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## 9. Adcomm & Committee Reports

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Presenter(s): The Committee Chairs of the following Adcomms, Committees and Task Forces are asked to give a report on current issues that are being addressed by the committees.

- A. AFC Adcomm – Sam Gargaro
- B. Institute Adcomm – Diana Borash
- C. Corporate Advisory Committee (CAC) – Don Whitney
- D. International Committee – Lex Rutter
- E. PBX Subcommittee – Nancy Pollock
- F. Membership Task Force – Willis Carter

Contents:

Presentation:

**A: AFC Adcomm**

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*(Item was not submitted at the time of printing)*

**B: Institute Adcomm**

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*(Item was not submitted at the time of printing)*

## **C: Corporate Advisory Committee**

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The Corporate Advisory Committee (CAC) is in the final stages of a reorganization that started back at the Mid-year meeting in 2000. In 2001 the reorganized committee membership went from a high of 42 to a low of 14 and as of 2002 currently sits at 28 members. This turn over has been a result of the changing economic conditions, an issue that the chairperson has addressed with APCO and the committee members. The Committee now with virtually 50% new members again this year is coming together to address its goals and objectives in support of APCO.

The CAC remains structured into five subcommittees; Membership, Conference & Symposium, Training, Sponsorships, and Technical Issues. The CAC's Steering Committee is made up of the individual subcommittee chairs, the committee's Executive Council representative and the general chairperson.

The CAC met in Salt Lake City after the close of the exhibition to address any issues that were conference related. Since that time the Steering Committee and the overall Committee have conducted numerous meetings via teleconferences and face-to face, the most recent one having been in January of 2002 at Headquarters.

The headquarters meeting gave the overall committee and individual subcommittees the opportunity for in person discussions with the APCO Board members as well as key staff directors, managers and other advisory committees concerning issues related to the conference, sponsorships, the Institute, training, and membership. After the meetings Don Whitney, committee chair, provided the Board of Officers with a Corporate Advisory Committee update of accomplishments and a review of the goals and objectives approved by President Nash for 2002.

The Membership subcommittee continues to work on recruiting new commercial members for APCO focusing on Telematics followed by third party suppliers of APCO members. They are working with the Chapter and Member Services Committee to solicit Corporate Chapter Advisors for every medium to large chapter. Chapter Advisor working sessions are planned for Regional Conferences, the first to be held in March at the Western Regional in Phoenix.

The Training subcommittee will be working closely with the Institute to define new areas for existing courses, and new courses investigating the potential for expanding programs to include commercial members. The training subcommittee is working on two CAC seminars for presentation in Nashville, one promoting the Montreal Conference and the other continuing the education of commercial members concerning the needs of the public sector.

The Technical Issues subcommittee is developing a CAC web site to post and exchange information for the CAC, other committees and all commercial members. In addition they continue to investigate areas of support for the identified APCO Projects series.

The Sponsorship subcommittee continues its work to define new opportunities for APCO. I will be looking at grants and scholarships, assisting with the marketing the existing sponsorship program while in the process of expanding APCO's reach. It plans to present a seminar at Nashville to promote new APCO CAC programs, particularly the Sponsorships.

The Conference and Symposium Subcommittee has developed a rule governing photography in the exhibition hall that will be published in the Exhibitor's Prospectus for Nashville. In addition the subcommittee is reviewing the results of its Salt Lake City Exhibitor and Attendee surveys, seeking ways to improve future conferences. They will publish an article in the APCO Bulletin that summarizes the survey results and work with headquarters staff to implement suggested improvements in future conferences.

The Corporate Advisory Committee will present a more detailed update to the Executive Council at Mid-year meeting in Florida.

## **D: International Committee**

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The International Development Committee has met both by telephone and in person, as well as exchanging information via e-mail since the August council meeting. During those meetings we have continued to review and refine the C&B changes necessary to create the model for international relationships specified in the present Strategic Plan.

We have also been in touch with the president of the Mexico Chapter as they make plans for activation and affiliation. Invitations to the Western Regional and some state conferences have been extended.

At the upcoming Executive Council meeting the current draft of a C&B Resolution will be presented and debated. This draft has been distributed to the Council, Board and staff for early review and comments. The committee is meeting the day before the Council to review any suggestions received in advance of the Council meeting.

After the February meeting the Committee will again review the draft, make changes as directed by the Council and submit the final draft to the C&B committee for publication before the Quorum meets in August. The entire Council will have an opportunity to again discuss the changes in August. The Council will receive a copy of the final draft as it goes to the C&B committee.

With the anticipated changes in the C&B, the current International Development Committee will evolve into a contact, development and review body. It will be unique in that the members will be appointed by their respective national bodies rather than the International president and the committee chair will be selected by the committee members.

The proposed changes will also add a position of International Vice-president to the APCO board. As with the entire procedure, the committee has been quite aware of funding issues and in all cases, including the duties of the International Vice-president, we have attempted to insure the financial impact on APCO, its chapters and affiliates is minimal. Non the less, there will be need during the formative years for APCO to provide some budgetary and staff support.

For full details of the issues involved in the International Development Committee's submissions to the Council please review the material sent via e-mail in December, 2001.

Respectfully Submitted  
A.V. (Lex) Rutter  
Chair, APCO International Development Committee

**Gregg Riddle**

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**From:** AVR [lrutter@vigoris.net]  
**Sent:** Tuesday, January 22, 2002 1:11 PM  
**To:** Mary K. Messamore, KCEM; Gregg Riddle  
**Cc:** Tim Ryan; Ken Mott; Joe Gallelli; Jim Fraser; James G.J. Allen  
**Subject:** Re: International comments

Here Goes: The term "Chartered Group" has been defined to include only those groups designated as "Chapters" . . . this does include an International Chapter. . . but it specifically excludes International Affiliates. An International Affiliate does not work under a "charter" from the U.S. It's relationship with APCO, International is governed by a contract. (That is how it works today too).

The Executive Council will continue to have members from all Chapters and from International Affiliates. Essentially this keeps the EC status quo.

There is a change in how the EC conducts business. Today international members (chapter or affiliate) are required to refrain from voting on local issues. This is enforced by the board and other council members and the integrity of our council members - providing everyone remembers. The change will allow international representative to vote when the President declares the vote to be on an international issue. The move changes the default position from an international member voting by default to NOT voting by default.

As for the Board of Officers, the assumption voiced is correct. The International Community will have one voice on the board that again votes on international issues but does not advance to President. An additional restriction is that the other officers must be US citizens. I am also passing on the comment received that we should add "and a member in good standing of a Chartered Group located in the United States or its possessions".

Hope that helps. I'm copying this to the rest of the committee so they know what I've said and what issues are being raised. They should get Greggs full set of comments shortly too.

Thanks,  
 Lex Rutter

----- Original Message -----  
**From:** "Mary K. Messamore, KCEM" <mkmessamore@nwkansas.com>  
**To:** "Gregg Riddle" <griddle@ci.river-forest.il.us>  
**Cc:** "AVR" <lrutter@vigoris.net>  
**Sent:** Tuesday, January 22, 2002 10:10 AM  
**Subject:** Re: International comments

| Maybe that is the thought, will just have to wait for Lex to respond.  
 |  
 | ----- Original Message -----  
 | **From:** "Gregg Riddle" <griddle@ci.river-forest.il.us>  
 | **To:** "'Mary K. Messamore, KCEM'" <mkmessamore@nwkansas.com>; "Gregg Riddle"  
 | <griddle@ci.river-forest.il.us>; "Lex Rutter (E-mail)"  
 | <lrutter@vigoris.net>  
 | **Sent:** Tuesday, January 22, 2002 9:08 AM  
 | **Subject:** RE: International comments  
 |  
 |  
 | > My thinking was that all chapters are changed to Chartered Groups,  
 | therefore

| > this was the basis for my change. I felt the USA designation limited  
the  
| > officers to those from the USA.  
| >  
| > Gregg  
| >  
| > -----Original Message-----  
| > From: Mary K. Messamore, KCEM [mailto:mkmessamore@nwkansas.com]  
| > Sent: Tuesday, January 22, 2002 9:45 AM  
| > To: Gregg Riddle; Lex Rutter (E-mail)  
| > Subject: Re: International comments  
| >  
| >  
| > Greg,  
| > Thanks for including me in your suggestions to Lex, I just read through  
| each  
| > of them and agree with you on all, except question the Article V;  
Section  
| 1;  
| > subsection 1.1; 1.1., don't believe the intention of the International  
| Group  
| > is to change that to Chartered Groups, only persons who can be elected  
to  
| > the Board as a member who moves up the chain, is someone from a USA  
| Chapter.  
| > This remains as it has always been, if you open it to Chartered Group,  
| then  
| > at some point in the future, a member from another Nation could be  
| President  
| > of the APCO International we now know.  
| > By having it that the International affiliates, and chartered groups can  
| be  
| > elected to International VP, they have strong say on the Board of  
| Officers,  
| > but not by becoming International President.  
| >  
| > Am I right, Lex?  
| >  
| > MKM  
| >  
| > ----- Original Message -----  
| > From: "Gregg Riddle" <griddle@ci.river-forest.il.us>  
| > To: "Lex Rutter (E-mail)" <lrutter@vigoris.net>  
| > Cc: "Mary Messamore (E-mail)" <mkmessamore@nwkansas.com>  
| > Sent: Tuesday, January 22, 2002 6:57 AM  
| > Subject: International comments  
| >  
| >  
| > > This is a great effort by you and your committee. I have a few ideas  
| for  
| > > your consideration.  
| > >  
| > > General  
| > >  
| > > 1. Where did the new spelling for By-laws (Bye-laws) come from?? The  
| > > document uses both spellings. The new version is in the language that  
| you  
| > > have inserted and the old spelling is in the remainder of the  
document.  
| > The  
| > > only time I remember the word "Bye" being used is with "Good".  
| > >  
| > > Constitution  
| > >  
| > > 1. Article III; Section 1; subsection 1.2: The first sentence

doesn't  
| > make  
| > > sense to me.  
| > >  
| > > 2. Same reference: What are "Councils".  
| > >  
| > > 3. Article III; Section 6; subsection 6.1.1; I would like to see this  
| > > cleaned up from the perspective of the Membership and Chapter Services  
| > > Committee's standpoint. It is a problem for the Regional Conference  
| > Manual  
| > > rewrite. We think it should have the Pacific Chapter listed with  
| Hawaii,  
| > > Guam and Samoa in parentheses. Likewise, East Coast should list the  
| > > Atlantic Chapter with the states that are included in that Chapter  
| listed  
| > in  
| > > parentheses. This also applies to the Mid-eastern Chapter. The Gulf  
| > Coast  
| > > should list the Caribbean Chapter with Puerto Rico and the US Virgin  
| > Islands  
| > > in parentheses.  
| > >  
| > > 4. Article III; Section 9; subsection 9.1.3: change the word "and" to  
| > "or"  
| > > between prestige and inhibits.  
| > >  
| > > 5. Article IV; Section 3; subsection 3.4: what is the intention of  
the  
| > > creation of new "councils"?  
| > >  
| > > 6. Article VI; Section 1; subsection 1.1: I agree with Mary that the  
| > > Executive Director is NOT a member of the Board of Officers as  
| identified  
| > in  
| > > this language.  
| > >  
| > > Bylaws  
| > >  
| > > 1. Article I; Section 3; subsection 3.1; there is no 3.1.2 but there  
is  
| a  
| > > 3.1.3.  
| > >  
| > > 2. Article I; Section 3; subsection 3.3; there is no 3.1.2 to  
| reference.  
| > I  
| > > would recommend breaking up the first sentence as follows: Put a  
period  
| > > after the word category. remove the word "and" and capitalize "those"  
to  
| > > begin the second sentence.  
| > >  
| > > 3. Article V; Section 1; subsection 1.1; 1.1.3: should the last word  
| > > "Chapter be changed to "Chartered Group"?  
| > >  
| > > 4. Article VII; Section 1; subsection 1.1: I don't think the  
Executive  
| > > Director is correctly listed here as previously stated.  
| > >  
| > > 5. Article XI; Section 2; subsection 2.4: correct the spelling of the  
| > > "20th". Also, the MCSC rewrite of the Regional Conference Manual  
would  
| > like  
| > > to have the Gulf Coast conference choose one month for their  
conference,

| > > just like the other regions.  
| > >  
| > >  
| > >  
| > > Gregg Riddle  
| > > Executive Director  
| > > West Suburban Consolidated Dispatch Center  
| > > 400 Park Avenue  
| > > River Forest, IL 60305-1798  
| > > Tx 708-366-8500  
| > > Fax 708-366-3702  
| > >  
| > >  
| > >  
| > >  
| > >  
| >  
|

## Gregg Riddle

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**From:** L.Rutter [lrutter@vigoris.net]  
**Sent:** Wednesday, December 19, 2001 7:06 PM  
**To:** apcoexec@apco911.org  
**Subject:** [apcoexec] International Resolution

Ladies and Gentlemen:

During the last several Council meetings the International Development Committee has been bringing you briefings on the proposed process to enhance and solidify our effort to take the APCO message world wide. In August we promised to send the Executive Council the draft of a proposed resolution to accomplish **Phase One** of this strategic goal.

Attached is a Zip file with a number of documents. (if you cannot open it, e-mail me and I will send it as a self-extracting file - be aware some e-mail systems will filter this type file) The file named "Resolution.doc" is a draft of the proposed resolution in its entirety. The actual resolution is quite long. We debated the wisdom and practicality of creating separate resolutions for each section and line of the necessary C&B changes. In the Committee's opinion this is unworkable.

First, the entire package must be accepted as a whole or the program cannot proceed. Next, all the various possible small resolutions actually address a single subject - that of creating a basic international structure. Finally, trying to present each line as a separate item would make understanding the changes so confusing that we would expect the Quorum to simply give up and drop the whole thing.

Please remember that this is indeed the first phase of a two phase project. Given the economic drop this past year, we can expect it to be longer rather than sooner for us to move to phase two.

You will find 6 other documents besides "Resolution". These are the individual Constitution, separate from the Bylaws, In one case (each) the Amendments ONLY; next a marked document showing the current wording and associated changes; finally the "clean" document as it would appear after alteration by this resolution.

If you notice any typos or items that do not match, please call them to my attention. This has been reviewed a few times and I think we got all the discrepancies. For sake of consistency the "Resolutions" document is the governing language in the event of any discrepancy.

Please review and consider this over the next several weeks. I have asked Barry Luke to put it on Saturdays agenda. Our anticipation is that we will discuss the process thoroughly on Saturday. There should be no action item at this time. The Committee will then take your comments with us and prepare a final draft to be submitted to the C&B committee before the first of April. It is our hope that they will quickly review the form and send it on to HQ for publication. You will receive a copy of that draft from us as it is sent to the C&B Committee. Of course, we will be able to have another discussion in August with an action item at that time.

Sincerely,  
Lex Rutter  
on behalf of the entire International Development Committee

12/20/2001

## Gregg Riddle

---

**From:** Gregg Riddle  
**Sent:** Tuesday, January 22, 2002 7:57 AM  
**To:** Lex Rutter (E-mail)  
**Cc:** Mary Messamore (E-mail)  
**Subject:** International comments

This is a great effort by you and your committee. I have a few ideas for your consideration.

### General

1. Where did the new spelling for By-laws (Bye-laws) come from?? The document uses both spellings. The new version is in the language that you have inserted and the old spelling is in the remainder of the document. The only time I remember the word "Bye" being used is with "Good".

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6. Article VI; Section 1; subsection 1.1: I agree with Mary that the Executive Director is NOT a member of the Board of Officers as identified in this language.

### Bylaws

1. Article I; Section 3; subsection 3.1; there is no 3.1.2 but there is a 3.1.3.

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Gregg Riddle  
Executive Director  
West Suburban Consolidated Dispatch Center  
400 Park Avenue  
River Forest, IL 60305-1798  
Tx 708-366-8500

**Gregg Riddle**

**From:** Mary K. Messamore, KCEM [mkmessamore@nwkansas.com]  
[mkmessamore@nwkansas.com]  
**Sent:** Monday, January 14, 2002 5:57 PM  
**To:** Gregg Riddle  
**Subject:** Fw: Question

Just thought I would send this on. Lex knows you and me doesn't he.  
Mary

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

**From:** AVR  
**To:** Mary K. Messamore, KCEM  
**Sent:** Monday, January 14, 2002 4:48 PM  
**Subject:** Re: Question

Mary, you are correct and we are changing that for the upcoming draft (I'll include the change in my notice to the council....I'm really kind of interested to see if anyone else reads the blasted thing. So far you are the only person to comment. I'm sure Greg Riddel will see it, but he's not saying anything yet).

Lex

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

**From:** Mary K. Messamore, KCEM  
**To:** AVR  
**Sent:** Monday, January 14, 2002 9:32 AM  
**Subject:** Question

**Section 1. Establishment:**

- 1.1 There shall be a Board of Officers consisting of the elected Officers of the Association, the International Vice President nominated by the International Policy Development Committee and the Executive Director.
- 6.1 The Executive Director shall meet with and serve the Board in the capacity as the Administrative Officer of the Association.

I still have a problem with this and wondered what you had learned when you investigated it, or if you had remembered that I had contacted you on it. The C&B in place at this time, does not include the Executive Director in 1.1, but is the same as 6.1 that you are proposing.

Mary

Mary K. Messamore, KCEM  
204 W. 11th  
Goodland, KS 67735  
(785) 899-4575 Fax (785) 899-4580

1/15/2002

**Gregg Riddle**

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**Sent:** Monday, January 14, 2002 5:57 PM  
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Mary K. Messamore, KCEM  
 204 W. 11th  
 Goodland, KS 67735  
 (785) 899-4575 Fax (785) 899-4580

1/15/2002

**Gregg Riddle**

---

**From:** Anita Harrington [harringtona@apco911.org]  
**Sent:** Monday, January 14, 2002 7:50 AM  
**To:** 'apcoexec@apco911.org'  
**Subject:** [apcoexec] From Lex Rutter: International  
**Importance:** High

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

**From:** owner-apcoexec@apco911.org [mailto:owner-apcoexec@apco911.org]**On Behalf Of** L.Rutter  
**Sent:** Wednesday, December 19, 2001 8:06 PM  
**To:** apcoexec@apco911.org  
**Subject:** [apcoexec] International Resolution

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Sincerely,  
Lex Rutter  
on behalf of the entire International Development Committee

1/15/2002

# INTERNATIONAL APCO DEVELOPMENT COMMITTEE

## RESOLUTION TO AMEND CONSTITUTION AND BYLAWS OF APCO INTL TO ENABLE IMPLEMENTATION OF PROPOSALS

### FIRST DRAFT

Intent: To amend the Constitution and Bylaws of APCO International to enable the implementation of proposals for a strategy to develop a global organization for the promotion of the APCO "Purpose" within the international public safety communications and information systems community.

Purpose: To create an organization, structure and governance that will:

1. Clarify definitions and remove ambiguities and anomalies contained in the Constitution and Bylaws of APCO Intl relating to Chapters, Chartered Groups, Affiliates, membership categories, the right to vote and the right to hold office in APCO Intl.
2. Enable APCO Intl to take a lead role in the development of International APCO.
3. Protect the rights and interests of the membership of APCO Intl in the United States of America.
4. Create the governance that will enable the implementation of a strategy for the development of an international organization based on a coalition of autonomous national organizations that share a common interest in the promotion of the 'Purpose' of APCO Intl.
5. Within the governance of APCO Intl allow for an evolutionary implementation of the long-term vision identified in 4 above.

Maker: The International Development Committee of APCO International

To: The Annual Quorum of APCO International meeting in Nashville in August 2002.

Whereas: The Executive Council of APCO International have agreed to the development of International APCO based on a two phase strategy that recognizes an evolutionary approach to a long term vision of an international organization based on a coalition of autonomous national organizations that share the 'Purpose' of APCO International, and

Whereas: The current Constitution and Bylaws of APCO International contain anomalies and ambiguities relating to the organization, structure, governance, right to vote and right to hold office in APCO International that impact on the membership within the United States of America and on the current international members, international Chapters and International Affiliates, and

Whereas: There is a need to create an interim organization and structure that will allow APCO International to take the lead in the development of the long term vision for International APCO, clarify the definitions of Chartered Group, Chapters, International Affiliates and clearly define the rights and privileges of the membership of APCO International and its international members,

Now Therefore be it resolved that the Constitution and Bylaws of APCO International be amended as follows:

*Constitution:*

***DRAFT***

# **Constitution & Bylaws**

Amendments Proposed by the International Development Committee

October, 2001

**APCO International**

**ARTICLE I**

**NAME/PURPOSE**

**No Changes**

## ARTICLE II

### ORGANIZATION/MEMBERSHIP/VOTING/PUBLIC SAFETY

#### *Section 1. Organization*

- 1.1 The Association is a not-for-profit corporation formed under the laws of the United States *of America* and the State of Indiana and operating the Association headquarters office under the laws of the State of Florida. It is an individual members Association unless noted otherwise, but its members may be grouped into Chartered Groups ~~Chartered Groups are International Affiliates, Chapters or Councils as provided for in the Constitution and Bylaws, Policy Manual or contract. Members of Chartered Groups are members of the Association. The International Affiliates and Chapters are bound to abide by the Constitution and Bylaws of the Association, its manuals and contracts, but are otherwise autonomous and separately responsible organizations.~~ *or International Affiliates in accordance with the provisions of Article III of this Constitution.*
- 1.2 The Association may form up to four *regions in the USA* consisting of Chapters grouped in a geographical area. ~~Each International Affiliate shall constitute a Region.~~
- 1.3 *The Executive Committee may enter into contracts for the establishment of International Affiliate organisation in accordance with the provisions Sections 8 and 9 of Article Three of this Constitution.*
- 1.4 *There shall be an International Development Committee consisting of one representative of APCO Intl and one person nominated by each of the Chartered International Chapters and International Affiliates and one person appointed by President of APCO, International to represent other international members who are not members of a chartered International Chapter or International Affiliate.*

#### **Section 2. Membership**

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

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

### **Section 3. Voting and Elected Officers:**

- 3.1 The right to hold Elected Office in the Association ~~and in its chartered groups~~ as defined in Section 1 of Article VI of this Constitution is a privilege of the Active Category of members who are citizens of the United States of America only.
- 3.2 The right to hold Elected Office in Chartered Groups of the Association is a privilege of the Active Category of members only.
- 3.3 Except where otherwise provided in the Constitution or Bye-laws of the Association, the right to vote is a privilege of the Active Category of members and of those members granted designation as "Life Member" by the Association. ~~except the right to vote on specific matters is restricted by Section 5 of Article III of this Constitution~~

### **Section 4. [Reserved]**

### **Section 5. Public Safety:**

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

## ARTICLE III

### CHARTERS/CHAPTERS/REGIONS/SUBSIDIARIES/OTHER COUNTRIES

#### Section 1. Chartered Groups:

1.1 The Association is empowered to establish Chartered Groups in accordance with the provisions of this Article.

1st Sentence  
doesn't  
make sense

1.2 Chartered Groups are Chapters in the USA and International Chapters where the members of the group outside of the USA to be chartered, so elect, or Councils of the Association. Members of a Chartered Group are classified as members of the Association in accordance with the provisions of Articles I and II of the Bye-laws.

1.3 Chartered Groups are bound to abide by the Constitution and Bye-laws of the Association and its manuals but are otherwise autonomous and separately responsible organizations.

