylaws.

III. DEFINITION

The Executive Council is required to establish procedures for the election of members to the Board of Officers. These procedures must define procedures for members to submit ballots via mail prior to the Annual Conference and to submit ballots during the Annual Conference. The procedures also must provide for one or more "run-off" elections in the event that no candidate receives a majority vote during any single ballot cycle. Finally, the procedures must provide for votes to be cast only by members eligible to vote as defined in the Constitution.

IV. POLICY

A. Voting Procedures via "Mail Ballot"

March and April

1. A Request Form for a "Mail Ballot" shall be published in the **April and May** issues of the *APCO BULLETIN*. The Request Form also shall be available on the Association's website and by mail, upon receipt of a telephone request from a member. The Request Form, as a minimum, shall include entries for the member's printed name, signature, and membership number.
2. Eligible members desiring to vote by "Mail Ballot" shall complete the Request Form and return it to the Association Headquarters via U.S. Mail postmarked not later than May 31. All Request Forms must include an original signature of the member.
3. *who?* APCO Headquarters staff shall review the "Mail Ballot Request Form" to ensure that each application is from a member in good standing who is otherwise eligible to vote.
4. Any "Mail Ballot Request Form" that is rejected shall be returned to the member together with an explanation of the reason for rejecting the application. Members also shall be informed of their right to vote in-person during the Annual Conference.
5. The Executive Director shall establish a contract with an independent agency to be the recipient of all "Mail Ballots".
6. *Second Envelope* Not later than June 21, APCO Headquarters staff shall send one "Mail Ballot" form to each member who has submitted a valid request. An envelope, pre-addressed for return to the independent agency contracted above, shall be included with the "Mail Ballot". The outside of the return envelope shall include a space for the member to enter his/her printed name, signature and membership number. An instruction sheet explaining how to complete the "Mail Ballot" shall be enclosed with the ballot and return envelope. The instruction sheet shall include an admonishment-notifying members that failure to provide the required information on the outside of the return envelope will result in the ballot being declared invalid.
7. APCO Headquarters staff shall forward the "Mail Ballot Request Form" to the contracted independent agency for use in verifying ballots being returned.
8. The member shall complete the "Mail Ballot" and return it in the provided envelope via U.S. Mail, postmarked not later than July 15. The member must include his/her printed name, signature, and membership number on the outside of the envelope for his/her ballot to be considered valid.
9. The contracted independent agency shall verify that returned ballots were prepared by appropriate individuals by comparing the name, signature, and membership number on the outside envelope against the accepted "Mail Ballot Request Forms". Any ballots that are rejected, either for failure to pass this review or for being postmarked after July 15, shall be returned to APCO Headquarters without having been opened. APCO Headquarters staff shall return the unopened ballot to the member with an explanation of the reason for rejection, insofar as that is possible.
10. The contracted independent agency shall prepare a listing of the voter's name and membership number for all "accepted" ballots and forward that listing to APCO Headquarters. APCO Headquarters staff shall use this listing as an indication that the member has "voted" during the initial round of balloting. Members whose names appear on this list will not be allowed to cast a ballot for the election of officers at the Annual Conference except that if a "run-off" election should become necessary, then members casting "Mail Ballots" shall become eligible to cast ballots in the "run-off" election.
11. The contracted independent agency shall count the ballots and prepare a secret written report on the results. The written report shall be presented to the Executive Director in a sealed envelope. The contents of the written report shall not be discussed with the Executive Director, with any other member of the Association staff, or with any member of the Association.

B. Voting Procedures at the Annual Conference

1. Candidates for President-Elect, First Vice-President, and Second Vice-President shall be allowed to address the members of the Association during a General Business Meeting held at the Annual Conference provided that such General Business Meeting shall be held at least 24 hours prior to the close of the initial balloting period. Candidates and/or their representatives shall be granted no more than six (6) minutes to make their comments. In the event that a "run-off" election is required for any office, no additional opportunity to address the Quorum will be granted.
2. APCO Headquarters staff shall select an appropriate location within the Annual Conference venue at which to establish a "voting booth". Such location shall be readily accessible to all voting-eligible members attending the conference and shall be publicized within the Conference Program. Provisions shall be made to allow members not otherwise registered to attend the Annual Conference an opportunity to access the "voting booth" and to cast their ballot.
3. APCO Headquarters staff shall provide a lockable box (ballot box) into which completed ballots may be placed and a key-type padlock with which the box may be sealed.
4. APCO Headquarters staff shall provide a supply of ballots in sufficient quantity to ensure all members desiring to cast a vote are able to do so. Each ballot shall be pre-printed with the names of all candidates running for a "contested office" (an office for which there is only one candidate need not be listed on the ballot). It is suggested that the ballot be printed on uniquely colored card stock to minimize the possibility of fraudulent ballots being introduced into the process.
5. Blank ballots and the ballot box containing completed ballots shall be stored in a safe and secure location at all times.
6. Prior to the first ballot being cast during the Annual Conference, the Chair of the Credentials Committee shall inspect the ballot box to ensure that it is empty. The Chair of the Credentials Committee shall then seal the box with the provided padlock and hold all keys in his/her personal possession.
7. The "voting booth" shall be open and available for members to cast their ballots on Tuesday and Wednesday of the Annual Conference for a minimum of four (4) hours each day. The specific hours shall be determined by APCO Headquarters staff to be in blocks of not less than two (2) hours between the hours of 8AM-5PM and such as to not conflict with other major events. The specific times shall be published in the Conference schedule distributed to all attendees and shall also be posted at conspicuous locations within the conference venue.
8. At least **one** APCO Headquarters staff member shall be at the booth during the hours it is open to confirm the identity of the member, to confirm that the member is eligible to vote, and to confirm that the member has not previously cast a ballot. APCO Headquarters staff shall also endeavor to schedule one or more members of the Credentials Committee to monitor and assist in the voting process. To satisfy the "identification" requirement above, the member may be personally recognized by the staff member or a Past President or may be asked to show a "government-issued" identification card having a picture (e.g. driver's license, agency ID card, etc.). To satisfy the "eligible-to-vote" requirement above, the member shall be asked to show a current APCO membership card, to show a Conference Registration Badge upon which an appropriate membership classification and the member's APCO membership number have been recorded, or to be identified on a listing of voting-eligible members. The APCO Headquarters staff shall provide this listing of voting-eligible members. To satisfy the "have-not-cast-a-ballot" requirement above, a current "running" list of members who have cast ballots, both at the Annual Conference and via "Mail Ballot" shall be maintained and readily available at the voting booth.
9. Members satisfying the requirements of Paragraph B.8 above shall be issued a ballot and granted an opportunity to complete that ballot in secret. Upon completing the ballot, the member shall deposit the ballot in the ballot box.
10. The balloting period shall end at a pre-designated time on Wednesday of the Annual Conference, at which time the ballot box containing all ballots cast during the Conference shall be delivered to the Chair of the Credentials Committee. APCO Headquarters staff shall determine the time based upon the requirements of Paragraph B.7 above and the scheduling of the General Business Meeting while allowing for a period of 30 minutes to complete the vote count.
11. The Executive Director shall deliver the sealed envelope containing the results of the "Mail Ballot" to the Chair of the Credentials Committee upon the closing of the voting booth.
12. The Chair of the Credentials Committee, together with at least two other members of the Credentials Committee, shall retire to a private room, at which time the ballot box and the "Mail Ballot Results Envelope" shall be opened. The Credentials Committee shall count the votes cast during the Annual Conference and combine that vote with the results from the "Mail Ballot" to obtain a "final vote results".
13. A General Business Session shall be scheduled for the late afternoon on Wednesday of the Annual Conference. The purpose of this session shall be to announce the results of the election for each of the offices, to conduct any "run-off" election necessitated by those results, and to conduct such other business as may be appropriate.
14. Persons attending the General Business Session shall be divided into two groups and seated in separate sections of the meeting room by members of the Credentials Committee. The first group shall consist of all members eligible to vote without regard to their having voted during the initial cycle of voting (either by "Mail Ballot" or in-person at the Annual Conference). The second group shall consist of all other persons in attendance. To be seated in the "voting eligible" area, members shall show a "government-issued" identification card having a picture (e.g. driver's license, agency ID card, etc.) or otherwise be identified by name and shall show a current APCO membership card, show a Conference Registration Badge which indicates the membership category and membership number, or be verified against a list of

*Two of
10 Credentials
member is
available*

members eligible to vote. APCO Headquarters staff shall make such a list of voting-eligible members available to the Credentials Committee.

15. A count of members eligible to vote shall be made for the purpose of determining the size of the Quorum.
16. The Chair of the Credentials Committee shall report the results of the balloting to the Quorum.
17. If there are no challenges to the voting results and upon the completion of any "run-off" election, the Chair of the Credentials Committee shall make a motion to destroy all ballots.

C. Voting procedures for a "run-off" election

1. If no candidate for a given office receives a simple majority of the vote, then a "run-off" election shall be conducted. Such "run-off" election shall be conducted during the General Business Session held on Wednesday afternoon of the Annual Conference.
2. If more than two candidates had run for the office in which no single candidate received a majority of the votes, then that candidate receiving the least number of votes shall be eliminated from further consideration. If only two candidates are in contention, then both candidates shall continue through the "run-off" election process.
3. Ballots shall be distributed to all members eligible to vote. The ballots used during each cycle of a "run-off" election may be either "unused ballots" from the initial cycle of balloting or blank pieces of paper. Members should be instructed to vote only for the appropriate candidates.
4. Members shall be granted a few moments to mark their ballot in secret.
5. The ballots shall be collected by members of the Credentials Committee who then shall retire to a private room for purposes of counting the ballots.
6. The Chair of the Credentials Committee shall report the results of the ballot count.
7. If no candidate receives a simple majority of the votes, then the "run-off" process shall continue with Paragraph C.2 above through another cycle.



AGENDA ITEM COVER SHEET

AGENDA ITEM: 8C

SUBJECT: Proposed Officer Impeachment Processing Procedures Policy

PRESENTER (S): First Vice President Glen Nash

CONTENT: Presentation of the Officer Impeachment Processing Procedures Policy

OFFICER IMPEACHMENT PROCESSING PROCEDURES

I. PURPOSE

The following policy defines the procedures to be followed after a member of the Board of Officers is accused of improper conduct.

II. RESPONSIBILITY

The Board of Officers and the Executive Council are responsible for investigating and adjudicating any and all accusations of misconduct made against an officer of the Association.

III. DEFINITION

Impeachment is the process by which accusations of misconduct are filed against an officer of the Association. The word "impeachment" implies only an accusation, which then must be investigated and adjudicated through a careful process that protects both the interests of the Association and the rights of the individual.

Officers may be impeached for reasons of malfeasance of duty (an act that is positively unlawful), misfeasance of duty (the doing of a lawful act in an unlawful or improper manner), or nonfeasance of duty (failure to perform a duty) or for committing such other act which brings significant discredit upon the Association.

IV. POLICY

- A. Persons, either members of the Association or other persons, may accuse a member of the Board of Officers of misconduct by submitting a written accusation to the Executive Director of the Association at APCO Headquarters. Such written accusation should be as specific as possible.
- B. Upon receipt of the written accusation, an investigation of the accusations shall be conducted as follows:
 - 1. The Executive Director shall immediately notify the accused and the other members of the Board of Officers of the accusations.
 - 2. The Senior Member of the Board of Officers not accused shall appoint an "Investigation Committee" consisting of three Past Presidents of the Association at least two of whom shall not have served on any Board of Officers with the accused. The members of the Investigation Committee shall elect one of their members to serve as Chair.
 - 3. The Investigation Committee shall review the facts and circumstances related to the accusations and shall draw conclusions as to the merit of the accusations. The Investigation Committee shall prepare a written report on its findings to include a specific recommendation as to whether the officer should be impeached. The report shall be presented to the Board of Officers, the Executive Director, the accused and the accuser.

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

11. The accuser shall be permitted to make comments on the reasons for his/her accusations and to make comments regarding the report prepared by the Investigation Committee.
12. The accused shall be permitted to make comments in his/her defense and to question the accuser and the Chair of the Investigation Committee. The accused's legal counsel may make comments and ask questions, as appropriate.
13. The Executive Council shall vote by secret ballot on a motion to remove the accused from office. To pass, the motion must receive a two-thirds (2/3) vote of the entire Executive Council as stipulated in the Association's Constitution.
14. The Executive Council also may vote to "censure" the officer upon a finding that the accused committed the act contained in the impeachment but such act was not of a severity to warrant removal from office. Such vote to "censure" shall be by secret ballot and require a majority vote of the Executive Council members in attendance at the meeting.
15. In the event the Executive Council votes to remove the officer from office, the President shall cause to be published in the next feasible issue of the *APCO BULLETIN* a statement that the officer had been removed from office for cause as determined by the Executive Council. The details of the accusations made and the results of the investigation shall not be released to the public and all persons involved should refrain from discussing the matter.
16. In the event the Executive Council votes to "censure" the officer, the Senior Member of the Board of Officers not accused shall cause to be published in the next feasible issue of the *APCO BULLETIN* a statement that the officer had been "censured" for cause as determined by the Executive Council. The details of the accusations made and the results of the investigation shall not be released to the public and all persons involved should refrain from discussing the matter.

2/3's of the Executive Council are not in attendance



AGENDA ITEM COVER SHEET

AGENDA ITEM: 8D

SUBJECT: Proposed Campaign Guidelines and Rules Policy

PRESENTER (S): First Vice President Glen Nash

CONTENT: Presentation of the Campaign Guidelines and Rules Policy

Proposed Policy

CAMPAIGN GUIDELINES AND RULES

I. PURPOSE

The purpose of the following policy is to establish guidelines and rules for conduct of campaigns, either by individuals running for elective office or by individuals/groups promoting an issue.

II. RESPONSIBILITY

Individual members and groups conducting a campaign, either to promote the election of a member to elective office within the Association or to promote a pro/con position on an issue pending before the Association are responsible for conducting themselves in a reasonable manner. The President shall have final authority to declare that a particular campaign is not being conducted in reasonable manner and that such campaign be terminated or modified.

III. DEFINITION

It is the desire of the Executive Council that campaigns address the issues at hand and be conducted with due respect for the varying opinions that all parties may have on the matter. It also the desire of the Executive Council that campaigns be tasteful (as best that term can be defined) and not denigrate the character and position of the opposition.

IV. POLICY

A. Campaigning for Elective Office Within the Association

1. Candidates for elective office within the Association should focus their campaign upon their own personal qualifications and vision of how they would conduct themselves if elected. Candidates for elective office shall not denigrate their opponents in any manner.
2. Candidates for President-Elect, First Vice-President, and Second Vice-President are encouraged to attend as many Regional Conferences and Chapter Meetings as might be possible between the time they announce their candidacy and the Annual Conference for the purpose of meeting the Association's members and promoting their candidacy. The cost for travel, lodging, and per diem to attend these Conferences/Meetings shall be the responsibility of the candidate except that the candidate's Chapter and/or other individuals may contribute funds to offset this cost. This restriction on funding for campaign travel shall not apply to current members of the Board of Officers who are otherwise performing their assigned duties by attending a Regional Conference or Chapter Meeting.
3. Candidates for President-Elect, First Vice-President, and Second Vice-President shall be permitted to publish articles and/or campaign materials without charge in the *APCO BULLETIN*, not to exceed one published page per month.
4. Candidates for President-Elect, First Vice-President, and Second Vice-President shall be permitted to publish flyers, buttons, posters, and other campaign materials at their own expense.

*what if
a 2nd VP
is appt'd
to resignation*

5. Candidates for President-Elect, First Vice-President, and Second Vice-President may provide the Annual Conference Committee with one flyer or other "stuffer" to be inserted in the "conference bag" provided each attendee. The candidate is solely responsible for ensuring that the flyer/stuffer is supplied to the Committee in adequate quantity and in a timely manner.
6. The display of posters at the Annual Conference shall be in accordance with rules established by APCO Headquarters Staff based upon the limitations of the venue. Such rules shall be provided to the candidates in writing not later than June 15. The President shall have final authority to resolve any conflict regarding the display of posters.
7. Candidates for President-Elect, First Vice-President, and Second Vice-President shall be provided with one booth space, if requested, at the Annual Conference in which to place campaign materials and meet with members of the Association. One table and one chair shall be provided in the booth. Any decoration of the booth shall be the responsibility of the candidate. Regional Conference Committees are encouraged to provide similar facilities for candidates attending a Regional Conference.

B. Campaigning on Issues

1. Persons and groups promoting a position on an issue before the Association should focus their campaign upon the merits of their position and, while this may require statements about how their position is better than the opposition's position, such statements shall be made in a tasteful manner. Persons/groups promoting one position on an issue shall give due respect to the rights of others to promote the opposing position and at no time shall any statement be made which might denigrate the character or intentions of persons promoting the opposing position.
2. Persons/groups promoting a position on an issue shall be permitted to publish one article in the *APCO BULLETIN*, not to exceed one published page. For the purposes of this paragraph, only one article promoting the "pro" position and one article promoting the "con" position shall be published. The timing of each article is subject to the mutual consent of the person/group and the Editor or the *APCO BULLETIN*.
3. Persons/groups promoting a position on an issue may publish flyers, buttons, posters, and other campaign materials at their own expense.
4. Persons/groups promoting a position on an issue may provide the Annual Conference Committee with one flyer or "stuffer" to be inserted in the "conference bag" provided each attendee. The person/group promoting the position is solely responsible for ensuring that the flyer/stuffer is supplied to the Committee in adequate quantity and in a timely manner.
5. The display of posters at the Annual Conference shall be in accordance with rules established by the APCO Headquarters Staff based upon the limitations of the venue. In the event that space for placing such posters is limited, first priority shall be given to the placement of posters for persons seeking elective office. Furthermore, in the event that space for placing such posters is limited and persons/groups promoting both the "pro" and the "con" position desire to display posters, but the available space is inadequate to permit display of posters from both sides, then proponents of neither the "pro" nor the "con" position shall be permitted to display a poster.
6. Persons/groups promoting a position on an issue may be provided with one booth space, if requested, provided that adequate space is available at no extra charge to the

Association and provided that should person/groups promoting both the "pro" position and the "con" position each desire a booth space, that adequate space is available to satisfy both requests.



AGENDA ITEM COVER SHEET

AGENDA ITEM: 8 ~~7~~ E

SUBJECT: Fiscal Year Change Proposal

PRESENTER (S): Chief Financial Officer Tim Ryan

CONTENT: Presentation of the proposal to change the fiscal year beginning and ending dates

Proposal to Change Fiscal Year

Proposal:

APCO International, Inc. has historically maintained a fiscal year that begins on October 1st and ends on September 30th. In an effort to better manage the financial decisions of the association it is proposed that a change to APCO International's fiscal year be made. The proposal would move the beginning of the fiscal year to July 1st and the end of the fiscal year to June 30th.

Implementation:

The new fiscal year change is proposed to take effect fiscal year 2002 beginning the year on July 1, 2001 and ending the year on June 30, 2002. This would mean that fiscal year 2001 would be a nine-month financial year beginning on October 1, 2000 and ending on June 30, 2001.

Advantages:

- The Annual Conference is the association's single largest revenue-producing event. Currently the revenue generated from this event is recognized in the fourth quarter of the financial year and the previous three quarters are budgeted and managed based on the anticipated revenue generated from the Annual Conference. Unexpected losses in revenue or increases in expense during this fourth quarter do not allow time for compensatory financial decisions to be made in the other revenue generating activities of the association. Movement of the fiscal year would place the Annual Conference in the first quarter of the financial year. Placement of this major revenue-producing event in the first quarter would allow for adjustments throughout the remainder of the year in order to offset any unexpected loss of revenue and/or increase in expenses generated by the Annual Conference. Spending adjustments could also be made in the event that the Conference revenue exceeded expectations resulting in a larger than anticipated surplus.
- Current reports of financial position are rendered to the Executive Council at the Mid-Year and Annual Executive Council Meetings. These reports represent the first and third quarter results respectively. Under the proposed fiscal year the financial reports rendered to the Executive Council would correspond to the current position within the year. The mid-year meeting report would actually be mid-year results and the annual meeting report would actually be year-end results. This availability of results that coincide with the activities of the association will aid in making decisions that affect the financial position of the association.
- The incoming president would begin with a new financial year instead of in the fourth quarter of the previous presidents financial year. Additionally, the president will be able to complete his/her year with a report of the association's year-end financial position to the Executive Council.

Disadvantages:

- The current budget planning cycle will have to be changed. Presently the President-elect and Executive Director prepare a budget proposal for presentation and acceptance by the Board and Executive Council at the annual meeting. Under the proposed adjustment to the fiscal year, the President-elect and Executive Director would prepare a draft of the proposed budget for the Board and Executive Council's review at the mid-year meeting. Acceptance of the budget would take place following final revisions and review by the Budget and Finance Committee and subsequent to the mid-year meeting.
- To initiate this change in fiscal year it will be necessary to report a nine-month year for the period October 1, 2000 through June 30, 2001. This short fiscal year will not include the revenues or expenses associated with the 2001 Annual Conference. The results of the short year will be an unavoidable deficit (i.e. expenses in excess of revenues) to be reported in the short year audited

financial statements. The subsequent audited statements would be for the twelve-month period ending June 30, 2002. This period will represent a normal business cycle for APCO.

- Comparative analysis for the 2001 – 2002 fiscal year results could not be benchmarked on a period-by-period basis, as the periods of years prior to the change would reflect different activities of the association.

Conclusion:

The advantages of this fiscal year change proposal clearly outweigh the disadvantages. It is therefore the opinion of the staff that this change be made effective July 1, 2000. During the research of this proposal, Eve Bowling CPA (from APCO's external auditing firm Bolerjack, Keyes and Associates) was consulted. Ms. Bowling concurs with our assessment of the advantages to a fiscal year change and anticipates no technical problems to such a change.



AGENDA ITEM COVER SHEET

AGENDA ITEM: 8 Ø F
SUBJECT: MANAPCO Update
PRESENTER (S): Conference Director Ann Hashagen
CONTENT: Presentation of the revised MANAPCO Policy

During the February 2000 Executive Council meeting in Jacksonville, the Council directed the Board of Officers, APCO staff and the Corporate Advisory Committee to develop a policy that will bring management of the MANAPCO event under the APCO staff beginning with the 2001 conference. Following is staff's proposed revision:

**Proposed Revision of MANAPCO Event for APCO, Inc. Conference & Exposition
Manual Part A, Section III (Association Conference Responsibilities), Article I
(Principal Conference Functions), No. 4**

Proposed Name of Event: "Communications Celebration"
APCO HONORS ITS MEMBERS & EXHIBITORS
Or
The party name could be changed each year to fit into the local venue, i.e., for 2001 Salt Lake City – "An Evening in Utah" or "APCO Olympics Party", etc.)
APCO HONORS ITS MEMBERS & EXHIBITORS

The association stages this annual event for the conference exhibitors and attendees to provide an opportunity for networking and also to show its appreciation of their support of APCO. It is designed and planned by APCO staff in coordination with the Local Chapter Conference Committee Representatives.

