

APCO BOARD OF OFFICERS MEETING

May 11, 1987
Atlanta, Georgia

MINUTES

1. The meeting was called to order by President Joe Nasser at 9 a.m. Others in attendance were President-Elect Alan Lannier; First Vice President Gary Gray; Second Vice President George Murray; Executive Director Bob Tall; and Publications/Conference Manager Bob Buttgen.
2. The agenda for the meeting is Attachment #1 to these minutes. All items were taken up at the meeting, but not necessarily in the order listed.
3. Draft minutes of the previous meeting of the Board--on April 28, 1987 at Strongsville, Ohio (Attachment #2)--were considered and Item 5 of those minutes was amended to reflect the Board's directive that Frequency Coordination Department Director Charles English complete job descriptions for all of the personnel in the Department as quickly as possible, along with a flow chart. Following that, Tall was directed to study the procedures, and, possibly with professional assistance, recommend and implement steps to make best use of APCO's resources in the frequency coordination process. Gray moved that the April 28 minutes be so revised. The motion was seconded, discussed and carried unanimously.
4. Murray moved that the April 28 minutes be accepted as amended. The motion was seconded, discussed, and carried unanimously.
5. After discussion of proposed spectrum management budget revisions (Attachment # 3), Tall was directed to formulate criteria upon which to base the distribution of budgeted bonus funds in the Frequency Coordination Department. Murray moved that the proposed budget revisions be approved. The motion was seconded, discussed and carried unanimously.
6. A package of Resolutions proposed for action by the Board, the Executive Committee and the 53rd Annual National Quorum (Attachment #4) was distributed. The Board had previously voted favorably with respect to Resolutions 1,2,4,5 and 6.

(a) Proposed Resolution #3 was discussed. It was proposed that the second "Resolved" clause be amended to read:

That the President of APCO appoint a three-member committee to be known as the APCO Institute Committee to work with legal Counsel in preparing a charter, in forming the new organizations, and in preparing a study of the proposed operations, funding and other activities of the APCO Institute; and be it further...

Murray moved that Resolution #3 be adopted as revised. The motion was seconded, discussed and carried unanimously.

(b) Proposed Resolution #7 was discussed. Murray moved that the Resolution be adopted as proposed. The motion was seconded, discussed and carried unanimously.

(c) Proposed Resolution #8 was discussed. It was proposed that a new first "Resolved" clause be inserted to read:

That the National Executive Committee of APCO endorse in principle the establishment of a separate subsidiary of the association for this purpose; and be it further...

It was further proposed that the following "Resolved" clause be revised to read:

That the President of APCO be directed to name a three-member Committee to be known as the APCO AFCS Committee to work with legal counsel and APCO's auditing firm in preparing a charter, in forming the new organization, and in preparing a study of the proposed operations, funding and other activities of the APCO AFCS Subsidiary; and be it further....

Murray moved that Resolution #8 be adopted as revised. The motion was seconded, discussed and carried unanimously.

(d) Proposed Resolution #9 was discussed. It was proposed that the proposed resolution be revised by adding a fifth "bullet" to read:

He has contributed significantly to the advancement of the state of the art of public safety communications; now therefore be it...

Lannier moved that the proposed resolution be adopted as revised. The motion was seconded, discussed and carried unanimously.

(e) The Board directed that Resolutions 2 through 9 be published in the APCO BULLETIN and submitted to the National Executive Committee or to the 52rd Annual National Conference in Baltimore, as indicated, along with such other Resolutions as may be qualified for consideration at the Conference.

7. Frank Haas, APCO's Project Manager for the FEMA Contract, presented his report of work accomplished to date, remaining tasks and deliverables, and prospects for further opportunities. APCO's most recent report to FEMA, dated April 24, 1987 is Attachment #5 to these minutes. The Board concurred in actions taken to date and directed that future activities continue along lines indicated.

8. CET, Inc., owners Bill and Nancy Davis joined the Board Meeting to discuss provisions of a proposed long-range contract to provide data management & computer services for APCO's Automated Frequency Coordination System which had remained to be resolved after negotiating sessions at the previous Board Meeting in Strongsville, Ohio. Agreement was reached between the Board and CET on all issues, and the Board collectively moved to present the proposed three-year contract drafted to be effective for the period beginning September 16, 1987, to the National Executive Committee for its consideration.