#### Section 2. Charter Requirements:

2.1 Chartered Groups *in the USA*

2.1.1 ~~The Association is empowered to charter Chapters and Chartered Groups in the United States, in Canada, and in other countries. The Association shall require that~~ The geographical areas of Chapters *in the USA shall* be coincident with those of State or Territory areas of the USA. "State and Territory" shall be read as may otherwise be appropriate in other countries *or territories*. This requirement shall not affect those Chapters not so bounded as of August 11, 1986, or new applicant groups who can show cause otherwise. The Association shall consider applications for Charter in accordance with the following requirements.

2.1.2 A group applying for a new charter in the United States shall *have a level of Active Members or persons who are eligible to be Active Members and who are regularly employed in the area to be chartered that conforms with or exceeds the recommended number published in the Policy Manual.*

2.1.3 A charter may be issued to any group of applicants from a geographical area as defined in the Constitution, Art. III, Section 1, within an existing Chapter otherwise meeting the requirements of this Article with the approval of at least two-thirds of the eligible voting members in the geographical area for which the new charter has been sought. Ballots for such vote shall be sent via U.S. mail to eligible voting members of record whose mailing address is within the affected geographic area. The ballot shall be returned by prepaid

postage return mailer postmarked no later than the date specified on the ballot.

## 2.2 **Chartered Groups outside the USA**

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

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

2.2.3 A group outside of the USA applying for a new charter as an International Chapter shall have a level of Active Members or persons who are eligible to be Active Members and who are regularly employed in the area to be chartered that conforms with or exceeds the recommended number published in the Policy Manual

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

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

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

2.2.6 The application and its attachments shall be accompanied by an advance payment of dues in accordance with Bylaws Article III. All documents and dues payment shall be sent to the Association Office.

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

## 2.3 **General Provisions for Chartered Groups**

~~Chartered groups are International Affiliates, Chapters or Councils of the~~

~~Association. Members of Chartered groups are members of the Association.~~

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

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

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

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

~~The voting membership of a Chartered Group declines to less than eleven in number;~~

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

3.1.1 The voting membership of an *International Chapter declines to a level recommended in the Policy Manual* ;

3.1.2 The voting membership in a Chartered *Group in the USA declines to a level recommended in the Policy Manual* ;

3.1.3 A Chartered Group fails to hold at least two formal meetings within its chartered area between the dates of consecutive Annual Conferences;

3.1.4 The appropriate requirements of this Constitution and Bylaws are not met;

3.1.5 A Chartered Group acts or fails to act in a manner which thus degrades the prestige and inhibits the effectiveness of the Association.

3.2 Should any of the requirements upon a Chartered Group established in the Constitution and/or Bylaws of this Association not be strictly adhered to, its charter shall be subject to cancellation or modification by the Executive Council if, upon a review of the particular facts, such action appears appropriate.

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

#### **Section 4. Chartered Group Accountability:**

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

#### **Section 5. Chartered Group Voting Restrictions:**

5.1 On matters that involve Association representation before USA Federal government agencies and departments, *or representation before any government agency or department*

of an International Chapter, members may only vote with respect to those issues affecting the country of which they are citizens.

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

## Section 6. Regions:

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

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

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

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

*Atlantic  
W/C  
Mid Eastern*

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



## Section 7. Subsidiaries

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

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

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

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

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

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

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

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

## ARTICLE IV

### AUTHORITY

#### Section 1. General

No Changes

#### Section 2. The Quorum

No Changes

#### Section 3. The Executive Council

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

*Approved*

property by the Association, except that it may grant authority to the Board of Officers and/or the Executive Director to enter into contracts to purchase or sell real property subject to compliance with pre-defined limits established by the Executive Council.

- 3.8 The Executive Council shall have sole authority to approve changes to the Policy Manual.
- 3.9 The Executive Council shall have sole authority to establish a new project under the APCO Project Series.

## **Section 4. The Board of Officers**

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

## **The Executive Director**

No Changes

**Section 6. Controller**

No Changes

**ARTICLE V**  
**EXECUTIVE COUNCIL**  
**ESTABLISHMENT/INDEMNIFICATION**

***Section 1. Establishment:***

- 1.1 There shall be an Executive Council. It shall consist of the Association's elected officers, the two most-recent Past Presidents who neither have a conflicting commercial interest which provides a significant portion of their income nor are full-time salaried employees of the Association, the International Vice President nominated by the International Development Committee, one member elected by each Chartered Group, one person nominated by each International Affiliate and one person elected by the Corporate Advisory Committee. The Executive Council shall be chaired by the President of the Association and in the President's absence shall be chaired by the President Elect. In the absence of both of these officers the First Vice President shall chair the Executive Council. The association's Executive Director shall serve as a nonvoting, ex-officio member of the Executive Council and as its Secretary of Record.
- 1.2 Each Chartered Group, International Affiliate, The Chapters, International Affiliates and the Corporate Advisory Committee shall submit in writing the names of their elected Executive Council representative to the Executive Director prior to the Executive Council meeting held at each Annual Conference. The term(s) of these elected Councilmen shall be determined by the ~~Chapter~~ Chartered Group or International Affiliate membership and the Corporate Advisory Committee membership unless specifically prescribed hereinafter, but such term shall be for a period of at least one year.
- 1.3 Should a member of the Executive Council be unable to attend a meeting of the Executive Council, the appropriate ~~Chapter or affiliate~~ Chartered Group or International Affiliate president, chairperson of the International Development Committee or the chairperson ~~chairman~~ of the Corporate Advisory Committee may appoint an alternate to represent the ~~Chapter, the affiliate~~ Chartered Group, the affiliate or the committee at such meeting. The alternate must be a member of the same Chartered Group, international affiliate or committee or may be an Executive Council member of another Chartered Group or International Affiliate but the alternate may represent only one other Chartered Group or International Affiliate in addition to their own. The Chartered Group or International Affiliate President or the Chairperson of the committee must communicate the name of the alternate in writing to the President of APCO no later than 10 p.m. on the day preceding the Executive Council meeting.

- 1.4 Members of the Executive Council are eligible to succeed themselves.
- 1.5 The official roster of the Executive Council shall not be altered except in compliance with the provisions of this Section.

## **Section 2. [Reserved]**

## **Section 3. Indemnification**

**No Changes**

## ARTICLE VI

### OFFICERS/EXECUTIVE DIRECTOR/CONTROLLER/ ASSOCIATION OFFICE

#### Section 1. Officers:

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

#### Section 2. Executive Director:

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

#### Section 3. Controller:

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

#### Section 4. Association Office:

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

**ARTICLE VII**  
**POLICY MANUALS**

**No Changes**

## ARTICLE VIII

### TRADEMARK

#### *Section 1. Policy.*

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

## ARTICLE IX

### AMENDMENTS

# No Changes

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*Bylaws:*

### ARTICLE I

#### MEMBERSHIP

##### DEFINITIONS/ELIGIBILITY/CATEGORIES/DESIGNATIONS

###### *Section 1. Definitions:*

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

###### **Section 2. Membership Eligibility**

- 2.1 Members shall be admitted in strict conformity with the category requirements herein set forth. Membership shall not be denied on the basis of race, color, creed, national origin, or

numerical limitation. Chartered Group members are Association members.

- 2.2 Members of an International Affiliate or a newly chartered International Chapter shall be Members of the Association in accordance with the provisions of Section 3.3 of this Article.
- 2.3 Except as permitted by Section 2.1 of this Article (and while so involved), the category of membership enjoyed shall reflect the current employment status of the member.

### Section 3. Categories

#### 3.1 Active Member

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

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

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

#### 3.2 Commercial Member

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

#### 3.3 Member.

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

NO  
3.1.2

## Section 4. Association Designations Attached to Category

### 4.1 Honorary Member

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

### 4.2 Life Member

- 4.2.1 This highest level of membership shall be awarded only to those persons currently holding another category of membership in the Association. The Life Member title shall be added to that of any other category of membership. This title and the member's regular other membership category title with all its privileges and benefits shall be enjoyed, and held exempt from dues, for the life or resignation of such member.
- 4.2.2 The criteria for eligibility and the procedures for nomination and approval for conferring the title of APCO Life Member are as follows:
  - A. This honor may be bestowed upon members who have, at the Association level, made significant contributions toward the fulfillment of the purpose of the Association.
    - (1) To be eligible for APCO Life Member, the nominee shall as a minimum, have:
      - (a) Served a full term as President of the Association or:
      - (b) Met both of the following requirements:
        - (1) Been a member of APCO for a minimum of 15 years; and
        - (2) Made at least five (5) major accomplishments which have contributed significantly towards meeting the needs of all ~~Chapters~~ Chartered Groups, regulatory

and policy making bodies, the commercial, general public safety, and international communities, or any combination thereof. A list of suggested major accomplishments which may be used as a guideline to determine LIFE MEMBER qualifications is shown below:

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

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

- (a) The nomination shall be made by the nominee's ~~Chapter~~ Chartered Group upon recommendation of such ~~Chapter~~ Chartered Groups Executive Committee. This nomination, accompanied by documentation of eligibility, shall be sent to the Association office more than 90 days prior to the convening of the Annual Conference at which the nomination is to be considered
- (b) The nomination shall be reviewed by the Board of Officers and its recommendations made to the Executive Council before or during such Conference. If approved by the Executive Council, the nomination shall be presented to the

Quorum of such Conference which shall make its decision by majority vote. If not approved in any instance in this process, the ~~Chapter~~ Chartered Group shall be appropriately advised by the Executive Director.

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

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

#### 4.3 Multiple Membership:

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

#### 4.4 Senior Membership Grade

- 4.4.1 The designation of "Senior" may be added to any category of individual membership.
- 4.4.2 To be eligible for the honor, a member shall meet the following qualifications:
  - A. Membership for ten (10) consecutive years or more.
  - B. Not less than three (3) significant contributions to APCO, including one on an Association level. A suggested list of significant contributions is listed below:
    - (a) Served one or more years as President of a ~~Chapter~~ Chartered Group;
    - (b) Served two or more years as an Executive Council Member

- (c) Served as an active member of an Association Special Committee or Special Task Force (e.g. NPSPAC, PSWAC, Project 25, 31, 33, 34, 35, CALEA, etc.)
  - (d) Served as an active member of one or more Association Standing Committees;
  - (e) Served as an Annual or Regional Conference Committee Chair;
  - (f) Served two or more years as a Local Area Frequency Advisor;
  - (g) Made other contributions that promote APCO International (beyond benefit to a single ~~Chapter~~ Chartered Group) or to the art of Public Safety Communications.
- C. Shall be a member in good standing at the time of the award.
- 4.4.3 Nomination to senior membership grade shall be initiated at the ~~Chapter~~ Chartered Group level upon recommendation by one ~~Chapter~~ Chartered Group President, approved by the ~~Chapter~~ Chartered Group Executive Committee and the ~~Chapter~~ Chartered Group Quorum.
- 4.4.4 Senior membership grade is approved by the Board of Officers upon the presentation of the resolution and sufficient documentation of qualifications to merit the award.

## Section 5. ~~Chapter~~ Chartered Group Designations Attached to Category

### 5.1 ~~Chapter~~ Chartered Group Honorary Member:

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

each such member.

- 5.1.7 The term of this category shall be for a period of twelve (12) months and thereafter as the ~~Chapter~~ Chapter Chartered Group may determine in accordance with the provisions of this section.

## 5.2 ~~Chapter~~ Chartered Group Life Member:

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

## Section 6. Group Memberships

### 6.1 Corporate Group Memberships

No Change

### 6.2 Governmental Group Memberships:

- 6.2.1 Any political entity qualifying under the meaning and intent of this Constitution, hereinafter referred to as the Master Applicant in this category, among whose employees two (2) or more are eligible for membership in accordance with the other Sections of this Article whom the Master Applicant wishes to enroll as a group in this Association is eligible for this category of membership with the following stipulations:
- 6.2.2 At least one of the employees in each applicant group per each dues year shall be eligible for, or the particular Master Applicant shall have at least one

employee enrolled as, an Active member of this Association;

- 6.2.3 All employees in each group shall reside, live or work within the boundaries of the particular ~~Chapter~~ *Chartered Group* in that geographical area and shall be members of that ~~Chapter~~ *Chartered Group* unless otherwise approved by the Board of Officers;
- 6.2.4 Memberships in good standing within a group may be transferred during a given dues period from current employees leaving the group to new employees entering the group upon each such individual request by the Master Applicant to the appropriate ~~Chapter~~ *Chartered Group* Secretary;
- 6.2.5 The individual members shall be categorized as, pay dues, and serve in this Association in accordance with the appropriate membership requirements which are set forth elsewhere in the Bylaws and Policy Manual, and the will of the Governmental member shall be expressed within this Association only by means of these individual members.
- 6.2.6 Benefits and privileges of Governmental Membership are those as defined in the Governmental Category of the Bylaws and Policy Manual.

## ARTICLE II

### MEMBERSHIP

#### APPLICATIONS/REVOCATIONS

##### Section 1. Application:

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

##### Section 2. Revocations:

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

##### Section 4. Applications From Unchartered Areas:

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

##### Section 5. Optional ~~Chapter~~ Chartered Group Choice:

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

## ARTICLE III

## DUES

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

#### Section 1. Rates:

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

#### Section 2. Members-At-Large:

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

#### Section 3. Membership Certificates:

- 3.1 The Association Office shall issue Certificates of Membership on behalf of the ~~Chapter~~

Chartered Groups in accordance with the requirements of this Article.

**Section 4. Dues Payment Schedule:**

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

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

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

## ARTICLE IV

### EXECUTIVE COUNCIL DUTIES/QUORUM/PROCEDURES

#### Section 1. Duties:

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

#### Section 2. Quorum:

No change

#### Section 3. Procedures:

- 3.1 The Executive Council shall meet in session with each consisting of one or more individual meetings.

- 3.1.1 Any meeting of the Executive Council may be recessed or adjourned without adjourning the session. Upon such recess or adjournment, the Executive Council shall be at the call of the President for additional meetings until such time as the session is adjourned.
  - 3.1.2 Adjournment of each session, other than the session held in conjunction with the Annual Conference, shall require a motion, second, and majority vote of the Quorum.
  - 3.1.3 The session held in conjunction with the Annual Conference shall not be adjourned until the Annual Conference is adjourned, at which time it shall be automatically adjourned without motion or second.
- 3.2 The President shall provide not less than two weeks prior written notice of the time and place for a session of the Executive Council. The notice shall be delivered to the President and elected Executive Council member of each ~~Chapter~~ Chartered Group, International Affiliate, the Chair of the Corporate Advisory Committee and/or the elected Executive Council member representing the Corporate Advisory Committee, and each other member of the Executive Council. The notice shall include the agenda for the meeting and supporting materials.
- 3.3 During any session of the Executive Council, the President, upon their own initiative, may call a meeting of the Executive Council subject to the following notification requirements:
  - 3.3.1 A written notice shall be posted on the Conference Bulletin Board or such other prominent place as may be announced by the President at the opening meeting of the session, for a period of not less than four (4) hours, announcing the time and place that the meeting shall be held. Only those hours between 8:00 am. and 5:00 p.m. (local time zone) shall be counted toward satisfying the four hour requirement. The notice shall include the agenda for the meeting, or;
  - 3.3.2 A written notice shall be delivered to all members of the Executive Council listed as being in attendance at the session, announcing the time and place that the meeting shall be held, provided that such notice is delivered at least two (2) hours prior to the start of the meeting. The notice shall include the agenda for the meeting, or;
  - 3.3.3 A verbal notice prior to adjournment of a scheduled meeting of the Executive Council announcing the time and place that the meeting shall be held. The President shall attempt to contact members of the Executive Council who are listed as being in attendance at the session but who are not present at the time the announcement was made.
- 3.4 During any session of the Executive Council, a majority of the Executive Council members listed as being in attendance at the session may call a meeting of the Council by delivering a written notice to the President and posting such notice on the Conference Bulletin Board or such other prominent place that may have been announced by the President at the opening meeting of the session, for a period of not less than four (4) hours, announcing the time and place that the meeting shall be held. Only those hours between 8:00 a.m. and 5:00 p.m. (local time zone) shall be counted toward satisfying the four hour

requirement. The notice shall include the agenda for the meeting.

- 3.5 The expense of attending meetings of the Executive Council shall be that of those attending.

ARTICLE V

OFFICERS — GENERAL

ELIGIBILITY/NOMINATION/ELECTION/TERMS/SUCCESSION  
VACANCIES/IMPEACHMENT

Section 1. Eligibility:

1.1 Candidates for President-Elect, First Vice-President, and Second Vice-President shall meet or exceed the minimum qualifications listed below. The Credentials Committee shall evaluate the qualifications of each candidate and shall certify compliance with these requirements to the Quorum.

1.1.1 Be an Active Member of the Association in good standing.

1.1.2 Be a citizen of the United States of America

1.1.3 Have served at least two years in an elected office in a USA Chapter.

1.1.4 Have attended at least two out of the four Annual Conferences held immediately prior to the year in which the candidate is seeking office.

*Chartered Group?*

Section 2. Declaration of Candidacy:

**No Change**

Section 3. Succession and Election

**No change**

Section 4. Terms of Office

**No change**

Section 5. [Reserved]

**Section 6. Vacancies**

**No Change**

Section 7: Removal/Suspension from Office

**No change**

*ARTICLE VI*

OFFICERS

DUTIES

**No Change**

## ARTICLE VII

### BOARD OF OFFICERS

#### ESTABLISHMENT/DUTIES/QUORUM/PROCEDURES

##### Section 1. Establishment:

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

##### Section 2. [Reserved]

##### Section 3. Meetings

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

##### Section 4. Duties:

- 4.1 The Board of Officers shall meet and conduct the business of the Association at such times and places as the President or a majority of the Board of Officers shall indicate.

##### Section 5. Quorum:

- 5.1 A Quorum consists of a majority of the members of the Board of Officers. A Quorum is required to conduct the business of the Board of Officers and it may not officially meet otherwise.

##### Section 6. Procedures:

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

- 6.2.2 After 25 days of the 30 day voting period, APCO International shall poll those Council members that have not yet cast a vote.
- 6.2.3 The results of the balloting and an explanation of the issues shall be published in the next feasible issue of the APCO Bulletin showing how each chapter voted.
- 6.2.4 Board actions under the provisions of 6.2.1. of this Section shall include, but not be limited to, the chartering of new ~~Chapter~~ *Chartered Groups* and the recommendation of Annual Conference sites.

**ARTICLE VIII  
EXECUTIVE DIRECTOR**

**EMPLOYMENT/SUPERVISION/REMOVAL/DUTIES**

**No Change**

**ARTICLE IX**  
**CONTROLLER**  
**EMPLOYMENT/PURPOSE/DUTIES**

**No Change**

ARTICLE X  
COUNSEL  
REGULATORY/OTHER

No Change

ARTICLE XI  
CONFERENCES  
ANNUAL/REGIONAL

**Section 1. Annual:**

No change

**Section 2. Regional Conference:**

- 2.1 A Regional Conference is an annual function planned and held in one of five geographical regions, as set forth in Article III, Section 6 of the Constitution, by a Regional Consortium acting independently of the Association. The Regional Consortium will consist of the ~~Chapter~~ Chartered Group Presidents in the Region or their designated alternates.
- 2.2 A Regional Consortium is a group consisting of not less than a majority of the ~~Chapter~~ Chartered Groups that are chartered in a geographical region, each of whom by written consent previously made known to the Executive Director, agrees to share and participate, to an extent individually agreed upon, in the tasks and financial arrangements of a Regional Conference.
- 2.3 The Regional Host ~~Chapter~~ Chartered Group is a Regional Consortium ~~Chapter~~ Chartered Group that has accepted the responsibility of acting as the manager of a Regional Conference to be held in its Region. The host ~~Chapter~~ Chartered Group shall appoint one of its members who does not have a conflicting commercial interest as its Regional Conference Chair, whose duties and authority shall be prescribed by such host chapter in general accordance with the Regional Conference Manual.
- 2.4 Regional Conferences shall be scheduled so as to adjourn before the twentieth <sup>(20<sup>th</sup>)</sup> day of the appropriate month of each year as follows:
- |                       |                  |
|-----------------------|------------------|
| Gulf Coast Region     | January/February |
| Western States Region | March            |
| North Central Region  | April            |
| East Coast Region     | May              |
- 2.5 Upon approval by the Board of Officers, a Region may hold its Conference in the month set aside for another Region when no Regional Conference is being held in such inactive Region during that year. No Regional Conference shall be held in that Region during the same calendar year in which an Annual Conference is scheduled.
- 2.6 Notwithstanding the preceding language in this Section, the Board of Officers may, upon good cause shown, waive the scheduling requirements of this Section and authorize the

20th

holding of Regional Conferences at times other than those herein specified. A Regional Host ~~Chapter~~ Chartered Group seeking such waiver shall make a written request for rescheduling to the Board of Officers through the Executive Director at least six months prior to the dates for which its Conference is planned. If the Board of Officers after consideration of the request does not deny the request within 30 days after it was made, the request shall be considered to have been granted, and the ~~Chapter~~ Chartered Group President will be so notified.

**ARTICLE XII**

**VOTING BETWEEN CONFERENCES**

**POLL/PROCEDURE**

**Section 1. Poll:**

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

**Section 2. Procedure:**

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

ARTICLE XIII

PUBLICATIONS

PUBLICATIONS/BULLETINS/OTHER/MANAGEMENT/RATES

No Change

ARTICLE XIV

ASSETS

RETENTION/RELEASE/DISSOLUTION

No change

**ARTICLE XV**

**BONDING**

**BONDS/LIABILITY/COSTS**

**No Change**

ARTICLE XVI

GRANTS

APPLICATION/PROJECT SERIES

No Change

ARTICLE XVII

AWARDS

**No Change**

## ARTICLE XVIII

### AMENDMENTS

#### LIMITATION/REQUIREMENTS/DRAFTING/PUBLICATION

#### REVISIONS/EFFECTIVE DATE

##### Section 1. Limitation:

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

##### Section 2. Requirements:

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

##### Section 3. Drafting:

- 3.1 The Executive Director and/or the Resolutions and Bylaws Committee shall assist in the drafting of an amending resolutions when so requested by the maker(s).
  - 3.1 .1 The Executive Director shall submit such drafts to the Board of Officers for such comment as may be appropriate before returning them to the maker(s) with

such comments.

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

**Section 4. Publication:**

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

**Section 5. Revisions:**

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

**Section 6. Effective Date:**

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

ARTICLE XIX  
RULES OR ORDER

No Change

8E

## 911 COMMITTEE - PBX ISSUES SUB-COMMITTEE REPORT TO THE EXECUTIVE COUNCIL

2/23/02

### COMMITTEE GOALS

**1. Increase awareness of the 911 related problems of multi-line telephone systems**

- Conference Presentations were conducted at the APCO International Conference and Exhibition in Salt Lake City.
- The Sub-Committee Chair has submitted proposal for presentation at 2002 APCO Annual Conference & Exhibition in Nashville.
- The Sub-Committee considering future programs and have suggested the topic is appropriate for a joint APCO/NENA symposium. This proposal made to 911 Director and Executive Director but rejected due to perceived lack of interest and inability to "sell" high volume of attendance.