Revenue for this event shall be generated from general conference proceeds and pre-planned along with other major events such as the Opening Luncheon and Closing Banquet. Expenses shall include facility rental fees, food, entertainment, decorations/themes and possible transportation. A separate expense line item shall be established in the annual conference budget to track income/expense for this event.

Expense for the event will vary from year to year dependant upon the conference venue, event site, catering and entertainment options. APCO staff will identify meal counts and other attendance related items so that no fully registered conference attendee is denied access to the event.

APCO staff may consult with the Corporate Advisory Committee for an exhibitor's point of view and for its experience in managing past MANAPCO events.



AGENDA ITEM COVER SHEET

AGENDA ITEM: 8 ~~F~~ G

SUBJECT: Historical Activities Update

PRESENTER (S): Illinois Chapter Historical Committee

CONTENT: Update on the historical collection activities for the Association



AGENDA ITEM COVER SHEET

AGENDA ITEM: 8 F H
SUBJECT: New Budget Line Item for Historical Collection Activities
PRESENTER (S): Gregg Riddle, Illinois Chapter
CONTENT: Discussion of the addition of a budget line item to fund the costs associated with the collection of historical information for the Association

OFFER Resolution tomorrow.
19

Provide funding on an annual basis for the maintenance & Expansion

AL MARQUARDT - IL Ino VP
IL Historical Committee
APCO Historical Committee



AGENDA ITEM COVER SHEET

AGENDA ITEM: 8 & I

SUBJECT: Regional Conference Review Committee Report

PRESENTER (S): Nate McClure

CONTENT: Discussion of the content of the Regional Conference Review Committee Report



APCO International

ASSOCIATION OF PUBLIC-SAFETY COMMUNICATIONS OFFICIALS INTERNATIONAL, INC.

EXECUTIVE DIRECTOR

John K. Ramsey
ramseyj@apco911.org

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July 17, 2000

Re: Saturday Agenda - Regional Conference Review Report

Dear Executive Council Member:

Enclosed, you will find a revised regional conference review report. APCO staff revised the report to incorporate the suggestions made by Executive Council members during the mid-year meeting. Nate McClure, Chair of the Regional Conference Review Committee has reviewed and approved the revised report.

The regional conference review report is item 8 - G on the Saturday agenda. This report and other issues regarding regional conferences may be discussed during the meeting. If you have any questions regarding this report please do not hesitate to contact me at (904) 322-2500 or (888) 272-6911 ext 272. Looking forward to seeing you in Boston.

Sincerely,

Yucel Ors
APCO International



APCO

International

Regional Conference Report

Revised: July 17, 2000

APCO International Regional Conference Review Committee

Report to the Executive Council

Regional Conferences have been a part of APCO for at least the past 30 years. The concept of regional conferences came from the Great Lakes Conference, which was a meeting of five APCO Chapters ~~in what~~, which is now the North Central Region. The West Coast Regional started in the 1960s followed by the East Coast and Gulf States Regional. The Canada Regional became reality after the formation of APCO Canada. While the APCO International Constitution and Bylaws establish the regions, the regional conferences are "a function planned and held... by a Regional consortium **acting independently of the Association** (Bylaws Article x, Section 2 - emphasis added.) As a result, there is a great deal of difference among the regional conferences. These differences have created some concerns, particularly from APCO International's ~~Commercial~~ Corporate Advisory Committee. Those concerns led APCO International's President Jack Keating to create a Regional Conference Review Committee. Members of the committee included:

- M. Jay Groce III, Pennsylvania;
- John Garner, Tennessee;
- Phyllis Hull, Washington;
- Bruce Herdman, Canada;
- Bob Brown, ~~Commercial~~ Corporate Advisory Committee; and
- Nate McClure, Michigan.
- Glen Nash, APCO International Second Vice President served as board of officers liaison with the committee;
- and Ann Hashagen, APCO International's Conference Manager served as staff liaison.

Role of the Regional Conference

As noted by T. G. Mieure in the November, 1998 *APCO Bulletin*, APCO Past President Bernie

Flood, writing in the *APCO Bulletin*, July, 1972 edition saw three main advantages to having regional conferences:

1. *Matters of a regional nature can be aired by those members present. For the most part the members present are those who have the authority to make appropriate recommendations, or take necessary actions on those matters.*
2. *Local chapter members - from the host chapter and nearby chapters - have an opportunity to attend a conference of this type; they are usually not able to attend the National Conferences.*
3. *More local public safety officials are able to become better acquainted with APCO through their attendance at the regional conferences.*

APCO International's *Regional Conference Manual* also notes that hosting a regional conference may: *increase cooperation between chapters; 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; provide a means of making project reports; and provide a forum for Association Officer's interim reports, among others.*

Problem Statement:

As noted above, this committee was created primarily in response to concerns voiced by the Commercial-Corporate Advisory Committee (CAC). The CAC noted that, from their perspective, APCO members don't support regional conferences other than the ones that are held in their own state/chapter conference. In fact, the CAC noted that in two instances in 1998, chapters competed against their regional conference by scheduling a chapter conference within 30 days of the regional. The CAC further noted that "APCO exhibitors cannot economically continue to and do not want to tolerate this lackluster regional performance when they see state/chapter conferences that are better supported." The CAC report to the Executive Council noted the following perceptions exist in regards to the regional conferences:

- *East Coast - user attendance highly variable based on location;*

- *Gulf Coast - generally poor user attendance except when held in Florida or Texas;*
- *North Central - generally poor user attendance except when held in highly populated states in the eastern part of the country;*
- *Western - generally well attended by users.*

The Regional Conference Review Committee surveyed APCO's Chapters to gather information on chapter meetings, state conferences and past regional conferences. The survey basically confirmed the CAC perceptions of the regional conferences. Regional Conferences in at least three of the four regions in the United States are regional in name only. The vast majority of attendees come from the host chapter with lesser amounts from the states immediately adjacent to the host chapter. If the conference is held at one edge of the region, few if any attendees come from the states located more than one or two states away. It must be noted, because of the unique nature of the Canadian Regional, it is not included in the CAC report. The survey also noted that there is a wide variation between the various APCO Chapters in terms of the number of meetings and level of activity. Some chapters meet monthly. Some only meet twice a year. Some hold multiple day meetings while others primarily have meetings that are less than one day.

As members of the committee conducted follow up surveys, one fact became apparent: **There is not universal agreement on what makes a successful regional conference.** A telecommunicator from the far reaches of a state, who happened to be able to attend a regional conference because it was in her or his home state, has different expectations than does a vendor representative from a large national telecommunications firm or from a communications director from a large community who is active in state and national matters on a routine basis.

A number of changes have occurred both within and outside of the organization Association over the past 30 years since the beginning of regional conferences movement came to be in APCO. It used to be considerably less expensive to attend a regional conference than it was to attend a national conference. Now, there frequently is little difference in cost, especially if the regional conference is some distance from the attendee. Also, many government agencies

have become more restrictive in ~~approval of~~ approving out-of-state travel. Within APCO, there have been significant changes as well. ~~Frequency Coordination used to be handled by each chapter on a voluntary basis. Now it is the responsibility of APCO International's Automated Frequency Coordination System on a revenue generating basis. Billing for member dues and other membership services were handled by each chapter secretary. Now these services are provided by APCO International especially with the management of the Annual Conference.~~

The Annual Conference was a function of the host chapter's conference committee. Now professional conference management is provided by the APCO Conference Department with input from the local conference committee. Just as it is said that the diamond is not polished without friction, these changes have not been without some struggles. Nevertheless, ~~These~~ these changes have resulted in significant growth in APCO. One is ~~struck~~ baffled, however, with the lack of change in the regional conferences. The four regional conferences in the United States are essentially the same as they were twenty years ago. Because each regional conference is hosted by a ~~different chapter~~ a different chapter hosts each regional conference with a new conference committee each time, there is little carryover and building from one year to the next. As the chapter survey revealed, there is a great deal of diversity among the chapters of APCO. Conference committee members are volunteers who have a limited amount of time ~~that they can~~ to devote to conference matters. Conference responsibilities are above and beyond the members' normal responsibilities. In addition, most conference committee members ~~often do not have wide experience with the conduct of a large conference.~~ may not have the experience needed to conduct a large conference. The end result is for the past twenty years, we have had one year of experience repeated twenty times. As noted above, not only have travel costs increased and travel budgets remained static at best, but the competition for the conference and travel budgets, both from the, user and vendor perspectives as dramatically increased. A number of the states now have statewide 9-1 -1 and other conferences that rival, and in some cases exceed, the regional conferences, ~~the.~~ In addition, the National Emergency Number Association has come into being and holds an annual conference that is well attended. In addition, Moreover, there are a number of other

conferences and seminars conducted throughout the nation each year. APCO International and others have ~~had some success~~ also been successful in presenting symposiums on important public safety communications issues. ~~Finally, The~~ the APCO Institute and others conduct training classes on a variety of topics. These competitions for providing public safety communications professionals with training, conference, and symposiums services have resulted in fewer dollars being available for regional conferences.

Conclusions and Recommendations

ISSUE #1:

APCO International is being blamed 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 over the past twenty 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 the recommendation of the Regional Conference Review Committee that the Board of Officers and the Executive Council initiate the appropriate actions to amend the APCO International Constitution and Bylaws 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.

It is not the recommendation of this committee that ~~the~~ APCO International take over conference management responsibilities, but ~~that~~ rather the regional conferences continue to be managed by the host chapter ~~in concert with the~~ with the option of review and assistance of the professional conference staff.

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. ~~Little on-going oversight of conference planning for other conferences is provided by the regional consortium~~ The regional consortium provides little on-going oversight of conference planning for other conferences.

~~It is the recommendation of this committee that the regional conference consortiums have conference bids developed with review by the Headquarters Conference management Staff.~~ It is the recommendation of this committee that a standardized system be developed to review bids for all regional conferences.

As part of the site selection process, the ~~Regional~~ 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 at a given location only because its that chapter's turn, rather than they have made a case for choosing the particular region.

ISSUE #3:

The regional consortiums need to be aware of the necessity for sound decision making in the site selection process.

It is the recommendation of this committee 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 regional Consortium consortium.

As an example, having a Regional Conference on Mackinaw Island may sound like a good idea until one considers the logistics for both vendors and attendees who are beyond normal driving distances.

ISSUE #4:

As part of its work, the Regional Conference Review Committee surveyed APCO's chapters. As noted above, many ~~states~~ chapters now have ~~state~~ chapter conferences. These conferences vary widely in format and content. In a number of ~~states~~ chapters, the conference is held jointly with the ~~state~~ NENA chapter. ~~In others, the conference is sponsored by one of the other organizations or some other organization.~~ In a number of ~~states~~, however, no matter who sponsors the conference, 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 ~~state~~ chapter conference instead of the regional conference.

~~It is the recommendation of this committee that, as part of the bid process, written commitments be obtained from a majority of chapters in the region to support the regional conference and to not schedule any multiple day chapter or state conferences within 30 days of a regional conference held in the chapters region. It may be appropriate to obtain commitments from chapters contiguous to the host chapter to extend the scheduling moratorium an additional amount time.~~ It is the recommendation of this committee that a concerted effort be made by the chapters within a region holding the conference to avoid scheduling multi-day chapter meeting within 30 days of the regional conference. If a chapter meeting 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.

We recommend that these requirements be rewritten and made performance based.

A chapter bidding to host a Regional Conference would have to agree to comply with all of the requirements as part of its bid to host a regional conference published in the Regional Conference Manual. ~~Benchmarks should be established and reporting on progress on each of those benchmarks to the Executive Council through the conference staff should be required.~~ For example, the current version of the Regional Conference manual lists a timetable for the conference chairman. ~~Proof of compliance with a revised, more detailed timetable would be required.~~ Benchmarks should be established in the Regional Conference Manual to assist host chapters in planning and implementing a successful Regional Conference. 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:

Another area where problems have been encountered frequently is exhibit hours. While the current edition of the manual suggests that the exhibits are not be opened more than for a four hour continuous period at any one time, and that there should be at least a three hour time period when there are no competing events scheduled, regional conference after regional conference seems to ignore these guidelines. As a result, a significant portions of the regional conference attendees are less than satisfied.

~~It is the recommendation of this committee that compliance with the limits on exhibit hours, as defined in the edition of the Regional Conference Manual in effect at the time of the regional conference be required.~~ It is the recommendation of this committee that the exhibit hours established within the regional conference manual be adhered to by the chapter hosting the conference.

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 this committee that conference reporting, as outlined

in the Regional Conference manual be a mandatory requirement. Furthermore, this committee recommends ~~The~~ Executive Council should also establish procedures and sanctions to be followed in the event of non-compliance.

ISSUE #8:

It is neither the intention nor desire of this committee 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 above, the Canadian Region is different from the four regions in the continental United States. A written agreement should be developed between the host chapter and APCO International outlining the duties and responsibilities of all parties. Over time, the agreements would become standardized with functions added or subtracted based upon mutual agreement. An arrangement of this type would allow for the differences among the regions while still providing for the overall growth and improved conference product that we all desire. In addition, the conference committee and staff must be given the flexibility to be innovative especially with regards to conference format and frequency.

We recommend that a written agreement be entered into between APCO International and the Host Chapter/Regional Conference Committee at least twelve (12) months prior to the start of the regional conference.

The agreement should cover specific responsibilities between the conference staff and the regional conference committee.

As mentioned earlier, Article X Section 2 of the Bylaws state "A Regional Conference is an 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 this committee 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:

~~Currently the conference staff generally attends every other National Conference Committee meeting, but receives all mailings and confers regularly by phone with the conference chair and committee members as appropriate. We envision this same kind of relationship with the regional conference committees. The written agreement should formalize the relationship and specify funding arrangements. It would be appropriate for the regional conference to expect to cover the travel costs for the conference staff's participation.~~

~~Following are two recommendations of this committee:~~

~~A member of the APCO Intl Conference Staff and a member of the Commercial Advisory Committee should a part of each regional conference committee and receive all mailings and attend committee meetings as appropriate.~~

~~The Intl Conference and Expositions department should make available to chapters sponsoring a regional conference, a shopping list of services available from the national office. This list should include associated costs per service. This will enable a chapter to pick and~~

~~choose additional assistance from APCO National office;~~

~~Finally, this committee recommends that any increase in responsibility for the conference staff may need to be accompanied by an appropriate increase in the size of the staff. While conducting a regional conference is significantly less involved than an Annual Conference, there still is a great deal of logistics and so forth involved. It would not be feasible to expect the staff to handle the additional workload without additional help. Again, we leave the exact~~

~~recommendation on the requirements to the extremely capable conference staff now in place. 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. It is~~

the recommendation of this committee 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. 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.

For the past thirty years, regional conferences have been held. They have been an important part of the APCO tradition. In some cases, particular conference locations were chosen almost by default. The steps outlined above hopefully constitute a change in the mind set. Regional Conferences should only be held when a strong enough case can be made for having a regional conference. They must be an asset not a liability.



AGENDA ITEM COVER SHEET

AGENDA ITEM: 845

SUBJECT: PBX Issue Task Force Proposal

PRESENTER (S): Nancy Pollock, Minnesota Chapter

CONTENT: Discussion of the need to establish a task force to address the PBX Issue

TO: Members of the Executive Council

FROM: Nancy Pollock, Executive Council Representative,
Minnesota

RE: Proposed APCO Position on 911 and PBX Issues

DATE: July 31, 2000

Men and Women of the Council:

You will note an agenda item for discussion at our Council meeting on Saturday, August 12, 2000, titled PBX/911. You have patiently, over the past few years, listened to me repeated ask the Board and APCO Attorney, Bob Gurss, the question "what is happening at the FCC regarding the PBX issue?" Unfortunately the answer has been disappointing.

You will recall that both the wireless issues and the PBX issues were addressed in FCC Docket 94-102. With the pressing impact of wireless, the PBX issue was not addressed aggressively. Recently, the NENA organization formed a study group, chaired by respected APCO and NENA member, Mary Boyd. This Task Force resurrected the issues and developed a legislative model addressing the issues. The draft Model Legislation was posted for comment and, as I now understand it, the Task Force is revising the Model Legislation based on the comments. In addition, the Task Force may be recommending that NENA forward comments to the FCC regarding Part 64 and Part 68 of the FCC Report and Order dealing with equipment manufactured for use in Multi-Line Telephone System applications.

It is entirely likely that the FCC will look to APCO for a position on this issue. Indeed, it is incumbent on APCO as the leading organization of Public Safety Communications Officials to have a formal position on this issue. To that end, and in an effort to solicit discussion on this issue, I have prepared background information for the Council. It is my hope that APCO will initiate a leadership position on this important issue. Please review the materials in preparation for our discussion on Saturday. Documents included in this email:

- Proposed Position Paper for Review and Discussion
- NENA Model Legislation
- NENA draft comments to FCC re Part 64 and Part 68
- Illustrative story from the Denver Journal
- Other illustrative stories

If you have questions please feel free to contact me at npollock@mn-metro911.org or 651-603-0106. See you in Boston!

DRAFT - Version 19
Model Legislation

Enhanced 9-1-1 for Multi-line Telephone Systems

The digits 9-1-1 are designated as the emergency telephone number. Enhancements to the 9-1-1 system typically enables the caller's telephone number and billing number to be displayed to the Public Safety Answering Point (PSAP). As a result, when the caller is calling from a single-line telephone or a Multi-line Telephone System (MLTS) serving a 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 some cases, however, 9-1-1 calls made from telephones connected to Multi-line Telephone Systems may not be precisely located by the 9-1-1 system, eliminating some of the benefit of Enhanced 9-1-1. This lack of adequate location information can be life threatening if the caller cannot verbally supply the correct location. 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 information to the PSAP. Related problems occur when the caller is remote from the location supplied to the 9-1-1 system. In this instance not only is response delayed but limited public safety resources are dispatched where they are not needed. There may also be considerable disruption in business operations as the response units attempt to locate the caller.

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

Section 1. Definitions.

" **Alternative Methods of Notification**" Having the ability to locate the emergency caller and initiate emergency response. The adequacy of alternative methods of notification and responding to emergencies would be determined by appropriate governmental authorities operating pursuant to

Supporting Information Explanation

This right-hand column provides supporting information for the rules in the left-hand column to assist regulators in understanding the rationale for the proposed legislation (i.e. why a particular rule is required and/or the logic behind its provisions), and the implications of such legislation (i.e. what outcome will result or action will need to be taken as a result of implementing this provision). It is not intended that the commentary in this column become part of the final legislation .

The FCC should also take action to incorporate into Part 68 requirements for multiline telephone systems that will facilitate the implementation of Enhanced 9-1-1 on PBX, Key , Hybrid and Centrex systems.

<p>applicable legal requirements.</p>	<p>"Alternative Methods to Support Enhanced 9-1-1" Methods used by a MLTS Operator to permit an 9-1-1 emergency response team reasonable opportunity to quickly locate a caller – as alternatives to the MLTS signaling needed to produce the automatic display of caller location information on the video terminal of the call-taker.</p>
<p>These alternatives include:</p> <ul style="list-style-type: none"> • <u>MLTS Operators use of Attendant-Notification (See Definition)</u> Used by hotels/motels, hospitals institutions, or any businesses that have an attendant. The need for a <u>full-time</u> attendant for such entities is controversial. • <u>MLTS redirection of calls to a Private 9-1-1 Answering Point (See Definition)</u> This method is used in some campus environments, military bases, prisons, and the like. • <u>Alerting devices (such as lights and alarms) near the telephone that has dialed 9-1-1</u> These devices are triggered when a person dials 9-1-1 from a nearby telephone. • <u>A device that plays a pre-recorded message telling the 9-1-1 call-taker where the caller is</u> 	<p>"Automatic Location Identification (ALI)" The automatic display at the PSAP of the caller's telephone number , the address/location of the telephone and supplementary emergency services information.</p> <p>"Automatic Number Identification (ANI)" Telephone number associated with the access line from which a call originates.</p> <p>"Building Unit Identifier (BUI)" A Room number or equivalent designation of a portion of a structure/building.</p> <p>"Call Back Number" - A number used by the PSAP to re-contact the location from which the 9-1-1 call was place. The number may or may not be the number of the station used to originate the 9-1-1 call.</p>
<p>Although not required by this model legislation, the completion of a return call by the PSAP is feasible for many MLTS configurations and is helpful in assisting emergency response.</p>	

<p>- DID is normally associated with a specific public switched telephone network service offering.</p>	<p>"Direct Inward Dialing (DID,)" -The ability for a caller outside a company to call an internal extension without having to pass through an operator or attendant at the MLTS.</p>
<p>Rationale: - To differentiate from ANI which is the telecom industry term which has a specific meaning.</p> <p>Implications The NENA Database Committee will complete work to ensure that the Emergency Location Identification Number (ELIN) is incorporated into the Calling Telephone Number field of the Data Exchange Format Standard.</p>	<p>"Emergency Location Identification Number" (ELIN), - A valid North American Numbering Plan format telephone number assigned to the MLTS Operator by the appropriate authority that is used to route the call to a PSAP and is used to retrieve the ALI for the PSAP. The ELIN may be the same number as the ANI. The North American Numbering Plan number may in some cases not be a dialable number.</p>
<p>If a MLTS has all of its telephones confined to a small building, the street address of that building is sufficient caller location information for the purposes of Enhanced 9-1-1 Calling. The MLTS telephones are said to be in a single Emergency Response Location (ERL), defined by the street address. But this street address is the location information that would normally appear on the 9-1-1 call-taker's video terminal. So, there is no need for the MLTS to be modified to transmit caller ELIN, and for more precise caller location information to be loaded into the ALI database.</p> <p>There is considerable disagreement as to how large an ERL can be. There is agreement that a building with less than 7000 square feet of floor space is small enough. There is also agreement that if MLTS telephones are scattered over more than 40,000 square feet, then more precise caller location is needed for example, a street address, building identifier, floor number and/or room number.</p>	<p>"Emergency Response Location" (ERL)" - A location to which a 9-1-1 emergency response team may be dispatched. The location should be, specific enough to provide a reasonable opportunity for the emergency response team to quickly locate a caller anywhere within it.</p>