9. Separate from discussions of National Office personnel in the Frequency Coordination Department, the matter of other National Office personnel was discussed by the Board. Tall reported that four candidates for the position of Chapter Desk at the National Office had been identified. In view of the fact that the total APCO membership had not been made aware of the opening, the Board directed that the position be advertised in the APCO BULLETIN and further potential candidates solicited, to be considered along with the four applications already on hand.

10. Throughout the May 11 Board Meeting, President Nasser compiled the agenda for the meeting of the National Executive Committee scheduled for May 13, 1987, and directed that a variety of reports considered at the Board Meeting be repackaged, prepared for discussion at the Executive Committee meeting, and attached to the minutes of the Executive Committee meeting.

11. The Board Meeting was adjourned at 4:30 p.m., upon motion and second. The Board met with various other individuals and groups throughout the May 12-14 Gulf Coast Regional Conference.

APCO BOARD OF OFFICERS

MEETING

May 11, 1987

Atlanta, Georgia
Presidential Hotel, Capitol Room 9 a.m.

ATTACHMENT #1
5/11/87

- * CET Contract Discussions may be scheduled at any time during the meeting.
1. Minutes of April 28, 1987 Board Meeting
 2. Action items from previous meetings
 - a. Proposed Resolution #3 - APCO Institute Committee
 - b. Proposed Resolution #7 - Chapter Probation Procedure
 - c. Proposed Resolution #8 - Frequency Coordination Subsidiary Committee
 - d. Proposed Resolution #9 - Life Membership for Will McGibbon
 - e. Proposed Spectrum Management Budget Revisions
 - f. APCO Letterhead
 - g. Liability Insurance
 3. Regulatory Activities
 - a. NPRM on 821-824/866-869 MHz Band
 - b. Docket 82-243 (Fixed Government/Nongovernment 900 MHz Proceeding—
Comments due June 3)
 - c. Docket 87-14 (220 MHz Proceeding—Comments Due May 21)
 - d. UHF TV Sharing Proceeding, MST Petitions
 - e. Rocky Mountain Regional Forester
(Comments due June 1)
 - f. FCC Coordination Workshop
 - g. NTIA Memo to IRAC re NPSAC
 - h. FCC National Security & Emergency Preparedness Advisory Committee
 4. FEMA/APCO
 5. Coordinator Correspondence
 6. Coordinator Performance
 7. Office Personnel/Chapter Desk
 8. Chapter Problems/Membership
 9. Conference/Publications Report
 10. APCO General Finances
 11. Agenda for Executive Committee Meeting -- to be put together by Board

MINUTES

APCO BOARD OF OFFICERS

MEETING

April 28, 1987

Strongsville, Ohio

ATTACHMENT #2
5/11/87

President Joseph Nasser called the meeting to order at 9 a.m. Also in attendance were President-Elect Alan Lannier; First Vice President Gary Gray; Second Vice President George Murray; Executive Director Robert Tall; Frequency Coordination Director Charles English; and Publications/Conference Manager Robert Buttgen.

All items on the proposed agenda for the meeting were considered, although not necessarily in the order listed. (Attachment#1)

1. Ohio Chapter President Bud Dennis and North Central Regional Conference Chairman Mike Barnes joined the meeting briefly to discuss the possibility of the Ohio Chapter hosting a National Conference several years into the future. The discussion warranted no action by the Board.
2. Discussion of the status of the APCO Automated Frequency Coordination System began with a report by English. Murray moved that the Board direct Tall to request Counsel John Lane to draft a statement revisiting the subject of establishing a separate subsidiary of APCO devoted to Frequency Coordination. The motion was seconded, discussed and carried unanimously.
3. William and Nancy Davis, owners of C.E.T., Inc., joined the Board Meeting to discuss a proposed long-range contract with APCO to provide services in connection with the AFCS following the September 15, 1987 termination of the present one-year contract between the parties.

C.E.T. agreed to a number of revisions in its proposals, and the APCO Board accepted the responsibility of proposing language changes on several provisions.

It was agreed that a completed final proposal would be provided to APCO in time for consideration by the National Executive Committee at its meeting May 13, 1987 in Atlanta Georgia.