**2. Increase effectiveness and information provided to membership on the issues of multi-line telephone systems via the APCO web site**

- The Sub-Committee has provided periodic updated information for the PBX page on the APCO web site; The Sub-Committee is committed to continue to add information as it becomes available.
- The Sub-Committee worked with APCO staff and NENA representatives to validate the legislative table used on the web page for member information and reference.

**3. Provide articles on the subject to the APCO Bulletin and other appropriate publications**

- APCO Magazine PBX articles were entered into Congressional Record as a part of the Senate Hearing on 911 in October and November 2001.
- Chair Pollock has provided articles for the October and December issues of the APCO Magazine; other committee members working on articles for future issues—Sub-Committee member Mark Pallans article in January issue; Committee member Walls submitted article for publication. expected in February issue;
- The Sub-Committee working with APCO HQ external information personnel to provide public informational pieces on the issue.
- Sub-Committee developed, with assistance from APCO staff, and proposed to the Board, a new Corporate Leadership Awards Program to applaud and recognize those corporations who have taken the initiative to modify their multi-line telephone systems to provide adequate location information on calls to 911. This CLAP proposal is on Board agenda for approval in February.

**4. Work cooperatively with related organizations to address the problems associated with multi-line telephone systems**

- Committee chair, NENA Technical Director and APCO 911 Director drafted joint letter for Chapter Presidents to initiate legislative action in each state to address issue.
- NENA & APCO 911 Directors to initiate follow up email or mailing to all chapter Presidents asking for status update to legislative initiatives. Known action in Ohio and Minnesota.
- Follow up with FCC action on Part 64 & Part 68-- Pollock & Hixson had conversation with FCC staff, Alan Thomas, on 1/23/02. Advised to re-file comments and possibly request separate filing from 94-102 separating issue from wireless to give it more impact. FCC staff will escalate within FCC. Part 68 possibly going away.
- Sub-Committee will be considering re-filing with the FCC at the next conference call scheduled in March.

**5. Initiate activity in states to pursue legislative action to address multi-line telephone systems appropriate to their state**

- Request to Chapter Presidents to initiate legislative action in each state to address issue.
- NENA & APCO 911 Directors to initiate follow up email or mailing to all chapter Presidents asking for status update to legislative initiatives. Known action in Ohio and Minnesota.
- Hixson, Pollock & Glover to follow up with States.

**6. Provide public informational opportunities to educate the public on the issues related to multi-line telephone systems and 911**

- The Sub-Committee and APCO staff drafted a press release on the "Preference Resolution" and subsequent articles for trade press to inform organizations/business/government about the issues and the solutions.
- Trade Press journals identified and mailing list prepared.
- Schedule for "release" to be determined by committee and staff on their next conference call.
- Speakers Bureau concept under consideration by the Sub-Committee to offer subject matter experts to speak at national meetings or to supply written information for further education.

PBX Subcommittee Report  
Board of Officers  
Sunday, February 23, 2002

The PBX Subcommittee has been active in its efforts to bring recognition to the PBX issue and believes the place to start is with the corporate world. The plan is twofold, using staff resources in public relations and advertising.

The public relations campaign will focus on government, business and mainstream media publications. The media kit will include a press release on the resolution adopted in Salt Lake City on wireless 9-1-1 and PBX issues, as well as a feature article, written in basic language, describing the PBX dilemma. The media kit also will include documents from APCO's PBX webpage as background information. Staff has identified the possible publications to receive the media kit and will support the subcommittee with follow-up calls to these publications as the public relations campaign progresses.

In addition to the public relations campaign, the subcommittee believes it is important to highlight and draw attention to a corporation with a PBX system that supports E9-1-1. The subcommittee's initial idea was along the lines of a "poster child," an example of a corporation using today's solutions that render multi-line phone systems location-compliant. The subcommittee has named this initiative the Corporate Leadership Award Program.

#### Corporate Leadership Award Program (CLAP)

The PBX Subcommittee developed the concept of the Corporate Leadership Award Program (CLAP) to applaud, highlight and recognize corporations who have PBX systems that support E9-1-1. The idea of the program is to bring these responsible examples to the attention of the business world while at the same time educate corporate America about the problems and issues of PBX. The expectation would be to award this Corporate Leadership Award at the annual conference beginning in Nashville.

The subcommittee has identified corporations such as Disney and State Farm Insurance as possibilities for its first CLAP recipient. Initial contact with Disney by staff has had favorable results.

In addition to recognizing a corporation, CLAP includes a feature article about the complexities of the corporation's PBX system and the technologies it employs to support E9-1-1. The feature article will be distributed to government-focused publications, as well as the mainstream press. Also, CLAP will include an advertising and/ or poster campaign that highlights the award recipient.

The subcommittee does not anticipate this project will cost a lot of money, but it anticipates a small cost to be attached to the CLAP advertising campaign, and sponsorship of the Corporate Leadership Award Program recipient's attendance at Annual Conference. During initial conversations with Disney, if the concept is approved, Disney would allow APCO to design the ad with sign-off from its marketing department and reserves the right to choose the character to be used in the campaign. Because APCO staff will be designing the ad, no additional costs will be incurred for ad development. The subcommittee will incur costs for ad placement, however, in publications yet to be determined.

The APCO Board recognized, at their June 2001 Board Meeting, the need to initiate more aggressive activity in this area. The Sub-Committee of the 911 Committee was directed to pursue these efforts, both in partnership with other organizations and to demonstrate a leadership role fulfilling the desire of the membership to resolve location problems with PBX systems. The Corporate Leadership Award Program does just that. It demonstrates leadership, both on the part of APCO and a recognized corporation; it initiates public information on the issues surrounding PBX systems; it provides a high degree of national visibility both for APCO as the leader in 911 issues and for the corporation who has been responsible to its employees; and rather than highlighting the problems, it positively acknowledges action and responsibility necessary to resolve the issue.

The Sub-Committee of the 911 Committee asks for your support of the Corporate Leadership Awards Program.



Membership Task Force

Report

Third Party Membership

See Corporate  
Partnership  
booklet.

January 2, 2002

Task Force Members

Willis Carter  
Tom Catino  
Michael Mangini  
Mary Messamore  
Michie Zadorozny

APCO Staff Liaison

*Cindy Lorow*

## Third Party Membership

|              | PLANT   | Position | MOTOROLA |
|--------------|---------|----------|----------|
| Platinum - 5 | INTAADO | LEDCO    |          |
| Gold - 5     |         |          |          |
| Silver - 16  |         |          |          |
| Bronze - 75  |         |          |          |

TOTAL 101

ATX will fund the first 1000  
memberships -

## Summary:

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

In keeping with the goals of APCO's Long Range Strategic Plan, attention should be focused on the ever-changing Public Safety Communications community and comparisons made with the current APCO membership community. Having completed the task of developing a revised Corporate Partnership Program, this task force now concentrates its efforts toward *Third Party Call Centers* membership.

## Third Party Call Centers

### Organization History:

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

### *Where it all began...*

In 1935 a group of men (no women allowed), who were working in police communications, formed The Associated Police Communications Officers. The focus of the group was on "voice radio" – how it worked, how to make it work better, how and where to get frequencies, etc. This small group steadily grew through the years and as it did, its members began to realize that there were a lot more people out there (including women) who used radio systems but were involved in the broader scope of public safety communications. These people were the ones actually talking on the radios, answering emergency phone lines and dealing with the public on a one-on-one basis. By 1948, the group had grown to such proportions and had expanded its focus to a point that its name needed to be changed to reflect the fact that APCO represented all public safety communications – from supervisors and administrators to engineers and telecommunicators – in police, fire and emergency services. The name chosen was the Associated Public-Safety Communications Officers, which was later modified to the present name, the Association of Public-Safety Communication Officials-International, Inc.

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

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

Since its meager start, APCO has evolved with a clear mission and a vision for the future, which supports its position as the strongest network of public safety communications professionals in the

world. It uses the experience, knowledge and expertise of its members to help achieve its goal of excellence in public safety communications.

Today, APCO's mission statement includes these points:

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

### **APCO, Today and Tomorrow:**

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

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

- ❖ Project 16 - established the operational and technical criteria for trunked radio systems.
- ❖ Project 25 - established the technical standards for digital communication systems for public safety applications.
- ❖ Project 31 - which is in progress, is addressing the problems associated with the emergence of wireless communications systems and the impact on the abilities of enhanced 9-1-1 services.
- ❖ Project 33 - established the standards for telecommunicator training.
- ❖ Project 35 - also in progress, reviews the creation of a nationwide public safety non-emergency alternative to 9-1-1.
- ❖ Project 37 - also in progress, is dedicated to the establishment of training standards for certification for public safety communications personnel.
- ❖ Project (38) LOCATE - also in progress, continues its mission to ready our nation's PSAPs for wireless location technology.
- ❖ Project 39 - also in progress, seeks solutions for 800 MHz interference issues involving wireless/cellular providers.
- ❖ Project 40 - also in progress, addresses the comm. center-staffing crisis issue.

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

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

### **The Benefits of Third Party Call Center Memberships:**

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

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

### **MEMBERSHIP AWARENESS and SUPPORT**

We understand that many issues will have to be addressed if we are to move forward with this type of membership expansion. First and foremost is we must determine that all of our members agree that this is a beneficial direction for APCO to go. To do this, we have prepared, for publication in the APCO Bulletin, an article “Is Opportunity Knocking?” which conveys, albeit in very general terms, how our task force believes this expansion of our membership base will benefit APCO and the citizens we are sworn to serve. We have included along with this article, a short survey designed to solicit input from our members. We want to obtain some general idea of how our overall membership feels about the issue. Once the results of this survey are received and analyzed, the task force will move forward in the process of formulating recommendations.

### **CONSTITUTION AND BY-LAW CHANGES**

Inviting membership from outside governmental agencies will require certain modifications to APCO’s existing Constitution and By-Laws. Our Task Force will formulate, and submit recommendations for these changes to the Board of Officers. We believe that it is in the association’s best interest to limit any changes to the C&B to the minimum required to accomplish our goal. The task force will evaluate all suggestions from interested parties.

### **TRAINING**

New training development, and modifications to existing APCO training courses will be essential to successfully meeting the needs of the "third party membership" group.

The Institute has already taken steps to accommodate the training needs of members from outside our association. The APCO Institute has developed a curriculum for the Security Industry Association as evidenced by the development of the **Central Station Operators Basic and Instructor** training course. They also played a role in assisting ComCARE Alliance in the development of standards for call center operators, and in the development of a training program similar to what they did for the security industry.

The work already in place by our APCO Institute with respect to third party agency training development has begun the process of establishing the credibility of our training programs with, and for, "outside agencies." We believe this speaks highly of our Institute and firmly acknowledges our commitment to professional training development for all of our members.

### **MEMBER SUPPORT**

Support services for these new members is as critically important as is the service that we provide to current members. Our task force will provide assistance when needed to the Headquarters staff in helping to determine what new services can or should be offered, as well as how current services can be expanded to our new group of members.

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## 10. Discussion Items

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The following items will be presented to the Council for discussion. The Council will vote on the "Action Items" on Sunday, February 24, 2002. All discussion on the action items should be completed during the Saturday, February 23, 2002, meeting. If there are any questions that the Council would like to have addressed during the meeting on any of the items below, please forward them to APCO headquarters as soon as possible.

- A. Strategic Planning Process – Executive Director John Ramsey
- B. Policy Manual Updates/Changes (Action Item) – Executive Director John Ramsey
- C. Regional Conference Manual Report (Action Item) – Gregg Riddle, Chair of Member Chapter Assistance Committee
- D. Executive Council Member Reporting Responsibilities – Gregg Riddle, Chair of the Management Committee

Although formal discussion on these items will be held on Saturday, February 23, 2002, the Council may use the Executive Council List Serve ([apcoexec@apco911.org](mailto:apcoexec@apco911.org)) for clarification of items presented in this agenda.

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

Notes:

## **A: Strategic Planning Process**

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The following outline provides the basic foundation for accomplishing the goals and objectives of the committee.

Considerations:

Current Long Range Strategic Plan (LRSP) was formulated 3 years ago. The term of the current plan is nearly complete. APCO needs to formulate a new plan that will take the organization into the next several years. It will be up to the Strategic Planning Committee to decide the length of the plan (dates for milestones), its mission, and the direction of the plan that will steer the Association into the future.

Subsidiary Advisory Committees are scheduled to meet in January 2002 to formulate strategic marketing and operation plans. External competition for both subsidiaries have prompted the Board to direct the Adcomms to recommend both short and long range strategies and launch aggressive marketing and product/service development immediately.

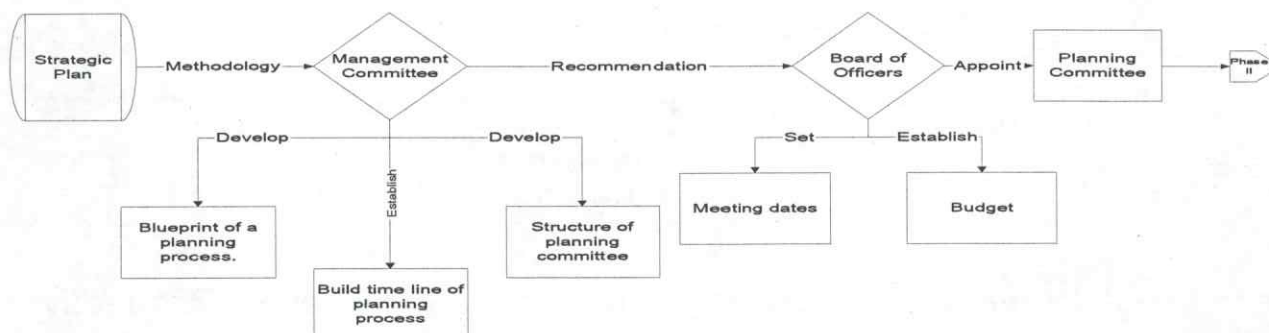
### **Phase I – Plan Structure/Methodology Development**

- A. Develop blueprint of a planning process – Management Committee
  - 1. How will plan be developed?
  - 2. When will planning process begin?
  - 3. What are the costs involved?
  - 4. Identify major issues that need to be addressed
- B. Build time line of planning process – Management Committee
  - 1. Estimated time for completion of the plan will be during the 4<sup>th</sup> quarter of FY 2003 (Spring)
  - 2. Establish milestones for completion
- C. Develop structure of planning committee – Management Committee
  - a. The Management Committee recommends the following structure:
    - i. Four Board members (4)\*
    - ii. One member of the CAC (1)
    - iii. Two Advisory Committee Chairs (2)\*\*
    - iv. One representative from each region from the Executive Council (4)\*\*
    - v. Each International Affiliate may send a rep at the Affiliate's expense (2)
    - vi. Two Past Presidents (2)\*
    - vii. One member-at-large appointed by the President (1)\*\*
    - viii. Two (ex-officio) members of staff (2)
- \* This number will increase by one (1) upon entering into new Board term
- \*\*Alternate representatives will be appointed
- D. Make complete recommendation to the Board of Officers – Management Committee (Targeted for November Board meeting)
- E. Appointment of Planning Committee – Board of Officers
  - 1. A job description will be drafted and sent to the Executive Council.
  - 2. The Executive Council will call for volunteers to serve. Each respective region will elect or appoint one representative and one alternate.
  - 3. All other appointments are explained above.

4. The Chair of the Committee will be appointed (elected) by members of the Committee upon convening the first meeting. The Executive Director will serve as convener for the first meeting in February.

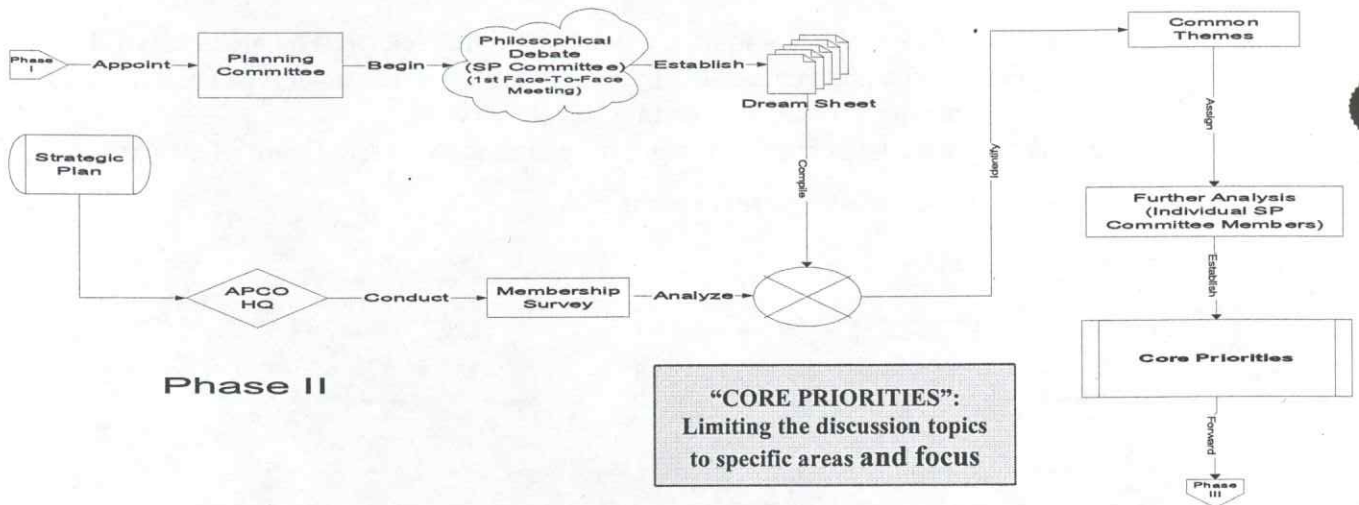
F. Set meeting dates and establish budget for planning process – Board of Officers

### Phase I



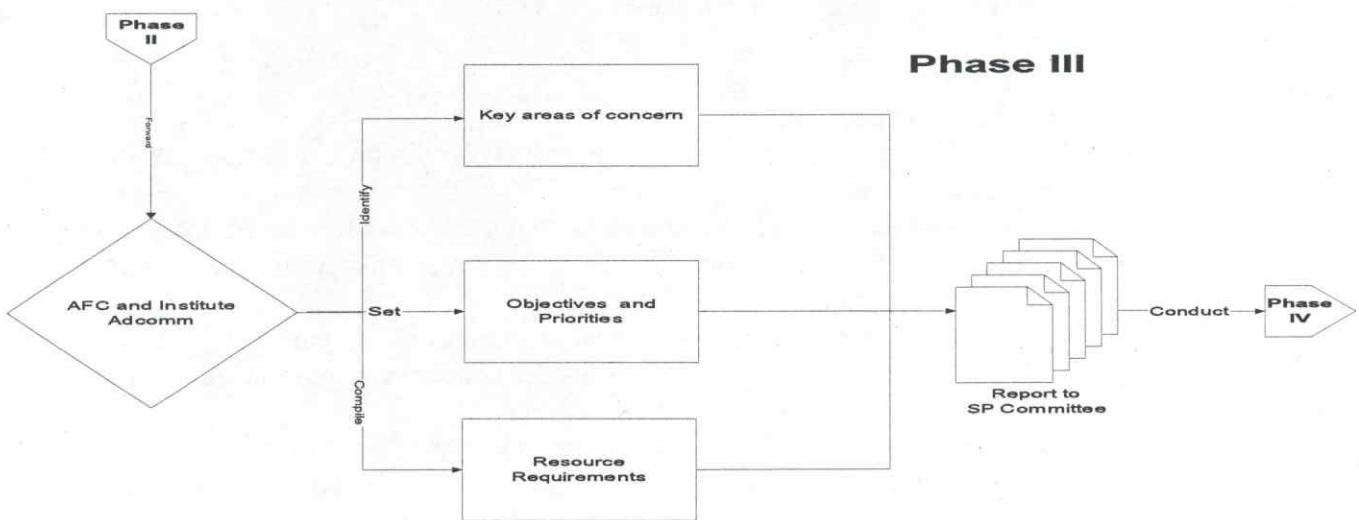
### Phase II – (Homework Phase)

- A. Strategic Planning Committee (“Committee”) begins philosophical debate (brainstorming). This will be accomplished with a one day, face-to-face meeting held in conjunction with the APCO Executive Council meeting in Tampa (February 2002). The member-at-large will be selected and begin participation after this meeting.
  1. Establish a “dream sheet” -- Committee
    - a. No inhibitors
    - b. Limit to areas of core competency of the Association’s mission
  2. Describe perfect world within reason – Committee
  3. Conduct a random survey of the wants and needs of membership in an open ended forum – HQ (simultaneously to item II A 1)
  4. Compile and analyze dream sheets and surveys – HQ
- B. Isolate common denominators
  1. Establish list of common and recurring themes within both dream sheets and surveys – HQ/Committee
  2. Assign each theme to individual members of the Committee for further analysis.
    - a. Research history and external considerations of specific area of interest – Committee member
    - b. Identify key areas of consideration – Committee member
    - c. Identify whether or not this is a valid concern for the plan and recommend to the Committee – Committee member.
  3. Establish core areas for initial discussion known as “Core Priorities”. The Core Priorities will be the boundaries for discussion and focus during the first series of face-to-face meetings – Committee
  4. Continue research on key areas of assigned responsibility and prepare discussion topics in advance of face-to-face meeting – Committee member



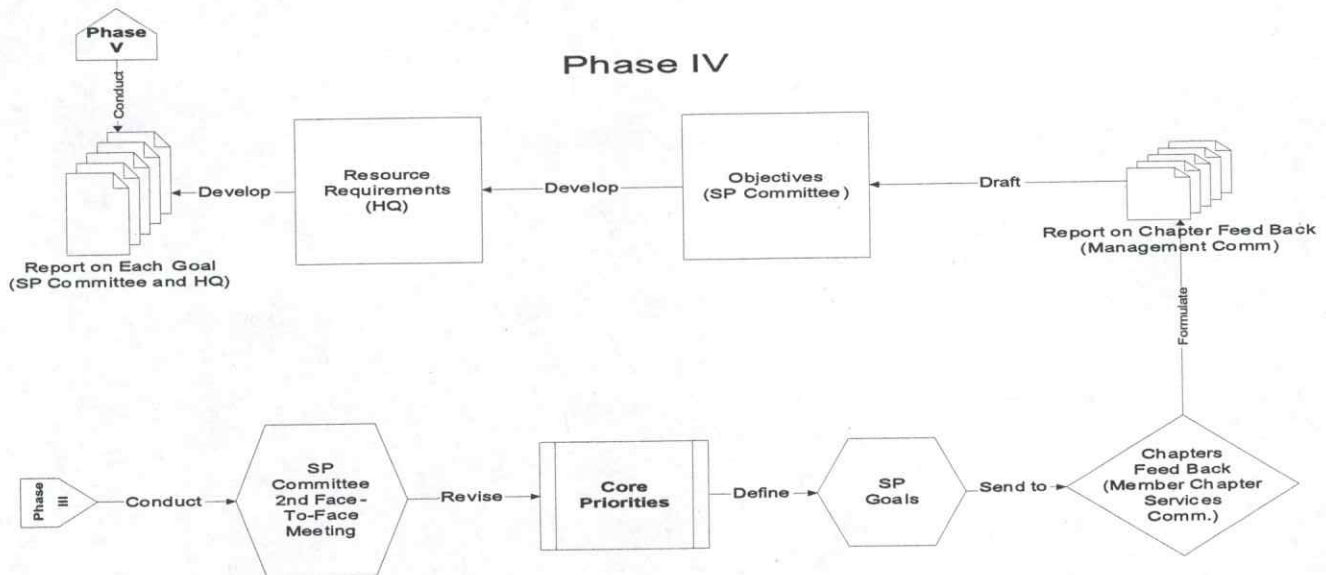
### Phase III – Adcomm Research and Recommendation Phase – Respective Adcoms

- A. Analyze initial common denominators established by Committee.
- B. Identify needs of the Association/Industry in specific relation to subsidiary activity.
- C. Conduct external environmental scan (i.e. competition, customer base, regulatory activities).
- D. Identify key areas of concern for each subsidiary.
- E. Develop a set of priorities in response to findings of environmental scanning.
- F. Define a set of objectives for the short and long term to overcome threats and weaknesses from the external market/environment factors. (Using a decision matrix)
- G. Compile a set of resource requirements in order to accomplish objectives identified above.
- H. Compile a report to the Committee with solid background on all findings.