<p>"Key Telephone System" A Multiple-line Telephone System designed to provide shared access to several outside lines through buttons, or keys, typically offering identified access lines with direct line appearances or termination on a given station set.</p>	<p>Note: (Propose this new definition to NENA)</p>
<p>" On-Site Notification" A system capability whereby a call to 9-1-1 from a MLTS extension is directed through the 9-1-1 Network to a Public Safety Answering Point and simultaneously to an attendant where assistance can be provided to the Public Safety Answering Point to locate the caller and/or to assist in directing response. For On-Site Notification the call back number shall be a phone number that can be dialed from the PSTN, which will be answered by the attendant. On-Site Notification must include the capability for the attendant to identify the location of telephones that have dialed 9-1-1.</p>	
<p>"MLTS" - A Multi-line Telephone System comprised of common control units, telephones and control hardware and software. This includes network and premises based systems. (i.e. Centrex, PBX and Hybrid Key Telephone Systems) and includes systems owned or leased by governmental agencies and non-profit entities, as well as for profit businesses.</p>	
<p>"MLTS Operator" - The entity that owns or leases/rents from a third party and operates a MLTS which a caller/person may place a 9-1-1 call through the public switched network.</p>	
<p>"MSAG" - Master Street Address Guide, a database of street names and house number ranges within the associated communities defining emergency services zones and their associated emergency services numbers to enable proper routing of 9-1-1 calls.</p>	
<p>"Private 9-1-1 Emergency Answering Point" - An answering point operated by non-public safety entities with functional alternative and adequate means of signaling and directing response to emergencies. Including training to individuals intercepting calls for assistance that is in accordance with applicable local emergency telecommunications requirements. Private Emergency Answering Points are an adjunct to public safety response and as such must provide incident reporting to the public safety emergency response centers per local requirements.</p>	

<p>"Shared Residential MLTS Service" - The use of a MLTS to provide service to residential facilities even if the service is not delineated for purposes of billing. For purposes of this definition residential facilities shall be liberally construed to mean single family and multi-family facilities including Extended Care Facilities and Dormitories. .</p>	
<p>"Shared Telecommunications Services" includes the provision of telecommunications and information management services and equipment within a user group located in discrete private premises in building complexes, campuses, or high-rise buildings, by a commercial shared services provider or by a user association, through privately owned customer premises equipment and associated data processing and information management services, and includes the provision of connections to the facilities of a local exchange and to interexchange telecommunications companies.</p>	
<p>"Station Identification" A telephone number dialable from the public switched network, which provides sufficient information to permit a return call by the Public Safety Answering Point to the caller or a telephone nearby the caller.</p>	
<p>"Workspace" The physical building area where work is normally performed. This is a net square footage measurement which includes hallways, conference rooms, restroom, break rooms but does not include wall thickness, shafts, heating/ventilating/air conditioning equipment spaces, mechanical/electrical spaces or similar areas where employees do not normally have access.</p>	<p>Rationale: - For situations that are close to the area limits, it needs to be clear for MLTS Operators what constitutes workspace area</p> <p>Implications - Avoids requests for clarification later.</p>
<p>"9-1-1 Service Provider" An entity providing one or more of the following 9-1-1 elements: network, CPE, or database service.</p>	
<p>Section 2. Shared Residential MLTS Service Operators of Shared MLTS service serving residential customers are required to assure that the telecommunications system is connected to the public switched network such that calls to 9-1-1 result in one distinctive Automatic Number Identification (ANI) and Automatic Location Identification (ALI) for each living unit, unless the facility maintains, at all times, alternative and adequate means of</p>	

<p>signaling and responding to emergencies.</p>	
<p>Section 3. Business MLTS</p>	
<p>For a MLTS connected to the public switched network and serving business locations of one employer the MLTS Operator shall deliver the 9-1-1 call with an Emergency Location Identification Number (ELIN) which will result in one of the following:</p> <ol style="list-style-type: none"> a. an ERL with accuracy or a minimum of the building and floor location of the caller, or b. an ability to direct response through an alternative and adequate means of signaling by the establishment of a private answering point, or c. a connection to local information through the establishment of On-Site Notification capability. <p>Exceptions to the above requirements are as follows:</p> <ol style="list-style-type: none"> a. Workspace less than 7000 sq. ft., and located on a single contiguous property is not required to provide more than one ERL. b. Key Telephone Systems are not required to provide more than one ERL. 	<p>- In evaluating the acceptability of a proposed alternative method of notification, consideration should be given to whether and how the building is occupied outside normal working hours.</p> <p>Rationale</p> <p>- In the interest of being cost efficient, it should be possible to provide the desired level of ERL using only the basic ANI and trunk group selection functions. Until the FCC requires MLTS provide the capability to aggregate groups of stations and standardizes MLTS network interfaces for communicating ANI/ELIN information, the requirements should not be more stringent. While not ideal, this is a significant improvement over the existing requirements.</p> <ol style="list-style-type: none"> a. This limits the burden on small business most of which will be under 7000 sq. ft. In addition, emergency response teams can generally search areas less than 7000 square feet quickly. b. Key Telephone Systems (as opposed to PBX) use direct line selection and it is not practical to segment lines in a way that differentiates building floors. Since Key Telephone Systems generally serve only small workspace areas, there will not be many situations where the desired level of ERL information is not provided. Other MLTS such as PBX's and Hybrids (Systems that incorporate the functionality of both Key Telephone Systems and PBX) are not subject to this exemption even though they may utilize some direct line appearances that appear on more than one station set. Operators of such Key Telephone, PBX and Hybrid Systems should inform individual system users of the appropriate 9-1-1 dialing procedures for their sets.

<p>c. - MLTS Operators with less than 49 stations installed and occupying not more than 40000 sq. ft and located on a single contiguous property are not required to provide more than one ERL.</p> <p>"Shared Telecommunications Services". Providers of shared telecommunications services shall assure that the MLTS is connected to the public switched network such that calls to 9-1-1 from any telephone result in Automatic Location Identification for each respective ERL, as defined in this section, of each entity sharing the telecommunication services.</p>	<p>c. Includes all types of MLTS.</p>
<p>Section - 4. Hotel/Motel</p> <p>Hotel and Motel MLTS shall permit the dialing of 9-1-1 and the MLTS Operator shall ensure that the MLTS is connected to the public switched telephone network such that either: (a) 9-1-1 calls originating from the hotel or motel MLTS shall provide the PSAP with the ability to clearly identify the address and Building Unit Identifier of the 9-1-1 caller through the delivery of ANI and/or ELIN, that results in the subsequent retrieval of ALI by the PSAP, for each telephone set within the facility, or (b) by providing an automated means which will connect the caller, PSAP and knowledgeable designated individual(s) at the facility when 9-1-1 is dialed. For option (b) the designated individual(s) may supplement or replace the ALI record, with specific location information, by effectively communicating to the PSAP the specific location of the caller.</p>	
<p>Section 5 - ALI Database Maintenance</p> <p>Where applicable, MLTS Operators must arrange to update the ALI database with appropriate MSAG valid address and callback information for each MLTS telephone, such that the location information specifies the ERL of the caller. These updates must be made as soon as practicable, or within one business day of record completion of the actual changes. The information in the ALI database is proprietary to MLTS Operators and may not be disclosed or used for any purpose other than facilitating emergency response to a 9-1-1 call.</p>	<p>Rationale: Database updates are encouraged on a regular basis, however due to some administrative limitations MLTS Operators may require additional time. Regardless changes should be completed in accordance with existing database update standards. NENA Database management standard recommends that all service providers transmit MSAG valid 9-1-1 updates daily to database management and/or selective routing system provider.</p>

Section -6 Industry Standards

MLTS Operators shall be considered to be in compliance when the MLTS complies with E9-1-1 generally accepted industry standards. The telecommunication carriers are responsible for providing interconnectivity through the use of generally accepted industry standards.

Rationale:

Rules need to be technology neutral and forward looking to accommodate the introduction of new technologies. Wireless, IP telephony, and small MLTS are known areas needing standards work. Tomorrow there will be others. - Industry standards greatly assist users in purchase decisions and manufacturers regarding product implementation decisions.

Regulators should ensure that interconnection to the 9-1-1 system is made available by 9-1-1 Service Providers in accordance with generally accepted industry standards. Competition for database access and 9-1-1-system interface capability should be encouraged.

- Specific standards should not be encoded in the rules. Standards change over time and the administrative burden for regulators to keep up with such changes would be excessive.

- Industry standards are developed by accredited bodies such as TIA, TIS1 and IEEE and by non-accredited industry such as NENA. Both are important and should be accepted.

Implications

- It will be several years before private wireless and IP-based systems and many small MLTS can be connected to the E9-1-1 system in a way that communicates the desired level of ERL information.

- To improve the ubiquity of E9-1-1 service, regulators will need to be proactive in encouraging industry to develop needed new standards. The FCC should be encouraged to take the lead in this effort.

Section 7. Dialing Instruction

<p>Many MLTS require a caller to dial a prefix, usually the digit 9, before dialing any outgoing call. The MLTS Operator must take all reasonable efforts to assure that potential 9-1-1 callers are aware of the proper procedures for calling for emergency assistance. . Dialing instruction requirements shall apply to all MLTS Operator whether any other exemptions apply.</p>	<p>This is often accomplished by placing stickers or cards containing the appropriate 9-1-1 dialing instructions on or near each MLTS telephone.</p>
<p>Section 8. MLTS SIGNALING</p>	
<p>MLTS may support Enhanced 91-1 Calling by using any generally accepted industry standard signaling protocol, designed to produce an automatic display of caller information on the video terminal of the PSAP call-taker, unless the MLTS Operator is exempt or a waiver has been granted.</p>	<p>Rationale: ATIS Committee T1S1, and TIA Committee TR-41 are developing new digital signaling protocols that will make it easier and cheaper for most MLTS installations to Support Enhanced 9-1-1 Calling. These committees will seek American National Standards Institute (ANSI) accreditation of the new protocols. The local telephone company should be responsible for assuring that when these protocols are used by a MLTS, they are supported by their local exchanges so that the enhanced 9-1-1 information is properly communicated to the 9-1-1 system.</p>
<p>Section 9. MLTS Education</p>	
<p>Public agencies providing 9-1-1 educational programs are encouraged to develop a program to educate MLTS Operators related to accessing 9-1-1 emergency telephone systems and coordinate adequate testing of the MLTS interface to the 9-1-1 system.</p>	<p>Rationale: This issue could or should be addressed by public agency as they see fit. This helps ensure proper education on the use of 9-1-1. This will also assist in educating MLTS Operators and users on laws, rules and requirements on providing access to 9-1-1. Governmental 9-1-1 programs are the logical entity to ensure that MLTS Operators are in compliance with state laws/rules affecting these systems.</p> <p>Implication: Improper education and lack of knowledge can affect the proper deployment of supporting Enhanced 9-1-1 Calling by the MLTS Operator.</p>

	<p>Section 10. Limitation of Liability</p> <p>No MLTS Manufacturer, Provider, or Operator shall be liable for any civil damages or penalties as a result of any act or omission, except willful or wanton misconduct, in connection with developing, adopting, operating or implementing any plan or system required by this act.</p>
	<p>Section 11. EXEMPTIONS</p>
	<p>In facilities offering alternative and adequate means of intercepting the emergency calls, those facilities shall provide training to individuals intercepting the call in accordance with applicable local emergency telecommunications requirements.</p> <p>MLTS in Areas Without Enhanced 9-1-1 Calling Service: MLTS Operators in areas without Enhanced 9-1-1 Calling are exempt from the signaling and database maintenance regulations. MLTS Operators lose this exemption 18 months after enhanced 9-1-1 service becomes available.</p>
<p>Rationale: The location information from a single ERL that normally appears on the call-takers video terminal is (by definition) sufficient to locate a caller quickly at any MLTS telephone.</p>	<p>Non-Dispersed MLTS: MLTS with a single ERL and less than 49 stations are exempt from the signaling and database maintenance regulations. Requirements for MLTS and Wireless MLTS Operators to provide dialing instructions shall still apply.</p>
<p>Rationale: The legislature should identify a designated jurisdiction such as the 9-1-1, Fire Marshal or other designated agency to judge the adequacy of Alternative Methods. Consideration should be to businesses who may or may not require alternative means on a 24 hour basis.</p>	<p>MLTS using Alternative Methods of Enhanced 9-1-1 Support: MLTS Operators that employ alternative methods of Enhanced 9-1-1 Support are exempt from the signaling and database maintenance regulations. The local public safety or 9-1-1 jurisdiction may be empowered to judge the adequacy of alternative methods.</p>

<p>The requirements of this act shall not apply to the following types of equipment until two years after the effective date of a FCC ruling addressing implementation of enhanced 9-1-1 support by such equipment: 1) MLTS Wireless Telephones; 2) MLTS IP Telephones; and 3) IP Based MLTS.</p> <p>-An MLTS using a combination of conventional stations, and IP or Wireless Station is subject to this exemption for calls made from the IP Based or Wireless Stations.</p>	<p>Rationale: We provide exceptions for MLTS wireless telephones for several reasons. The technology for locating a wireless caller within a building is currently not developed. It's also expensive. The percentage of MLTS wireless telephones is very small. And, it's difficult to justify including them while excluding regulations for cordless telephones, which are far more numerous, and which pose the same risk to 9-1-1 callers.</p> <p>Some new design MLTS handle telephone calling via Voice-over-Internet-Protocol (VoIP). Today, there is no method for support of Enhanced 9-1-1 Calling by this technology. There is no way to determine where a VoIP caller is, or of specifying a valid callback number. For example, how do we call john.doe@any.net? Industry standards committees such as TIA TR-41.4 are developing solutions to these problems. These solutions will likely take several years to develop and several more to deploy. Requiring support of Enhanced 9-1-1 Calling now by VoIP MLTS would require replacement of such technology already deployed and inhibit the deployment of this valuable new technology.</p>
<p>Section 12. Waiver Provisions</p> <p>MLTS Operators that are not exempt from these regulations may seek a waiver, if bringing the system into compliance is impractical. Waivers may be granted by the local fire service, or by some other designated authority. The local exchange carrier is not authorized to grant waivers or enforce compliance with this act.</p> <p>Nothing in this section is intended to relieve employers of their obligations under federal and state workplace occupational safety and health statutes and rules.</p>	<p>Rationale In cases where Hybrid Systems are configured with Key System functionality a waiver may be required.</p> <p>The legislation should identify an agency or entity, such as the Fire Marshall, etc. for judging the need for waivers.</p>
<p>Section 13. Effective Date</p> <p>The provisions of this act shall take affect 6 months after enactment where E9-1-1</p>	<p>Rationale</p>

MLTS support service is available. MLTS installed two years or more after the effective date of this Act shall comply upon installation. Existing systems, or those installed within two years of the effective date of this act shall comply within 7 years after the effective date of this Act.

E9-1-1 MLTS support service is deemed to be available if (a) the serving central office can accept ELIN information for the MLTS using generally accepted industry standard interfaces, (b) facilities are in place to accept the ERL information provided by the MLTS, and (c) the PSAP is equipped to utilize the ERL information.

The choice of industry standard interface is the option of the MLTS Operator.

MLTS systems not connected to the E9-1-1 system because the chosen interface standard is not available from the local exchange carrier shall report this information to the 9-1-1 Jurisdiction and MLTS Operators.

Ubiquity is a key issue in E9-1-1 policy formulation. How ubiquitous do we want the service to be throughout the state? How quickly do we want to reach the desired level of ubiquity? Who should bear the cost of mandated ubiquity, E9-1-1 system operators or private system operators?

- MLTS Operators should not be required to equip their systems for E9-1-1 support if the E9-1-1 system is not in place and operational.

- Regulations need to be forward looking and technology neutral, and not enshrine old technologies, such as CAMA, where newer more cost-effective technologies are available.

- Major population/business centers will adopt new technologies much sooner than rural areas since they tend to have competitive pressures and are better equipped to take advantage of the economies and benefits new technologies offer.

- MLTS Operators have an economic incentive to comply with E9-1-1 requirements as part of their risk management considerations.

- Standard interfaces such as ISDN, where available, is a much more cost-effective solution for the MLTS Operator than CAMA.

- All central offices are not equipped for ISDN PRI, though they could be upgraded to do so.

- 9-1-1

- Letting MLTS Operators choose the E9-1-1 standard interface rather than the LEC will encourage the modernization of MLTS access to the 9-1-1 system.

Reporting MLTS not connected to the E9-1-1 system because the chosen E9-1-1 interface standard is not available will provide

important market information (a) to regulators as to the state of E9-1-1 ubiquity, and (b) to LECs concerning the demand for new E9-1-1 interfaces.

The 9-1-1 jurisdiction may be a state or local official responsible for emergency services and public safety.

Implications

- MLTS Operators will implement E9-1-1 support more willingly where they have a choice of technology and the newer more cost-effective technologies are available. This will be especially true for smaller systems.

- Unless state regulators mandate 9-1-1 system upgrades, ubiquitous 9-1-1 support, especially in non-urban areas, could take a long time.

Request to the FCC Concerning MLTS Integration to E9-1-1

Version 5

9-1-1 has been established at the emergency phone number in the United States of America. States, counties and municipalities are rapidly deploying enhanced 9-1-1 services. Multi-Line Telephone Systems not integrated to enhanced 9-1-1 systems can

cause emergency assistance to be misdirected or otherwise cause delays in response

time. Owners of MLTS equipment should be afforded every opportunity to integrate their

telephone systems to E9-1-1. It is appropriate for the Federal Communications Commission to require; That all MLTS equipment sold in the United States provide

(a.) for integration into E9-1-1, (b) that end serving central office equipment provide flexible and

cost effective connectivity for purposes of processing MLTS 9-1-1 calls, and (c) that local

exchange carriers supply services to maximize the opportunity for MLTS integration to

E9-1-1 systems.

The following proposed amendments to FCC regulations complement rules at the state

level for the implementation of Enhanced 9-1-1 service.

Part 68 Connection of Terminal Equipment to the Telephone Network

Sub Part D - Conditions for Registration

(New) Section 68.319 - Equipment Integration for E9-1-1 Systems

Multi-Line Telephone Systems (MLTS)

1 must provide for emergency calling capabilities

as follows. New MLTS systems shall comply with this section within two years of adoption of this rule by the FCC.

(a). **9-1-1 Dialing Instructions for Users** - manufacturers shall include adequate instructions for users on accessing 9-1-1 emergency telephone service.

System configurations which permit access to the Public Switched Network without the dialing of an access digit(s) such as 9 shall be capable of recognizing the digits 9-1-1 and shall process the call to the 9-1-1 Network without any post dial delay.

(b). **No Interface for Small Systems** - Systems with a capacity of under 49 telephone sets may process calls directly to the public switched network with the calling number and location identification information being that associated with the lines/trunks connecting the system to the serving central office, i.e. the listed directory number and street address.

1 "MLTS" means a Multi-Line Telephone System comprised of common control units,

telephones and control hardware and software. This includes network and premises based systems.
(i.e. Centrex, PBX, Key Telephone Systems, and Hybrid Key Telephone Systems)

Leading Stories

workers

911 snag could endanger

Amy Bryer Business

Journal Staff Reporter

Nick Leone was alarmed when he discovered he could suffer a heart attack and call 911 from his shipping business in the basement of downtown Denver's Republic Plaza, but emergency crews might never find him in time.

After trying to trace a package one day, Leone learned that a 911 operator might never know he was passed out on the floor of his basement office while ambulance crews searched every floor of the 55-floor Republic Plaza for him.

Leone is not alone. Many business owners and employees are unaware they have a phone system that will send emergency help to another location while they lie in need at their business.

It is a scary scenario but a very real one, according to Tim Dunn, deputy manager of safety for the Denver Department of Safety. He doesn't know how many companies in Denver have this problem, but most likely they do if they use a PBX -- Private Branch Exchange -- phone switch. Dunn does know that nearly 4,500 emergency 911 calls are dialed from businesses out of a total of more than 32,000 calls a month. Businesses make up about 16.6 percent of the total 911 calls per year.

The problem is with the design of the PBX -- a common phone switch. The switch located at one site allows for multiple users in multiple locations. It is most often used in high-rise buildings, apartment complexes, college campuses, hospitals and banks. The system is very useful, but a 911 operator receiving a call from a person using the system will get only the location of the switch, not the location of the caller.

In Leone's case, crews would be sent to the 19th floor. The Republic Plaza, like other properties, requests its tenants call its 24-hour security as well as 911 so security can help emergency crews find the heart attack victim, fire or other crisis.

"I think when people are in a medical emergency or law enforcement emergency, they are going to think, 'I have to call 911,' and then they are going to focus on what's going on," Dunn said. "They are not going to think to call building security too."

Concerns with 911 service to wireless phones have appeared in the media recently, but PBX problems have been around for years and have not received much attention, said Dunn.

"PBX systems are going to be the next hot button," Dunn said.

For Leone, the problem is now. MCI WorldCom runs his PBX switch on the 19th floor of the Republic Plaza, so all calls -- even 911 calls -- are routed through that switch and give that location. The PBX also controls some calls from the World Trade Center next door.

Leone found out he didn't have accurate 911 locator service by accident when he tried to use a UPS package-tracking system. The UPS computer software read his phone number from a location in Lakewood. When he called MCI and started asking questions, they finally told him that, along with inaccurate caller ID, he had inaccurate 911 because of the PBX system.

"They basically said it was too expensive to fix and if I didn't like it I should get another provider," Leone said.

MCI representatives said they cannot comment on that conversation because they didn't hear it. They did say that they had a difficult time finding out what service they provide to the Republic Plaza and that they are not responsible for the PBX, but the property manager should be responsible.

Brookfield Properties Colorado LLC, the property manager for Republic Plaza, said they are not responsible. Richard Czoski, vice president of operations, said they sold the 19th floor PBX to MCI at least 10 years ago.

When MCI was informed it owns the switch, MCI spokesman Paul Adams said it was possible, but he would have to verify that. The representative never returned the call with the information.

The good news is the 911 problem is fixable because of a service called PS-ALI (Private Switch -Automated Location Information) offered by U S West. The service is cheaper than business owners may think -- and definitely cheaper than a lawsuit, said Rick Perkins, a spokesman for U S West.

Many companies may need to purchase additional hardware for the special 911 service to work along with software that can contain the locations of each phone line and pay a monthly fee to U S West. All of this pushes the costs upward.

The software can come from companies like SCC Communications or Teligent, but service must still be provided by U S West because the company is the original owner of the phones lines.

Several Colorado campuses, such as Colorado State University and the Colorado School of Mines, use PS-ALI because their buildings have phone lines on PBX systems.