Tall was directed to distribute a memorandum to the APCO Frequency Coordinators and members of the National Executive Committee by May 6, 1987 highlighting key points of the proposed contract, to permit discussion between Chapter Coordinators and Executive Committee members prior to consideration of the proposed contract at the May 13, 1987 meeting in Atlanta.

4. After extensive discussion of work toward a new "FDR-2" form, with revisions suggested by Frequency Advisory Committee Chairman Norm Coltri, English, Davis and Gray, Murray moved that the version of the form as revised be adopted, with final revisions and instructions to be added. The motion was seconded, discussed and carried by a three-to-one vote, with Gray voting in the minority. The Board directed that a draft of the new FDR-2 form be presented at the May 11, 1987 Board meeting in Atlanta, after completion by English and Davis.
5. After discussion of personnel requirements for the APCO Frequency Coordination Department, Nasser recommended that a thorough time and motion study of all tasks in the department be conducted, and recommendations be made to the Board at a subsequent date. AMENDED
5/11/87
6. Murray moved that the Board authorize the hiring of two summer employees on a full time basis as they become available, and the hiring of a secretary/receptionist for the Frequency Coordination Department, with permanent personnel requirements to be reevaluated at the Board's meeting in August. Tall was instructed to recommend changes within the Spectrum Management budget to accommodate the added employees, and prepare a report to the National Executive Committee to seek its approval for the changes. The motion was seconded, discussed, and carried unanimously.
7. Frequency Coordination issues raised by several of the Chapters were discussed by the Board, with English discussing his responses. The Board concurred in those responses. A letter from the Wisconsin Chapter (Attachment#2) was brought to the floor, and Murray moved that the Wisconsin Chapter be advised that no National Office funds be used at this time to assist the Chapters in their improvement of the data bases for their areas. The motion included direction to Tall to direct a letter to all Chapters setting forth the Board's decision that the Chapter Share from the Frequency Coordination Program should be used for such data base improvement. The motion was seconded, discussed and carried unanimously.
8. The issue of whether Chapter Coordinators should be asked to assume responsibility for coordinating public safety use of frequencies in the 800 MHz band was brought to the floor and discussed. Gray moved that the National Office take steps to turn over the 800 MHz coordination immediately to the APCO Chapters willing to assume the responsibility, and to initiate a transitional period for the remaining Chapters as they can assume the responsibility. The motion was seconded, discussed and carried unanimously.
9. The activities and products of the National Public Safety Planning Advisory Committee and the FCC's related Notice of Proposed Rulemaking were discussed. Tall was directed to widely distribute the text of the NPRM upon its release by the FCC and to organize APCO comments. Other regulatory activities were discussed, without Board action.

10. The Board raised the matter of the National Executive Committee's direction of last August that legal counsel's advice be sought with respect to the formation of an educational organization, and Counsel John Lane's response to the request for advice. (Lane's letter of March 18, 1987 is Attachment #3 to these minutes.) Gray moved that the Board offer a Resolution along the lines suggested by Lane, for submission to the National Executive Committee at its May 13, 1987 meeting in Atlanta. The motion was seconded, discussed and carried.
11. The Board recessed its meeting at 5:30p.m. on April 28 and resumed at 9:30 p.m. on April 29, 1987.
12. The Board continued to discuss the APCO Institute, with Lannier reporting on responses he received in connection with proposed course curricula, and other details.
13. The Board discussed National Office space requirements and the fact that APCO is currently paying approximately \$25,000 a year. Murray moved that Tall look into acquiring a piece of property — at least three acres in size — suitable for construction of offices for the National Office. The motion was seconded, discussed and carried unanimously. Concurrently with the search for a building site to purchase, explorations are to be made into whether the gift of a piece of property is possible.
14. Past President Nate McClure joined the Board meeting for a discussion of Regional Conference planning problems. Murray moved that Nasser name an ad hoc committee to up-date the APCO Regional Conference Manual, with the committee consisting of a Chairman, one representative from each of APCO's four regions, and APCO Publications/Conference Manager Bob Buttgen. The motion was seconded, discussed and carried unanimously.
15. The Board considered proposed resolutions # 5 and 6. Murray moved that they be adopted. The motions were seconded, and the proposals were discussed. Both were amended slightly and adopted unanimously. They are Attachments # 4 and # 5 to these minutes.
16. The Board discussed a variety of possible changes in the APCO Conference Manual, and directed Tall to explore with the Commercial Advisory Committee the prospects of extending the National Conference from the present four to five days. The Commercial Advisory Committee has also been asked to explore and make recommendations with respect to MANAPO Night (Attachment # 6), and is considering recommendations with respect to Regional Conferences. The Board affirmed the existing policy that neither "the CCC Breakfast" nor "the Prayer Breakfast" is an official part of the APCO Conference Program and must be arranged separately by their sponsors without responsibility by the Conference Committee. The Board authorized Tall to arrange the Life Members Luncheon