## Phase IV Development of Plan

- A. Receive and analyze report from Adcoms – Committee
- B. Conduct second face-to-face meeting (two days)
  1. Brainstorming session (open conversation)
  2. Add new items to CORE PRIORITIES based on Brainstorming and Adcom research
  3. Create revised CORE PRIORITIES (“CP”)
  4. Discuss each CP item individually
  5. Establish Goals within the CP (using a decision matrix)
  6. Divide into work groups for each goal
- C. Conduct Additional research and environmental scanning for established goals – Committee Teams/Staff
- D. Send initial Goals to Chapters for comment – Chapter Member Services Committee
- E. Analyze and formulate a report based on Chapter comment – Management Committee
- F. Review and analyze Chapter Comment Report and discuss (via teleconference) impact on plan – realign/change goals? – Committee
- G. Draft objectives for each goal (i.e. how to accomplish said goals) – Committee teams
- H. Develop resource requirements and budget factors for drafted objectives – Staff
- I. Develop and distribute a report on each goal – Committee teams/staff

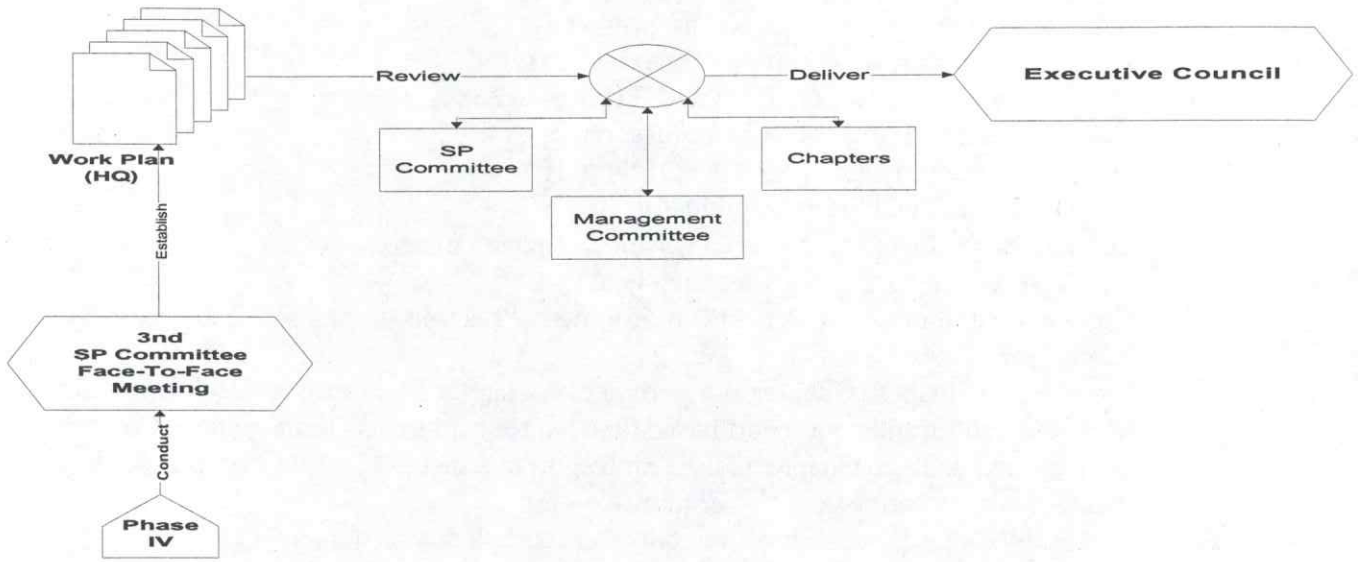


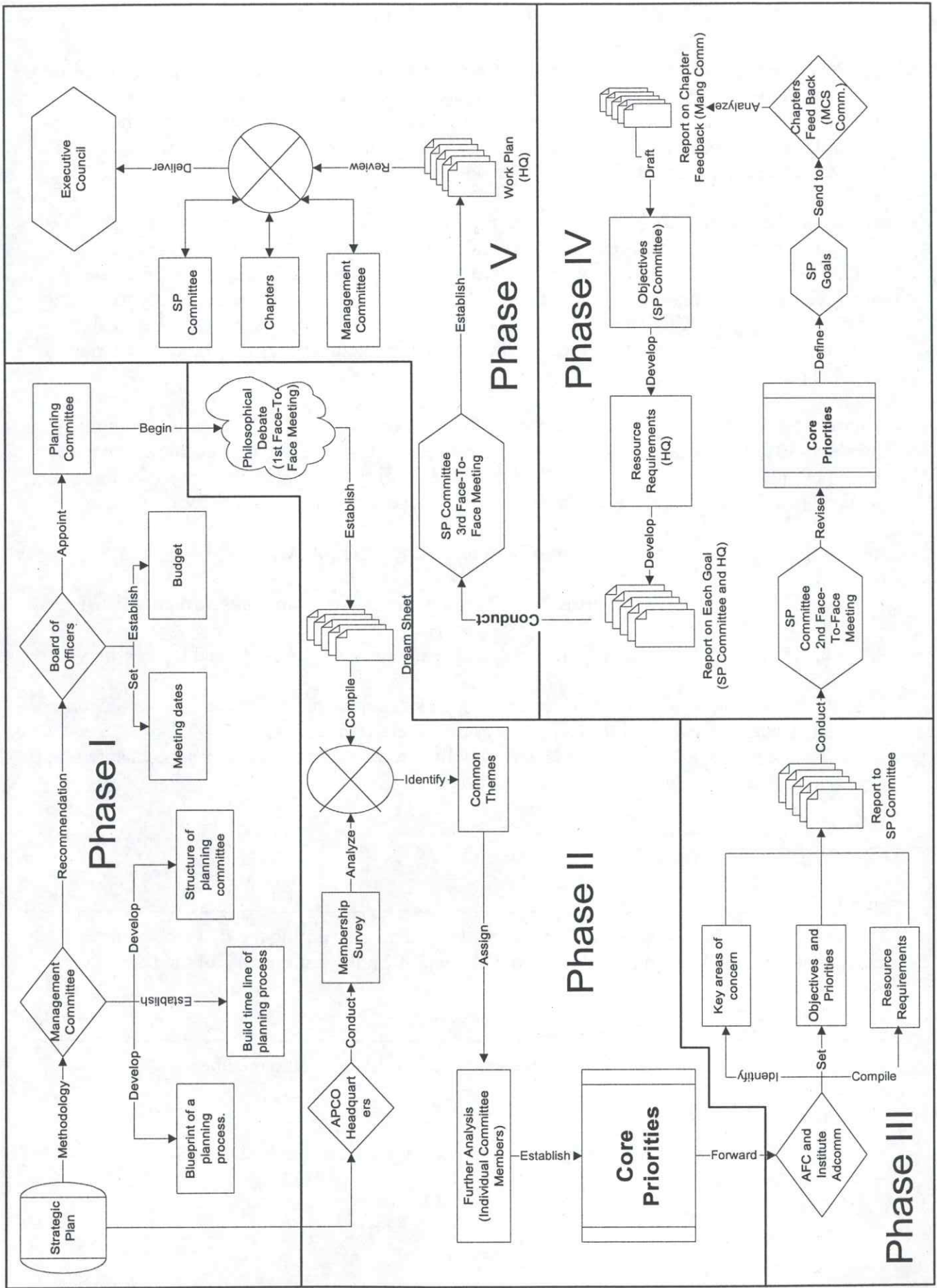
## Phase V Finalize Plan

- A. Distribute each report to all Committee members – Staff
- B. Conduct third face-to-face meeting (two days) – Committee
  1. Finalize recommended objectives – Teams
  2. Further refine each goal as a group -- Committee
  3. Review and discuss draft of objectives -- Committee
  4. Finalize Goals and Objectives -- Committee
  5. Establish milestones and timelines – Committee
- C. Establish work plan and develop total plan draft – Staff

- D. Plan review and comment -- Committee, Management Committee, Chapters (through Chapter Member Services Committee)
- E. Deliver final Strategic Plan to Executive Council – Committee

**Phase V**





## Strategic Planning Committee Member Expectations and Goals

The 2002 Strategic Planning Committee will be tasked to formulate the general direction of the Association for the long-term future. This process is vital to continue the success and growth APCO has experienced over the 68 years of its existence. The Committee will have the responsibility to mold and shape the continued evolution and direction of the world's oldest and largest public safety communications association.

APCO will be asking the participants for much more than just their time. We will be asking committee members for their leadership, experience, research, creativity, ability to see the big picture, and much more. Part of selecting a team for this process is finding the appropriate individuals that not only possess the traits mentioned above, but also have the ability to commit to a demanding work filled process. This task will be long and arduous, but the work will position APCO for the future. We want a few committed members of APCO to take charge and lead this process.

Alternate committee members will be chosen for selected categories. The alternate committee member will act on behalf of the primary committee member if he or she is unable to complete the duties and tasks as assigned. It will be the responsibility of the primary committee member to keep his or her alternate briefed about activities of the Strategic Planning Committee.

At a minimum, the ideal committee member must possess the following:

1. Meet one of the categories listed in the *Strategic Planning Committee Structure* listed below.
2. Be able to travel to all face-to-face meetings (first one of three scheduled for February 2002).
3. Perform outside independent research on specific subject matter areas and render reports.
4. Participate in all Committee and Subcommittee teleconference calls.
5. Must be able to act as a liaison to and be willing to contact various members, Chapters and external alliances and organizations as assigned.

### Committee Structure

#### *Chair*

The Strategic Planning Committee Members will select a Chair during the first face-to-face meeting, which will be held in conjunction with the 2002 mid-year meeting of the Executive Council.

#### *Committee Members*

The Strategic Planning Committee will be comprised of the following members:

#### **4 Board Members**

This will consist of the current Board Members at the time of the first meeting.

#### ***4 Regional Representatives from the Executive Council\****

A call for volunteers will be issued to the Executive Council. The Executive Council will then be polled by region to select one representative and an alternate from that region to be a member of the Strategic Planning Committee. The regional representative, and the alternate, must be a current Executive Council member and able to meet the requirements of being a committee member. These members shall be appointed for the term of the strategic planning process. If the primary regional representative is unable to complete the term of the planning process, the selected regional alternate will represent that region. It will be the responsibility of the primary committee member to keep his or her alternate briefed about activities of the Strategic Planning Committee.

#### ***2 Advisory Committee Chairs\****

Upon the establishment of the committee, the current Institute and AFC Advisory Committee Chairs will be appointed to become members of the Strategic Planning Committee. These members shall be appointed for the term of the strategic planning process. The chairs of the Adcomms will also be responsible for selecting their alternate.

#### ***1 Corporate Advisory Committee Chair\****

The current CAC Chair shall represent the corporate members of APCO on the Strategic Planning Committee. This member shall be appointed for the term of the strategic planning process. The chair of the CAC will also select his or her alternate for the Strategic Planning Committee. The chair will be responsible for keeping the alternate briefed about the activities of the Strategic Planning Committee.

#### ***2 Past Presidents***

The two immediate "Active" category Past Presidents of the Association will be appointed to become members of the Strategic Planning Committee. These members shall be appointed for the term of the strategic planning process.

*Since the plan will span over two presidential terms, the number will increase to three for the second half of the planning process.*

#### ***1 Member-At-Large\****

The Chair of the Strategic Planning Committee shall appoint a member at large and his or her alternate. The member at large will be responsible for keeping his or her alternate briefed about the activities of the Strategic Planning Committee.

#### ***International Representatives***

Each International Affiliate may send a rep at the Affiliate's expense

#### ***2 APCO Staff***

The Executive Director and Chief Financial Officer shall serve as Ex-Officio members of the committee.

***\*Alternates***

If the primary Strategic Planning Committee member is not able to complete the duties and tasks that have been assigned, then the alternate members will act on behalf of primary committee member.

## **APCO Internal Strategic Planning Committee Roster**

### **Board Of Officers**

Glen Nash - President  
State of CA Dept of Gen Services  
Telecommunications Div  
601 Sequoia Pacific Blvd  
Sacramento, CA 95814-0282  
(916) 657-9100  
gnash@telecom.dgs.ca.gov

Thera Bradshaw – President Elect  
City/County of San Francisco Emergency  
Comms Dept  
1011 Turk St  
San Francisco, CA 94102-  
(415) 558-3800  
thera\_bradshaw@ci.sf.ca.us

Vincent Stile – 1<sup>st</sup> Vice President  
Suffolk County Police Communications Bureau  
30 Yaphank Ave  
Yaphank, NY 11980-9705  
(631) 852-6431  
stilevin@nvbb.net

Gregory Ballentine 2<sup>nd</sup> Vice President  
MARC  
300 Rivergate Center  
300 Rivergate Center  
Kansas City, MO 64105-1554  
(816) 474-4240  
gregb@marc.org

### **AdComm**

Diana Borash – Institute AdComm Chair  
Allina Health System  
167 Grand Avenue  
Saint Paul, MN 55102-  
(651) 228-8405  
Diana.Borash@allina.com

Sam Gargaro –AFC AdComm Chair  
722 Gilfillan Lane  
Vadonis Heights, MN 55127-  
(651) 653-6896  
samgargaro@worldnet.att.net

### **Executive Council – Regional Representatives**

Pat Carriveau – Western Region  
San Jose Police Communications  
855 North San Pedro St., 4th Floor  
San Jose, CA 95110-1718  
(408) 277-8995  
patricia.carriveau@ci.sj.ca.us

Lex Rutter – Gulf Cost Region  
Tulsa Airport Authority  
7777 E Apache St  
Tulsa, OK 74115-  
(918) 838-5070  
lrutter@vigoris.net

Nancy Pollock – North Central Region  
Metropolitan 911 Board  
2099 W University Ave W, Suite 201  
Saint Paul, MN 55155-  
(656) 603-0101  
npollock@mn-metro911.org

Peter Thomas – Eastern Region  
Barnstable County Sheriffs Dept  
16 Bass Cove Cir  
Mashpee, MA 02649-2071  
(508) 362-2511  
pthomas@bsheriff.net

### **APCO Past Presidents**

Lyle Gallagher  
ND State Radio Communications  
POB 5511  
Bismarck, ND 58502-511  
(701) 328-8150  
lgallagh@state.nd.us

Jack Keating  
City of West Covina  
1444 West Garvey Avenue  
West Covina, CA 91793-1440  
(626) 814-8580  
jack.keating@westcov.org

## **Corporate Advisory Committee**

Don Whitney  
Motorola  
1301 East Algonquin Road (SH-5)  
Schaumburg, IL 60196-0001  
(847) 576-6116  
don.whitney@motorola.com

## **Member At Large**

Terry Hall  
York County  
Communications  
PO Box 532  
Yorktown, VA 23960  
(757) 890-3620  
hallt@yorkcounty.gov

## **Staff**

John Ramsey  
APCO International  
351 N Williamson BLVD  
Daytona Beach, FL 32114-1112  
(386) 322-2500

Tim Ryan  
APCO International  
351 N Williamson BLVD  
Daytona Beach, FL 32114-1112  
(386) 322-2500

## **B: Accessing Legal Counsel (Action Item)**

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Presenter: Executive Director John Ramsey

Content: Addition of Policy 17000 "Accessing Legal Counsel" and revision to Policy 10000 "Contractual Agreements."

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Policy Guideline

Index No.: 17000

Date: 1/9/2001

Revised:

### **Policy 17000: Accessing Legal Counsel**

#### **I. PURPOSE**

The purpose of the following policy is to regulate access to APCO's legal counsel.

#### **II. RESPONSIBILITY**

Only the APCO Board of Officers or the Executive Director can request legal services on behalf of APCO International, Inc.

#### **III. DEFINITION**

Legal fees account for one of the major expense items of the association's operating budget. As legal issues become more prevalent in our industry and matters of regulatory nature become more complicated and technical, APCO's legal costs are bound to increase from year to year. It is therefore crucial to establish guidelines for the membership, Board of Officers, and staff for using this expensive resource in order to maintain fiscal responsibility.

#### **IV. POLICY**

1. Legal services for matters of a regulatory nature (i.e., FCC matters) will be retained and primarily instructed by the President of APCO and secondarily by other members of the Board of Officers and the Executive Director.
2. Counsel is instructed not to perform or bill APCO for work initiated by any other person unless express permission is gained by the President or Executive Director.
3. Matters that involve contracts, employment law, and other local issues will be handled primarily by the Executive Director through local counsel.
4. Legal counsel for all Association matters will be given a 'spending limit' determined within each fiscal quarter.
  - a. When legal counsel reaches this limit for the quarter, it will be up to them to notify the President that they are about to exceed the quarterly limit.
  - b. At the next regularly scheduled meeting of the Board of Officers after this occurrence, the Board will vote to move funds within the budget from another line item to cover the overage.
  - c. The Executive Director will recommend from where budgeted funds are to be transferred.

## Policy 10000: Contractual Agreements

### I. PURPOSE

The purpose of the following policy is to establish the requirements for contractual agreements for the Association.

### II. RESPONSIBILITY

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

### III. DEFINITION

Contractual agreements required by the Constitution and Bylaws and other policies are entered into by the Association.

### IV. POLICY

1. There shall be an Executive Director. There shall be a contractual agreement between the Association and its Executive Director. Such contract shall be considered a personnel matter.
2. There shall be a retained Regulatory Legal Counsel. There shall be a letter of personal services agreement between the Association and its retained Regulatory Legal Counsel. ~~These services are normally available only to the President and Executive Director or his representatives.~~ Please refer to Policy No: 17000 "Accessing Legal Counsel" for contacting and requesting legal services.
3. There shall be a retained Certified Public Accounting firm. There shall be a letter of personal services agreement between the Association and its retained CPA firm. These services are normally available only to the President, the Controller and the Executive Director.
4. Contracted services entered into between the Association and individuals or outside firms shall be negotiated by the Executive Director or his designated representative.
5. Agreements or contracts exceeding \$25,000 per year entered into between APCO and an individual or outside firm must be reviewed by legal counsel.
6. Personal services agreements or contracts approved by the Board of Officers and legal counsel shall be executed by the Executive Director.

By: Board of Officers

# MCSC

## Regional Conference Manual

1. 8 conference calls/meetings since leaving Salt Lake to accomplish "Rewrite #25".
2. Primary focus was to strengthen the manual for Regional Conference use along with use by chapters for state conferences.
3. Changes focused on the concepts that were adopted in August 2001 with the 9 ~~revisions~~ revised items
4. Regional Conferences are OPTIONAL.
5. Created / Enhanced the appendices.
6. Created "STANDARDS" reports to help in evaluating and comparing Regional Conferences while hoping to strengthen future efforts.
7. To help the rewrite process the MCSC sought input. We recognized the concerns of the "Western Region".
8. Two of the MCSC committee members are from the "Western Region"
9. CAC concerns were addressed
10. The MCSC is also recommending some modest language changes in the C&B relative to the Regional designations and the change in status of the Canadian Chapter to Affiliate.

MCSC meetings to complete rewrite

August 28

September 25

October 25

November 13

November 27

December 10

December 18

January 7

7/7/4

### Bylaws Article III Sec. 6

Variations of the revised language and the small section that comes/is part of the C+B -

1. Chapter / Region designation
2. Quorum requirements for a regional consortium.

7/10/30

Change in the language for the "Taking of Photos."

# REGIONAL CONFERENCE MANUAL

## Comments:

Pollock

Date pages so you can see the current version.

Luke

Is this document ~~is~~ voluntary or required? Riddle - voluntary

Furey

Will the document be updated with language that needs to correlate, be consistent with, the C+B. e.g. Chartered Group <sup>vs</sup> ~~is~~ <sup>chapter</sup> consistent in ~~the~~ <sup>all</sup> documents. Nash recommends referencing the C+B rather than bringing the document back again

Noce

p3/p6 Inconsistent language  
(2.1) By laws are in conflict with language w/requirements noted on p6  
C+B change may be required.

p10 (p77) "Mandatory standards" - does this conflict with earlier comment on Luke's question

Nash

The "consortium" of the region consists of all the chapters in that region. The quorum of the consortium can be something less such as  $1/2$  or  $2/3$

102

Proposed dates - what is the rationale of  
holding the copy to 3 days. Use adjacent  
dates that might be held prior to or  
following the copy to be included in the  
3 day limit. <sup>Riddle</sup> No, that would be outside  
the 3 day parameter

Teller

Concerns from corporate friends -  
are Brown + CAC satisfied with  
regulatory hours noted in the document  
Riddle: significant discussion among  
the committee + Brown was supportive of  
outcome of document. Representative sample  
of how you might structure your  
regional conference with regulatory  
attendees.

Narrative Change

Prepare mandatory standards vs.  
voluntary. Riddle - chapters into  
want to host a Regional Copy should  
be following the spirit of the docu-  
ment. Don't want to have chapters hold  
a state copy + calling it a Regional  
conference

Blunt

Reference to regulatory grant hours  
P 104 / P 37 50% of grant hours 5/8  
expenses

Count

Need to have flexibility in # of exhibit hours  
What is necessary in Western Region may not be  
appropriate in other regions.

Joce

Cannot support the document as is "with  
the 2/3 requirement of chapters in  
region. Also concerned about "manda-  
tory" & recommends that the wording be  
changed to "strongly recommended."

Luke

Proxy is allowed at region? Riddle:  
Yes

## **C: Regional Conference Manual Report (Action Item)**

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To: Executive Council Representatives  
From: Gregg Riddle, MCSC Chairperson  
Date: January 14, 2002  
Subject: APCO REGIONAL CONFERENCE MANUAL

The Chapter Enhancement Task Force (CETF; currently the Membership and Chapter Services Committee) was tasked by then President Gallagher to evaluate and make recommendations on nine specific issues pertaining to the APCO International Regional Conference Manual. That review was completed and the recommendations accepted by the Council last spring. During that process the CETF members noted numerous other issues that needed to be addressed, but declined to delve into them because they were outside the scope of our assignment.

When President Nash transitioned the CETF into the Membership and Chapter Services Committee (MCSC) we requested permission from the President to undertake a complete review of the Regional Conference Manual as one of our goals. He approved that request and we began an intensive analysis and rewrite of that document. We approached the task using the same premises we used when we offered the changes for the original nine issues last year.