"The last thing you want is the emergency crew to respond to the student union when the student is in the dorm room," Dunn said.

That was the case in Illinois, and it prompted legislation to require businesses install the location identification software. Washington, Texas and California have similar laws and other states like Arizona are considering it.

The National Emergency Number Association plans to bring a proposal for a law before the Federal Communications Commission later this year that would require businesses to have accurate location identification for 911 calls.

Some companies may run into roadblocks with the special 911 systems if they receive their local phone service from a provider other than U S West.

J.D. Edwards recently purchased an enhanced 911 service and would be very happy with it -- if it worked. The company spent \$27,000 for an enhanced 911 system for more than 6,000 phone lines on its campus in suburban Denver. The system includes new hardware and software that will provide 911 operators with exact locations of each phone line in its company.

According to Tricia Fezler, manager of IT communication, J.D. Edwards subscribes to MCI for its phone service. Unfortunately, MCI's database will not communicate with U S West's database and the two telephone companies have not reached an agreement on how to fix it.

Fezler said the company is looking into other options to get an accurate 911 service up and running. Despite her company's difficulties, she still believes in providing her employees with the ability to call 911 with the faith that emergency crews will find them.

"If it saves even one life, how can you say no?" Fezler asked.

Dunn recommends companies call their phone service provider and ask them if the company phone lines are on a PBX switch and if they can get the software that will identify locations for 911 emergency calls. He said 911 operators are trained to keep people on the line to get pertinent information and emergency responders are trained to locate the problem, but PS-ALI is a gem service for an easy solution, he said.

"Companies should find out if the [PS-ALI] service is available because they can provide peace of mind to their employees working for them," Dunn said.

Stories you should hear . . .

- ◆ **Phoenix, AZ:** A heart-attack victim suffered severe brain damage because her employer's phone system kept coworkers from calling 911. Sarah H. Dugan suffered a heart attack and collapsed at a Phoenix office of American Express. Coworkers tried to call 911 to summon help. However, the phone system blocked 911 service because American Express wanted employees to call an in-house emergency number instead. No warnings about blockage of 911 service were posted on the phones. Emergency help was delayed, and Dugan suffered brain damage because of being deprived of oxygen for an extended time. A lawsuit followed.
- ◆ **Chicago, IL:** A woman died in a fire at One Illinois Center, 111 East Wacker, because rescue workers were unable to find her location in the large, multi-story building. Her pleas to the dispatcher to send help to the 20th floor were in vain. The search by rescue workers brought them within yards of her location, but when they finally found her, it was too late.
- ◆ **San Francisco, CA:** A gunman entered a highrise, killed eight people and wounded six on three floors before encountering police and killing himself. The man, angry due to a real estate deal gone bad, returned to the law firm of Petit & Martin with a "death list". He started shooting at people he encountered on the 34th floor and continued down to the 33rd and 31st floors, leaving people to bleed to death. As he made his way down to the 29th floor in the stairwell, he met the police, who were searching for him floor by floor. Due to a shared telephone system, the police dispatchers showed the incident as in the building next door. Also, many of the initial calls were hang-ups either because the caller had been shot or was hiding. Some callers were too hysterical to be able to accurately identify their exact location. Since many people were not employees, their ability to identify their location in the midst of the crisis was hindered.
- ◆ **St. Paul, MN:** An incident at the College of St. Catherine in St. Paul prompted them to install a Telident E911 solution because a student was threatening suicide and they were unable to locate the individual based on their phone number. The police had to search the dorms, room by room until they found the student.



AGENDA ITEM COVER SHEET

AGENDA ITEM: 8 K
SUBJECT: NENA Report Card to the Nation
PRESENTER (S): RoxAnn Brown, Oregon Chapter
CONTENT: Discussion of the NENA survey

RoxAnn Brown

From: Larry Hatch [lhatch@WCCCA.com]
Sent: Friday, July 14, 2000 11:15 AM
To: gm
Subject: [gm] NENA Letter

I sent this via email to the Executive Director of NENA today:

July 14, 2000

W. Mark Adams
Executive Director
National Emergency Number Assn.
PO Box 360960
Columbus, Ohio 43236

Mr. Adams,

At our quarterly meeting June 9, 2000, our membership voted not to participate in the survey for the "Report Card to the Nation". I know that this information was passed on to some members of the NENA leadership in Salt Lake. As a result of those conversations in Salt Lake, I have been asked to pose the following questions. Depending on the response, there are some members who may wish to bring this issue up for another vote.

1. The committee writing this report appears to be heavily weighted with vendors. It is our chapters view that if this is a 9-1-1 report card, it should be a committee made up of PSAP managers from around the country from small, medium, and large PSAP's. Why was the committee structured this way?

2. Was this report called for by congress?

3. Who is funding this effort?

RoxAnn Brown, Director of Washington County 9-1-1 was called and asked to be one of the communications centers that would be evaluated. She asked for two pieces of information:

- What was the scope of the project?
- Who was funding the project?

The person who called her did not respond to those questions and has never called back to answer them.

The greatest concern was the make up of the committee writing the report. Clearly there is a not a broad representation of the 9-1-1 community. How vendors view our environment could be different than those of us actually doing the work.

We are sincerely interested in your comments. I realize that it is probably to late to have our information included in the RCN if we did decide to submit it. However, NENA would still like to have the information contained in the survey entered into their data base.

Sincerely

Larry L. Hatch

President
Oregon APCO/NENA

Cc: Oregon APCO/NENA Membership

Larry L. Hatch
Assistant Director
Washington County 9-1-1
www.teleport.com/~wccca
503.690.4911 x207
www.oregonapconena.org

You are currently subscribed to gm as: rbrown@WCCCA.com
To unsubscribe send a blank email to leave-gm-614731@telelists.com

RoxAnn Brown

From: Larry Hatch [lhatch@WCCCA.com]
Sent: Monday, July 17, 2000 10:47 AM
To: gm
Subject: [gm] FW: Letter From The Oregon Chapter

The regional Vice President's response to Oregon's letter.

Larry L. Hatch
Assistant Director
Washington County 9-1-1
www.teleport.com/~wcca
503.690.4911 x207
www.oregonapconena.org

-----Original Message-----

From: Bill McMurray [mailto:bmcmurray@marin.org]
Sent: Monday, July 17, 2000 9:27 AM
To: 'Mark Adams'; 'Larry Hatch'; Norm Forshee (E-mail)
Subject: RE: Letter From The Oregon Chapter

Larry,

I am disappointed by the chapter vote on the Report Card To The Nation project. This is a very valuable project to serve the NENA membership in general, and create an awareness on a national scale of the current state of 911. Remember, not every state is as well prepared as Oregon in the delivery of 911, especially as we march into the uncharted territories of wireless, CAN, Voice over IP, and who-knows-what-else... The points in your letter are well taken - while I believe that the answers are contained in both print and on-line articles, obviously neither the national office or I have done a reasonable job in presenting the supporting arguments to the membership in your chapter. The question of the body of the membership was answered well by Mark Adams in his formal response to you, however I believe he understated the role of PSAP managers on the committee. Both the NENA President and First Vice President are on the RCN board - NENA by-laws require that those seats be filled by Active, not Commercial members. Mr. Hinkle manages the Hamilton County Communications Center in Cincinnati, OH and Mr. Forshee is the 911 Coordinator for St. Claire County, IL. I understand the Oregon Chapter's concern about a broader PSAP representation, but I believe that the methodology employed by the project managers will overcome any doubt about the independence of the RCN.

I trust that Mr. Adams response will satisfy any doubt held by members of your chapter. I welcome the opportunity to make a direct presentation at your next meeting. Please let me know if that would be desirable.

Thank you,

Bill McMurray
NENA Western Region Vice President
415-499-7244
Bmcmurray@marin.org

-----Original Message-----

From: Mark Adams [mailto:mark@nena9-1-1.org]
Sent: Friday, July 14, 2000 3:47 PM
To: 'Larry Hatch'
Subject: RE: Letter From The Oregon Chapter

National Emergency Number Association

NENA • PO Box 360960 • Columbus, Ohio 43236 • (800) 332-3911 • Fax (614) 933-0911
www.nena.org



July 14, 2000

Mr. Larry Hatch
President
Oregon APCO/NENA

Dear Larry:

Thank you for your letter regarding the RCN. I appreciate this opportunity to address the expressed concerns regarding the project. For the sake of being thorough, I would like to respond to the concerns/issues in the number that they were presented.

1. **Nature of the Committees.** Foremost, let me explain that the RCN Commission is the widely published Committee that is responsible for overseeing the project, and providing a high level of review for the project.

We felt it would be prudent to have a special-purpose committee formed of high level executives to oversee this project. The Commission is providing oversight, editorial guidance, and assigning the grades for the congressional report card project. We realize that beneath the high level review, there must be an inclusive and representative effort in the design of the report. I think we have achieved that.

There is a great deal of work on the report that is in fact being performed by a widely representative group of personnel. It would be helpful to review a sequence of events and responsibilities that we are following for the RCN.

- a. **Research Design.** The scope of the RCN was designed by the Project Manager Deloitte and Touche, in conjunction with the NENA Staff, and members of an initial steering committee. In designing the research and scope of the research, Deloitte interviewed and participated on a series of teleconferences and an item review process with several active NENA members, additionally, we utilized committee chairs, the NENA Technical Issues Director, and PSAP professionals who were expert in technical and operational 9-1-1 issues.
- b. **Survey Design.** The surveys we have sent to the Oregon Chapter members were designed by the NENA staff, and the content was based on two teleconferences held with NENA members from a wide variety of PSAPs, and input from our committee leaders, the RCN Commission, and our consultants. I can assure you we obtained a wide perspective of PSAP managers in formulating the surveys.
- c. **Survey Review.** The survey instrument was written by NENA staff directly from the input of the PSAP members who participated on the teleconferences we held. The draft survey was then reviewed by the project manager Deloitte and Touche, and then approved by the RCN Commission with minor changes.

As an aside, we then presented the PSAP survey, and the total US PSAP population database to statistical experts from the Rand Corporation. As an expert resource, Rand helped us design a stratification sample of PSAPs/9-1-1 systems throughout the country. This step was taken to insure that we were getting a representative, statistically valid sample of PSAPs.

Based on that input and the memorialized instructions from Rand Corporation, and then Deloitte and Touche, NENA then mailed the surveys to over 4,000 9-1-1 systems throughout the country. With the guidance of Rand, and Deloitte and Touche, we ultimately used a long form for a sample population, and then an abbreviated form for the remainder of the PSAP/9-1-1 system community.

- d. **Telephone Provider Survey.** NENA asked our volunteer technical chair leaders to review a survey that was sent out to the major telephone companies that act as 9-1-1 service providers. This survey is different than what active members have, and it will provide us an important group of data from industry.
 - e. **The Report Drafting.** In addition to the collection of survey data, the NENA staff and Deloitte and Touche, and two outside consultants very familiar with NENA (Dr. Bob Cobb, and Mr. Russ Russel) are gathering bench marking data from a peer group of PSAPs, and we are gathering secondary data from other studies.
 - f. **The Report Writing.** Writing the RCN will be done by a team of NENA Staff, Consultants, the Project Manager Deloitte and Touche, and various NENA volunteers.
(There is still a chance for any of your members to help us edit the report, or contribute in a specific area. Please contact Dr. Bob Cobb for this at (614) 459-7707, or me at (800) 332-3911.)
 - g. **The Report Review.** First, the Report will be presented to the RCN Commission, who will provide editing and oversight, and who will initially sign the grades to three broad categories of 9-1-1 performance.
- Once the RCN Commission performs its edit and approval of the Report, the RCN then will go to the NENA Executive Board for Review. Our Executive Board, governed by our Association's leadership, and comprised of PSAP managers, will have the final editorial pass at the Report.
- h. **Congressional Presentation.** Our plans are to have the RCN presented to Congress as close to 9-1-1 day as possible, this year. That is a very aggressive goal, and by the nature of being a congressional report, we quickly realized that public safety's interests extend beyond just doing a report for Congress.

That is why we devised the RCN Series, so that the Congress Report would just be the beginning of our work. NENA is committed to continuing our surveying and data mining until we have accomplished what has never been done before, a complete overview of all aspects of 9-1-1 in one source. We will have compiled a nearly 100% inventory and assessment of where we are as an industry.

2. Congress has not asked for the RCN. However, it is our belief that we have an opportunity to proactively raise the level of awareness for Congress regarding 9-1-1. We hope that Congress learns that 9-1-1 is an asset and that 9-1-1 is affected by many policy decisions made on the "hill". We view the congressional report as a strategic starting point in raising the awareness of 9-1-1, and 9-1-1 issues.

I should underscore that for NENA, the congressional aspect of the Report is just a part of what we are after. The need as we see it is to have a base group of data, and an inventory and profile of our industry (and this means items such as average call volume, and PSAP-relevant bench marking) that will benefit 9-1-1 managers, and professionals in the industry, as well as policy makers.

We are dedicated to keeping this repository of information available and current for our active and commercial membership.

3. Funding. We are actively seeking corporate sponsorships, philanthropic donations from other educational and charitable organizations, and we are actively developing a subscription strategy for the publication series that will result from this research.

We trust that this project appeals to a broad spectrum of individuals, agencies and firms. Whether it is through sponsorship, grants, or subscriptions, we expect the total funding to be from a very diverse body of entities.

4. RoxAnn Brown. I believe RoxAnn was initially contacted to participate/be observed, as a part of the benchmarking study we are doing in conjunction with the RCN. She likely was contacted by Russ Russel, who is doing some of the coordination for the benchmarking study for the Report.

While we are preparing a report for Congress, we are also actively engaged in preparing a benchmark report that will allow PSAP and system managers to measure their operations against a pre-selected subset group of centers across the country.

This benchmarking study will provide managers with some new and exciting ideas of what works, what others managers are doing, and how various sizes of systems throughout the country are serving their mission.

I might have told you in our conversation that I confirmed that no member of the NENA Headquarters staff was in conversation with any party in Oregon where a question was not answered. If the contact was made by Russ, we are sure such an oversight is both regretted and uncharacteristic. Please accept our apology if Russ failed to explain or answer a pending question.

5. Timeliness. I hope that this letter goes some distance in explaining the scope and oversight of the project. I agree with your member's concerns, and the ultimate oversight of the project was one of our earliest issues. It is that very reason that we decided to leave the ultimate editorial and fiscal authority for the project with the NENA Executive Board. I am sure you will agree that the NENA governance structure is soundly representative of the PSAP community.

Regarding the Oregon members who are inclined to participate in the survey, there is certainly time to submit your results. Your participation is still very much desired and welcome. We would like your responses as soon as possible naturally, but again, we want them for our ongoing work as well.

Thanks Larry, and please feel free to have members call me if there is a part of the Report I can address personally.

Very truly yours,

W. Mark Adams
Executive Director
NENA

AGENDA ITEM

SUBJECT

PRESENTER

CONTACT



AGENDA ITEM COVER SHEET

AGENDA ITEM: 8L
SUBJECT: APCO Time Capsule
PRESENTER (S): President-Elect Lyle Gallagher
CONTENT: Discussion of the APCO Time Capsule

STAFF YUCEL ORS to handle.



AGENDA ITEM COVER SHEET

AGENDA ITEM: 9

SUBJECT: Open Discussion

PRESENTER (S):

CONTENT: Open discussion for items not contained in the agenda but of importance to the Association



AGENDA ITEM COVER SHEET

AGENDA ITEM: 10
SUBJECT: Closing Remarks
PRESENTER (S): Meeting Chair Nancy Pollock
CONTENT: Close the Executive Council Meeting until Sunday, August
13 at 8:30 am



APCO International, Inc.

*Annual Executive Council Meeting
Sunday, August 13, 2000 – 9:00am
Sheraton Hotel, Boston, MA*

AGENDA

1. Call to Order – *President Joe Hanna*
2. Roll Call – *Kimberly Sharits*
3. Accept or Change the Agenda *FISCAL YEAR change Policy*
4. Approval of Minutes
5. Regulatory Update – *APCO Counsel Bob Gurss*
6. Bidding Cities for 2005 Annual Conference – *Conference Director Ann Hashagen*
7. Consent Items
 - A. Approval of Fiscal Year 2001 Budget
 - B. Life Member Nominations
 - Joe Hanna, Texas Chapter
 - David G. Buchanan, CPRA Chapter
 - Morris Jay Groce, Pennsylvania Chapter
 - James F. Blesso, Atlantic Chapter
 - Mary K. Messamore, Kansas Chapter
 - Stephen H. Souder, Virginia Chapter
 - C. Acceptance of Quorum Resolution 1 (Correct Constitution & Bylaws Errors)
 - D. Acceptance of Quorum Resolution 2 (Candidates for Office)
 - E. Acceptance of Quorum Resolution 3 (Election of the Board of Officers)
 - F. Acceptance of Quorum Resolution 4 (Term of Office for Board of Officers)
 - G. Acceptance of Quorum Resolution 5 (Filing Vacancies)
 - H. Acceptance of Quorum Resolution 6 (Removal of a Member of the Board of Officers)
 - I. Acceptance of Quorum Resolution 7 (Delegation of Authority from the Quorum)
 - J. Acceptance of Quorum Resolution 8 (Voting Rights)
 - K. Acceptance of Quorum Resolution 9 (Definition Committees and Task Forces)
 - L. Acceptance of Election Procedures Policy

- M. Acceptance of Officer Impeachment Processing Procedures Policy
 - N. Acceptance of Campaign Guidelines and Rules Policy - *Merry - no*
 - O. Acceptance of Access to Meeting Policy
 - P. Acceptance of the Revised MANAPCO Policy
 - Q. Acceptance of Updated Conference Manual Reflecting Revised MANAPCO Policy
 - R. Addition of Budget Line Item for the Historical Collection Activities
 - S. Selection of City for 2005 Annual Conference
- 8. Other Business
 - 9. Adjourn



AGENDA ITEM COVER SHEET

AGENDA ITEM: 1
SUBJECT: Call to Order *08:37 Hrs.*
PRESENTER (S): President Joe Hanna
CONTENT: Call the Executive Council Meeting to Order



AGENDA ITEM COVER SHEET

AGENDA ITEM: 2
SUBJECT: Roll Call
PRESENTER (S): Kimberly Sharits
CONTENT: Call the roll of the Executive Council

EXECUTIVE COUNCIL ROLL CALL

Annual Executive Council Meeting

Boston, MA

August 12-13, 2000

Chapter	Represented By
Alabama ✓	Patricia Hall
Alaska ✓	Douglas Robinson - PAM PROVOST
Arizona A P	Don Pfobl - JOE NOCE
Arkansas A	Nathan Heald
Atlantic A	Michael Mangini
Australia New Zealand ✓	James G J Allen
CAC ✓	Joe Gallelli
Canada ✓	James D Fraser
Colorado ✓	Michael Slavick
CPRA ✓	Garrett G Mayer
Florida ✓	Barry Luke
Georgia ✓	Richard Roley
Great Britain ✓	◆ Susan Parke-Hatton
Idaho A	Stan Passey -
Illinois ✓	Gregg Riddle
Indiana ✓	Don Kottowski
Iowa ✓	David Murray
Kansas ✓	Mary Messamore
Kentucky ✓	Steve Tracy
Louisiana ✓	Willis Carter
Michigan ✓	Rebecca Shatney
Mid-Eastern ✓	Al Sines
Minnesota ✓	Nancy Pollock
Mississippi ✓	David B Wilson - DEREINDA ALBRITON
Missouri ✓	Dean Hart
Montana ✓	Homer Young - JENNY HANSEN
Nebraska ✓	Julie Righter
Nevada ✓	Sandy Waide - BRENT LEE
New Mexico ✓	Elijia Robinson
North Carolina ✓	Frank Thomason
North Dakota ✓	Rick Hessinger
Northern California ✓	Ron Allison
Ohio ✓	Lynne Feller
Oklahoma ✓	Lex Rutter
Oregon ✓	RoxAnn Brown
Pacific ✓	Melvin Morris
Pennsylvania ✓	Jay Groce
South Carolina ✓	Fred Thompson
South Dakota A	Mark Mills - DEANNE BOOTH

Chapter	Represented By
Tennessee ✓	David Wolfe
Texas ✓	Wanda McCarley
Utah ✓	Carol Groustra
Virginia ✓	Steve Souder
Washington St ✓	Mildred R Tirapelle
West Virginia ✓	David Saffel
Wisconsin ✓	Kent Kruger
Wyoming ✓	Bill Smith
President ✓	Joe Hanna
President-Elect ✓	Lyle Gallagher
1st Vice President ✓	Glen Nash
2nd Vice President ✓	Thera Bradshaw
Past President ✓	Jack Keating
Past President A	Joe McNeil

◆ Indicates NEW Members of the Executive Council

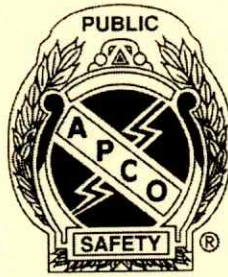
Quorum - 47 at initial Roll Call



AGENDA ITEM COVER SHEET

AGENDA ITEM: 3
SUBJECT: Accept or Change the Agenda
PRESENTER (S): President Joe Hanna
CONTENT: Accept the agenda as written and/or offer changes to the content

Consent Items - #7 need editorial



AGENDA ITEM COVER SHEET

AGENDA ITEM: 4
SUBJECT: Approval of Minutes
PRESENTER (S): President Joe Hanna
CONTENT: Presentation of **Resolution 1** for approval of the minutes from the Mid-Year Executive Council Meeting held in February 2000

*Motion Gregg Reddie
2nd Jim Franer
Passed*



RESOLUTION

1

INTENT: To make proceedings from the February 2000 Mid-Year Executive Council Meeting an official record of the association.

PURPOSE: To obtain unilateral consensus of said proceedings.

MAKER: The APCO Board of Officers.

TO: The APCO Executive Council.

WHEREAS: The Executive Council Meeting took place February 2000 in Jacksonville, FL; and

WHEREAS: Accurate and detailed minutes of all council actions were kept in said meeting; and

WHEREAS: The Association governs its meetings under Robert's Rules of Order, which stipulate minutes must be approved in order to become official; and

WHEREAS: The staff and Board of Officers recommend these minutes be approved as presented/amended; now, therefore, be it

RESOLVED: Upon adoption of this resolution, the minutes presented will become the official record of the Executive Council Meeting held February 5 - 6, 2000.

Resolution 1

The **MOTION** was made by Gregg R. DALE

to adopt the resolution as **PRESENTED / AMENDED** as follows:

The motion was **SECONDED** by JAMES FRASER

The motion **CARRIED / FAILED**

APCO International, Inc.

