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To: "APCO Ex-Council" <apco-exec@apcointl.org>  
Subject: Policy Manual  
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Ladies and Gentlemen:

At 106, it was too hot here in Tulsa over Labor Day weekend to stay outside and since I can't handle too many hours of "Green Acres" I decided to review the Policy Manual. I found quite a few items that either need correcting or serious review. Here is the list:

1. Constitution page 5, Article II, section 4 makes reference to voting authority in Article VII, Section 5 of the Bylaws. This is a bad reference. The referred to section establishes the Quorum for the Board of Officers.
2. Bylaws page 17, Article V, Section 2 requires declaration of candidacy for office to be submitted to the Credentials Committee in accordance with the APCO Policy Manual. Rather the Manual requires submission to the Executive Director.
3. Bylaws page 20, Article V, Section 7 makes the same erroneous reference as (1) above to Article VII, Section 5 of the Bylaws.
4. Bylaws page 28, Article XII, Section 1.1 requires the President to poll the Executive Council for specific matters but no provision on how to poll is provided. In all other cases where polling is mentioned a method is also established.
5. Policy Guideline Index No. 2000 states that the purpose of the association is found in the APCO Constitution and Bylaws and then proceeds to repeat it. Is this Index necessary?
6. Incorporation Papers in the Policy Manual show the name of the organization as "Associate Public-Safety Communications Officers, Inc." Since this was updated at the time that name change went into effect, do we not need another to reflect the current name?
7. Policy Guideline page following Index 2003 states the organizations goals. Only three goals are listed and are very specific to law enforcement. Should this not be broadened to include Fire and other aspects of the organization?
8. Bylaws of the AFC, Article II, Section 1(l) makes reference to the Communications Act of 1934, Section 311. Does this need to be updated in light of the new Communications Act?
9. Immediately following the Articles of Incorporation of the AFC and preceding the Florida certificate of incorporation is a letter making Ronnie Rand the registered agent for APCO AFC. Does this need to be updated?
10. Immediately following the Articles of Incorporation of the Institute and preceding the Florida certificate of incorporation is a letter making Ronnie Rand the registered agent for APCO AFC. Does this need to be updated?
11. Policy Guideline Index 4000 Section IV requires the Executive Director to approve and release a completed position paper. Since this would already be a public and published document at this time, do we really need to insist that the Executive Director rather than staff perform this duty?
12. Policy Guideline Index 4001 requires that the Executive Director determine what issues

require a response to regulatory matters involving Public Safety. Since the Board and Council have gone on record as requiring that the Executive Director be a professional association manager and not a Public Safety expert, is it appropriate that the Director make those decisions? This is especially true in that this Guideline goes on to define the Executive Director as the decision-maker when there is little or no time to respond. Since we have hired a professional manager and have a Board with considerable expertise in Public Safety, would it not be more logical and efficient to have the President be the person responsible for response to regulatory matters? 13. Policy Guideline 11000, plus 2 pages. The page titled "Chapter Life Membership Class Guidelines" item 1 says "...at least 5 of which chall..." should read "shall". 14. Policy Guideline 1200, Section IV (3) states that a spouses gift "of the nature specified in this Manual and ..." the specification does not exist. 15. Policy Guideline 1300, Section III refers to Section 1 of Article IV of the APCO Bylaws as the location of candidate requirements. This is an improper reference. The referred to Article and Section deal with the duties of the Executive Council members. 16. Policy Guideline 13001, Section III had the word "who" struck from the first sentence. It needs to be replaced.

That about does this reading. As you can see, there are quite a few fairly minor corrections that need to be made. They should be handled easily. I noticed we voted on such minor corrections as adding a period to a sentence this last council meeting. Perhaps the grammar & spelling changes can be handled as typographic corrections allowed in the Bylaws.

A few, like leaving a past employee as the agent of the subsidiaries and possibly the proper name of the organization on Corporation papers really should be fixed.

With the exception of #4 above, the Bylaws and Constitution items can be considered mere typographic corrections and handled by staff. #4 probably needs a resolution to add the polling procedure that matches other sections.

During the last Council meeting many of us noted that there simply was not enough preparation time between receiving the many pounds of paper and taking action. By sending this to the board & council now, maybe we can actually be ready to take care of some of this "housekeeping" early. (By the way, there is a requirement for the entire thing to be indexed - every page like a standard project specification release).

Thanks,  
Lex Rutter  
Oklahoma Chapter