The changes that we offer are based on the need to make the Regional Conferences truly a regional endeavor and not just a state conference using the regional name. We also want to continue the concept that the Regional Conference is an optional event and should not be held unless it can meet the success of attracting numerous attendees from multiple states within the region. We also feel it is important for the sponsoring chapter to complete a standardized post conference report. This can be a road map for future conference committees to follow so they can build on the successes and avoid the mistakes.

One area that we were unable to change was the portion of the manual that is taken directly from the Constitution and Bylaws. Most of these are related directly to the changes brought about by the Canadian Chapter's decision to become an affiliate. The MCSC intends to work with the C&B Committee as these issues are addressed by future resolutions. These will require action by the quorum and these sections can be altered at the time the resolutions are accepted.

We have posted the original documents with the edits we used to create the final document for your consideration. We broke the manual into three parts for editing purposes; the manual, the committee responsibilities and the appendices. The Committee hopes you will have the time to review this document prior to the Executive Council meeting in February. All four documents are available on the APCO web site at [www.apco911.org/council](http://www.apco911.org/council). Should you have any specific questions we ask that you contact any of the MCSC members so we can offer the basis for our changes.

## FORWARD

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

Since 1963, APCO Regional Conferences have been held. They are an important part of the APCO tradition. The basic considerations for holding a Regional Conference are the same today as they were when they were originally proposed. Although by definition Regional Conferences hosted by a Chapter or a Consortium of Chapters are activities independent of APCO International, clearly they originate and derive benefits from the past efforts of the entire APCO organization. In order to be successful, Regional Conferences must be a benefit to the attendees, the corporate participants, the Chapter, the Region and the Association.

It is with understanding and appreciation for that relationship that the minimum standards herein have been mutually established. By following recognized standards, the organization as a whole may be strengthened.

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## REGIONAL CONFERENCE

### ESTABLISHMENT

Bylaws Article XI, Section 2:

*Regional Conferences are established under the Bylaws of the Association.*

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

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

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

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

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

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

2.5 Notwithstanding the proceeding language in this Section, the Board of Officers may, waive the scheduling requirements of this Section and authorize the holding of Regional Conferences at times other than those herein specified. A Regional Host Chapter seeking such a waiver shall make a written request for rescheduling to the Board of Officers through the Executive Director at least six

months prior to the dates for which its Conference is planned. If the Board of Officers, after consideration of the request, does not deny the request within 30 days, and the Chapter President will be so notified, the request shall be considered to have been granted.

Constitution Article III, Section 6:

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

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

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

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

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

6.2 Chapters in Canada form the Canadian Region of APCO.

~~a. Western Region Chapters: Alaska, Arizona, CPRA (Southern California), Northern California, Colorado, Pacific (Hawaii), Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming.~~

~~b. North Central Region Chapters: Illinois, Indiana, Iowa, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin.~~

~~c. East Coast Region Chapters: Atlantic (Maine, New Hampshire, Vermont, Rhode Island, New York, New Jersey, Massachusetts, Connecticut), Mid-Eastern (Delaware, Maryland, Washington, D.C.), Pennsylvania, South Carolina, Virginia, West Virginia.~~

~~d. Gulf Coast Region Chapters: Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, Oklahoma, Tennessee, Texas, Caribbean (Puerto Rico, Cayman Islands).~~

~~e. Canadian Chapter forms the Canadian Region.~~

## **INTENT:**

Hosting a Regional Conference may:

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

## REQUIREMENTS

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

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

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

A Regional Consortium is a group consisting of not less than ~~two-thirds~~ of the majority of the Chapters that are chartered in a geographical region. The decision to hold a Regional Conference is not a mandatory obligation. The decision of whether to or where to hold the Regional Conference should be based on the standardized proposal for bidding. (See Appendix 1, Bidding Cities Site Selection Criteria). This form includes such information as location (city), meeting dates, hotel, room rates and a proposed budget.

*- A simple majority*  
*✓*  
*✓*  
*✓*  
*✓*

A Consortium meeting should be held during the Regional Conference for the purpose of reviewing and reconfirming site selection plans for the following year's Regional and to select sites for at least THREE years hence. If a quorum is not met during the Regional Consortium meeting, a meeting of the Consortium shall be held during the annual conference and exposition. Minutes should be taken at the Consortium meeting. Copies of those minutes should be distributed to the Executive Director, Association Operations Director, the Consortium Chair, to each appointed delegate, and to each Chapter President and Secretary within the Region.

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

The bidding Chapter should have at least a three-year lead-time, to announce to the Regional Consortium that it wants to host a Regional Conference. The Consortium should have a checklist for contracts, mailings and review the host Chapter's planning at the yearly Consortium meeting. A letter of intent to host a Regional Conference and planning activities should be sent to the APCO, Inc. Conference & Exposition Department.

Although the Regional Conference is primarily a Chapter/Consortium function, it is advisable to have some guidelines that will be consistently adhered to by all Regional Conferences. An agreement between the bidding Chapter and the Association, signed by the Chair of the Conference and the APCO Executive Director should include the information listed below. (See Appendix # 2, Bidding Chapter Letter of Intent).

#### **Proposed dates of the Regional Conference**

A concerted effort should be made by the Chapters within a region to avoid scheduling multi-day Chapter meetings within 30 days of the Regional Conference. If there is such a conflict, the Chapter scheduling the meeting may petition the host Chapter of the Regional Conference to combine the meetings. A Regional Conference shall not exceed three (3) days from the time it is convened until it is adjourned. In order to take advantage of Saturday flight discounts, it is recommended the schedule be set up in conjunction with the weekend. Registration and socials may occur on the day preceding the Conference.

Joint conference with any other organization within the domain of APCO is permitted with written permission of the APCO International Board of Officers. Examples of these organizations include NENA, FCCA, AASHTO, NFPA, and Project 25. Joint meetings within a Regional Conference program are acceptable.

#### **Conference Chair**

The Conference Chair is required to be from the Active category of membership of the Association as stated in the Association's By Laws, Article X, Section 2.2.

### **Exhibit Hours**

In order to maximize the benefits of the exhibit portion of the Regional Conference for both the Conference attendees and the corporate participants, the Chapter agrees to guidelines listed in the Exhibits portion of this Manual.

### **Contracted Staff Services**

The host Chapter may request the services of APCO staff in planning and conducting a Regional Conference well in advance of the Conference. Such requests should be made in writing to the Executive Director by the Regional Conference Chair. If a Chapter wishes to utilize any of the services of APCO's staff, a formal agreement specifying services needed and their cost must be entered into between the host Chapter and the Association. Any travel costs incurred by staff, at the request of the host chapter, will be charged to the host Chapter.

### **Mailing Labels**

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

### **Reporting Requirements**

The successful production of a Regional Conference is greatly assisted by having a history of past Conferences so that proper plans can be made. The only way that such information is available is by a complete report of the Conference Committee at the conclusion of the Conference. Such reports submitted to the APCO Executive Director in a timely manner provide statistics that will assist future Regional Conference committees in the planning of their own event.

Benchmarks established in the Regional Conference Manual provide the basis for the Conference Committee to draft a preliminary report to be submitted to APCO's Executive Director within 60 days of Regional Conference adjournment. A copy of the approved report form is part of this Manual as Appendix # 3, "Regional Conference Preliminary/Final Report".

The Final Report of the Regional Conference is mandatory and non-compliance may result in sanctions as determined by the Executive Council. The final report shall include a financial statement. This report shall be submitted within 180 days of conference closing.

## **INFORMATION AVAILABLE FROM APCO STAFF**

### **ADA Requirements**

Regional Conferences shall comply with Department of Justice ADA requirements for public meetings. The host Chapter shall be certain that all facility contracts address ADA requirements. The APCO Conference and Meeting Services Department can assist if needed.

### **ASCAP and BMI Fees**

These fees are for the use of live or taped music during entertainment periods of the Conference (banquet, exhibit hall, etc.). These associations represent music composers or their licensing agents. The United States Copyright Law protects composers and permits ASCAP and BMI to charge fees for the use of music. The hotel and convention centers involved in Regional Conferences are responsible to pay music fees only for music used in the public areas of their buildings. All music used during Conference events is the responsibility of the host Chapter. Fees should be paid promptly. Forms and information are available from the Association's Conference and Meeting Services Department.

### **Insurances**

Adequate liability and cancellation insurance coverage should be obtained by the Regional Conference Committee. Although the facility where the Conference is being held will have some liability insurance that would apply to your Conference, it is advisable to obtain more. Cancellation insurance provides insured with comprehensive coverage for lost revenue and excess expenses incurred because of cancellation, curtailment, postponement and/or abandonment of the Conference. The Association's Conference and Member Services Department can provide information about these types of insurance.

### **Rules & Regulations**

Appendix # 4, "The Association's Conference & Exposition Rules and Regulations" and Appendix # 5, "The International Association for Exposition Management Guidelines for Display Rules & Regulations" are attached in the back of this Manual. In addition to being helpful in the planning of the Regional Conference, they should be part of the Regional Conference Exhibitor Prospectus.

### **Priority Points**

For a Regional Conference, information on Exhibitor Priority Points and how they can be used in the selection of booth space is available from the Association's Conference and Meeting Services Department.

## APCO ADMINISTRATION REQUIREMENTS

### Program

A Regional Conference program will allow reasonable program time for reports made by Association Officers and the Executive Director.

### Registration

Complimentary registrations will be provided to the Association Board of Officers, Executive Director, and necessary Association staff. The Association will provide names of those attending in advance.

### Meeting Rooms

Executive Council, Corporate Advisory and Subsidiary meetings are at times held during Regional Conferences. If available, a complimentary room shall be provided. Otherwise, the Host Chapter should assist the Association Conference and Meeting Services Department in making alternative arrangements.

The Association and its subsidiaries will be responsible for AV and catering requirements scheduled for its meetings. Please consult with the Association Conference & Meeting Services Department for assistance in this area.

The Requirements expressed herein are considered to be mandatory standards for a Regional Conference.

*Jo Noce*  
*Chris Fisher*

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*Lynn Zeller*

*Approved*

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## REGIONAL CONFERENCE GUIDELINES

The Regional Conference Manual is provided to assist the Conference Chair by providing information necessary to plan and conduct a successful Conference and comply with the overall requirements stipulated in the Requirements section.

The Committee Responsibilities section of the Conference guide provides procedures to guide the Chair through a successful experience.

In general, the Guidelines provide assistance in the following areas of activity:

- Estimating the number and nature of the attendees expected.
- Stating the purpose of the Conference (theme and logos).
- Establishing the meeting dates and length.
- Adopting a budget.
- Providing proper bookkeeping and accounting procedures.
- Providing an exhibit space agreement brochure and attendee flyer
- Defining responsibilities by major functions:
  - Conference Chair
  - Program Chair
  - General Arrangements Chair
  - Registration Committee
  - Publicity - Public Relations Committee
  - Entertainment/Social Affairs Committee
  - Finance Committee
  - Security Committee
  - Exhibits Committee
  - Family Program Committee
  - Transportation Committee
  - Optional Social Events

THE KEY TO A SUCCESSFUL CONFERENCE IS ADVANCE PLANNING FOLLOWED BY TIMELY ACTION TO CARRY OUT THOSE PLANS.

Choose the Committee Chairs carefully. Appoint people who are dependable. Be sure each person knows what is expected. Keep in close touch with them regularly by electronic means, mail and by face-to-face meetings as often as can be arranged. An active e-mail account should be required of each Committee Chair and encouraged of each Committee Member.

The current host Chapter President, as an ex-officio member of the Conference Committee, and the Chapter member who will be President during the actual Conference (as soon as identified) are to be kept informed about Conference matters. The Association's Conference and Meeting Services Department should also be kept informed.

### The Regional Conference Chair:

- Must be an Active member
- Acts as the host Chapter President's agent.
- Has jurisdiction in such matters in accordance with Association and Chapter Constitution and Bylaws.
- Cannot transfer the appointment except upon a showing of good cause and with the concurrence of the Host Chapter Executive Committee.
- Can be relieved of duties at the pleasure of the appropriate governing body of the host Chapter. In such an event, the host Chapter President will immediately appoint a replacement Conference Chair subject to the prevailing procedures of the Chapter.

A separate bank account should be established in the name of the Host Chapter/Regional Conference Event with signature authority to include the Conference Chair & Finance Committee Chair. Expenses of the Conference may be satisfied by bank account withdrawals made only in accordance with the following conditions:

- The Regional Conference Chair and Committee Chairs are allowed a reasonable and proper expense account to compensate for costs incurred in Regional Conference activities. Expenses should be approved by the Regional Conference Chair. "Reasonable and proper" is determined by the host Chapter President and / or Conference Chair in exceptional instances.
- All financial transactions shall be recorded on sequentially numbered documents, i.e. invoices/receipts, and/or by computer utilizing appropriate financial software.

A returnable cash advance for Regional Conference purposes may be made to the Regional Conference Chair by the host Chapter President. This advance typically is between the amounts of \$2,000 - \$4,000 and it may be subsidized by other Chapters in the Region in accordance with any profit sharing agreement that is reached among them.

The records of the Regional Conference are to indicate the sources and amounts of all revenue and expense as required in the Final Report. These records or a copy thereof will be filed with the host Chapter President and the Association's Conference and Meeting Service Department. (See Appendix # 3, Regional Conference Preliminary/Final Report).

Within 180 days after adjournment of the Regional Conference, the Chair shall submit a report to the host Chapter President and Association's Executive Director. This includes a final closing financial statement, which states that all indebtedness of the Conference has been satisfied. The Association's Conference and Meeting Services Department shall see that the final report is made available to succeeding Regional Conference Chairs. In the event that all financial issues have not been resolved at this point, the report shall reflect that fact and detail the current status as well as known pending receipts / expenses. Upon settlement of all outstanding financial issues, a supplemental report shall be submitted.

The host Chapter President should appoint an Auditing Committee whose members ideally do not include Conference Committee members.

## **GENERAL HIGHLIGHTS**

### **PUBLICITY**

Repetitive and informative publicity is essential for good attendance. Two preliminary programs, each more detailed and up-to-date than the preceding one, should be mailed.

Contact the PUBLIC SAFETY COMMUNICATIONS/APCO BULLETIN for information on the publication dates for the magazine. Information you provide can be included in the appropriate sections of the magazine to promote your Regional Conference.

Ask the Conference hotel and the city convention bureau for pictures and descriptions of city points of interest, amusement parks, etc., and send them to the Association's magazine editor. Appoint someone to be at the Regional Conference to cover the story and take pictures during the meeting. Alert the newspapers, radio and TV stations. They look for news coverage.

Have the daily events posted on the hotel bulletin board, including an electronic bulletin board.

### **PRESS FACILITIES**

There should be a space in or near the registration area for a press table and the table should display literature about the Regional Conference.

Encourage speakers to have copies of their texts for distribution to the members of the press. Speakers should not ask for reproduction assistance unless they have made previous arrangements.

Good press can make a big difference to the success of the Regional Conference. The Conference Chair and the Conference Publicity Chair should make contact with the proper media representatives.

### **TIMING**

Recognize the importance of time. Plan realistic times for events and then stick to them.

Advise speakers they will be expected to stay within program time frames.

### **PROGRAM**

Arrange a full and interesting program that will reflect the wide range of interest of the attendees. Plan well in advance in order to have sufficient time for advertising and possible revisions.

### **ADVANCE REGISTRATION**

Encourage advance registrations and encourage a discount for registrations received before a specific date (approximately 30-45 days prior to the event). Registration packets for advance registrants should be ready when the registration booth first opens. Be sure the names and affiliations are spelled correctly - nothing is more important than a person's name.

Handle exhibitor registrations at a separate desk or at the opposite end of the regular registration area. Have the exhibitor registrations completed to the extent possible before anyone arrives at the Regional Conference.

### **MEETING ROOM FACILITIES**

Be sure all meeting rooms comply with the Department of Justice ADA requirements for public meetings space. The Association's Conference and Meeting Services Department can provide this information. Make certain the host property has the meeting rooms in order every morning before the sessions begin. Head tables should be properly arranged, to include name cards, ice water, glasses, and microphones.

### **AUDIO/ VISUAL EQUIPMENT**

The Program Chair needs to work with presenters and speakers to determine their a/v needs well in advance of the Conference. Arrange with the hotel for necessary equipment and make sure that it is in the proper room when needed.

### **AUDIO SYSTEMS**

Be sure the audio system in each meeting room is in working order and the necessary microphones are located where needed.

### **RECORDING SERVICE**

The host hotel AV department should be consulted for their services. It is the responsibility of the Conference Committee to decide what sessions to record, if any. Should APCO International conduct Association meetings during the Regional Conference, AV arrangements will be made by the headquarters staff and notice of those arrangements will be relayed to the Regional Conference Chair. The names of local AV services should be available from the Regional Conference Chairman. Permission must be obtained before recording any presentations, Appendix # 6, "Consent to Record".

### **COMMUNICATION DEVICES**

Communications between committee members during the Regional Conference is important. Radios, cell phones and/or pagers may be provided by a local agency or supplier to be used by the committee.

### **ENTERTAINMENT**

The emphasis should be on quality rather than quantity. Don't let the entertainment run too long, especially at the Closing Banquet. Be sure to

remember to report live and recorded musical entertainment with ASCAP and BMI.

### **HOST PROPERTY**

Be sure that the host property and any others used for tours and/or optional social events comply with the Department of Justice ADA requirements for public meetings. Consult the Association's Conference and Meeting Services Department regarding this.

### **CONFERENCE SITE SELECTION**

Future Conference site selection will normally be accomplished at a Regional Consortium Meeting held at each Regional Conference. If a quorum is not met during the Regional Consortium meeting, a meeting of the Consortium shall be held during the annual conference and exposition. Chapters desiring to host future Regional Conferences should come to this meeting prepared to bid for the opportunity. As a courtesy to the other Chapters, they should have sent a "notice/letter of intent" to the President of each Chapter in the Region at least 3 to 4 months prior to the site selection meeting. If rotational method is used within the Region, a letter of confirmation should be submitted at this time.

The following written documentation should be provided:

- Letter of intent from the proposing host Chapter.
- Information from the potential hosting property(s), including information regarding room rates, number of sleeping rooms that can be committed, meeting room availability and exhibit facilities.
- Letters of invitation/support from the potential hosting city, Convention Bureau, and Chamber of Commerce
- Letters of invitation/support from the sponsoring agencies of the key personnel involved in the proposed Conference. (This item is crucial not only to APCO, but for the possible protection of these people in the event of a change of administration in the intervening months leading up to the Regional Conference).
- Pictures and literature on the proposed facilities, including information on location, highway and air transportation, local attractions, and parking considerations.
- Regional Conferences will not be held in a host property that is not smoke detector and sprinkler-protected for fire safety.

- Regional Conferences will not be held in a host property that is not compliant with the Americans With Disability Act Law as of January 26, 1992, to include: parking & bus transportation; access to the facility: building entrance, inside the building, telephone, restrooms, conference rooms, assembly areas/dining rooms, drinking fountains. Site Selection: How Accessible is the Venue credited to IAEM Handbook for Accessible Exhibitions. (See Appendix # 5, IAEM Rules).

Minutes should be taken at the Consortium meeting. Copies of those minutes should be distributed to the Executive Director, Conference and Meeting Services Director, the Consortium Chair, to each appointed delegate, and to each Chapter President and Secretary within the Region.

## COMMITTEE RESPONSIBILITIES

### CONFERENCE CHAIR

First appoint Committee Chairs. The success of the Conference will depend heavily upon the individuals chosen; so choose them carefully! Decision-making will be easier if the committee members are kept to a minimum number of individuals, and located (geographically) close enough to meet regularly.

Revise the budget and program. Open Conference bank account and make deposits as needed. See the Finance Committee portion in this Manual, for details regarding accounting and bank deposits. The Registration and Exhibits Chairs should attend the current Regional Conference. The following time lines are to be considered minimums and should be extended as necessary.

- Eighteen Months Out:

The host city and host property as named in the Conference bid is now the Conference site. Confirm the arrangements specified in the bid. Be sure the rooms reserved for seminars and workshops include a space, which may be used as a Committee staff office during the Conference. Ideally it should be big enough to sit the Conference Committee and be available for use at least 1 day prior to the Conference. Additionally there is a need to consider the housing needs of the Committee and volunteers during the Conference. This may necessitate further negotiations with the host property to obtain reduced rates for housing and/or parking for the Conference staff.

Finalize the list of prospective subcommittee Chairs.

Distribute a copy of the Manual for each Chair. Contact the Conference and Meeting Services Director if assistance is needed. Each Committee Chair should be familiar with the entire manual so they have a basic knowledge of the responsibilities of others as well as their own.

- Sixteen Months Out:

Appoint the Chairs. Have a meeting with them. Discuss potential Committee members. Appoint Committee members and notify each of their selection. Have the Committee Chair set up meeting with members of their respective Committees. Advise the Conference Administrator of the names, addresses, and phone numbers of Committee members.

If booth spaces are to be sold at the Regional Conference prior to yours, the Exhibits Chair should begin meeting with the host property and decorator early to make plans for your Conference. Exhibit area layout and Exhibitor Prospectus can be developed and ready for use. Contact the upcoming Regional Conference Chair to arrange for a time for booth sales.

- Fourteen Months Out:

Begin to make estimates about the type and number of sessions the Conference will have, and the room requirements for them. Think about speakers. Advise the Committees that cost estimates will be considered at the next meeting to begin budget development.

- Thirteen Months Out:

Send out the Call for Papers to invite speakers. Make sure the Committees have planned and scheduled meetings. An Exhibit area layout approved by the host property and local Public Safety officials should be ready for use.

- Twelve Months Out

At least one year from the date of the event, the Conference Chairman should consult an insurance company that offers Convention Cancellation and Interruption Insurance for a CCI Policy. This policy or plan is designed to provide insured with comprehensive coverage for lost revenue and excess expenses incurred because of cancellation, curtailment, postponement and/or abandonment of the Conference, trade show and meetings. In addition, the insured's meeting or Conference does not have to be entirely canceled. The policy or plan pays for lost revenue and increased expenses for covered claims even if the event takes place. CCI Policies or Plans also offer additional coverage's that can be explained by the insurance company. There are many good companies available to discuss this insurance, or a local general insurance agent in the community can recommend such a company.

If some of the Conference events are held in other than the host hotel, make sure the insurance company covers other sites (such as a convention center). Some off-site event facilities may require separate personal liability riders - their contract should state this requirement. The insurance company can explain liability riders. For additional information concerning liability insurance, contact APCO Conference and Meeting Services Director.

- Ten Months Out:

Final budget completed and reviewed with the Conference Committee. Pass out dated copies with revisions and review them at all future planning meetings. Estimates from the hotels, exhibit center, bus companies, entertainers, restaurants, tour companies and other contractual services should be confirmed.

- Eight Months Out:

Committees should now begin meeting once a month. Make certain that the REQUIREMENTS in this Manual are being met.

Communications between committees is essential for success of the Conference. Delegate authority and within these limitations let Committee Chairs handle their responsibilities freely and independently, as long as the Conference Chair is kept informed.

Prepare for first Conference mailing. Get labels, envelopes, stuffers and other mailing material ready. Work closely with the General Arrangements Chair in these matters.

Develop a list of deadline dates for completion of tasks such as the dates of the mailings, completion of preparations for handling advance registrations, finalization of the program, advance deposit deadlines, etc. Distribute the list of all Committees and update it as often as necessary to ensure everyone knows what tasks need to be done and when they must be completed.