*Mid-Year Executive Council Meeting
Sunday, February 6, 2000 – 8:30am
Omni Hotel, Jacksonville, FL*

MINUTES

1. **Call to Order:** President Joe Hanna called the Mid-Year Executive Council Meeting to order at 8:32 a.m. EST.
2. **Roll Call:** Kimberly Sharits called the roll and reflected the Chapter attendance in the attached roll call list.
3. **Accept or Change the Agenda:** President Joe Hanna offered the opportunity to amend the agenda as presented.
 - Identified an updated Resolution 3 that addresses the acceptance of the Annual Conference Manual.
 - Notes distributed by APCO Staff are not an official document but are provided as a reference of discussions occurring in the meeting on February 5, 2000.
4. **Approval of Minutes:** Gregg Riddle from the Illinois Chapter made a ***motion*** to accept the following resolution which approves the minutes of the August 1999 Annual Executive Council Meeting with the following changes:
 - Add Mary Messamore as a member of the Annual Conference Manual Review Committee in item 12.
 - Denote the Chapter representation for the Life Member nominations in item 15.

Mildred Tirapelle from the Washington State Chapter ***seconded*** the motion. A verbal vote was taken with no opposition and the motion ***carried***.

INTENT: To make proceedings from the August 1999 Annual Executive Council Meeting an official record of the Association.

PURPOSE: To obtain unilateral consensus of said proceedings.

MAKER: The APCO Board of Officers.

TO: The APCO Executive Council.

WHEREAS: The Executive Council Meeting took place August 1999 in Minneapolis, MN; and

WHEREAS: Accurate and detailed minutes of all council actions were kept in said meeting; and

WHEREAS: The Association governs its meetings under Robert's Rules of Order, which stipulate minutes must be approved in order to become official; and

WHEREAS: The staff and Board of Officers recommend these minutes be approved as presented/amended; now, therefore, be it

DRAFT COPY
As of 2/6/00

RESOLVED: Upon adoption of this resolution, the minutes presented will become the official record of the Executive Council Meeting held August 7-8 1999.

5. **Regulatory Update:** APCO Counsel Bob Gurss rendered an update on the following regulatory issues:

- NCC standards recommendations on the 700 band.
- APCO's position on Wireless Cost Recovery.
- 700MHz interference guidelines.
- Rules for the upper portion of 2GHz band and the relocation rules as they would apply to Public Safety.
- 138 – 144 MHz issue and the generation of support for a position on the issue.
- Update on Wireless E 9-1-1 issues.

6. **Consent Items:**

- A. *Budget Adjustment* – Kent Kruger of the Wisconsin Chapter made a ***motion*** to accept the following resolution that adjusts the fiscal year 2000 budget. James Fraser from the Canada Chapter ***seconded*** the motion.

Kent Kruger of the Wisconsin Chapter made a point to recognize the efforts of Chief Financial Officer Tim Ryan and the Budget Committee.

A verbal vote was taken with no opposition and the motion ***carried***.

INTENT: To adjust the fiscal year 2000 Annual Budget.

PURPOSE: Adjust the fiscal year 2000 budget to reflect variances between the actual results of operations in fiscal year 1999 and the projected results used in creating the fiscal year 2000 budget.

MAKER: The APCO Board of Officers.

TO: The APCO Executive Council.

WHEREAS: The actual incurred and/or projected expenses vary from the approved budgeted expenses; and

WHEREAS: The actual incurred and/or projected revenues vary from the approved budgeted revenues; now, therefore, be it

RESOLVED: The fiscal year 2000 annual budget will be adjusted to reflect the new projected revenues and expenses for the remainder of the current fiscal year.

- B. *Conference Manual* – Garret Mayer from the CPRA Chapter made a ***motion*** to accept the following resolution which adopts the revised Annual Conference Manual. Mildred Tirapelle from the Washington State Chapter ***seconded*** the motion.

Gregg Riddle from the Illinois Chapter requested that the revision number be annotated on multiple copies of the same resolution. Additionally, the minutes should reflect an intent and purpose for the motion being voted on.

Discussion of the resolution resulted in Mary Messamore of the Kansas Chapter to make a ***motion*** to waive acceptance of the sections of the Annual Conference Manual that reference the MANAPCO Event so as not to be in conflict with the forseen revisions of the manual.

DRAFT COPY
As of 2/6/00

Kent Kruger from the Wisconsin Chapter **seconded** the motion. A verbal vote was taken with no opposition and the motion **carried**.

A verbal vote was taken on the following resolution with no opposition and the motion **carried**.

^ AS AMENDED

- INTENT:** To adopt a revised Annual Conference Manual.
- PURPOSE:** To expedite the process of planning, organizing and managing the annual conference and exposition.
- MAKER:** The Conference Manual Review Task Force.
- TO:** The APCO Executive Council.
- WHEREAS:** The Conference Manual Review Task Force has worked in conjunction with APCO staff to revise the Annual Conference Manual; and
- WHEREAS:** The Conference Manual Review Task Force believes the content of this document is sound and offers a good resource for our Association; and
- WHEREAS:** The management of the MANAPCO Event needs to be further examined independently of the remainder of the Annual Conference Manual; and
- WHEREAS:** The attached manual contains all agreed upon changes; now, therefore, be it
- RESOLVED:** The Conference Manual Review Task Force approves the revised manual and recommends that the Executive Council approve the manual as submitted during their meeting on February 5-6, 2000 with exception to the sections which reference MANAPCO functions; be it further
- RESOLVED:** The Board of Officers and APCO Staff will work with the Corporate Advisory Committee to develop a policy that will bring the MANAPCO Event under the management of the APCO Staff to be presented at the Annual Executive Council Meeting in August 2000; be it further
- RESOLVED:** The revised MANAPCO Policy presented at the Annual Executive Council Meeting in August 2000, if approved, will take effect beginning at the 2001 Annual Conference; be it further
- RESOLVED:** The revised Annual Conference Manual presented at the Executive Council Meeting on February 5-6, 2000 will take effect beginning at the 2001 Annual Conference.

- C. *Acceptance of Building Dedication* – Joe Gallelli of the CAC made a **motion** to accept the following resolution that dedicates the new APCO Headquarters building to the memory of J. Rhett McMillian Jr. Barry Luke of the Florida Chapter **seconded** the motion. A verbal vote was taken with no opposition and the motion **carried**.

- INTENT:** To dedicate the new APCO Headquarters building.
- PURPOSE:** To honor the memory of J. Rhett McMillian Jr. by dedicating the new APCO Headquarters building in his name.

DRAFT COPY
As of 2/6/00

MAKER: The APCO Board of Officers.

TO: The APCO Executive Council.

WHEREAS: J. Rhett McMillian Jr. exemplified lifelong service to APCO and Public Safety Communications; and

WHEREAS: J. Rhett McMillian Jr. established the first APCO Headquarters; and

WHEREAS: J. Rhett McMillian Jr. was the first employee and Executive Director of APCO; and

WHEREAS: J. Rhett McMillian Jr. received numerous awards during his life of service to APCO and the Public Safety Communications community; and

WHEREAS: J. Rhett McMillian Jr. served as a mentor and advisor to his successors; now, therefore, be it

RESOLVED: The new APCO Headquarters building will be dedicated to the memory and lifetime service of J. Rhett McMillian Jr.; be it further

RESOLVED: The new APCO Headquarters building will be known as the "J. Rhett McMillian Jr. Building"

- D. *Addition of an Objective to Goal 7 of the Long Range Strategic Plan* – Mildred Tirapelle from the Washington State Chapter made a ***motion*** to accept the following resolution which creates an additional objective for the Long Range Strategic Plan.

Gregg Riddle made a point of order to have Executive Council members state their name and chapter when making a motion or a second to a motion.

Bob Marz from the Utah Chapter ***seconded*** the motion to accept the following resolution. A verbal vote was taken with no opposition and the motion ***carried***.

INTENT: To address concerns within the Public Safety Communications arena regarding Communications Center Staff recruitment and retention.

PURPOSE: This matter contains sufficient weight to be added as an objective to the APCO Long Range Strategic Plan.

MAKER: The APCO Board of Officers.

TO: The APCO Executive Council.

WHEREAS: The APCO Executive Council believes this issue is of high importance; and

WHEREAS: Considerable discussion took place regarding recruitment and retention of Communication Center Staff at the August 1999 Executive Council Meeting; and

WHEREAS: Goal 7 of the Long Range Strategic Plan is designed to enhance the image of APCO and the Public Safety Communications profession; and

WHEREAS: The Long Range Strategic Plan is a fluid document that can be amended by the Executive Council; now, therefore, be it

RESOLVED: The Executive Council, by action of this resolution, adds the following objective to Goal 7 of the Long Range Strategic Plan:

5. Address concerns and develops solutions to mitigate future staffing problems within Public Safety Communication Centers.
 - A task force will be established.
 - Staff will develop an outline for task force objectives.
 - The task force will render a position statement/action plan.
 - The staff will implement the plan.

E. *Adoption of the Regional Conference Review Committee Report* – Mary Messamore of the Kansas Chapter made a ***motion*** to recommit the Regional Conference Review Report back to the Regional Conference Review Committee. James Fraser of the Canada Chapter ***seconded*** the motion. A verbal vote was taken with no opposition and the motion ***carried***. The following resolution to adopt the Regional Conference Review Report is recommitted to the Regional Conference Review Committee.

INTENT: To adopt the Regional Conference Review Report.

PURPOSE: To accept the Regional Conference Review Report as compiled by the Regional Conference Review Committee and to initiate further action as deemed necessary by the Executive Council.

MAKER: The Regional Conference Review Committee.

TO: The APCO Executive Council.

WHEREAS: The Regional Conference Review Committee has researched the effectiveness of APCO's regional conferences; and

WHEREAS: The Regional Conference Review Committee submitted the report to the APCO Executive Council in August 1999; and

WHEREAS: The APCO Executive Council reviewed the report and determined further Chapter input was necessary before adoption of the report; and

WHEREAS: The Executive Council Chapter Representatives have reviewed the report with their Chapter Members; now, therefore, be it

RESOLVED: The Regional Conference Review Report will be adopted as compiled with the submission of changes as requested by the Chapters and their representatives; be it further

RESOLVED: The contents and directives of the plan are to be implemented as prescribed or as amended during discussion within the Executive Council Meeting.

F. *Election Procedures Policy* - The following resolution that adopts a proposed policy for Election Procedures is withdrawn by the maker and recommitted to the Constitution and Bylaws Revision Committee.

INTENT: To introduce an established policy for Election Procedures.

PURPOSE: To establish procedures for the election of the Board of Officers.

DRAFT COPY
As of 2/6/00

MAKER: The APCO Board of Officers.
TO: The APCO Executive Council.
WHEREAS: A definitive election procedure is needed; now, therefore, be it
RESOLVED: Upon adoption of this resolution the Executive Council approves the proposed policy entitles "Election Procedures" as submitted or amended.

- G. *Officer Impeachment Processing Procedures Policy* - The following resolution that adopts a proposed policy for Impeachment Proceedings is withdrawn and recommitted to the Constitution and Bylaws Revision Committee.

INTENT: To introduce an established policy for Impeachment Proceedings.
PURPOSE: To define the procedures to be followed after a member of the Board of Officers is impeached.
MAKER: The APCO Board of Officers.
TO: The APCO Executive Council.
WHEREAS: A definitive impeachment processing procedure is needed.
RESOLVED: Upon adoption of this resolution the Executive Council approves the proposed policy entitled "Officer Impeachment Processing Procedures" as submitted or amended.

- H. *International Issues* - Joe Gallelli of the CAC made a ***motion*** to accept the following resolution to amend the APCO Long Range Strategic Plan and establish Goal 10 in order to address the International issues of the Association. Nancy Pollock of the Minnesota Chapter ***seconded*** the motion.

Discussion resulted in Lex Rutter of the Oklahoma Chapter making a ***motion*** to amend the proposed resolution and replace the word "expansion" with the word "development". James Fraser of the Canada Chapter ***seconded*** the motion. A verbal vote was taken with no opposition and the motion ***carried***.

A verbal vote was taken on the acceptance of the following resolution as amended with no opposition and the motion ***carried***.

INTENT: To amend the APCO Long Range Strategic Plan.
PURPOSE: To establish Goal 10 in order to address the International issues of the Association.
MAKER: The Corporate Advisory Committee.
TO: The APCO Executive Council.
WHEREAS: Goal 9 currently identifies two distinctly different categories of interest; and
WHEREAS: The first four objectives of Goal 9 carry sufficient weight and importance to be handled independently from the international issues; and

- WHEREAS:** The international issue carries enough significance to be handled as a separate issue within the LRSP; and
- WHEREAS:** Separating the two areas of concentration would facilitate interest and productive workflow; now, therefore, be it
- RESOLVED:** The APCO CAC recommends creating an additional goal (Goal 10) of the APCO Long Range Strategic Plan (LRSP) to be address international expansion development and to leave objectives one through four and objective six as a part of Goal 9; be it further
- RESOLVED:** The APCO staff is hereby directed to present to the Executive Council, a re-written LRSP to reflect such change within 30 days of the mid-year meeting, 2000. ??
6 0

- I. *Life Member Voting Rights* – Gregg Riddle of the Illinois Chapter made a **motion** to refer the proposed resolution which amends the APCO Constitution and Bylaws to grant voting rights to APCO Life Members to the Constitution and Bylaws Revision Committee for inclusion in their proposed revisions of the APCO Constitution and Bylaws. Barry Luke of the Florida Chapter **seconded** the motion. A verbal vote was taken with no opposition and the motion **carried**.

7. Other Business:

- A. *Institute AdComm Recommendations* – Wanda McCarley of the Institute AdComm made a **motion** to approve the APCO Institute AdComm's planned award of seven \$1000 scholarships from the Silent Key Fund to qualified recipients. Garrett Mayer of the CPRA Chapter **seconded** the motion. A verbal vote was taken with no opposition and the motion **carried**.
- B. *Corporate Advisory Committee Task Force* – Michael Mangini of the Atlantic Chapter requested that President Joe Hanna form a task force comprised of three Executive Council members, a Board of Officers member, and the Corporate Advisory Committee.
- This task force will assist in the establishment of a cooperative integration of the Corporate Advisory Committee and the Executive Council to enhance the efforts of both entities in their service to the APCO members.
 - Joe Gallelli of the Corporate Advisory Committee expressed his appreciation of the request.
 - President Joe Hanna expressed his intention to facilitate the request and further extended his appreciation to the Corporate Advisory Committee for their years of service in support of the Association.
- C. *Regional Conference Information* – Announcement of regional conference information.
- Graham Curry of the Great Britain Chapter announced the BAPCO Conference in London 9-11 May 2000 and extended an invitation to all chapters.
 - Lynne Feller of the Ohio Chapter extended an invitation to attend the North Central Regional Conference to be held April 10-12, 2000.
 - James Fraser of the Canada Chapter extended an invitation to attend the Canadian Conference in October 2000.
 - Mildred Tirapelle of the Washington State Chapter extended and invitation to attend the West Coast Regional Conference in March 2000.
- D. *Mid-Year Executive Council Meeting Location* – Garrett Mayer of the CPRA Chapter made a **motion** that the APCO Staff pursue the Tampa Bay area as a proposed site for the 2001 Mid-Year Executive Council Meeting. Past President Joe McNeil **seconded** the motion. A verbal vote was taken with no opposition and the motion **carried**.

DRAFT COPY
As of 2/6/00

- E. *Annual Executive Council Meeting Chair* – Gregg Riddle made a ***motion*** to appoint Nancy Pollock as the chair of the Saturday meeting to be held in August 2000 at the Annual Conference as an attempt to maintain continuity in the Executive Council Meeting proceedings. Michael Mangini ***seconded*** the motion. A verbal vote was taken with no opposition and the motion ***carried***.
- F. *Mentoring Program* – President Joe Hanna acknowledged the need to establish a task force that will initiate the Leadership and Mentoring program.
- G. *National Governors Association Resolution* – President-Elect Lyle Gallagher distributed a copy of a resolution he presented to his state Governor to enable Chapters to solicit support and possibly present the same type of resolution within their perspective state.
- H. *PBX Issues Task Force* – Nancy Pollock of the Minnesota Chapter requested that a task force be established to deal with PBX issues that are significant to the Association.
- I. *General Comments* –
- Mary Messamore of the Kansas Chapter expressed her opinion that the meeting went extremely well and further thanked the APCO Staff and the Board of Officers for their efforts.
 - Frank Thomason of the North Carolina Chapter expressed his opinion that the agenda was a well compiled document.
 - Al Sines of the Mid-Eastern Chapter extended his appreciation for the warm welcome he received as a new Executive Council member.
 - Michael Mangini of the Atlantic Chapter announced that information concerning the 2000 Annual Conference in Boston is available at the website address www.APCO2000.org.
 - Lynne Feller of the Ohio Chapter announced that the Project 37 needs assessment survey will be available on the APCO website by the end of the week.
8. **Adjourn:** President Joe Hanna adjourned the 2000 Mid-Year Executive Council Meeting at 11: 02 a.m. EST.



APCO International, Inc.

Minutes

***Annual Executive Council Meeting
Sunday, August 8, 1999
Minneapolis, MN***

APCO International

Executive Council Meeting
Sunday, August 8, 1999
Minneapolis, MN

1. **Call to Order:**

The meeting was called to order by President Jack Keating at 8:30 a.m. CDT.

2. **Roll Call:**

The Roll Call was taken by Government Affairs Manager Allison Kasold.

3. **Approval of Minutes:**

Gregg Riddle made a **motion** to accept the minutes as printed. The motion was **seconded** by Garret Mayer. The motion **carried**.

4. **Conference Site Selection 2004:**

Conference and Expositions Deputy Director Lynn Miles reported to the Executive Council on the three cities that are eligible to host the APCO 2004 Conference. The recommendation of the APCO Conference Staff is to hold the 2004 Conference in Montreal Canada and the APCO Board endorsed this city as well. A vote was taken by secret ballot and Montreal Canada was selected to host the 2004 Conference and Exposition. David Wolfe made a **motion** to destroy the ballots. Joe Gallelli **seconded** the motion and the motion **carried**.

5. **Regulatory Report:**

APCO Counsel Bob Gursch reported to the APCO Executive Council on APCO's recent regulatory efforts. The issues Mr. Gursch discussed were:

- A. 138-144 MHz
- B. NCC
- C. 700 MHz band
- D. 9-1-1

6. **Wireless Report:**

APCO President Elect Joe Hanna reported to the Executive Council on the status of wireless enhanced 9-1-1.

7. **APCO Headquarters Y2K Update:**

APCO Executive Director John Ramsey reported to the Executive Council the status of APCO Headquarters Y2K compliance. He assured the Council that APCO Headquarters has checked most of its internal computer equipment as well as the computer programs that APCO sells. All of the internal equipment at Headquarters is Y2K compliant with the exception of the voice mail system.

8. **Budget Approval:**

Mary Messamore made a **motion** to approve the budget as presented. The motion was **seconded** by Kent Kruger. Motion **carried**. President Elect Joe Hanna congratulated Executive Director John Ramsey and staff for their work on the budget.

9. **Employee Pension Plan:**

The following resolution was presented to the Council.

INTENT: To establish the defined contribution plan.

PURPOSE: To provide an adequate retirement plan for APCO employees as part of a comprehensive employee benefits plan.

MAKER: The APCO Board of Officers.

TO: The APCO Executive Council.

WHEREAS: A competitive job market dictates competitive benefits and compensation packages; and

WHEREAS: There is no current defined contribution plan within the current APCO employees benefit package; now, therefore, be it

RESOLVED: The APCO Board of Officers will establish that an employee defined contribution benefit pension plan will begin in fiscal year 2000 as so stated and planned within the proposed fiscal year 2000 budget.

Michael Mangini made a **motion** to approve the resolution. Lex Rutter **seconded** the motion and the motion **carried**.

10. **Department Reports:**

Institute Report: Institute Director Dave Bubb reported to the Executive Council on the status of the APCO Institute.

Membership Marketing Report: Membership/Marketing Director Cindy Lorow reported to the Executive Council on the development of the Membership/Marketing department.

AFC Report: AFC Director Ron Haraseth reported to the Executive Council on the status of AFC.

11. **AFC Processor Position:**

Gregg Riddle made a **motion** to postpone this item indefinitely. Mary Messamore **seconded** the motion and the motion **carried**.

12. **Conference Manual**

Gregg Riddle made a **motion** to send the manual to an Executive Council committee for review. The committee will review the manual and send it back to HQ by November 15. The motion was **seconded** by Steve Souder and **carried**.

13. Regional Conference Review.

Jay Groce made a **motion** to accept the report and for the Executive Council members to refer back to their chapters for input. The Council will vote for the adoption of the report at the mid year meeting. The motion was **seconded** by Kent Kruger and **carried**.

14. Long Range Plan:

David Wolfe made a **motion** to approve the Long Range Plan as presented. Mildred Tirapelli **seconded** the motion.

Brent Finster made a **motion** to amend the motion to strike the term "9-1-1" in the context it is used and replace it with Communications Center Operations (CCO). The motion was **seconded** by Jay Groce.

A **motion** was made by Brent Finster to amend the amendment to add the term "as appropriate" after 9-1-1. Jay Groce **seconded** the motion. Motion **carried**.

A show of hands vote was taken to approve the amendment. Motion **failed**.

Mary Messmore made a **motion** to amend the motion to change the term "9-1-1" to "9-1-1/Communications Center Operations (CCO)" as appropriate. Steve Souder **seconded** the motion. Motion **carried**.

James Fraser made a **motion** to recommend the creation of an international committee to include the Board of Officers, a representative of the International Chapters including Canada, Australia/New Zealand and Great Britain, a member of the Corporate Advisory Committee, two APCO US chapter representatives, one unaffiliated international member, and Tim Ryan, CFO, APCO Headquarters. The committee should also be appropriately funded. Motion **seconded** by Jim Allen.

Motion made by Kent Kruger to amend the amendment to change the Tim Ryan to "appropriate headquarters staff as appointed by the Executive Director". Frank Thomason **seconded** the motion. Motion **carried**.

Motion to recommend a committee **carried**.

Motion to adopt the Long Range Plan as amended **carried**.

15. Life Member Nominations:

The following people have been nominated for Life Member Status

Jack Keating

Emil Vogel

Thera Bradshaw
Chris Fischer
Mildred Tirapelle
Phyllis Hull
William Folske

Motion made by Lex Rutter and **seconded** by Carol Groustra to approve the Life Member nominations. Motion **carried**.