Have at least one Conference Committee meeting at the host property to allow all Committee Chairs to familiarize themselves with the host property. Review items such as room assignments, walking routes, directional signage, security, etc. Develop tentative layout of the registration area and include an area for booth spaces for advertising future Conferences.

- Six Months Out:

First mailing should be printed and mailed. Earlier mailings may be done at the Regional Conference Committee's discretion. All Committees should be on schedule. All arrangements should be reconfirmed.

Most businesses and properties will defer billing until the end of the Conference;

be prepared to pay those who do not. Also, anticipate receiving some payments, especially after the first Conference program mailing.

Establish procedures with Finance Chair for payment receipts, billings for registration fees (some agencies require this, and these requests will come in rather early). All deposit slips should be handled by the Finance Committee Chair. Check with this person to arrange for desired accounting procedures. It is important that deposits be made as often as possible and at the end of the day during the Conference. Due to the amount of cash receipts, two people under proper security should go together to make the deposits during the Conference.

Be sure all the Chairs are keeping records of all their transactions and agreements and turning them over to the Conference Chair or designee at the earliest opportunity.

The Conference Chair's address should remain the same and be used throughout the term in office. Identify a storage/work area in or close to the host property which may be used for the month or so prior to the Conference to both house various bulk items such as registration information, supplies, handouts, and to serve as a workspace for the final preparation of these materials in the week or days just prior to the Conference.

• Four Months Out:

Notify Chapter Presidents and Secretaries of each of the Regional Chapters that a Consortium meeting will be held at their Regional Conference and their Chapter's official representation is requested. The purpose of the meeting is to review plans for the following year's Conference and to select sites for future Conferences. Invite them to contact the Association Conference and Meeting Services Director for information about preparing their own bids for a future Regional Conference.

A letter to all known future Regional Conference Chairs can be sent at this time asking if they desire booth space to promote their particular Conference. Contact APCO International to ask how many booth spaces are required for their needs. Such booths are provided free of charge.

Invite the Chair of the next Regional Conference to observe the committee in action during the Conference and to attend the post Conference wrap-up meeting.

• Three Months Out:

Progress reports should be submitted to the Conference Chair by each of the Committee Chairs.

Hold another Committee meeting at the host property and include representatives from the host property, exhibits area decorator, and any other contractors involved.

Finalize registration area layouts, signage requirements including room/program identifications, marquis displays, informational reader boards, security arrangements and related arrangements.

• Two Months Out:

The second mailing is out. A more detailed agenda should be included. Committees should be meeting every two weeks.

- One Month Out:

Begin to hold weekly meetings of the Committees.

- One Week Out:

Confirm transportation for Association Officers, VIPs and Committee members.

- Two Days Before:

Plan to have a wrap-up meeting at the end of each day - or early in the morning on the next day - to discuss and make any adjustments necessary for the smooth operation of the Conference.

Check into the hotel. Contact hotel management. Go over the preparations. Make last minute changes that may be necessary. Confirm that the registration desk will be available early the next morning. Assemble the Committees early. Stuff the pre-registration packets. Set up the registration desk. Have cash on hand for change at the registration desk.

- The Day Before:

Working with Committee Chairs and members, be sure that all arrangements are in place. Registrations are the main activity taking place for attendees.

- The First Day:

Expect heavy early registrations--particularly by the vendors. Check with the Exhibits and General Arrangements Chairs. Welcome VIPs. Make sure all arrangements are set for opening ceremonies.

The Chair should assist at the ceremony that opens the exhibit area. Make it a point to go through the exhibit area and thank the vendors for participating in the Conference.

- The Second Day:

This may be an Optional Special Event or Regional Conference Banquet Day. Have this activity where people can be moved quickly, fed well, and entertained. If possible, have the function at the host facility. Final day for the exhibit area. Make a point of thanking the exhibitors for their participation. Check banquet arrangements.

- The Third Day:

Final morning of meetings. Arrange to have a meeting of exhibitors to allow them to buy exhibit space at the next Regional Conference.

- Following the Conference adjournment:

Thank Committee members, reimburse any who had out of pocket expense. Remind them that the final report must be made, so they should get their reports in as soon as possible. Check the areas; pick up any materials left over.

• Aftermath:

Hold a post-Conference wrap-up meeting and invite members of other chapters involved in upcoming Conferences.

Process and send to the Association Conference and Meeting Services Department any photos, materials, papers, etc., which may be used in the magazine. Make every effort to pay all outstanding expenses before this week is out.

Complete the preliminary report within 60 days and the final report within 180 days of close of the conference. (See Appendix # 3, Regional Conference Preliminary/ Final Report). The Conference and Meeting Services Department needs a copy in order to assist other Chapters putting on Regional Conferences and for its archives. On the following pages, there are listed some of the basic responsibilities of Conference Chairs:

- Program
- General Arrangements
- Registration
- Entertainment
- Publicity
- Finance
- Security
- Exhibits
- Optional Social Events
- Family Program
- Transportation

## **PROGRAM COMMITTEE**

The scheduling of events for the program is a joint responsibility of the Program and Conference Committees. This involves a significant amount of detail regarding the opening breakfast; the principal speakers, closing banquet, panels, and related functions. There is considerable latitude for the Program Chair to choose events provided the work is done in close alliance with the Conference Chair.

Each committee must develop a budget as early as possible. These individual budgets will be included in the master budget maintained by the Finance Chair. Previous conference budget information can be obtained from the Finance Chair to assist in this endeavor. The budget will usually change as the planning progresses, but it is an important tool that will be beneficial throughout the process.

It may be more effective to have operational and technical subcommittees or co-chairs to coordinate development of the programs. Two main concerns are those of getting the program together and printed on time and getting the Call for Papers out on schedule. Check with the Publicity Committee and Association Conference and Meeting Services Director. One of the first items that must be determined is the meeting space available and the capacity of each room. With this information, the program can be developed.

Once the events and speakers are known, the Chair has the responsibility of contacting the speakers, presenters, panel members, etc. to obtain their biographies, arrival time, a/v needs, and any other necessary information. Program participants are told when and where they will make their presentations. Advise the presenters to bring the appropriate amount of handouts or assist them in reproducing them onsite – (could be a significant expense).

Once a speaker or panelist has accepted an invitation, follow up to ascertain what special equipment and seating arrangements they may need. Theater style seating will be used for most presentations; however, classroom style or round table discussion format should be used if written material is involved.

Stay in touch with presenters prior to the Conference. Ask them to contact the Committee upon arrival. Meet them and find out how to contact them during the Conference.

Here are a few program considerations:

- Try to have a key event each day that is of interest to the whole quorum. Recent disaster situations (and how public safety agencies responded to them) draw good attendance.
- Try to key in a main event each morning and each afternoon.

- When arranging for multiple sessions, try to repeat them often enough that everybody gets an opportunity to attend them all.
- Consider the use of the Association Standing Committee Chairs and Project Series Chairs, with presentations made on the work that is going on in their Committees. These are usually the areas of concentration within the Association that the Board of Officers term "hot spots".
- Don't forget to make time available for reports from Association Officers and the Executive Director.
- The Conference schedule should allow for exclusive exhibit hours. On the opening day of exhibits, consideration should be given to a first evening's activity in the exhibit hall, with perhaps a two or three hour wine and cheese reception. On program days, there should be at least three hours of exclusive exhibit time. This exclusive time could be divided into 1.5 hours in the morning and 1.5 hours in the afternoon. Except for the requirements for exclusive hours, this guideline is subject to variation based on local vendors and attendee preferences.
- Main topics of interest usually fall into tracks or categories such as technical, operational, management and supervision, spectrum management and stress factors. Have rating forms distributed at each session other than business meetings. (See Appendix # 7, Presentation Evaluation.) It is important to learn what topics are received best, and why, for the benefit of the next Conference Committee. The business sessions will take care of Association and Chapter considerations.
- Locate meeting rooms strategically in order to accommodate people movement. Work with the General Arrangements Committee in seeing that the meeting rooms are in order and properly set up.
- A simple, generic presentation evaluation sheet should be provided to all attendees at each session to capture feedback on the speaker, presentation/subject, and facility. (See Appendix # 7, Presentation Evaluation.) This feedback may be useful to the next Conference Committee. It may also be desirable to have volunteers capture more specific information about the number of attendees, audience reaction to the speaker and topic, etc. This should be done with a separate form.
- Be sure meeting rooms are sized according to audiences expected. Over estimate when in doubt. Be prepared to have to change rooms at the last moment as requirements may dictate. If this happens, be sure the move is accompanied by adequate announcements and hallway and door signs.

- A host Chapter representative should be assigned to monitor equipment needs and to handle introductions and “thank you's” for each presentation.
- Submit articles to APCO Bulletin about Regional Conferences, accentuate the facilities and program. Highlight known speakers. Work with the Publicity Committee and the local press. Have advance copies of speeches available for the Press.
- Make sure that anyone who is responsible for introductions has the proper information available.
- Present a balanced program. Encourage commercial presentations of companies who are active in ALL aspects of the association if possible. Seek presentations of current interest.
- Remember that the APCO member must often justify the value of attending the Conference to their supervisor. It is the content of the program that makes the decision. The earlier there is solid, specific program information in the hands of the attendees, the easier it will be for them to get travel authorizations. Don't over-emphasize social events.
- Be careful to have presenters' name or title or subject matter listed and spelled correctly in the program. Proofread carefully. Be consistent in listing titles and names.
- Certificates should be given for workshop attendance to encourage participation in the training sessions.

Every other committee's efforts will affect Program planning. Work closely with them, and with the Association Conference and Meeting Services Director. The Chair of the Finance Committee should acquire copies of budgets from the previous Conferences for distribution to committee members.

An adequate number of well-trained volunteers is essential to the success of the conference program. Volunteers should introduce speakers, disseminate and collect session evaluations, provide directions to classrooms, answer questions about program schedule, and assist speakers with AV set-up if necessary. Consider how volunteers will be trained and briefed on daily changes, ways to recognize/reward volunteers for service, and possible incentives to serve as volunteers.

## **GENERAL ARRANGEMENTS COMMITTEE**

The members of this Committee are the "nuts and bolts" of the Conference. Everything they do has an effect on the other Committees, and vice versa.

Each committee must develop a budget as early as possible. These individual budgets will be included in the master budget maintained by the Finance Chair. Previous conference budget information can be obtained from the Finance Chair to assist in this endeavor. The budget will usually change as the planning progresses, but it is an important tool that will be beneficial throughout the process.

As the Chair of this Committee, you have an important job. The following is a list of suggested duties some of which may be assumed by the General Arrangements Committee members:

- Organize audio/visual facilities and coordinate these needs with the Chair of the Program Committee and the audio/visual contractor.
- Make provisions for and check PA systems in meeting rooms.
- Provide two-way and paging capabilities for key members of the Conference Committee and Association Officers and authorized staff members.
- Coordinate catering regarding meal menus, number of plates per event, decorations, seating at head table, banquet corsages for ladies at the head table, VIP reserved tables on the floor, banquet hospitality hour.
- Arrange for transportation for VIP's.
- Coordinate Regional Conference Opening and Exhibits Opening Ceremony. Arrange for signage outside exhibit area.
- Consider printing general area information in conference program guide, and be prepared to provide directions to nearby photocopy facilities, drug store, market, etc.
- Work with other Committees to respond to last minutes emergencies, e.g. speakers/VIPs with lost luggage containing handouts, etc.

### **General Comments:**

Work out the arrangements for audio/visual and inter-communication needs four or five months out from the Conference. There may be duplicate requirements at the same time. Keep spare components on hand. Contracts for equipment should be in hand two months out. Work with the Program Committee Chair in these matters.

At the end of each day, see that meeting rooms for the next day are in order, including meal requirements. Verify that the seating and table arrangements are as previously ordered and that they are appropriate for the type of requirements with lecturers and moderators. Be prepared for last minute changes in room assignments.

Provide professional looking signs which can be easily moved around and/or removed from doors and corridors.

Review meal functions that were planned earlier. Amendments may be necessary. Make main meal function estimates on the basis of the number of Conference registrants. Most hotels now have computer systems that can advise of the number of daily checkouts by Conference name. Work with the hotel management in this. Heaviest check outs will be made by exhibitors on the day of the Banquet.

Most hotels don't require meal guarantees more than 24 hours before the event, but some require as much as 72. Make sure you understand your facility's catering deadlines. Possible meal functions to be planned are:

- A "Tired Traveler's" hospitality event on the night before the Conference officially opens usually can be sponsored by vendors.
- Opening Breakfast
- Optional Social Event
- Conference Banquet

Provide the Conference Chair with a detailed budget. Use budgets obtained from the APCO Conference and Member Services Department files if necessary

Some other things that may not have been thought of are:

- Rubber Stamps for:
  - Conference logo (2)
  - "For the deposit of APCO "XXX" Regional Conference only"
  - Conference name and address
  - PAID Stamp
  - Date and time stamp for registrations and exhibit record purposes.
- Receipts in duplicate
- Signs for:
  - Registration area, including Exhibitor Registration area

Pre-registration line  
New Registration line  
Sign-up tables, including tours, spouse, functions, meeting rooms,  
Information center  
Press table  
Conference Headquarters  
Speakers' preparation room

- Oversized scissors, Opening Ceremony Ribbon
- Verify the name the Regional Conference is listed under with the hotel(s) you are using.

Select design for stationary and envelopes. How will they be stamped and sealed during mail-outs? Order stationary as soon as logos, dates, etc. are available. The type and amount of material may determine the size of some envelopes. There should be enough envelopes for three mailings in addition to regular Conference correspondence.

Planning will be more efficient by utilizing the reference timetable, budget sheets and program from the previous Conference, and working with the Conference Chair.

The General Arrangements Committee will locate a poster or corkboard with pins, adjacent to the Registration Desk, for the purpose of posting information or individual messages. This Information/Message Center will be operated by the registration desk staff who have easy access to the Conference communications systems (paging, two-way, and/or telephone).

One of the more important contributions can be made to the General Arrangements Committee is that of working with the hotel registration desk in efforts to determine how many people are registered each day. It is on this basis that much of the meal and transportation planning is done.

## **REGISTRATION COMMITTEE**

The first Committee members to meet the Conference guests will be those at registration. The impression made there will be a lasting one. The Chair should frequently be present and ready to assist in any way.

Each committee must develop a budget as early as possible. These individual budgets will be included in the master budget maintained by the Finance Chair. Previous conference budget information can be obtained from the Finance Chair to assist in this endeavor. The budget will usually change as the planning progresses, but it is an important tool that will be beneficial throughout the process.

Work closely with the General Arrangements Committee to have the necessary tools: cash boxes, computers, name badges, holders, ribbons, etc. The Finance Committee will make cash balances and the deposits.

Upon advance request, the Association Conference Administrator can provide the registration desk(s) with pre-stamped charge slips. By offering the attendee the ability to charge registration fees, post Conference billing can often be avoided.

Realize that there are two registration areas, one for the general membership, and one for the exhibitors. Try to locate the exhibitor registration area near the exhibit area. The desk can also be used as an operating center for the Exhibits Committee.

A contract may be made with the Association for registration services. Computerized registration programs are not available through APCO International. The Conference and Exposition Department can recommend software, which may be purchased from several different companies, or the Registration Chair can contact past Regional Conference Chairs for in-house programs, which they may be willing to share.

It is a good idea to allow for a reduced rate for full Conference registrations, which are received and paid at least one month before the opening day. This encourages pre-registration which allows all of the committees to better estimate the attendance and prepare for it. It also allows for badges to be pre-printed and to speed up the lines at the registration desk. The mailings should state that the pre-registration discount would apply only to prepaid registrations and not to those without payment. Be prepared to bill agencies for registration fees. It should be noted that purchase orders, vouchers and other types of agency post-Conference billing would delay the payment process.

Consideration should be given to requiring advance registration, which may be accomplished with or without payment. This would not include those persons

coming in on a day pass -- only full Conference attendees. The benefits would be:

- Better attendance indicators for meal planning and social events
- More accurate indicators for financial planning for the Conference
- More efficient registration process at Conference site eliminating excessive delays, long lines, confusion and paper shuffling.

Have lines for those who are pre-registered, for the exhibitors, day passes, and new registrants. Have registration packets for the pre-registrants and the Association Officers ready in a separate place at the desks. It is customary to provide complimentary full registration for the Association Officers and APCO staff.

Complimentary registrations for speakers, and VIPs are at the discretion of the Conference Committee.

Day passes need to be color-coded by day or date stamped. It is wise to write the day pass attendee's name on the pass when issued to eliminate them passing it to unpaid attendees.

It is vital to have all the pre-registration possible. For this reason, the registration material has to be ready by the time of the first mail-out of the Conference program.

The Conference program will include the opening and closing times of the Registration area. Registration hours should be extended (Noon to 7:00 P.M.) on the day prior to the first Conference session to avoid the rush at 8:00 A.M. on the morning of the opening breakfast. Registration should be open from 7:00 A.M. to 6:00 P.M. on the first day of the Conference with extra staff so that meal breaks can be arranged without closing the registration desk. If this cannot be done, it is recommended that the registration desk be closed for the lunch hour to allow workers to eat.

Accommodate early and late registration if possible, or if a line is still standing at closing time, continue registration.

Have a firm and clear refund policy. Refunds should not be given for unattended events. Pre-registration discounts are for the whole package; not for each event.

The registration area needs lots of room. Make it easy to take the money and give out information. Have copies of the program handy and know what's in them.

Secure registration funds at the end of each day. Work with the Finance Committee.

Know where clerical and reproduction facilities are, either in or near the hotel.

Some of the items necessary at the registration desk are:

- Registration forms
- Computer terminals and printers (at least two each) for entering/checking registrations and printing nametags.
- Cash boxes and change
- Books of tickets
- Rubber stamps, stamp pads
- Day passes
- Pens, pencils, markers, scratch pads, tape
- Calculators
- Receipts in duplicate

## **FINANCE COMMITTEE**

The Conference Chair shall set the rules for the disbursement of funds. The Chair may or may not require a countersignature on each transaction. The Finance Committee Chair shall be responsible for managing the Conference revenues and expenditures and will control the financial mechanism of the Conference. This means much more than just collecting money, entering receipts and expenses in the right categories, and making deposits.

Each committee must develop a budget as early as possible. These individual budgets will be included in the master budget maintained by the Finance Chair. Previous conference budget information can be obtained from the Finance Chair to assist in this endeavor. The budget will usually change as the planning progresses, but it is an important tool that will be beneficial throughout the process.

Budget info should be obtained through the association and provided to the other conference chairs. The budget will usually change as the planning progresses and other committee chairs. A procedure should be developed for committee chairs to notify the Finance Committee Chair of budget changes.

This person is the fiscal agent of this operation and responsible for establishing procedures for all aspects of the financial transactions of the Conference. Prior to the Conference, it is recommended the Committee Chair review the local, state and federal requirements covering this type of event with their CPA. All expenditures must be justified and documented on sequentially numbered invoices or checks. All cash income must be documented on sequentially numbered receipts and / or accounted for by means of computer utilizing financial software.

Be prepared to bill agencies for registration fees. These requests will come in rather early. All deposit slips should be handled by the finance Chair. Be sure the other Chairs are keeping records of all financial transactions and agreements.

The mailing address for the Conference Committee should not be changed during the term of the Conference. It is important deposits be made as often as possible, especially at the close of each day. Due to the amount of cash receipts, two people under proper security should go together to make the deposits.

The final report determines if and when the Conference Chair is relieved of duties. That report will also be the main reference for the next Conference Committee, for it gives the details of what it takes to run a Regional Conference. Use the previous Conference Financial Report obtained from the APCO Conference and Meeting Services Department, as a guide.

Regional Conferences are official meetings of the Association, and therefore may be subject to IRS and other governmental regulations, the accounts should be capable of withstanding a critical evaluation by the auditors. This Committee has the responsibility to see that the Chapters participating in the Consortium understand that Conference proceeds cannot be used for personal gain, or by the Chapters for entertainment and recreation.

These proceeds may be used only for enhancement of Chapter and Association activities which are directly associated with Association purposes.

The Finance Chair should check with the audit committee who will audit the Conference for the host Chapter or Regional Consortium, to establish the most appropriate financial protocols. In lieu of Regional protocols, the Conference Chair may chose to follow those listed below:

- There will be a Conference bank account. The account bears the name of the Conference Chair, or as the account may otherwise be designated.
- The account may be drawn upon by the Conference Chair by means of checks provided by the Conference Finance Chair. Bank statements of the account will be sent directly to the Finance Chair who shall immediately provide copies to the Conference Chair.
- Conference receipts will be deposited into the Conference account by the Finance Chair with ongoing reporting to the Conference Chair.
- Have bags for night deposits at the Conference. Two people should make the drops.
- Avoid the use of petty cash except during the Conference, and then enter withdrawal slips for cash used. Checks make for better accountability. \$500 in small bills should be enough for the opening day of the registration desk.
- Monitor income not included in the ticket package (i.e. meal tickets).
- Keep up to date on sales and cancellations of exhibit booth spaces. Be aware of refund policy on booth sales. Read the Exhibit Policy carefully and stay in close contact with the Conference Chair and the exhibits Chair. The collection of all booth money should be assigned to one Chair. This duty is most commonly assigned to Exhibits, Finance or Registration.
- Submit a financial report to the Conference Chair with copies to any other participating Consortium Chapters at least every three months.

- Be aware that the host Chapter is liable for all Conference losses. If there are still outstanding financial obligations 60 days after the Conference, don't let that prevent sending in the preliminary report.

Direct Conference expense is obvious, what is paid out during the day-to-day Conference period. There should be no misunderstanding about what constitutes total Conference expense.

Conference expense payments will be paid out of the Regional Conference account. Here are some of the major items of expense:

- Conference planning trips and Conference attendance. Site selection trip expense. Trips to major industry shows made for the purpose of soliciting Conference exhibitors.
- Printed lists, materials, labels, etc., furnished in connection with the Conference, both on-site and in advance.
- Contract services from Headquarters or other agencies.
- Awards, gifts, etc.
- Event Insurance

One of management's clearest requirements is allocating revenues and costs to their proper operating centers. Auditors dealing with not-for-profit organizations do so in view of IRS rules that regulate such groups. It is recommended the host Chapter enlist the services of a Certified Public Accountant in their area because certain rules and regulations differ from state to state.

The final report including all financial transactions is due within 180 days of close of the conference.

## **EXHIBITS COMMITTEE**

The Chair of this Committee is responsible for contacting exhibitors, selling them booth space, and attending to their needs both prior to and during the Conference. Additionally, during the Conference, the committee will assist in the sale of booths for the next Regional Conference. Exhibits are a very important element of a Conference and a significant source of revenue; therefore, the Exhibits Committee Chair should be among those who attend the preceding Regional Conference in order to better learn this important job.

Each committee must develop a budget as early as possible. These individual budgets will be included in the master budget maintained by the Finance Chair. Previous conference budget information can be obtained from the Finance Chair to assist in this endeavor. The budget will usually change as the planning progresses, but it is an important tool that will be beneficial throughout the process.

Although each region is encouraged to be unique and innovative in presenting a Conference, the sale, set up, and display requirements for exhibit booth spaces should be consistent for all APCO Conferences. It is the intent of the Association, and its Commercial members, that exhibits be an integral part of all regional conferences, and the needs of local, regional and national commercial members be recognized and an equitable method of allocating booth space be used. It is especially important in facilities with limited exhibitor space that a reasonable balance be struck between the need to highlight local commercial members and the need to accommodate those who regularly exhibit at most regional and annual conferences.

Many of the vendors who display at the Annual Conference & Exposition also do so at the Regionals and are accustomed to the procedures and rules used at the Annual Conference & Exposition. (See Appendix #4, APCO International Exhibit Rules & Regulations; and Appendix #5, IAEM Rules). It is recommended that these rules be used, with appropriate modifications, for each Region Conference. It is also recommended that exhibit rules for prior regional conference(s) be reviewed for modifications deemed appropriate to that region/venue.

Exhibit booth selection methods should balance the needs of local, regional and national commercial members. (See Appendix 8, Sample of Exhibit Booth Selection Methods.)

Have the Conference Exhibitor's Packet ready at least twelve months prior to conference. Sale of booth space should begin no later than the prior regional conference. Reservations for booth space may begin earlier, (especially if no regional conference will be held in the year prior), but it may not be feasible to collect deposits/payments prior to one year out. The Exhibitor's Packet should include an accurate diagram showing numbered booth spaces, entry/exit doors, aisles, etc. so vendors can make informed booth selections. Be ready to tell

them which booth spaces are already sold and/or reserved. Some vendors may be concerned about who the neighboring booths are sold to. They may prefer not to be set up right next to their primary competitor for example. Ask for product information on form.

Exhibitors will be concerned about the number, length and quality of the exhibit hours that will be allotted in the Conference program. They should be guaranteed at least three-hours exclusive time when there are no competing events scheduled on the program. This dedicated time can be divided up in a block during the morning and afternoon, or spread over two days. It is recommended 50 percent of the exhibit hours will be exclusive. Exclusive time can include lunch time(s) and evening hours after sessions end. These times are especially productive for exhibitors and attendees if special events such as box lunches or wine and cheese receptions are held in the exhibit area. Off-site product demonstrations, VIP seminars, by invitation-only meetings and other such commercial demonstrations planned for off the exhibit floor should not be allowed during the regular exhibit hours or during any Association business meeting or Conference sponsored general membership event without the express permission of the Conference Chair.

Work closely with the Conference Chair and Program Chair to ensure that these commitments are allowed and honored. Include this commitment in the Exhibitor's Packet. Stated hours must be arranged for set up and teardown. It should be clearly stated that there will not be any early booth teardown without a penalty. Early teardowns have a devastating domino effect that will disrupt the exhibit area.

It is recommended all vendor registration should be done in advance with full payment required prior to set up to minimize no-shows.

An important task is obtaining layouts of the exhibit area from the host property. These will be used in the Exhibitor's Packet in charting space sales, and in advertising sales.

These layouts will also be used by the Security Committee in learning where the doors to the area are, how many doors, where guards should be posted, etc. Also, the Registration and General Arrangements Committees need this information in order to locate registration desks, post direction signs, etc.

It is best if the registration desk for the exhibitors is located away from the main registration desk, preferably near the exhibit area, so day passes can be handled and checked easier. This desk can also be used as the operating center for security and the drayage and decorating people can locate Conference committee persons easier.

## **Photography in the Exhibit Hall (FINAL Version 3.3)**

Photography in the exhibit hall (still or video) by an attendee or exhibitor is limited to images captured from the aisle areas only during published exhibit hours.

The photographer should exercise good judgment as to not disturb any exhibiting company from conducting normal business activities.

Photography other than during published exhibit hours is limited to the official conference management appointed photographer.

Photography anytime inside of any booth of the contents of an exhibiting companies booth, is limited to the company that owns the booth who may provide the images to their customers.

Violation of this photography policy will be subject to a penalty to be decided upon by the Conference Manager.

In dealing with the drayage people and the host property, find out early the house rules for labor charges, etc. It is sometimes necessary for exhibitors to move their products around in the host property, in other cases, union labor is required and exhibitors will be prohibited from doing so.

Some exhibitors have been subjected to excessive charges. Usually, the decorator or host property will have a booth or person in the area as a means of filling last minute requests for tables, carpets, etc. Make a contract with the proper persons regarding requests to move equipment around if the drayage people are not going to have workers on the premises. If the property requires using only their workers for this purpose, have them explain what their charges are, then tell the exhibitors, so they will have all the information before they ask for the service. Be sure the electrical requirements are met in the exhibit area.

Most host properties have storage space to hold the vendor exhibit materials until the vendors arrive. Drayage companies have the same capability.

Compare charges for storage, insurance and security issues. Determine all exhibit floor service charges. This information should be included in the Exhibitors Packet.

Host properties usually have a preferred or exclusive drayage company and decorator. Ask why. Usually it is an advantage to use someone who is familiar with the property layout. Decorators will probably have a copy of the host property exhibit area with booths sketched in and numbered.

Only the Conference and Exhibits Chairs are authorized to make changes in the booth layouts. Do not permit host properties, decorators, drayage, etc., make changes without proper authorization.

The previous Regional Conference Exhibitor Brochure can be a guide. Remember, the vendors are providing a large portion of the revenue for the Conference and a successful Conference depends significantly on this Committee.

Should any exhibitor violate other exhibitors' integrity or perform acts of unethical behavior by their respective employees, APCO, Inc. and the Regional Consortium reserve the right to withdraw a percentage of booth points from their violating exhibitor. The percentage depends on the severity of the issue decided upon by APCO International and the Regional Consortium.

Photography of any kind is allowed from the exhibit aisles. Photography other than exhibit aisles, must have permission from the Exhibit Chair, who will obtain it from the authorized person representing the exhibit. Signs to this effect should be posted at all entrances to the Exhibit area and in the Registration area.

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It is recommended that early payment be required when selling booth spaces. This cash will be needed for other pre-Conference expenses. Vendors expect this and will normally mail their checks in to reserve space. Let them know that their requested booth space will be sold to others on the waiting list if payment is not received prior to the deadline. Deadlines for receipt of deposits and final payments must be published and receipt of final payment are effective ways to stimulate interest and compliance.

Make prompt reply upon receipt of a properly requested exhibit reservation to confirm the booth number(s) sold. Do not allow any vendor to move into a booth space unless their payment has been received.

Here are a few exhibitor considerations:

- Use APCO's Conference and Meeting Services Director and the Corporate Advisory Committee (CAC) as resources for advice and recommendations concerning exhibitor participation.
- Assist vendors, drayors, and decorator in setting up the exhibit area. If there are no vending machines in the area, set up a coffee break table for them on this day.
- Be alert for such things as uneven room lighting causing various booths to be "highlighted" at the expense of others. Have the facilities or decorator personnel correct problems such as blocked signs, prior to the opening of the exhibits area.
- The Grand Opening for the exhibit area will need ribbon and huge scissors. Work with the General Arrangements Committee in planning this ceremony and its details.
- Make sure exhibit hours will allow for maximum attendance and interest by attendees. Encourage activity in the exhibits area by offering finger foods, holding drawings, etc. Encourage the Conference attendees to visit the exhibits area whenever announcements are being made.
- Monitor the exhibit area. The Corporate Advisory Committee may be able to assist in this.
- There will be other areas of activity, such as expanded exhibit times during some days. Special events which include refreshments may be held in the exhibit hall to encourage attendance.
- Walk the exhibit area during the last hour and do not allow any vendors to tear down and leave early. This will have a snowball effect among

the vendors and will discourage the Conference attendees from visiting the other booths.

- Be on hand for the booth teardown.
- Final wrap up. See that the area is clear. Go over final billings with decorator, drayage company, etc.
- If committee members are available, try to assign one person to assist vendors with any unforeseen problems such as delayed equipment arrival/pickup, additional equipment needs, and general assistance.

## SECURITY COMMITTEE

The Chair of this Committee is responsible for the security of money at the registration desks and for valuable equipment in the exhibit area.

Each committee must develop a budget as early as possible. These individual budgets will be included in the master budget maintained by the Finance Chair. Previous conference budget information can be obtained from the Finance Chair to assist in this endeavor. The budget will usually change as the planning progresses, but it is an important tool that will be beneficial throughout the process.

Dependable help is the main ingredient. When dealing with a commercially available security firm, be sure to know who they are. They should have their own communications, and it must in some way be tied in with the communication system being used by the other committees. Check references. Ask the host facility. Their own security service may be available.

Here are a few security considerations:

- Arrange for 24-hour security beginning the morning of exhibits setup, and ending at when all vendor materials have been moved out. Even after that, check to make sure local authorities can monitor the safety of the guests. Volunteers from local agencies may be used but only to supplement, but not to replace professional security services.
- Design a membership verification system. This will be used to prevent unauthorized persons from entering business sessions, including those of the Association Executive Council and the Board of Officers.
- Instruct security personnel as follows: Verify badges during the exhibit hours. Do not allow any person access without proper credentials unless personally instructed to do so by the exhibits Chair or the Conference Chair.
- No after-hours access to the exhibits area should be allowed unless accompanied by the exhibits Chair or the Conference Chair.
- Provide for the secure storage of registration funds, and for their transport to deposit drop points.

Preliminary arrangements should be made at least 9 to 10 months prior to the Conference. As the Conference draws closer, be sure to keep up with the other committee planning, and in contact with any contractors that have made commitments.

A suggested schedule is:

- Eight to Twelve Months Out:
  - Determine or confirm security requirements for exhibit facility.
  - Organize committee
  - Prepare budget
  - Decide how to provide security
  - Advise local authorities that a large group of public safety professions are coming into the city.
  
- Two to Seven Months Out:
  - Work with host facility(s)
  - Coordinate with Registration & Exhibits Committee Chairs
  - Define communication needs
  
- One to Two Months Out:
  - Coordinate plans with other agencies and with other committees.
  - Determine security points.
  - Confirm staffing needs.

## **ENTERTAINMENT COMMITTEE**

The person chairing this committee will work closely with the Program and the General Arrangements committees.

Each committee must develop a budget as early as possible. These individual budgets will be included in the master budget maintained by the Finance Chair. Previous conference budget information can be obtained from the Finance Chair to assist in this endeavor. The budget will usually change as the planning progresses, but it is an important tool that will be beneficial throughout the process.

The emphasis on entertainment should be on quality rather than quantity. It's better to have one good act than several mediocre ones. Work with the host properties for suggestions.

Book the banquet night entertainment (if applicable) at least eight to nine months in advance. Entertainers make bookings far ahead. Require auditions, or visit the acts if they are performing in the area. Go over the contracts carefully and be sure everything is understood.

## **OPTIONAL SPECIAL EVENT**

Optional Special Events are often completely or partially funded by an exhibitor or several exhibit.

Here is a suggested planning schedule:

- Nine to Twelve Months Out:
  - Set up committee.
  - Talk to previous Chair
  - Submit budget
  
- Six to Nine Months Out:
  - Screen possible locations, if event is to be held off site
  - Get prices for menus, entertainment, and transportation
  - Look for entertainment agents
  - Compare costs to budget
  
- Four to Six Months Out:
  - Firm up dates, location, acts, meals, and transportation if necessary
  - Sign contracts, make deposits
  - Coordinate with other committee
  
- One to Four Months Out:
  - Confirm arrangements with the Transportation Committee, if event is not in hotel
  - Finalize communication arrangements

Visit location with other committee Chairs.

• One Month Out:

- Decide on number of buses (if going off site) after checking with the Registration Chair
- Check communications
- Review plans for loading/unloading

Possible Special Event Schedule

- Communications check
- Transportation to offsite locations
- Beverage, cocktail hour, appetizer and food service
- Entertainment
- Free time
- Return Transportation.

Here are a few special event considerations:

- If no banquet is held, a special event could be held in its place
- Try to deal with one contact person at each location in order to avoid misunderstandings.
- Outdoor events are well received, however, alternate plans should be made.
- Be sure there are enough serving lines, and enough food and beverage.
- Be innovative. This event could be a cruise, barbecue, pool side fiesta complete with shawls and hats, dinner at a mountainside lodge complete with stage coaches and roadside bandits, rock music, country music, bell choirs, etc.

## **PUBLICITY/ PUBLIC RELATIONS COMMITTEE**

The Chair must work with the Conference staff to advertise, guide, promote and, inform others about the Conference. Concentrate on publicity in the host region.

Each committee must develop a budget as early as possible. These individual budgets will be included in the master budget maintained by the Finance Chair. Previous conference budget information can be obtained from the Finance Chair to assist in this endeavor. The budget will usually change as the planning progresses, but it is an important tool that will be beneficial throughout the process.

Work closely with all the other Committees send information and stories about Regional Conference planned activities to the APCO Conference and Meeting Services Director. The director will assist in dealing with all functions of the headquarters staff, especially with the Public Safety Communications/APCO BULLETIN editor. Conference Material for the magazine has to be submitted a minimum of two months prior to the planned mailing date. The first publicity mailing made 100 days prior to the Conference will have greater impact if it can be accompanied by an article in the corresponding magazine.

Here are a few publicity/ public relations considerations:

- Work with the Registration and General Arrangements committees in designing conference forms, letterhead, tickets, day passes, programs, signs, layouts, publications and rubber stamps.
- Pre-Conference publicity should begin at least one-year prior to the conference.
- Conference publicity: press coverage, tables, literature, interviews, releases, etc. Arrange interviews for local media with VIP speakers or attendees.
- Post-Conference publicity: Work with the magazine editor on information and photographs for post Conference publicity.
- Information service during registrations and throughout the Conference.
- One of the more important assignments will be that of aiding the Conference photographer. The Conference photographer should be contacted and any necessary contractual agreements decided upon two months prior to the Conference.

Suggested photos:

- Conference Committee at work.
- Exhibitors set-up.
- Peak rush at registration booth.
- Groups of members (get names).
- Opening ceremonies.
- Chair convening Opening Event and speakers.
- Officers presiding and/or reporting.
- Panels, workshops and sessions- tight and long shots.
- Exhibit area opening.
- Exhibit area. (Try to get all the booths in a series of shots.)
- Entertainment.
- Field trips.
- Special Events.

**Here are a few Family Program considerations:**

- Determine whether the conference will provide family programs or just supply information on local points of interest.
- Work with the local tourism bureau and be sure activities are accessible and ADA-compliant.
- Will lunch be provided?
- Know if costs include taxes and gratuities.
- Try to work with same person all year at each field trip/venue.
- Keep good records. Ask for and keep receipts.
- Know what admission fees include.
- Work with Transportation Committee.
- Look for free souvenir items.
- Provide communications for escorts.
- Have a backup plan and be flexible!

## TRANSPORTATION COMMITTEE

This Committee, could be a part of the General Arrangements Committee. Transportation can be a most important function. Determine the transportation needs of any other committees.

Each committee must develop a budget as early as possible. These individual budgets will be included in the master budget maintained by the Finance Chair. Previous conference budget information can be obtained from the Finance Chair to assist in this endeavor. The budget will usually change as the planning progresses, but it is an important tool that will be beneficial throughout the process.

Working with the other committees which require transportation, the decisions of when and how much transportation is needed is very important.

- Oversight to make sure that schedules are being met is also an important part of the Transportation Committee duties. Transportation needs may also include committee members, VIP's and Association Officers.
- Communications are essential. Work closely with the General Arrangements Committee in this important matter.
- Deal with only one carrier. This limits the chance for miscommunication.

Make arrangements early, eight or nine months ahead

- Deal with only one person if possible so that the source of responsibility is clearly known.
- Keep up with the registration count in order to add or delete transportation units as the Conference progresses.
- Have a pickup/discharge point picked out at the host facility(s).
- Have at least one passenger van on hand to pick up VIP's, etc., and to follow along behind the buses in case someone gets left. Have the facility(s) mark out a reserved space(s) for this vehicle.
- Make sure the transportation arrangements are accessible and ADA-compliant.

Appendix # 1

Bidding Cities Site Selection Criteria



**REGIONAL BIDDING CITIES SITE SELECTION**

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

\* Guideline - Ideal

Appendix #2  
APCO International  
Bidding Chapter Letter of Intent

This letter serves as an agreement between (bidding Chapter) and APCO International as (bidding Chapter) prepares for the responsibility of hosting the (East Coast/ West Coast/ North-Central/ Gulf Coast) Regional Conference and will adhere to the guidelines specified below as directed in the Regional Conference Manual as approved by the Executive Council.

The proposed dates of the above named (East Coast/ West Coast/ North-Central/ Gulf Coast) Regional Conference are (date beginning and date ending). These dates do not exceed 3 days from the time convened until it is adjourned.

(Bidding Chapter) may elect to co-host the Regional Conference with any other organization within the domain of APCO; however, (Bidding Chapter) agrees it will first obtain written permission to do so from APCO International Board of Officers. Examples of these organizations include NENA, FCCA, AASHTO, NFPA and Project 25.

A concerted effort will be made by the chapters within a region to avoid scheduling multi-day chapter meetings within 30 days of the Regional Conference. If a conflict does arise, the chapter may petition the host chapter of the Regional Conference to combine the meetings.

The spirit of this agreement is to maximize the benefits of the entire Regional Conference experience for the attendees, as well as the corporate participants. Therefore, (bidding Chapter) agrees to follow guidelines in the exhibit portion of the manual, which include exclusive exhibit hours.

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

(Bidding Chapter) agrees to submit a complete report of the Conference, including a final financial report, within 180 days of the adjournment of the Regional Conference. A copy of the approved report form can be found in the Regional Manual as Appendix # 3. (Bidding Chapter) understand that this final report is mandatory and non-compliance may result in sanctions as determined by the Executive Council.

(Bidding Chapter) may request the services of APCO International staff in planning and conducting the (East Coast/ West Coast/ North-Central/ Gulf Coast) Regional Conference. (Bidding Chapter) agrees to make such a request in

writing to the Executive Director by the Regional Conference Chair. Once such a request is made, APCO staff will provide (Bidding Chapter) with a list of services available, as well as costs. If (Bidding Chapter) wishes to use any of these services, a formal agreement specifying the services and their costs, must be entered into between the (Bidding Chapter) and the Association.

Signed:

Regional Conference Chair  
(Bidding Chapter)  
Date

Executive Director  
APCO International  
Date

Cc: Presidents, Chapters in Regional area.

**Appendix # 3**

**REGIONAL CONFERENCE PRELIMINARY/FINAL REPORT**

**Chapter**

Name of Regional Conference

Dates of Conference

**Chair of Regional Conference**

Address

Telephone

Email

**Logo/Slogan if Used**

**Name of Host Hotel**

Hotel Room Block

Number Used (By Day)

Additional Hotel(s) Used

Room Cost (By Day)

\$

\$

\$

Site of Meeting/Seminars

(Conference Center, Hotel)

Site of Exhibits

**Meal Functions** (*Number planned/Number used*)

Opening Breakfast

Special Event Functions

Closing Banquet

Other \_\_\_\_\_

**Exhibits**

Number planned \_\_\_\_\_

Number sold \_\_\_\_\_

Size of exhibit (8x8, 8x10, 10x10) \_\_\_\_\_

Cost per space \_\_\_\_\_

Days of exhibits \_\_\_\_\_

Hours of exhibits \_\_\_\_\_

Number of exclusive exhibit hours \_\_\_\_\_

**Seminars** (*Please attach copy of program*)

How many meeting rooms \_\_\_\_\_

Were room sizes adequate? \_\_\_\_\_

Which four subjects were the most popular and had the greatest attendance

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

Which four subjects were the least popular and had the lowest attendance

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

**Describe any Special activities** \_\_\_\_\_

Events, what days, costs, etc. \_\_\_\_\_

(Family Program, Golf Tournaments, Other)

Number Planned \_\_\_\_\_

Number Registered \_\_\_\_\_

Number of Full Members budgeted \_\_\_\_\_  
Number of Full Member registered \_\_\_\_\_  
Registration Rate \$ \_\_\_\_\_  
Number of Non Member budgeted \_\_\_\_\_  
Number of Non Member registered \_\_\_\_\_  
Registration Rate \$ \_\_\_\_\_

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

Number of Exhibitor budgeted \_\_\_\_\_  
Number of Exhibitor registered \_\_\_\_\_  
Registration Rate \$ \_\_\_\_\_

Number Exhibitor comps per cost of space \_\_\_\_\_  
Number of Day Passes/Seminars \_\_\_\_\_  
Cost \$ \_\_\_\_\_

Number of Day Passes/Exhibits \_\_\_\_\_  
Cost \$ \_\_\_\_\_  
Number of Comp Registrations \_\_\_\_\_

(List types, i.e. speakers, committee, guests)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Financials**

Amount of Gross Profit \$ \_\_\_\_\_  
Amount of Gross Expense \$ \_\_\_\_\_  
**Final Net Profit** \$ \_\_\_\_\_



**Association of Public-Safety Communications Officials International, Inc.**



351 N. Williamson Boulevard  
Daytona Beach, FL 32114-1112  
386.322.2500  
www.apco911.org

**Exhibitor Rules and Regulations**

**Exposition Management**

The APCO International Annual Conference & Exposition is controlled by the APCO International Board of Officers, or as delegated by the Board of Officers to the APCO International Executive Director. The responsibilities set forth in the following exhibition rules and regulations are to be carried out by the Director of Conference. The delegated authority set forth in these rules and regulations is subject to revision by the Executive Director and/or the Board of Officers at any time. These exhibition rules are part of the contract between the exhibiting firm and APCO International. The Director of Conference shall have the authority to interpret and enforce these rules. All matters not covered by these regulations are subject to the decision of the Director of Conference. All decisions so made shall be binding on all parties. The exhibiting firm, or its representatives, which fails to observe these conditions, will be directly responsible for all risks and expenses involved.

**IAEM Rules in Effect**

APCO International, the Director of Conference, and the Executive Director subscribe to and incorporate the Guidelines for Display Rules and Regulations developed by the International Association for Exposition Management as part of the overall rules and regulations. These specifically cover, among other things, construction designs. A copy of the IAEM rules and regulations are mailed to each exhibiting company by the APCO International Conference Department. APCO International's new height restriction is 20 feet for peninsula or island booths and towers. Hanging identification signs and graphics will be permitted to a maximum height of 20 feet provided approval is received from exposition management at least 60 days prior to show. These height allowances depend on the design of the convention center from year to year. These height guidelines (regulation) deviate from the IAEM 2000 Update Published Guidelines. The design of the exposition halls does not have uniform height. Please consult the APCO exhibit hall floor plan.

**Agreement**

By submitting payment for booth space, the exhibitor agrees to abide by these rules and regulations and all amendments thereto and the decisions of the Director of Conference. Failure to comply with the rules and regulations will result in loss of priority points gained for participating in the 2002 Conference &

Exposition. Exhibitors failing to meet specified payment timetables may have space canceled or moved.

### **Rules Variations**

The Director of Conference must receive all requests for variations in the rules and regulations in writing at least 75 days prior to the first move-in date. No variation of any kind will be permitted without the prior written approval of the Director of Conference. This approval or disapproval will generally be responded to within 45 days of its receipt, but in no case later than 45 days prior to the exhibition opening. Sketches and/or engineering drawings illustrating the variation should accompany such requests when appropriate.

### **Disputes**

Any and all disputes of these rules must be taken up with the Director of Conference, the Executive Director, and the Board of Officers.

### **Closing Banquet**

The Closing Banquet, usually held on Thursday evening, is the final and formal close to the conference. Traditional events include awards presentations and installation of association officers.