16. Quorum Resolutions:

Resolution #1. **Motion** made by Mary Messamore to recommend approval of the Resolution to the quorum. Motion **seconded** by Richard Rolley and **carried**.

Resolution #2. **Motion** made by Garret Mayer to recommend approval of the Resolution to the quorum. Motion seconded by and carried

Resolution #3. Motion made by Kent Kruger to recommend approval of the Resolution to the quorum. Motion **seconded** by Rebecca Shatney. The motion **carried**.

Resolution #4. Motion made by Roxann Brown to recommend approval of the Resolution to the quorum. The motion was seconded by Mildred Tirapelle.

Gregg Riddle made a **motion** to amend to the Resolution. The motion was **seconded** by Garrett Mayer. Motion to amend was **withdrawn**.

A show of hand vote was taken. Motion **carried**.

Resolution #5. Motion made by Roxann Brown to recommend approval of the Resolution to the quorum. Motion was **seconded** by Jim Fraser. Motion **carried**.

Resolution #6. Motion made by Kent Kruger to recommend approval of the Resolution to the quorum. The motion was **seconded** by Barry Luke. Motion **failed**.

17. Other Business:

Building Committee Resolutions:

Mary Messamore made a **motion** to approve the resolution as follows:

Resolution

INTENT: To allow the Executive Director the authority, with the approval of the Board of Officers, to proceed with the construction of the new APCO Headquarters building.

PURPOSE: Facilitate an expeditious construction of the APCO Headquarters building.

MAKER: The APCO Building Design Review Committee

TO: The Executive Council

WHEREAS: Authority has been given by the Executive Council to the Board and the Executive Director to proceed with the design and construction of the new APCO headquarters building; and

WHEREAS: Construction contracts and negotiations often require timely decision and executions; now, therefore, be it

RESOLVED: The Executive Council grants full authority to the Executive Director under approval authority of the Board of Officers to fully execute the construction of the new APCO Headquarters building.

The motion was **seconded** by Kent Kruger and the motion **carried**.

Policy Manual Change:

Motion made by Gregg Riddle to approve the following resolution:

Resolution

INTENT: To amend the APCO Policy Manual.

PURPOSE: To amend the APCO Policy Manual to give exclusive authority to hire necessary Full-Time Employees to the APCO Board of Officers maintaining budget control balance.

MAKER: The Board of Officers

TO: The APCO Executive Council

WHEREAS: Policy Number 7003 Sec. III, Par. D, states, as a significant action: "addition to the number of full-time regular employees except on a temporary basis (example: over filling a position in order to train a new employee before the other employee leaves.).";

WHEREAS: Day to day operations dictates the necessity of hiring personnel that may require extensive training and/or unique skill sets;

WHEREAS: Seeking and training such individuals often takes significant periods of time and requires specialized subject matter training and;

WHEREAS: The current requirement involves Executive Council approval that takes in excess of thirty (30) days after Board of Officers deliberations and;

WHEREAS: This time period of delay in the hiring process often hinders and has the potential of causing adverse consequence to the vital business operation of the APCO Headquarters; now, therefore, be it;

RESOLVED: Policy #7003, Section III, Paragraph D shall be stricken from the Policy Manual and furthermore, shall it be:

RESOLVED: A new policy shall be adopted as Policy 15000:

I. PURPOSE:

The purpose of the following policy is to establish the procedures for hiring full-time regular employees to APCO Headquarters.

II. RESPONSIBILITY:

The establishment of a new full-time regular positions shall be the responsibility of the Executive Director with approval of the Board of Officers.

III. DEFINITION:

A new position is one that did not previously exist.

IV. POLICY:

The Executive Director shall have full responsibility for establishing new positions as necessary to maintain APCO Services including increased business activities with approval by the APCO Board of Officers.

The motion was **seconded** by Mary Messamore and the motion **carried**.

Approval of the APCO Policy Manual:

A motion was made by Kent Kruger to approve the following resolution.

Resolution

INTENT: To approve the APCO Policy Manual.

PURPOSE: To approve the APCO Policy Manual in accordance with the APCO Constitution and Bylaws.

MAKER: The APCO Board of Officers.

TO: The APCO Executive Council.

WHEREAS: APCO Constitution Article 6, Sec. 3, Par. 3.1 specifies, "The Executive Council shall review and upon acceptance approve form and content of the Manual: During its meeting held at each Annual Conference."; now, therefore, be it

RESOLVED: The Executive Council approves the APCO Policy Manual, including all changes to be made pending approval of Quorum Resolutions at the 1999 Conference and Exposition.

The motion was **seconded** by Elijah Robinson and the motion **carried**.

Facilitator for next Mid-Year Meeting:

It was decided by the Council that Nancy Pollock will be the facilitator for the next meeting.

The departing Executive Council members, including Brent Finster, Mike Jeffres, and Marilyn Ward, were recognized and thanked for their service.

Jim Fraser thanked the Council for their selection of Montreal as the host for the APCO 2004 Conference and Exposition.

Don Pfohl requested that, in the future, minutes of the meeting reflect significant conversation.

Nancy Pollock questioned staff about resurrecting a regular communication between Council and Headquarters. Executive Director Ramsey said that staff would develop a method of communications.

Marilyn Ward formally thanked President Jack Keating for his service to APCO during his term as President.

Discussion on Staffing Needs for Communications Centers:

Steve Souder raised the issue of recruitment and retention of dispatchers in public safety communications. He brought up this issue to the Council to render their opinions.

President Jack Keating raised the issue of finding qualified applicants and the problem of low unemployment rates.

Glen Nash made a **motion** saying, "As a resolution by the Council, that there is a critical shortage of qualified individuals to fill 9-1-1 call taker, public safety dispatcher, and communications center manager positions. This shortage will soon lead to serious problems in providing critical police, fire, and EMS services to the American and Canadian public." This quote could then be used as the body of a

press release to the trade press and the national media outlets. The motion was **seconded** by Nancy Pollock. Significant discussion of staffing problems followed including the problem of this type of verbiage causing a panic throughout the public.

Bill Smith made a **motion** to amend the motion to include technical support for the Communications Centers as well as the system operators. The motion was **seconded** by Garrett Mayer.

Michael Mangini suggested that APCO research this issue and then release a formal white paper type document to add credibility to the issue.

Roxann Brown suggested to the Council that the Public Safety Communications/APCO Bulletin could be an ideal source for publishing such surveys and other related articles.

Motion to amend **carried**.

Gregg Riddle made a **motion** requesting the Council postpone voting on this motion indefinitely due to the strong verbiage in the motion. Mary Messamore **seconded** the motion.

The original motion was **withdrawn**.

18. Recess

The meeting was recessed to be adjourned at the close of the APCO Annual Conference and Exposition.



AGENDA ITEM COVER SHEET

AGENDA ITEM: 5
SUBJECT: Regulatory Update
PRESENTER (S): APCO Counsel Bob Gurs
CONTENT: Report on regulatory issues of interest to the Association

Bob Gurs -



AGENDA ITEM COVER SHEET

AGENDA ITEM: 6
SUBJECT: Bidding Cities for 2005 Annual Conference
PRESENTER (S): Conference Director Ann Hashagen
CONTENT: Presentation of the bidding cities for selection as site for the 2005 Annual Conference

Motion -

*Mary Messamore - Amend the agenda
to allow the vote on the Conference*

Steve Souder - 2nd

Denver - won

*-
-*

*Settling the ballots
Messamore - motion
Mr. Jack Keating
Approved*



AGENDA ITEM COVER SHEET

AGENDA ITEM: 7
SUBJECT: Consent Items
PRESENTER (S): Executive Director John Ramsey
CONTENT: Presentation of resolutions on consent action items

Executive Session

No motion -

Budget - motion to approve.

Kent Kueger -

and Garrett Mayer

Approved

Suspend the Rules >

Motion - Millie Trepelli

and - Roxanne Brown

32 -

Life Member Nomination

Motion - take life nomination to Quorum

Motion Garrett Mayer

and Lex Butler

Item 7A



RESOLUTION

24

- INTENT:** To approve the Annual Operating Budget for Fiscal Year 2001.
- PURPOSE:** Approve the proposed Annual Operating Budget for Fiscal Year 2001.
- MAKER:** The APCO Board of Officers.
- TO:** The APCO Executive Council.
- WHEREAS:** The Association operates on an established annual budget which is approved by the Executive Council; and
- WHEREAS:** The Executive Council approves the proposed annual budget during their Annual Meeting; and
- WHEREAS:** The budget having been prepared by the President-Elect and staff, has been reviewed by the Board of Officers and the Finance and Budget Committee; and
- WHEREAS:** The Board of Officers and the Finance and Budget Committee recommend that the presented budget be adopted; now, therefore, be it
- RESOLVED:** That the Executive Council of this Association, by this act, approves the annual budget as submitted with any amendments and/or changes agreed upon in its deliberation.

The MOTION was made by Kent Kruger

to adopt the resolution as PRESENTED / AMENDED as follows:

Excludes revision for SK to
APCO Historical Collection.

The motion was SECONDED by Garrett Mayer

The motion CARRIED / FAILED



AGENDA ITEM COVER SHEET

AGENDA ITEM: 7A B
SUBJECT: Life Member Nominations
PRESENTER (S): Executive Director John Ramsey
CONTENT: Presentation of **Resolutions 2 to 6** which pertain to the Life Member nominations for the following members:

- David G. Buchanan, CPRA Chapter
- Morris Jay Groce, Pennsylvania Chapter
- James F. Blesso, Atlantic Chapter
- Mary K. Messamore, Kansas Chapter
- Stephen H. Souder, Virginia Chapter
- Jimmie Howett

Motion

Fred Thompson

Garrett Mayer

The **MOTION** was made by Fred Thompson

to adopt the resolution as **PRESENTED / AMENDED** as follows:

The motion was **SECONDED** by Garrett Meyer

The motion **CARRIED / FAILED**

INTENT

PURPOSE

WHEREAS

TO:

WHEREAS

WHEREAS

RESOLVE



RESOLUTION

2

- INTENT:** To nominate Joe Hanna of the Texas Chapter to be elevated to the status of APCO Life Member.
- PURPOSE:** To honor members who have, at the Association level, made significant contributions toward the fulfillment of the purpose of the Association.
- MAKER:** The APCO Board of Officers.
- TO:** The APCO Board of Officers.
- WHEREAS:** The nominee has served a full term as President of the Association and thereby met the eligibility criteria for APCO Life Member as established in the APCO Constitution and Bylaws, Article I, Section 4.2.2; and
- WHEREAS:** The nomination has been reviewed by the APCO Board of Officers; now, therefore, be it
- RESOLVED:** That the recommendation is made by the APCO Board of Officers to confer the title of APCO Life Member upon Joe Hanna of the Texas Chapter.



RESOLUTION

2

- INTENT:** To confer the title of APCO Life Member upon David G. Buchanan of the CPRA Chapter.
- PURPOSE:** To honor members who have, at the Association level, made significant contributions toward the fulfillment of the purpose of the Association.
- MAKER:** The APCO Board of Officers.
- TO:** The APCO Executive Council.
- WHEREAS:** The nominee currently maintains a category of membership within the Association and has met the eligibility criteria for APCO Life Member as established in the APCO Constitution and Bylaws, Article I, Section 4.2; and
- WHEREAS:** The nominee's Chapter has made the nomination based on the recommendation of their Chapter Executive Committee and in accordance with the eligibility criteria established in the APCO Constitution and Bylaws and has submitted the nomination to the APCO Headquarters with documentation of eligibility; and
- WHEREAS:** The nomination has been reviewed and recommended by the APCO Board of Officers; now, therefore, be it
- RESOLVED:** That the APCO Executive Council confers the title of APCO Life Member upon David G. Buchanan of the CPRA Chapter.

Resolution 2

The **MOTION** was made by Fred Thompson

to adopt the resolution as **PRESENTED / AMENDED** as follows:

The motion was **SECONDED** by Garrett Mayer

The motion **CARRIED / FAILED**

INTENT

PURPOSE

MAKE

TO

WHAT

WHEREAS

WHEREAS

RESOLVE



RESOLUTION

3

INTENT: To confer the title of APCO Life Member upon Morris Jay Groce of the Pennsylvania Chapter.

PURPOSE: To honor members who have, at the Association level, made significant contributions toward the fulfillment of the purpose of the Association.

MAKER: The APCO Board of Officers.

TO: The APCO Executive Council.

WHEREAS: The nominee currently maintains a category of membership within the Association and has met the eligibility criteria for APCO Life Member as established in the APCO Constitution and Bylaws, Article I, Section 4.2; and

WHEREAS: The nominee's Chapter has made the nomination based on the recommendation of their Chapter Executive Committee and in accordance with the eligibility criteria established in the APCO Constitution and Bylaws and has submitted the nomination to the APCO Headquarters with documentation of eligibility; and

WHEREAS: The nomination has been reviewed and recommended by the APCO Board of Officers; now, therefore, be it

RESOLVED: That the APCO Executive Council confers the title of APCO Life Member upon Morris Jay Groce of the Pennsylvania Chapter.

Resolution 3

The **MOTION** was made by Fred Thompson

to adopt the resolution as **PRESENTED / AMENDED** as follows:

The motion was **SECONDED** by Garrett Mayer

The motion **CARRIED / FAILED**

INTENT

PURPOSE

MAKER

TO

WHERE

WHEREAS

WHEREAS

RESOLVED



RESOLUTION

4

- INTENT:** To confer the title of APCO Life Member upon James F. Blesso of the Atlantic Chapter.
- PURPOSE:** To honor members who have, at the Association level, made significant contributions toward the fulfillment of the purpose of the Association.
- MAKER:** The APCO Board of Officers.
- TO:** The APCO Executive Council.
- WHEREAS:** The nominee currently maintains a category of membership within the Association and has met the eligibility criteria for APCO Life Member as established in the APCO Constitution and Bylaws, Article I, Section 4.2; and
- WHEREAS:** The nominee's Chapter has made the nomination based on the recommendation of their Chapter Executive Committee and in accordance with the eligibility criteria established in the APCO Constitution and Bylaws and has submitted the nomination to the APCO Headquarters with documentation of eligibility; and
- WHEREAS:** The nomination has been reviewed and recommended by the APCO Board of Officers; now, therefore, be it
- RESOLVED:** That the APCO Executive Council confers the title of APCO Life Member upon James F. Blesso of the Atlantic Chapter.

The **MOTION** was made by Fred Thompson

to adopt the resolution as **PRESENTED / AMENDED** as follows:

The motion was **SECONDED** by Garrett Mayer

The motion **CARRIED / FAILED**

INTENT
PURPOSE
MAKER
FOR
WHEREAS
WHEREAS
WHEREAS
RESOLVE



RESOLUTION

5

- INTENT:** To confer the title of APCO Life Member upon Mary K. Messamore of the Kansas Chapter.
- PURPOSE:** To honor members who have, at the Association level, made significant contributions toward the fulfillment of the purpose of the Association.
- MAKER:** The APCO Board of Officers.
- TO:** The APCO Executive Council.
- WHEREAS:** The nominee currently maintains a category of membership within the Association and has met the eligibility criteria for APCO Life Member as established in the APCO Constitution and Bylaws, Article I, Section 4.2; and
- WHEREAS:** The nominee's Chapter has made the nomination based on the recommendation of their Chapter Executive Committee and in accordance with the eligibility criteria established in the APCO Constitution and Bylaws and has submitted the nomination to the APCO Headquarters with documentation of eligibility; and
- WHEREAS:** The nomination has been reviewed and recommended by the APCO Board of Officers; now, therefore, be it
- RESOLVED:** That the APCO Executive Council confers the title of APCO Life Member upon Mary K. Messamore of the Kansas Chapter.

Resolution 5

The **MOTION** was made by Fred Thompson

to adopt the resolution as **PRESENTED / AMENDED** as follows:

The motion was **SECONDED** by Garnett Mayer

The motion **CARRIED / FAILED**

INTENT

PURPOSE

MAKER

TO

WHEREAS

WHEREAS

WHEREAS

RESOLVED THAT



RESOLUTION

6

INTENT: To confer the title of APCO Life Member upon Stephen H. Souder of the Virginia Chapter.

PURPOSE: To honor members who have, at the Association level, made significant contributions toward the fulfillment of the purpose of the Association.

MAKER: The APCO Board of Officers.

TO: The APCO Executive Council.

WHEREAS: The nominee currently maintains a category of membership within the Association and has met the eligibility criteria for APCO Life Member as established in the APCO Constitution and Bylaws, Article I, Section 4.2; and

WHEREAS: The nominee's Chapter has made the nomination based on the recommendation of their Chapter Executive Committee and in accordance with the eligibility criteria established in the APCO Constitution and Bylaws and has submitted the nomination to the APCO Headquarters with documentation of eligibility; and

WHEREAS: The nomination has been reviewed and recommended by the APCO Board of Officers; now, therefore, be it

RESOLVED: That the APCO Executive Council confers the title of APCO Life Member upon Stephen H. Souder of the Virginia Chapter.

Resolution 6

The **MOTION** was made by Fred Thompson
to adopt the resolution as **PRESENTED / AMENDED** as follows:

The motion was **SECONDED** by Garrett Mayer
The motion **CARRIED / FAILED**



APCO International

ASSOCIATION OF PUBLIC-SAFETY COMMUNICATIONS OFFICIALS INTERNATIONAL, INC.

August 13, 2000

EXECUTIVE DIRECTOR

John K. Ramsey
ramseyj@apco911.org

APCO INTERNATIONAL
HEADQUARTERS
2040 SOUTH RIDGEWOOD AVENUE
SOUTH DAYTONA, FLA. 32119-8347
888-APCO-911 OR 904-322-2500
www.apco911.org

APCO International, Inc.
Executive Council Members and
Board of Officers

**RE: LIFE MEMBERSHIP NOMINATION
JIMMIE HOCUTT - WASHINGTON CHAPTER**

BOARD OF OFFICERS

PRESIDENT

Joe Hanna
Richardson Police Department
P.O. Box 831078
Richardson, TX 75083-1078
1-972-238-3818
president@apco911.org

PRESIDENT-ELECT

Lyle Gallagher
North Dakota State Radio
Communications
P.O. Box 5511
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pres-elect@apco911.org

FIRST VICE PRESIDENT

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first-vp@apco911.org

SECOND VICE PRESIDENT

Thera Bradshaw
The City and County
of San Francisco
Emergency Communications
Department
1011 Turk Street
San Francisco, CA 94102
1-415-558-3800
second-vp@apco911.org

The Executive Board and Membership of the APCO Washington Chapter would like to take this opportunity to nominate Jimmie Hocutt for the honor of Life Membership.

Jimmie Hocutt has been a member of APCO International for over 15 years. During that time he not only served at the local level as Chapter President, Regional Conference Committee Member, Membership Chairman and Standing Committee Chairman, but was also active in the following capacities:

1. DEM Standing Committee Member - 1986
2. SPEC Task Force Member - 1988
3. Public-Safety Planning County docket reviewer - 1987
4. Building Committee Member - 1985
5. Task Force Member Emergency Number Committee - 1986
6. Executive Council Member, six years - 1985

Jimmie Hocutt has been a positive and long-running advocate for APCO International. His regular attendance at Conferences and willingness to participate on technical committees and forums has brought value to this organization.

It is with pleasure that the Washington Chapter offers the name of Jimmie Hocutt for Life Membership.

Sincerely,

Mildred Tirapelle
Washington Executive Council Member

*Motion Millie
and Reanne*

Naomi Wu, Washington Chapter President



AGENDA ITEM COVER SHEET

AGENDA ITEM:

7B C

SUBJECT:

Acceptance of Quorum Resolution 1

PRESENTER (S):

Executive Director John Ramsey

CONTENT:

Presentation of **Resolution 7** which pertains to the acceptance of Quorum Resolution 1



RESOLUTION

7

INTENT: To recommend the approval of the Quorum Resolution 1.

PURPOSE: To advise the APCO quorum to approve Resolution 1 during it's 2000 annual business meeting in Boston, Massachusetts.

MAKER: The APCO Board of Officers.

TO: The APCO Executive Council.

WHEREAS: The Constitution and Bylaws Committee has reviewed the Constitution and Bylaws of the Association; and

WHEREAS: The Constitution and Bylaws Committee has found inconsistencies in the Association's Constitution and Bylaws; and

WHEREAS: These inconsistencies will be remedied by the approval of Quorum Resolution 1; now, therefore, be it

RESOLVED: That the APCO Executive Council recommends the approval of Quorum Resolution 1 to the quorum.

The **MOTION** was made by Tim Fraser

to adopt the resolution as **PRESENTED / AMENDED** as follows:

The motion was **SECONDED** by Tim Allen

The motion **CARRIED / FAILED**



AGENDA ITEM COVER SHEET

AGENDA ITEM: 7C D

SUBJECT: Acceptance of Quorum Resolution 2

PRESENTER (S): Executive Director John Ramsey

CONTENT: Presentation of **Resolution 8** which pertains to the acceptance of Quorum Resolution 2



RESOLUTION

8

INTENT: To recommend the approval of the Quorum Resolution 2.

PURPOSE: To advise the APCO quorum to approve Resolution 2 during it's 2000 annual business meeting in Boston, Massachusetts.

MAKER: The APCO Board of Officers.

TO: The APCO Executive Council.

WHEREAS: The Constitution and Bylaws Committee has reviewed the Constitution and Bylaws of the Association; and

WHEREAS: The Constitution and Bylaws Committee has found inconsistencies in the Association's Constitution and Bylaws; and

WHEREAS: These inconsistencies will be remedied by the approval of Quorum Resolution 2; now, therefore, be it

RESOLVED: That the APCO Executive Council recommends the approval of Quorum Resolution 2 to the quorum.

The **MOTION** was made by Garrett Mayer

to adopt the resolution as **PRESENTED / AMENDED** as follows:

The motion was **SECONDED** by Fred Thompson

The motion **CARRIED / FAILED**



AGENDA ITEM COVER SHEET

AGENDA ITEM: 7 D E

SUBJECT: Acceptance of Quorum Resolution 3

PRESENTER (S): Executive Director John Ramsey

CONTENT: Presentation of **Resolution 9** which pertains to the acceptance of Quorum Resolution 3

Tabled — Kent Kruger?

nd — Garrett Mayer?

Remove from table

Nancy Pollock

nd Glen Nash

Amendment — Joe Noce?

nd — Mildred Tirapelli

AMENDMENT #1 TO RESOLUTION #3

The Executive Council recommends the following amendment to Resolution Number 3

Change paragraph 3.2 to read as follows:

- 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:

Motion Joe Noce
2nd Kent Kruger

Approved
As Amended



RESOLUTION

9

- INTENT:** To recommend the approval of the Quorum Resolution 3.
- PURPOSE:** To advise the APCO quorum to approve Resolution 3 during it's 2000 annual business meeting in Boston, Massachusetts.
- MAKER:** The APCO Board of Officers.
- TO:** The APCO Executive Council.
- WHEREAS:** The Constitution and Bylaws Committee has reviewed the Constitution and Bylaws of the Association; and
- WHEREAS:** The Constitution and Bylaws Committee has found inconsistencies in the Association's Constitution and Bylaws; and
- WHEREAS:** These inconsistencies will be remedied by the approval of Quorum Resolution 3; now, therefore, be it
- RESOLVED:** That the APCO Executive Council recommends the approval of Quorum Resolution 3 to the quorum.

The **MOTION** was made by _____

Joe Noce

to adopt the resolution as **PRESENTED / AMENDED** as follows:

The motion was **SECONDED** by _____

Kent Kruger

The motion **CARRIED / FAILED**



AGENDA ITEM COVER SHEET

AGENDA ITEM: 7E/F

SUBJECT: Acceptance of Quorum Resolution 4

PRESENTER (S): Executive Director John Ramsey

CONTENT: Presentation of **Resolution 10** which pertains to the acceptance of Quorum Resolution 4



RESOLUTION

10

INTENT: To recommend the approval of the Quorum Resolution 4.

PURPOSE: To advise the APCO quorum to approve Resolution 4 during it's 2000 annual business meeting in Boston, Massachusetts.

MAKER: The APCO Board of Officers.

TO: The APCO Executive Council.

WHEREAS: The Constitution and Bylaws Committee has reviewed the Constitution and Bylaws of the Association; and

WHEREAS: The Constitution and Bylaws Committee has found inconsistencies in the Association's Constitution and Bylaws; and

WHEREAS: These inconsistencies will be remedied by the approval of Quorum Resolution 4; now, therefore, be it

RESOLVED: That the APCO Executive Council recommends the approval of Quorum Resolution 4 to the quorum.

The MOTION was made by <u>Garnett Mayer</u>
to adopt the resolution as PRESENTED / AMENDED as follows:
The motion was SECONDED by <u>Kent Kruger ?</u>
The motion CARRIED / FAILED



AGENDA ITEM COVER SHEET

AGENDA ITEM:

7F *Co*

SUBJECT:

Acceptance of Quorum Resolution 5

PRESENTER (S):

Executive Director John Ramsey

CONTENT:

Presentation of **Resolution 11** which pertains to the acceptance of Quorum Resolution 5

Amendment next

Motion - Glen Nash

2nd Gerritt Mayer

Resolution #5

as amended

AMENDMENT #1 TO RESOLUTION #5

The Executive Council recommends the following amendments to Resolution Number 5

Change paragraph 6.2 to read as follows:

- 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.

Change paragraph 6.3 to read as follows:

- 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.



RESOLUTION

11

INTENT: To recommend the approval of the Quorum Resolution 5.

PURPOSE: To advise the APCO quorum to approve Resolution 5 during it's 2000 annual business meeting in Boston, Massachusetts.

MAKER: The APCO Board of Officers.

TO: The APCO Executive Council.

WHEREAS: The Constitution and Bylaws Committee has reviewed the Constitution and Bylaws of the Association; and

WHEREAS: The Constitution and Bylaws Committee has found inconsistencies in the Association's Constitution and Bylaws; and

WHEREAS: These inconsistencies will be remedied by the approval of Quorum Resolution 5; now, therefore, be it

RESOLVED: That the APCO Executive Council recommends the approval of Quorum Resolution 5 to the quorum.

The **MOTION** was made by Glen Nash

to adopt the resolution as **PRESENTED / AMENDED** as follows:

The motion was **SECONDED** by Nancy Pollock

The motion **CARRIED / FAILED**



AGENDA ITEM COVER SHEET

AGENDA ITEM: 7 ~~G~~ H

SUBJECT: Acceptance of Quorum Resolution 6

PRESENTER (S): Executive Director John Ramsey

CONTENT: Presentation of **Resolution 12** which pertains to the acceptance of Quorum Resolution 6



RESOLUTION

12

- INTENT:** To recommend the approval of the Quorum Resolution 6.
- PURPOSE:** To advise the APCO quorum to approve Resolution 6 during it's 2000 annual business meeting in Boston, Massachusetts.
- MAKER:** The APCO Board of Officers.
- TO:** The APCO Executive Council.
- WHEREAS:** The Constitution and Bylaws Committee has reviewed the Constitution and Bylaws of the Association; and
- WHEREAS:** The Constitution and Bylaws Committee has found inconsistencies in the Association's Constitution and Bylaws; and
- WHEREAS:** These inconsistencies will be remedied by the approval of Quorum Resolution 6; now, therefore, be it
- RESOLVED:** That the APCO Executive Council recommends the approval of Quorum Resolution 6 to the quorum.

The **MOTION** was made by

Rosaline Pearson

to adopt the resolution as **PRESENTED / AMENDED** as follows:

The motion was **SECONDED** by

Becky Shatney

The motion **CARRIED / FAILED**



AGENDA ITEM COVER SHEET

AGENDA ITEM: 7H I
SUBJECT: Acceptance of Quorum Resolution 7
PRESENTER (S): Executive Director John Ramsey
CONTENT: Presentation of **Resolution 13** which pertains to the acceptance of Quorum Resolution 7

Table Rec.?

Gary Luke

2nd - Frank Thomason?

Removed Motion - Frank Thomason?

2nd - Joe Noce?



RESOLUTION

13

- INTENT:** To recommend the approval of the Quorum Resolution 7.
- PURPOSE:** To advise the APCO quorum to approve Resolution 7 during it's 2000 annual business meeting in Boston, Massachusetts.
- MAKER:** The APCO Board of Officers.
- TO:** The APCO Executive Council.
- WHEREAS:** The Constitution and Bylaws Committee has reviewed the Constitution and Bylaws of the Association; and
- WHEREAS:** The Constitution and Bylaws Committee has found inconsistencies in the Association's Constitution and Bylaws; and
- WHEREAS:** These inconsistencies will be remedied by the approval of Quorum Resolution 7; now, therefore, be it
- RESOLVED:** That the APCO Executive Council recommends the approval of Quorum Resolution 7 to the quorum.

The **MOTION** was made by

Kent Krueger

to adopt the resolution as **PRESENTED / AMENDED** as follows:

The motion was **SECONDED** by

Fred Thompson

The motion **CARRIED / FAILED**



AGENDA ITEM COVER SHEET

AGENDA ITEM: 7.1

SUBJECT: Acceptance of Quorum Resolution 8

PRESENTER (S): Executive Director John Ramsey

CONTENT: Presentation of **Resolution 14** which pertains to the acceptance of Quorum Resolution 8



RESOLUTION

14

- INTENT:** To recommend the approval of the Quorum Resolution 8.
- PURPOSE:** To advise the APCO quorum to approve Resolution 8 during it's 2000 annual business meeting in Boston, Massachusetts.
- MAKER:** The APCO Board of Officers.
- TO:** The APCO Executive Council.
- WHEREAS:** The Constitution and Bylaws Committee has reviewed the Constitution and Bylaws of the Association; and
- WHEREAS:** The Constitution and Bylaws Committee has found inconsistencies in the Association's Constitution and Bylaws; and
- WHEREAS:** These inconsistencies will be remedied by the approval of Quorum Resolution 8; now, therefore, be it
- RESOLVED:** That the APCO Executive Council recommends the approval of Quorum Resolution 8 to the quorum.

The **MOTION** was made by

Noreen Brown

to adopt the resolution as **PRESENTED / AMENDED** as follows:

The motion was **SECONDED** by

Fine Fane

The motion **CARRIED** / **FAILED**



AGENDA ITEM COVER SHEET

AGENDA ITEM:

7JK

SUBJECT:

Acceptance of Quorum Resolution 9

PRESENTER (S):

Executive Director John Ramsey

CONTENT:

Presentation of **Resolution 15** which pertains to the acceptance of Quorum Resolution 9

Motion - withdrawn by
the C&B Committee
Richard Raley



RESOLUTION

15

- INTENT:** To recommend the approval of the Quorum Resolution 9.
- PURPOSE:** To advise the APCO quorum to approve Resolution 9 during it's 2000 annual business meeting in Boston, Massachusetts.
- MAKER:** The APCO Board of Officers.
- TO:** The APCO Executive Council.
- WHEREAS:** The Constitution and Bylaws Committee has reviewed the Constitution and Bylaws of the Association; and
- WHEREAS:** The Constitution and Bylaws Committee has found inconsistencies in the Association's Constitution and Bylaws; and
- WHEREAS:** These inconsistencies will be remedied by the approval of Quorum Resolution 9; now, therefore, be it
- RESOLVED:** That the APCO Executive Council recommends the approval of Quorum Resolution 9 to the quorum.

The **MOTION** was made by

Becky Shatney

to adopt the resolution as **PRESENTED / AMENDED** as follows:

The motion was **SECONDED** by

Mary Messamore

The motion **CARRIED / FAILED**



AGENDA ITEM COVER SHEET

AGENDA ITEM: 7.K L

SUBJECT: Acceptance of Election Procedures Policy

PRESENTER (S): Executive Director John Ramsey

CONTENT: Presentation of **Resolution 16** which pertains to the acceptance of the Election Procedures Policy

Proposed Policy

ELECTION PROCEDURES

I. PURPOSE

This policy establishes procedures for the election of members to the Board of Officers.

II. RESPONSIBILITY

The Executive Council is responsible for establishing election procedures in accordance with the requirements of the Association's Constitution and Bylaws.

III. DEFINITION

The Executive Council is required to establish procedures for the election of members to the Board of Officers. These procedures must define procedures for members to submit ballots via mail prior to the Annual Conference and to submit ballots during the Annual Conference. The procedures also must provide for one or more "run-off" elections in the event that no candidate receives a majority vote during any single ballot cycle. Finally, the procedures must provide for votes to be cast only by members eligible to vote as defined in the Constitution.

IV. POLICY

A. Voting Procedures via "Mail Ballot"

1. A Request Form for a "Mail Ballot" shall be published in the March and April issues of the *APCO BULLETIN*. The Request Form also shall be available on the Association's website, by mail upon request, and by visiting the Association Headquarters office. The Request Form, as a minimum, shall include entries for the member's printed name, signature, and membership number.
2. Eligible members desiring to vote by "Mail Ballot" shall complete the Request Form and return it to the Association Headquarters such that it is received not later than May 31. All Request Forms must include an original signature of the member.
3. APCO Headquarters staff shall review the "Mail Ballot Request Form" to ensure that each application is from a member in good standing who is otherwise eligible to vote.
4. Any "Mail Ballot Request Form" that is rejected shall be returned to the member together with an explanation of the reason for rejecting the application. Members also shall be informed of their right to vote in-person during the Annual Conference.
5. The Executive Director shall establish a contract with an independent agency to be the recipient of all "Mail Ballots".
6. Not later than June 21, APCO Headquarters staff shall send one "Mail Ballot" form to each member who has submitted a valid request. An envelope, pre-addressed for return to the independent agency contracted above, shall be included with the "Mail Ballot". The outside of the return envelope shall include a space for the member to enter his/her printed name, signature and membership number. An instruction sheet explaining how to complete the "Mail Ballot" shall be enclosed with the ballot and return envelope. The instruction sheet shall include an admonishment-notifying members that

- failure to provide the required information on the outside of the return envelope will result in the ballot being declared invalid.
7. APCO Headquarters staff shall forward the "Mail Ballot Request Form" to the contracted independent agency for use in verifying ballots being returned.
 8. The member shall complete the "Mail Ballot" and return it in the pre-addressed return envelope such that it is received at the contracted independent agency's offices not later than July 15. The member must include his/her printed name, signature, and membership number on the outside of the return envelope for his/her ballot to be considered valid.
 9. The contracted independent agency shall verify that returned ballots were prepared by appropriate individuals by comparing the name, signature, and membership number on the outside envelope against the accepted "Mail Ballot Request Forms". Any ballots that are rejected, either for failure to pass this review or for being received after July 15, shall be returned to APCO Headquarters without having been opened. APCO Headquarters staff shall return the unopened ballot to the member with an explanation of the reason for rejection, insofar as that is possible.
 10. The contracted independent agency shall prepare a listing of the voter's name and membership number for all "accepted" ballots and forward that listing to APCO Headquarters. APCO Headquarters staff shall use this listing as an indication that the member has "voted" during the initial round of balloting. Members whose names appear on this list will not be allowed to cast a ballot for the election of officers at the Annual Conference except that if a "run-off" election should become necessary, then members casting "Mail Ballots" shall become eligible to cast ballots in the "run-off" election.
 11. The contracted independent agency shall count the ballots and prepare a secret written report on the results. The written report shall be presented to the Executive Director in a sealed envelope. The contents of the written report shall not be discussed with the Executive Director, with any other member of the Association staff, or with any member of the Association.

B. Voting Procedures at the Annual Conference

1. Candidates for President-Elect, First Vice-President, and Second Vice-President shall be allowed to address the members of the Association during a General Business Meeting held at the Annual Conference provided that such General Business Meeting shall be held at least 24 hours prior to the close of the initial balloting period. Candidates and/or their representatives shall be granted no more than six (6) minutes to make their comments. In the event that a "run-off" election is required for any office, no additional opportunity to address the Quorum will be granted.
2. APCO Headquarters staff shall select an appropriate location within the Annual Conference venue at which to establish a "voting booth". Such location shall be readily accessible to all voting-eligible members attending the conference and shall be publicized within the Conference Program. Provisions shall be made to allow members not otherwise registered to attend the Annual Conference an opportunity to access the "voting booth" and to cast their ballot.
3. APCO Headquarters staff shall provide a lockable box (ballot box) into which completed ballots may be placed and a key-type padlock with which the box may be sealed.

4. APCO Headquarters staff shall provide a supply of ballots in sufficient quantity to ensure all members desiring to cast a vote are able to do so. Each ballot shall be pre-printed with the names of all candidates running for a "contested office" (an office for which there is only one candidate need not be listed on the ballot). It is suggested that the ballot be printed on uniquely colored card stock to minimize the possibility of fraudulent ballots being introduced into the process.
5. Blank ballots and the ballot box containing completed ballots shall be stored in a safe and secure location at all times.
6. Prior to the first ballot being cast during the Annual Conference, the Chair of the Credentials Committee shall inspect the ballot box to ensure that it is empty. The Chair of the Credentials Committee shall then seal the box with the provided padlock and hold all keys in his/her personal possession.
7. The "voting booth" shall be open and available for members to cast their ballots on Tuesday and Wednesday of the Annual Conference for a minimum of four (4) hours each day. The specific hours shall be determined by APCO Headquarters staff to be in blocks of not less than two (2) hours between the hours of 8AM-5PM and such as to not conflict with other major events. The specific times shall be published in the Conference schedule distributed to all attendees and shall also be posted at conspicuous locations within the conference venue.
8. At least one APCO Headquarters staff member shall be at the booth during the hours it is open to confirm the identity of the member, to confirm that the member is eligible to vote, and to confirm that the member has not previously cast a ballot. APCO Headquarters staff shall also endeavor to schedule one or more members of the Credentials Committee to monitor and assist in the voting process. To satisfy the "identification" requirement above, the member may be personally recognized by the staff member or a Past President or may be asked to show a "government-issued" identification card having a picture (e.g. driver's license, agency ID card, etc.). To satisfy the "eligible-to-vote" requirement above, the member shall be asked to show a current APCO membership card, to show a Conference Registration Badge upon which an appropriate membership classification and the member's APCO membership number have been recorded, or to be identified on a listing of voting-eligible members. The APCO Headquarters staff shall provide this listing of voting-eligible members. To satisfy the "have-not-cast-a-ballot" requirement above, a current "running" list of members who have cast ballots, both at the Annual Conference and via "Mail Ballot" shall be maintained and readily available at the voting booth.
9. Members satisfying the requirements of Paragraph B.8 above shall be issued a ballot and granted an opportunity to complete that ballot in secret. Upon completing the ballot, the member shall deposit the ballot in the ballot box.
10. The balloting period shall end at a pre-designated time on Wednesday of the Annual Conference, at which time the ballot box containing all ballots cast during the Conference shall be delivered to the Chair of the Credentials Committee. APCO Headquarters staff shall determine the time based upon the requirements of Paragraph B.7 above and the scheduling of the General Business Meeting while allowing for a period of 30 minutes to complete the vote count.
11. The Executive Director shall deliver the sealed envelope containing the results of the "Mail Ballot" to the Chair of the Credentials Committee upon the closing of the voting booth.

12. The Chair of the Credentials Committee, together with at least two other members of the Credentials Committee, shall retire to a private room, at which time the ballot box and the "Mail Ballot Results Envelope" shall be opened. The Credentials Committee shall count the ballots cast during the Annual Conference and combine that vote with the results from the "Mail Ballot" to obtain a "final vote results".
13. A General Business Session shall be scheduled for the late afternoon on Wednesday of the Annual Conference. The purpose of this session shall be to announce the results of the election for each of the offices, to conduct any "run-off" election necessitated by those results, and to conduct such other business as may be appropriate.
14. Persons attending the General Business Session shall be divided into two groups and seated in separate sections of the meeting room by members of the Credentials Committee. The first group shall consist of all members eligible to vote without regard to their having voted during the initial cycle of voting (either by "Mail Ballot" or in-person at the Annual Conference). The second group shall consist of all other persons in attendance. To be seated in the "voting eligible" area, members shall show a "government-issued" identification card having a picture (e.g. driver's license, agency ID card, etc.) or otherwise be identified by name and shall show a current APCO membership card, show a Conference Registration Badge which indicates the membership category and membership number, or be verified against a list of members eligible to vote. APCO Headquarters staff shall make such a list of voting-eligible members available to the Credentials Committee.
15. A count of members eligible to vote shall be made for the purpose of determining the size of the Quorum.
16. The Chair of the Credentials Committee shall report the results of the balloting to the Quorum.
17. If there are no challenges to the voting results and upon the completion of any "run-off" election, the Chair of the Credentials Committee shall make a motion to destroy all ballots.

C. Voting procedures for a "run-off" election

1. If no candidate for a given office receives a simple majority of the vote, then a "run-off" election shall be conducted. Such "run-off" election shall be conducted during the General Business Session held on Wednesday afternoon of the Annual Conference.
2. If more than two candidates had run for the office in which no single candidate received a majority of the votes, then that candidate receiving the least number of votes shall be eliminated from further consideration. If only two candidates are in contention, then both candidates shall continue through the "run-off" election process.
3. Ballots shall be distributed to all members eligible to vote. The ballots used during each cycle of a "run-off" election may be either "unused ballots" from the initial cycle of balloting or blank pieces of paper. Members should be instructed to vote only for the appropriate candidates.
4. Members shall be granted a few moments to mark their ballot in secret.
5. The ballots shall be collected by members of the Credentials Committee who then shall retire to a private room for purposes of counting the ballots.
6. The Chair of the Credentials Committee shall report the results of the ballot count.



RESOLUTION

16

INTENT: To amend the APCO Policy Manual to establish a policy for Election Procedures.

PURPOSE: To establish procedures for the election of the Board of Officers.

MAKER: The APCO Board of Officers.

TO: The APCO Executive Council.

WHEREAS: A definitive election procedure is needed; now, therefore, be it

RESOLVED: Upon adoption of this resolution the Executive Council approves the proposed policy entitled "Election Procedures" as submitted or amended.

The **MOTION** was made by Kent Kruger

to adopt the resolution as **PRESENTED / AMENDED** as follows:

Revisions G

The motion was **SECONDED** by Fred Thompson

The motion **CARRIED / FAILED**

Officer Impeachment

Motion

Luke, Barry

2nd Shatney, Beehey

Passed

Item 7M

Proposed Policy

OFFICER IMPEACHMENT PROCESSING PROCEDURES

I. PURPOSE

The following policy defines the procedures to be followed after a member of the Board of Officers is accused of improper conduct.

II. RESPONSIBILITY

The Board of Officers and the Executive Council are responsible for investigating and adjudicating any and all accusations of misconduct made against an officer of the Association.

III. DEFINITION

Impeachment is the process by which accusations of misconduct are filed against an officer of the Association. The word "impeachment" implies only an accusation, which then must be investigated and adjudicated through a careful process that protects both the interests of the Association and the rights of the individual.

Officers may be impeached for reasons of malfeasance of duty (an act that is positively unlawful), misfeasance of duty (the doing of a lawful act in an unlawful or improper manner), or nonfeasance of duty (failure to perform a duty) or for committing such other act that brings significant discredit upon the Association.

IV. POLICY

- A. Persons, either members of the Association or other persons, may accuse a member of the Board of Officers of misconduct by submitting a written accusation to the Executive Director of the Association at APCO Headquarters. Such written accusation should be as specific as possible.
- B. Upon receipt of the written accusation, an investigation of the accusations shall be conducted as follows:
 - 1. The Executive Director shall immediately notify the accused and the other members of the Board of Officers of the accusations.
 - 2. The Senior Member of the Board of Officers not accused shall appoint an "Investigation Committee" consisting of three Past Presidents of the Association at least two of whom shall not have served on any Board of Officers with the accused. The members of the Investigation Committee shall elect one of their members to serve as Chair.
 - 3. The Investigation Committee shall review the facts and circumstances related to the accusations and shall draw conclusions as to the merit of the accusations. The Investigation Committee shall prepare a written report on its findings to include a specific recommendation as to whether the officer should be impeached. The report shall be presented to the Board of Officers, the Executive Director, the accused and the accuser.

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

11. The accuser shall be permitted to make comments on the reasons for his/her accusations and to make comments regarding the report prepared by the Investigation Committee. The accuser's legal counsel may make comments and ask questions, as appropriate.
12. The accused shall be permitted to make comments in his/her defense and to question the accuser and the Chair of the Investigation Committee. The accused's legal counsel may make comments and ask questions, as appropriate.
13. The Executive Council shall vote by secret ballot on a motion to remove the accused from office. To pass, the motion must receive a two-thirds (2/3) vote of the entire Executive Council as stipulated in the Association's Constitution.
14. The Executive Council also may vote to "censure" the officer upon a finding that the accused committed the act contained in the impeachment but such act was not of a severity to warrant removal from office. Such vote to "censure" shall be by secret ballot and require a majority vote of the Executive Council members in attendance at the meeting.
15. In the event the Executive Council votes to remove the officer from office, the President shall cause to be published in the next feasible issue of the *APCO BULLETIN* a statement that the officer had been removed from office for cause as determined by the Executive Council. The details of the accusations made and the results of the investigation shall not be released to the public and all persons involved should refrain from discussing the matter.
16. In the event the Executive Council votes to "censure" the officer, the Senior Member of the Board of Officers not accused shall cause to be published in the next feasible issue of the *APCO BULLETIN* a statement that the officer had been "censured" for cause as determined by the Executive Council. The details of the accusations made and the results of the investigation shall not be released to the public and all persons involved should refrain from discussing the matter.