### **Exhibitor Off-Site Functions**

Off-site product demonstrations, VIP seminars, by invitation only-meetings, and other such commercial demonstrations planned off the exhibit floor will not be allowed during the regular conference schedule, which normally runs from 8 a.m. to 5 p.m. Monday through Thursday. Parties or demonstrations are not allowed on Tuesday or Thursday evenings during the conference. Off-site demonstrations, hospitality parties and other events are allowed on the Saturday and Sunday preceding and the Friday following the conference, and on Wednesday evenings of the conference. APCO International scheduled functions may be changed at which time exhibitors will be notified.

### **Reservation Policy**

Exhibiting firms may reserve hotel hospitality suites only through APCO International's appointed agent; i.e., a housing authority. The housing authority will be provided with a list of exhibitors which will be periodically updated to the time of the conference. Suites are assigned only to fully paid exhibiting firms on a first-come, first-served basis. All corporate group room blocks must be fully pre-paid and guaranteed through said agent.

### **Exhibitor Hospitality Hours**

Exhibiting firms' hospitality functions may not be open during an official conference event, including Tuesday and Thursday evenings.

### **Violations**

Show management reserves the right to limit or terminate any hospitality function if it violates exposition or conference rules.

### **Photography**

Any photography of an exhibiting companies exhibit area to include equipment, collateral or any other contents may be done only with the expressed permission of the company or organization.

The photographer should exercise good judgment as to not disturb the exhibiting company from conducting normal business activity within the booth.

### **Priority Points**

APCO International uses a priority point(s) list for the selection of booth space by its exhibitors. Companies earn one point for exhibiting at the show plus one point for each 10' x 10' booth space purchased. One-quarter point is awarded to companies being listed as official exhibitors at any of APCO International's regional conferences. One point is deducted from a company's points when that company does not exhibit at a conference or if a company contracts for space but does not occupy said space. All points earned for that unused space will be deducted. No company's points may go below zero.

### **On-site Booth Space Selection**

Booth Space Selection for APCO International's Annual Conference & Exposition will be arranged in order of earned Priority Points. On DATE, companies will receive a fax containing the Exhibit Floor Plan, Exhibit Space Rental Agreement and a letter notifying said company of the earned Priority Points and providing the company with a reply deadline for space selection. The appointments made will occur during the Exposition on-site. It is the responsibility of the company to notify the Director of Conference in writing prior to the deadline provided in the letter faxed on DATE of any difference in point allocations described in said letter. Companies who are not present at the designated appointment times will be expected to make their space selection from the current floor plan. The Director of Conference reserves the right to relocate exhibit areas for the benefit of the exhibitor, or for the betterment of the association. No contract shall be in force until an original or fax copy of the signed Exhibit Space Rental Agreement is received by APCO International, Inc.

### **Payment for Display Space**

To retain reserved space 50% of the amount due must be received by DATE. To reserve a space after DATE, a deposit of 50% must accompany the Exhibit Space Rental Agreement. The balance due for all space reservations must be paid in full no later than DATE. If payment has not been received by said date, APCO International reserves the right to resell the space and retain the deposit.

Space reserved after May 30th must be paid in full at the time space is confirmed.

### **Use of Association/Conference Name(s) or Logo(s)**

Use of the APCO International name and/or logo or conference name and/or logo for promotion by an exhibiting company before, during and after an APCO International Conference & Exposition is granted only with the permission of the Association. Requests for such use must be made in writing to the Director of Conference no less than 60 days in advance of the conference starting date. Requests must provide specific information explaining the use of the name(s) and/or logo(s). The company requesting use of name(s) and/or logo(s) must be a current exhibitor. Requests for such use should address the following questions:

- How will the name(s) be produced; in what quantity; in what time frame?
- What company need is being met by the use of the name(s) and/or logo(s)?
- How and where will the company program using the name(s) and/or logo(s) be delivered or promoted?
- How and where will the company product using the name(s) and/or logo(s) be used and distributed?

### **Cancellation of Exhibit Space**

Exhibit space may be cancelled on or before DATE. All refunds are subject to an administrative fee of 50% of monies paid. To cancel, a letter/cancellation form must be submitted on or before DATE. There will be a 50% administrative fee charged for all cancellations. NO REFUNDS FOR ANY CANCELLATION MADE AFTER DATE.

### **Failure to Pay**

In the event the exhibitor fails to pay for the space rental at the time specified, the Director of Conference shall have the right to take possession of said space and resell same or any part thereof. Those exhibitors who have not paid in full for space will not be allowed to set up on the exhibit floor.

### **Access to Hall**

Each exhibiting firm is entitled to an unlimited number of company employees to work their booth. These employees will be asked to show a company id or business card at registration. In addition, the main contact will be mailed two (2) tickets for the Tuesday night event (formally know as MANAPCO) and two (2) attendee bags per 10' x 10' booth space. Exhibitors will be supplied with complimentary day passes upon request. Additional registrations and/or tickets

may be purchased at the member rate. Exhibitor's violation of the EXPO Rules will result in possible suspension from booth selection and loss of priority points.

### **Exposition Hours**

To assure maximum-security protection for open exhibits and merchandise, after-hours work and/or entertainment will not be permitted in the exhibit booths on show days unless the Director of Conference grants permission. Any company wishing to admit personnel or other guests to its booth space before or after the exhibits are closed must submit such requests in writing to the Director of Conference. The exhibiting company making any such request may be liable for any security costs incurred by APCO International in connection with any after-hours request. Except when special permission is granted by APCO International, everyone must be out of the exhibit hall within one-half hour of the official closing time of the exhibits.

### **Staffing of Exhibits**

Exhibit space must be staffed by representatives of the exhibiting firm, wearing official exhibitor badges, during all times the exposition is officially open.

### **Operation & Conduct**

Show management reserves the right to regulate and/or restrict exhibits to reasonable noise and lighting levels and to suitable methods of operation and display of materials. If for any reason an exhibit and/or its contents are deemed objectionable to other exhibitors or to show attendees by the Director of Conference, the exhibit shall be subject to removal at the exhibitor's sole expense, and show management shall not be liable for refund of exhibit space rental fees or exhibit equipment rental fees, except at its sole discretion. This includes people, things, conduct, or poor professional demeanor, which, in the sole judgment of show management, is detrimental to the conference and exposition. NO EXHIBITOR SHALL ASSIGN, SUBLET, OR SHARE THE SPACE ASSIGNED WITHOUT THE WRITTEN CONSENT OF THE DIRECTOR OF CONFERENCE. Exhibitors must display goods manufactured or dealt in by them in their regular course of business, unless otherwise approved by the Director of Conference.

### **Marketing Activities Outside Exhibit Space**

All demonstrations, marketing activities, and distribution of promotional material must be confined to the three-dimensional boundaries of the exhibitor's booth. Displays of any kind including products, advertising, promotional signs, literature, novelties, etc. will not be permitted in other exhibit spaces or public areas such as aisles, entrance ways, lounges, registration areas, approaches, corridors, meeting rooms or any other areas of the exposition hall or hotels affiliated with the conference and exposition in any way. All interviews, demonstrations, solicitations, and other activities must be conducted so as not to infringe on the rights of other exhibiting firms or to offend visitors to the exposition. Exhibiting

firms shall confine all such activities within their exhibit space and not in the aisles. Aisles cannot be incorporated as part of a booth.

## **Games and Promotions**

The purpose of the Exhibition is to present a serious, business-like atmosphere for promotion of exhibitor products. APCO must approve any games or "attention getters," that are not part of the usual booth equipment. In the event Exhibitor has any doubts on whether or not something is considered "usual or standard," please contact APCO for clarification. APCO reserves the right to remove or shut down any unusual or non-standard booth equipment, games, raffles, or other such activities.

## **Hotel Room Drops**

Exhibitor shall not independently make arrangements with the conference hotel for room drops. All hotel room drops, and the materials to be distributed, must be approved and scheduled through APCO.

## **Installation and Removal of Exhibits**

All displays must be erected and open for viewing by the close of the set-up day for the official inspection by the Director of Conference. Teardown of exhibits by companies prior to the official closing of the exhibit hours will result in loss of priority points gained from participating in the 2002 conference. The deadline for removal of all materials from the exhibit hall will be enforced. It is the sole responsibility of each exhibitor to have materials packed, identified and cleared for shipment at such time. The Director of Conference reserves the right, with no liability whatsoever for damage, spoilage or loss, to dismantle, dispose of, store and clear the premises of any display material, goods, property or merchandise of an exhibitor who has failed to comply with the above requirements or may order such work to be done at the sole expense of the exhibitor.

## **Delivery & Removal of Goods**

Goods received after the opening of the exposition must be delivered to the booth at prearranged times other than official exhibit hours.

Goods and materials used in any display (except bona fide samples) may not be removed from the exhibit hall or any area before the exposition has been officially closed without the prior approval of, and an official pass issued by the Director of Conference.

## **Storage of Packing Crates and Boxes**

Exhibitors will not be permitted to store packing crates and boxes in open areas of their booths during the exhibit period. These crates, when properly marked, will be stored and returned to the booth by service contractors. It is the exhibitor's responsibility to mark and identify crates. Crates not properly marked or identified may be destroyed.

### **Exhibitor Appointed Contractors (EAC's)**

Each exhibitor shall provide the Director of Conference, in advance, the name and title of the person in attendance at the exposition and responsible for the installation, operation, and removal of the exhibit. Said representative shall be authorized to enter into such service contracts as may be necessary for which the exhibitor shall be responsible. EAC's must conform to APCO International's exposition rules and regulations.

### **Exhibit Inspection**

All displays must be erected and completely set up for viewing and inspection at a designated time on the last day of exhibit installation, at which time the Director of Conference will conduct an inspection. A representative of each exhibiting firm is asked to be in their booth until the inspection of that booth is completed. This will permit the Director of Conference to alert the exhibiting firm immediately of any violation that may exist. If no representative is available, a violation notification tag will be left in the booth describing the violation. If an exhibiting firm does not act to correct violations within the prescribed time limit, the Director of Conference will have them corrected prior to the opening of the exposition at the expense of the exhibiting firm. Failure to correct the violation may result in the loss of priority points.

### **Failure to Occupy Space**

In the event the exhibitor fails to install the display within the time limit set for opening the exposition, the Director of Conference shall have the right to take possession of said space and resell same or any part thereof.

### **Public Policy**

Each exhibitor is charged with full knowledge and compliance with all laws, ordinances and regulations pertaining to health, fire prevention and public-safety as related to the exposition facility.

### **Liability & Insurance**

All property of the exhibitor will remain in his custody and control in transit to, from, and within the confines of the exhibit hall, subject to the rules and regulations of the exposition. Exhibitors are advised to carry appropriate liability insurance against personal injury and damage to property of others. Every reasonable precaution will be taken by the association and its contracted decorator and materials handling companies to protect property during installation, exposition, and dismantle periods. However, neither APCO International, service contractors, building or grounds officials, nor any officers, staff members, or directors of any of the same, shall be responsible for the safety of the property of exhibitors from theft or damage by fire, accident, vandalism, or other causes, nor will they assume liability for any injury that may occur to exhibition visitors, exhibitors or their agents and employees, or others. Security staff will be on the premises as required.

### **Indemnification**

The exhibiting firm shall indemnify APCO International, all co-sponsoring organizations, the official contractors, and facility management against, and hold them harmless from, any complaints, suits, or liabilities resulting from negligence of the exhibiting firm in connection with the exhibiting firm's use of exhibit space.

### **Unions**

The exhibiting firm hereby agrees to abide by all agreements made among any unions with jurisdiction at the exposition and the Director of Conference, the Exhibit Committee, and/or the exposition facility.

### **Compliance of Exhibiting Firm**

Each exhibiting firm agrees to comply with all federal, state and local laws and ordinances applicable to the space leased and also with such rules and regulations as may be deemed necessary by the Director of Conference and/or the exposition facility.

### **Change of Venue**

If for any reason the Director of Conference deems it necessary to change the location of the exhibits, APCO International reserves the right to reassign all booth space, as the association deems best.

### **Non-Registered Organizations**

Firms or organizations not assigned space in the exposition will not be permitted to engage in any activities within the exhibit area or any other areas of the exposition hall or in hotels affiliated with the conference and exposition in any way. Exceptions may only be granted by the Board of Officers, and then only to non-commercial enterprises or companies holding contracts for support services with the association.

### **Exclusion**

The Director of Conference reserves the right to exclude from the exposition any exhibiting firm and its representatives or employees who refuse to comply with and/or correct any violation of the exposition rules. In the event it becomes necessary to restrict any installation or activity or to evict any offending exhibiting firm, APCO International will not be liable for any refund of exhibit space rental or any other expenses incurred by the exhibiting firm. Refusal to make requested changes or to pay the cost of changes requested by the Director of Conference can result in loss of eligibility to participate in future APCO International expositions for a minimum of one year or longer if the association deems appropriate.

### **Children Under 15 Years of Age**

Children under 15 years of age are not permitted on the exhibit floor during installation and dismantle periods. They are also not permitted to attend the exposition unless accompanied by an adult.

### **Restrictions**

No firm or organization is permitted to engage in direct sales or order taking activities within the exhibit area.

**Enforcement**

Enforcement of all exhibition rules is the responsibility of the Director of Conference.

**Badges & Workers Passes**

At all times every person, including temporary workers, must be wearing an identifiable and acceptable APCO International conference badge. After-hours work passes, available on-site, will be required for any exhibit staff members working after the time designated by the Director of Conference. Exhibitor shows badges are not interchangeable. Temporary badges will be distributed to EAC's.

**By signing the Exhibit Space Rental Agreement  
you attest to the fact that you have read and agreed  
to all of the aforementioned Rules and Regulations.**

Signed: \_\_\_\_\_

Regional Conference Chair

Date: \_\_\_\_\_

Appendix # 5  
IAEM Rules

(See supplementary document)

Appendix #6  
Consent to Record

**APCO International may designate/contract a recording company to manufacture, distribute, sell and advertise cassette tape recordings of any speech, program or workshop presented at the APCO (fill in name of function and date).**

Said designated/contracted recording company shall have the right to manufacture and sell the cassettes described herein for the period of time it deems appropriate.

By signing this consent form you waive any right to the proceeds from the sale of any cassette tapes described herein, and to any control over the manner in which the tapes are manufactured, distributed, sold and advertised. Recordings of seminars will be made available only to members of APCO International and to other attendees of the APCO (fill in name of function).

Audio recording of your remarks will in no way infringe on your rights to have material reproduced in either printed or audio/visual form. Your seminar may be recorded by any attendee.

Non-agreement to have your session(s) recorded will not influence APCO's decision to invite you to be a speaker at the APCO (fill in name of function).

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I hereby consent to the recording of my session(s) during the APCO fill in name of function.

\_\_\_\_\_

Name

Date

I do not choose to have my session(s) recorded during the APCO fill in name of function.

\_\_\_\_\_

Name

Date

Appendix #7  
PRESENTATION EVALUATION (Sample)

Date \_\_\_\_\_ Time \_\_\_\_\_

Presenter \_\_\_\_\_

SUBJECT \_\_\_\_\_

Speaker and Subject Matter

Did speaker meet or exceed your expectations? Yes \_\_\_ **No** \_\_\_

Would you attend another session presented by this speaker? Yes \_\_\_ **No** \_\_\_

Did the presentation meet or exceed your expectations? Yes \_\_\_ **No** \_\_\_

Did session content match the program description? Yes \_\_\_ **No** \_\_\_

Will you use what you learned in this session in your job? Yes \_\_\_ **No** \_\_\_

Would you recommend this session to others? Yes \_\_\_ **No** \_\_\_

Comments:

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**Housekeeping Items**

Was the room easy to find? Yes \_\_\_ **No** \_\_\_

Room of adequate size? Yes \_\_\_ **No** \_\_\_

Heating/ventilation adequate? Yes \_\_\_ **No** \_\_\_

**General Comments on Facility or Conference Overall:**

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## SAMPLE OF EXHIBIT BOOTH SELECTION METHODS

It is especially important in facilities with limited exhibitor space that a reasonable balance be struck between the need to highlight local commercial members and the need to accommodate those who regularly exhibit at most regional and annual conferences. Following are two methods that ensure the needs of both local and national corporate members are recognized, and an equitable method of allocating booth space is used.

- Dedication of Exhibit Hall Front Rows to Single 10' Booths for Local/Regional Exhibitors.
- Depending on hall layout, the first two (or three) rows of booths may be limited to single 10' booth spaces with preference given to local and regional chapter exhibitors during the initial selection opportunity. Larger booths will be located in the center and/or rear of the hall.

The current APCO Annual Conference & Exposition Exhibitor Priority Points List should be used to determine choice preference for booth space not in the rows designated above during the initial booth selection opportunity.

After the initial booth selection opportunity has been held all remaining space is available on a first-come, first-served basis.

Initial booth selection opportunity should occur at the one-year prior regional conference (or at the appropriate annual conference 1+ year out if no regional will be held in the prior year). Booth selection opportunity should be well advertised to all potential exhibitors.

### **Lottery To Allocate Dedicated Space For Local and Regional Exhibitors**

To provide local and regional exhibitors an equitable space selection preference, Twenty percent (20%) of the overall exhibit space (ideally up to the first one or two cross aisles) will be dedicated to inline 10' exhibits and awarded by lottery.

- Ten percent (10%) of the available exhibit space will be allocated to the commercial members of the Chapter hosting the Regional Conference, at one space per entry.
- Ten percent (10%) of the available space will be allocated to the commercial members of all Chapters in the hosting region, at one space per entry.
- Eighty percent (80%) of the exhibit space will be allocated using the same points and system that APCO, Inc. uses for the allocation of space

at the Annual Conference & Exposition. Multiple spaces may be purchased at this time.

1. The twenty (20%) of available space provided for local and Regional commercial members will be allocated by lottery prior to using APCO Points for selection of remaining space.
2. Any or all commercial members, currently in good standing, of the host Chapter and the host Regional Chapters will submit their names on a specified form, by a specified date, to the Exhibits Chair.
3. Lots will be drawn to determine which local/host chapter members will have first choice for spaces available in the first ten percent (10%) of booth space.
4. Remaining local/host chapter exhibitors not drawn in step 3 will be added to the names submitted for the regional drawing. Lots will then be drawn to determine which regional members will have first choice for spaces available in the second ten percent (10%) of booth space.
5. The current APCO Annual Conference & Exposition Exhibitor Priority Points List will then be used to determine choice preference for remaining eighty percent (80%) of booth space.

It is recommended that the lottery procedure be advertised well ahead of the drawings, and that each regional chapter contact their commercial members to ensure they understand the process and, if interested, submit their lottery entry form by the published deadline. The process and deadlines should also be submitted to the APCO CAC for dissemination to their members.

The lottery drawings and initial booth selection opportunity should occur at the one-year prior regional conference (or at the appropriate annual conference 1+ year out if no regional will be held in the prior year).

If potential exhibitors will not be present at the initial booth selection opportunity, they may indicate a general location preference on their lottery entry form, with selection to be made by the Conference Exhibits Chair, or may designate another member to make their selection for them.

Please note that the above procedure is designed to ensure that some local and regional member/exhibitors receive preference in the booth selection process, without ignoring the needs of the larger, national exhibitors who regularly participate in regional conferences but may not have an active member in the local chapter/region. This process applies only to the initial booth selection opportunity. Once the lottery has been held and spaces have been reserved in this initial selection opportunity, all remaining space is available on a first-come, first-served basis.

## **D: Executive Council Member Reporting Requirements**

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Presenter: Gregg Riddle, Chair of the Managements Committee

Content: Excerpt from the APCO Constitution & Bylaws regarding the reporting requirements of Executive Council to their chapters.

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### **APCO CONSTITUTION & BYLAWS (EXCERPT)**

#### ARTICLE IV

#### EXECUTIVE COUNCIL

#### DUTIES/QUORUM/PROCEDURES

##### Section 1. Duties:

1.1 The duties and responsibilities of the Executive Council are as follows:

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

##### Section 2. Quorum:

2.1 The members of the Executive Council who attend the opening meeting of a session of the Executive Council shall be listed by the President as being in attendance at the session.

2.1.1 Members of the Executive Council who do not attend the opening meeting of a session of the Executive Council but do attend a later meeting of the session may petition the President to be added to the list of members in attendance at the session.

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

Section 3. Procedures:

3.1 The Executive Council shall meet in session with each consisting of one or more individual meetings.

3.1.1 Any meeting of the Executive Council may be recessed or adjourned without adjourning the session. Upon such recess or adjournment, the Executive Council shall be at the call of the President for additional meetings until such time as the session is adjourned.

3.1.2 Adjournment of each session, other than the session held in conjunction with the Annual Conference, shall require a motion, second, and majority vote of the Quorum.

3.1.3 The session held in conjunction with the Annual Conference shall not be adjourned until the Annual Conference is adjourned, at which time it shall be automatically adjourned without motion or second.

3.2 The President shall provide not less than two weeks prior written notice of the time and place for a session of the Executive Council. The notice shall be delivered to the President and elected Executive Council member of each Chapter, Affiliate, the Chair of the Corporate Advisory Committee and/or the elected Executive Council member representing the Corporate Advisory Committee, and each other member of the Executive Council. The notice shall include the agenda for the meeting and supporting materials.

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

3.3.1 A written notice shall be posted on the Conference Bulletin Board or such other prominent place as may be announced by the President at the opening meeting of the session, for a period of not less than four (4) hours, announcing the time and place that the meeting shall be held. Only those hours between 8:00 a.m. and 5:00 p.m. (local time zone) shall be counted toward satisfying the four hour requirement. The notice shall include the agenda for the meeting. Or;

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

- 3.3.3 A verbal notice prior to adjournment of a scheduled meeting of the Executive Council announcing the time and place that the meeting shall be held. The President shall attempt to contact members of the Executive Council who are listed as being in attendance at the session but who are not present at the time the announcement was made.
- 3.4 During any session of the Executive Council, a majority of the Executive Council members listed as being in attendance at the session may call a meeting of the Council by delivering a written notice to the President and posting such notice on the Conference Bulletin Board or such other prominent place that may have been announced by the President at the opening meeting of the session, for a period of not less than four (4) hours, announcing the time and place that the meeting shall be held. Only those hours between 8:00 a.m. and 5:00 p.m. (local time zone) shall be counted toward satisfying the four hour requirement. The notice shall include the agenda for the meeting.
- 3.5 The expense of attending meetings of the Executive Council shall be that of those attending.

## E. 2003 Executive Council Mid-Year Meeting

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Presenter: Executive Director John Ramsey

Content: The following issues will be offered for consideration in the selection process for future Mid-Year Meetings.

- Lead Time
- Travel Cost
- Staff and Resource Needs
- Accessibility
- Meeting and Rooming Space Availability

Florida -  
Jacksonville  
Orlando  
Daytona

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## 11. Other Business

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Content: At this time Executive Council may introduce other business to the Council for consideration and discussion.

Notes:

APCO History.org

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## 12. Adjourn

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Presenter: Barry Luke

Content: Closing remarks and housekeeping information.

Notes:

## **Sunday Agenda**

February 24, 2002

1. Convene
  - A. Sunday Roll Call
  - B. Introductory Remarks
  - C. Changes to the Agenda
2. Action Items
  - A. Resolution to Approve the Minutes
  - B. Resolution to Update/Change the APCO Policy Manual
  - C. Approval of the FY 2003 Budget
  - D. Regional Conference Manual
3. Other Business *E. Foundation Issue*
4. Adjourn