ITEM 705

Passed

motion (Murray) Mary Mesamore?

2nd - David Murray?

Proposed Policy

CAMPAIGN GUIDELINES AND RULES

I. PURPOSE

The purpose of the following policy is to establish guidelines and rules for conduct of campaigns, either by individuals running for elective office or by individuals/groups promoting an issue.

II. RESPONSIBILITY

Individual members and groups conducting a campaign, either to promote the election of a member to elective office within the Association or to promote a pro/con position on an issue pending before the Association are responsible for conducting themselves in a reasonable manner. The President shall have final authority to declare that a particular campaign is not being conducted in reasonable manner and that such campaign be terminated or modified.

III. DEFINITION

It is the desire of the Executive Council that campaigns address the issues at hand and be conducted with due respect for the varying opinions that all parties may have on the matter. It also the desire of the Executive Council that campaigns be tasteful (as best that term can be defined) and not denigrate the character and position of the opposition.

IV. POLICY

A. Campaigning for Elective Office Within the Association

1. Candidates for elective office within the Association should focus their campaign upon their own personal qualifications and vision of how they would conduct themselves if elected. Candidates for elective office shall not denigrate their opponents in any manner.
2. Candidates for President-Elect, First Vice-President, and Second Vice-President are encouraged to attend as many Regional Conferences and Chapter Meetings as might be possible between the time they announce their candidacy and the Annual Conference for the purpose of meeting the Association's members and promoting their candidacy. The cost for travel, lodging, and per diem to attend these Conferences/Meetings shall be the responsibility of the candidate except that the candidate's Chapter and/or other individuals may contribute funds to offset this cost. This restriction on funding for campaign travel shall not apply to current members of the Board of Officers who are otherwise performing their assigned duties by attending a Regional Conference or Chapter Meeting.
3. Candidates for President-Elect, First Vice-President, and Second Vice-President shall be permitted to publish articles and/or campaign materials without charge in the *APCO BULLETIN*, not to exceed one published page per month.
4. Candidates for President-Elect, First Vice-President, and Second Vice-President shall be permitted to publish flyers, buttons, posters, and other campaign materials at their own expense.

5. Candidates for President-Elect, First Vice-President, and Second Vice-President may provide the Annual Conference Committee with one flyer or other "stuffer" to be inserted in the "conference bag" provided each attendee. The candidate is solely responsible for ensuring that the flyer/stuffer is supplied to the Committee in adequate quantity and in a timely manner.
6. The display of posters at the Annual Conference shall be in accordance with rules established by APCO Headquarters Staff based upon the limitations of the venue. Such rules shall be provided to the candidates in writing not later than June 15. The President shall have final authority to resolve any conflict regarding the display of posters.
7. Candidates for President-Elect, First Vice-President, and Second Vice-President shall be provided with one booth space, if requested, at the Annual Conference in which to place campaign materials and meet with members of the Association. One table and one chair shall be provided in the booth. Any decoration of the booth shall be the responsibility of the candidate. Regional Conference Committees are encouraged to provide similar facilities for candidates attending a Regional Conference.

B. Campaigning on Issues

1. Persons and groups promoting a position on an issue before the Association should focus their campaign upon the merits of their position and, while this may require statements about how their position is better than the opposition's position, such statements shall be made in a tasteful manner. Persons/groups promoting one position on an issue shall give due respect to the rights of others to promote the opposing position and at no time shall any statement be made which might denigrate the character or intentions of persons promoting the opposing position.
2. Persons/groups promoting a position on an issue shall be permitted to publish one article in the *APCO BULLETIN*, not to exceed one published page. For the purposes of this paragraph, only one article promoting the "pro" position and one article promoting the "con" position shall be published. The timing of each article is subject to the mutual consent of the person/group and the Editor or the *APCO BULLETIN*.
3. Persons/groups promoting a position on an issue may publish flyers, buttons, posters, and other campaign materials at their own expense.
4. Persons/groups promoting a position on an issue may provide the Annual Conference Committee with one flyer or "stuffer" to be inserted in the "conference bag" provided each attendee. The person/group promoting the position is solely responsible for ensuring that the flyer/stuffer is supplied to the Committee in adequate quantity and in a timely manner.
5. The display of posters at the Annual Conference shall be in accordance with rules established by the APCO Headquarters Staff based upon the limitations of the venue. In the event that space for placing such posters is limited, first priority shall be given to the placement of posters for persons seeking elective office. Furthermore, in the event that space for placing such posters is limited and persons/groups promoting both the "pro" and the "con" position desire to display posters, but the available space is inadequate to permit display of posters from both sides, then proponents of neither the "pro" nor the "con" position shall be permitted to display a poster.
6. Persons/groups promoting a position on an issue may be provided with one booth space, if requested, provided that adequate space is available at no extra charge to the

Association and provided that should person/groups promoting both the "pro" position and the "con" position each desire a booth space, that adequate space is available to satisfy both requests.

ITEM 70

DRAFT (Revision A)

Policy Guideline

Passed

Motion
Noce, Joe
and Tirapelle, Willie

Index No. 7004

Date 8/12/00

ACCESS TO MEETINGS

I. PURPOSE

The purpose of the following policy is to ensure that all members of APCO have equal access to business meetings of the Association and equal access to voting for candidates for office and resolutions of the Quorum.

II. RESPONSIBILITY

Establishment of this policy is the responsibility of the Board of Officers and the Executive Director. The Executive Director carries the responsibility to ensure this policy is carried out and followed in accordance with its directives.

III. DEFINITION

This policy applies to meetings held by the Association Quorum, Executive Council, Board of Officers, and Committees. Exceptions are those that are termed "Executive Sessions" of the Executive Council and the Board of Officers, which can only be called by the Chair of such meetings. In addition, this policy covers access to elections whether they are through voice affirmation voting within business meetings, and "on site" balloting that may occur at various Association meetings as so stipulated in the Association Bylaws and/or Policy Manual. The term "members" of "Active Members" implies that such members are in good standing with the Association.

IV. POLICY

Annual Conference and Exposition:

- A. All members of the Association will have access to any meeting being held that is cited as a "business meeting/session" of the Association Quorum. This includes meetings where voting takes place.
- B. The Executive Director will ensure that those members that are not otherwise registered for the Annual Conference and Exposition and wish to attend a business meeting/session of the Association Quorum, be granted full access to such meeting.
- C. If a meal function is planned in association with any such meeting (i.e. Closing Banquet), participants not registered for such Conference and Exposition will be provided the opportunity to purchase the meal for the contracted amount of the meal. Otherwise, the member may attend without receiving the meal.
- D. Access for those members not registered for the Conference and Exposition will be limited to "business meetings/sessions" only and will not allow access to other general or educational sessions, nor will admittance to the Exposition be permitted unless proper registration is purchased for those specific events.

- E. In situations where a ballot box system is used for candidates seeking office on the APCO Board of Officers. Active Members of the association will be given access to any areas where the ballot box is located at all times it is open to receive ballots.
- F. Meetings of the Executive Council, Board of Officers, and Association committees shall be open and members will not be denied access (within the occupancy limits of the meeting facility.) The exception to this will be instances of Executive Sessions of the Executive Council or the Board of Officers.

Meetings Held Outside Those Held at the Annual Conference and Exposition

Meetings held by the Executive Council, Board of Officers, and Association committees throughout the year will be open to all members in good standing within the occupancy limits of the meeting facility.

Minutes of All Association Meetings

Minutes of all meetings held by the Quorum, Executive Council, Board of Officers, and Association committees will be made available to all members upon request to the Association Headquarters.



AGENDA ITEM COVER SHEET

AGENDA ITEM: 7L/P
SUBJECT: Acceptance of the Revised MANAPCO Policy
PRESENTER (S): Executive Director John Ramsey
CONTENT: Presentation of **Resolution 17** which pertains to the acceptance of the Revised MANAPCO Policy



RESOLUTION

17

- INTENT:** To accept the revised policy for the MANAPCO event.
- PURPOSE:** To revise the policy for the management and production of the MANAPCO event.
- MAKER:** The APCO Board of Officers.
- TO:** The APCO Executive Council.
- WHEREAS:** The Executive Council directed the Board of Officers and APCO Staff to work with the Corporate Advisory Committee to develop a policy that will bring the MANAPCO Event under the management of the APCO Staff; and
- WHEREAS:** The Executive Council directed that the proposed policy be presented at the Annual Executive Meeting in August 2000; and
- WHEREAS:** The proposed policy has been drafted by the Board of Officers, APCO Staff and Corporate Advisory Committee; and
- WHEREAS:** The proposed policy brings the MANAPCO Event under the management of the APCO Staff, now, therefore, be it
- RESOLVED:** The APCO Executive Council approves the proposed MANAPCO Event policy; be it further
- RESOLVED:** The revised MANAPCO Event policy will take effect beginning at the 2001 Annual Conference.

Resolution 17

The **MOTION** was made by Mary Messamore
to adopt the resolution as **PRESENTED / AMENDED** as follows:

The motion was **SECONDED** by Millie Triopelli
The motion **CARRIED / FAILED**



AGENDA ITEM COVER SHEET

AGENDA ITEM: 7 M P

SUBJECT: Acceptance of Updated Conference Manual Reflecting Revised MANAPCO Policy

PRESENTER (S): Executive Director John Ramsey

CONTENT: Presentation of **Resolution 18** which pertains to the acceptance of the Conference Manual with the accepted Revised MANAPCO Policy



RESOLUTION 18

- INTENT:** To append the Annual Conference Manual with the accepted MANAPCO Event policy.
- PURPOSE:** To provide a functional resource for the purpose of planning, organizing and managing the Annual Conference and Exposition.
- MAKER:** The APCO Board of Officers.
- TO:** The APCO Executive Council.
- WHEREAS:** The Executive Council approved the Annual Conference Manual as submitted during the Mid-Year Meeting on February 5-6, 2000 with exception to the sections which reference MANAPCO Event functions, and
- WHEREAS:** The Executive Council has approved the proposed policy for the MANAPCO Event; and
- WHEREAS:** The Annual Conference Manual needs to incorporate a policy which addresses the MANAPCO Event; now, therefore, be it
- RESOLVED:** The Annual Conference Manual will be appended to include the accepted MANAPCO Event Policy; be it further
- RESOLVED:** The appended Annual Conference Manual will take effect beginning at the 2001 Annual Conference.

Resolution 18

The **MOTION** was made by Tim Fraser
to adopt the resolution as **PRESENTED / AMENDED** as follows:

The motion was **SECONDED** by Tim Allen
The motion **CARRIED / FAILED**

SUBJECT
PRESENTER(S)
CONTENT



AGENDA ITEM COVER SHEET

AGENDA ITEM:

7 ~~N~~ R

SUBJECT:

Addition of Budget Line Item for Historical Collection Activities

PRESENTER (S):

CONTENT:

Presentation of **Resolution 19** which pertains to the acceptance of the amending the APCO Annual Budget.



RESOLUTION

19

- INTENT:** To amend the APCO, International budget by adding \$5,000 for the annual support of the APCO Historical Collection at the Bradley University Special Collections Library in Peoria Illinois.
- PURPOSE:** To provide funding for the annual maintenance and expansion of the APCO Historical Collection.
- MAKER:** The Illinois APCO Chapter.
- TO:** The APCO Executive Council.
- WHEREAS:** The APCO Historical Collection at Bradley University has been primarily funded by the Illinois APCO Chapter with donations made by several other chapters, and
- WHEREAS:** The intent of the Illinois APCO Chapter is to make the materials in the collection available for the benefit of all APCO members, and
- WHEREAS:** The Illinois APCO Chapter has developed and maintains a web site dedicated to the materials in the collection, therefore be it
- RESOLVED:** That the APCO, International annual budget shall include a line item in the amount of \$5,000 for the support of the APCO Historical Collection at Bradley University, and be it further
- RESOLVED:** That the money from this account will be used by the Illinois Chapter solely for the maintenance and improvement of the Historical Collection for the benefit of all APCO members.

Resolution 19

The **MOTION** was made by Bugs Reddle
to adopt the resolution as **PRESENTED / AMENDED** as follows:

The motion was **SECONDED** by Carole Mayer
The motion **CARRIED / FAILED**



AGENDA ITEM COVER SHEET

AGENDA ITEM: ~~70~~ 6A - *Motion made to move this up in the agenda*

SUBJECT: Selection of City for 2005 Annual Conference

PRESENTER (S): Executive Director John Ramsey

CONTENT: Presentation of **Resolution 20** which pertains to the acceptance of the selection of a bidding city as the site for the 2005 Annual Conference

*Motion to amend agenda
Mary Messamore
and Steve Sauder
Passed*



RESOLUTION 20

- INTENT: To select the site of the 2005 APCO Annual Conference.
- PURPOSE: To select a bidding city as the site of the 2005 APCO Annual Conference.
- MAKER: The APCO Board of Officers.
- TO: The APCO Executive Council.
- WHEREAS: Bidding cities meet all requirements specified in the Conference & Exposition Site Selection Stipulations; and
- WHEREAS: The APCO Staff made site inspections and reviewed information from all bidding cities; and
- WHEREAS: The APCO Staff presented a report recommending the highest rated city to the Executive Director and the Executive Council; and
- WHEREAS: The Board of Officers has reviewed and approved the site inspection reports and recommendations from the APCO Staff; and
- WHEREAS: The Executive Council voted to endorse the APCO Staff's recommendation or chooses one of the other two cities, now, therefore, be it
- RESOLVED: The Executive Council has selected Denver as the site for the 2005 APCO Annual Conference.

The **MOTION** was made by Mary Messamore

to adopt the resolution as **PRESENTED / AMENDED** as follows:

The motion was **SECONDED** by Jack Keating

The motion **CARRIED / FAILED**



AGENDA ITEM COVER SHEET

AGENDA ITEM: 8
SUBJECT: Other Business
PRESENTER (S): President Joe Hanna
CONTENT: Open forum for the discussion of other business not already addressed

Thank Nancy

Thank staff for location & sound system.

- 1. Project 38 -*
- 2. CAC Task Force -*
- 3. Regional Task Force -*

1. Project 38

Motion - Steve Souder - withdrawn
and Fred Thompson

Motion Roxann Brown

Committee formed - no commercial

Hire individual

Passed

No funding > 25% from any one company

Termination date of 2 years

and - Millie Tiepelli

Amendment - Roxann

Executive Director asst.

Not greater than 25% from any one Co.

2 years unless not

and Millie

- Passed -

EAC - Task Force

Motion - Nancy Palloch

and Mary Messamore

Passed

Regional Task Force Report -

Motion Jim Frazer and Al Siver

Failed

Project 38

Wireless Phase II Implementation Project

Introduction

In 1994, the FCC released Docket 94-102 to address the imminent impact of wireless telephones on 9-1-1 emergency services. At that point, wireless telephones were primarily used by a small, select group of business users. Today, over 90 million wireless phones are currently in use throughout the United States. Wireless callers now account for over 40 percent of all 9-1-1 calls in most suburban and metropolitan areas of the United States. Under the provisions of the First Report and Order of Docket 94-102, 9-1-1 services for wireless services were to be implemented in two phases. By April, 1998, wireless carriers were required to be able to provide calling party identification and cell sector-based location. By October, 2001, carriers were mandated to be able to provide subscriber location within 125 meter RMS. Under the original rules promulgated by the FCC, location technology was limited to network based technologies. Additionally, cost recovery language within the original Report and Order placed the financial burden for these services on the public safety communications community. Following a year-long debate on both location technology and cost recovery issues, the FCC released its Third Report and Order on Docket 94-102. Within this revised report, the Commission provided for both expanded location technology options, as well as a substantially revised cost recovery procedure that shifted the financial burden of compliance from the public safety answer points to the carrier community.

During the debate that preceded the Commission's Third Report and Order, the carrier community argued that the rules outlined by the Commission were unnecessary in that public safety answer points (PSAPs) would not be ready or able to implement either Phase I or Phase II services. Immediately prior to the release of the Third Report and Order (19 months past the April 1, 1998 deadline), less than 7 percent of PSAPs had in fact requested Phase I services. Within seven months of the release of the Third Report and Order, however, requests from PSAPs for Phase I services had surpassed 60 percent of the total PSAP community.

With the October 1, 2000 deadline approaching for carriers to advise the Commission as to their choice of technology for Phase II location services, these carriers are again suggesting that their requirement to meet Phase II guidelines are irrelevant, as few PSAPs will be requesting location services. While there is ample information that a number of PSAPs will in fact request Phase II services, obstacles remain that may limit the number of requests necessary to dissuade the message currently being spread by the wireless community. While both APCO and NENA have embarked on a series of implementation seminars and publications, there is question as to how much of this message has been received by the 5,000+ PSAPs throughout the United States.

Several factors have been identified that could serve a barrier to the pursuit of Phase II services. In some limited areas, PSAP funding has been identified as a potential barrier. With the shift in cost recovery language, however, this issue should not be a major factor in most State. Twenty States, however, still remain without specific cost recovery legislation. In some cases, the lack of a State-legislated cost recovery mechanism has not

been a barrier to Phase I requests. New Jersey and Washington are but two examples of States in which Phase I services have been implemented without specific legislation. As a result of the Commission's latest rulings on cost recovery, many of the States currently lacking cost recovery may now have incentives to pass cost recovery legislation directly related to PSAP requirements. Without question, the patchwork quilt of legislation throughout the nation has rendered any semblance of an orderly migration to Phase I and Phase II in jeopardy.

The second and most pressing barrier to the Phase II implementation is a systematic flow of information to PSAPs regarding the regulatory requirements, rules, and procedures for compliance. In recent Phase I/II workshops conducted by APCO, for example, one of the most difficult concepts for workshop participants to accept is the FCC's ruling on cost recovery. PSAPs are simply unable to comprehend the simple message that cost recovery (other than providing for CPE upgrades) is now the responsibility of wireless carriers. Additionally, many carriers continue to press the Phase II issue in technical terms and confront many PSAPs with lengthy, unwieldy contracts that lead to months of reviews, negotiations, and frustration. Quite simply, PSAPs need a dedicated, credible source of technical assistance to facilitate the orderly and rapid migration to Phase II requests.

E9-1-1 Location Implementation Project

To facilitate the timely implementation of enhanced 9-1-1 services for wireless consumers, it is recommended that a program be established to provide a level of support that will ensure the timely provision of location based services for wireless subscribers who seek emergency assistance through the 9-1-1 network. The primary goals of this project include:

- Assist PSAPS in becoming Phase II ready (culminated by requests)
- Remove "PSAPs will not ask for Phase II" argument from carriers tool bag, thus forcing carriers to commit to, and implement, a Phase II solution.

It now appears that some carriers are ready to spend money on an interim network Phase II solution with the notion that few PSAPs will actually request Phase II services. While it is recognized that it will be a number of years before all PSAPs throughout the nation are prepared to request Phase II services, it is equally recognized that carriers need to begin implementation of their nationwide solution that will accommodate PSAP requests as they do come to fruition. By providing a wide cross section of PSAP's with the knowledge and skills necessary to request and implement Phase II services, carriers will ultimately be forced to commit to one solution or another throughout their nationwide footprint. By implementing a patchwork request pattern throughout the areas served by wireless carriers, interim, short term solutions will not be cost effective to the carriers.

Project Design

The key to the success of this effort is the identification and retention of a credible individual who can provide a broad range of technical and policy-based services to individual agencies, public safety communications associations (eg. APCO, NENA, ComCare Alliance), States legislative bodies, and federal legislative, executive branch,

and regulatory agencies. This individual will need to build or maintain alliances with established groups such as APCO, the ComCare Alliance, and NENA. Through the development of Memorandum's of Understanding (MOUs), the project manager can leverage the identity and organizational strengths of these associations to maximize the visibility and unity within the PSAP community.

The following elements of a strategic plan have been identified to ensure success of the project.

- Develop and make available sample Phase II request letters, check lists, sample contracts, pricing information, carrier identification, etc.
- Identify and target PSAPs in a patchwork pattern throughout the United States to implement initial, early implementation requests
- Work with established professional associations (APCO/NENA ComCare Alliance) as well as with private symposium providers (AIC, IRG, etc.) to develop expanded series of educational forums on wireless 9-1-1 to reach broader range of PSAPs
- Serve as PSAP negotiator with carriers if problems develop that impedes implementation
- Provide continued, credible linkage with FCC to keep Commission current on problems/progress (this will need to be done with MOUs through APCO/NENA/ComCare to provide access and credibility)
- Provide legislative assistance to the 20 states that currently have no cost recovery mechanism in place (letters to Governors, technical assistance to legislatures, etc) and provide assistance to states recommending modifications to legislation where cost recovery currently exists but may be problematic (restrictive use language, fee caps, restrictive fee structure to allow PSAPs to prepare for Phase II)
- Serve as a liaison to the trade press (RCR, Wireless Week, Radio Resource, APCO Bulletin, NENA News, Dispatch Monthly, etc) to develop proactive and reactive media program
- Serve as a liaison between PSAPs and CPE, switch manufacturers, handset manufacturers
- Serve as liaison between PSAPs and LECS, database providers (eg. SCC)
- Serve as liaison between PSAPS and CTIA, PCIA, and individual carriers



AGENDA ITEM COVER SHEET

AGENDA ITEM: 9

SUBJECT: Adjourn

13:35

PRESENTER (S): President Joe Hanna

CONTENT: Adjourn the Executive Council Meeting

Barry Luke - Moderator for Jacksonville
Motion: Kent Kruger

and Gregg Redder Passed

Report on Project 36 - Thursday

Meetings in non-US locations.

Send letters to absent chapters

Motion Nancy Pollock
Mollie Trappelli
Passed

BAPCO Conference - Susan Packer - Hatton



APCO INTERNATIONAL, INC.

Making a Motion Worksheet

In order to have an accurate record of the motions in the minutes, we request that you fill out the following worksheet. After completing the worksheet please turn it into the minute taker so that it can be noted in the minutes.

Maker of the motion: _____

Motion: _____

Notes: _____

For Staff Use

Motion Seconded By: _____

Amendments to the Motion: _____

Additional Comments: _____