at the Baltimore Conference in 1987 differently than has been the case in the recent past. Rather than pre-schedule a meeting room with a guaranteed number of meals, Tall is to host an off-the-menu luncheon on an informal basis at a place of his selection.

17. The matter of a number of Chapters not being in compliance with the APOC Constitution and Bylaws was considered by the Board and steps were discussed to bring them into compliance. Murray moved that all Chapters not in compliance with the C&B be notified by certified mail to the last known officers' addresses and general mail to all members of the Chapter that the Chapter has been placed on probation for a one-year period from date of notification, within which they may bring themselves into compliance. They are to be notified that failure to achieve compliance may result in a recommendation by the Board of Officers to the National Executive Committee that their Chapter Charters be cancelled or modified in accordance with Article I, Section 11 of the Constitution. The motion was seconded, discussed and carried unanimously.
18. Gray moved that the Board offer a Resolution to amend the C&B to add a specific section relating to the previous item. The motion was seconded, discussed and carried unanimously.
19. The matter of APOC charging frequency coordination fees in-cases where licensees are seeking to relinquish the use of frequencies was discussed by the Board. Murray moved that such frequency coordination requests to APOC be exempt from APOC fees. The motion was seconded, discussed and carried unanimously.
20. Lannier moved that the APOC Policy Manual be amended to conform with all policy decisions and action covered in these minutes. The motion was seconded, discussed, and carried unanimously.
21. The Board of Officers Meeting was adjourned at 12:04 p.m.

APCO BOARD OF OFFICERS

MEETING

April 28, 1987
Strongsville, Ohio

#1
4/28/87

PROPOSED AGENDA

1. Coordination Report
 - a. Backlog
 - b. Implementation of New Procedures
 - c. Personnel, Office Space
 - d. New FDR-1 Form
 - e. Finances
2. CET Proposals
 - a. Further, Detailed Procedural Recommendations
 - b. Long Range Proposals
3. Other Coordination Matters
 - a. FCC Workshop
 - b. PSCC Agreements
 - c. Schedule of Operation of AFCS
 - d. Long Range Financial Outlook
 - e. Dave Yandell Request with Respect to 155.475 MHz
 - f. Dick DeMello Request
 - g. Wisconsin Chapter Request
 - h. Use of AFCS for Correspondence Between Coordinators
 - i. Coordinator Training
4. Regulatory Activities
 - a. 800 MHz NPRM/NPSPAC
 - b. UHF TV Sharing
 - c. Pro Comm
 - d. 900 MHz Government/Nongovernment Fixed
5. NPSPAC/NPRM
 - a. Motivation of Regional Planning
 - b. APCO Comments
6. General APCO Finances
7. General Personnel
8. Dispatcher Insurance
9. Telecommunicator Training Program
10. FEMA/APCO
11. APCO Memoranda of Understanding
 - a. IBTIA
 - b. IACP

12. APCO Institute
13. Conferences
 - a. 1987
 - b. 1990
14. Committee Activities
15. Chapter Problems
 - a. Lack of Officers
 - b. Too few members
 - c. No C & B
 - d. No newsletter
16. APCO Travel
17. Conference Policy Changes
18. Other Policy Changes
19. Resolutions
20. 1987 Awards

Associated Public-Safety Communications Officers, Inc.

#2
4/28/87



PRESIDENT
JOSEPH Y. NASSER
DIRECTOR OF COMMUNICATIONS
COUNTY OF VOLUSIA
49 KEYTON DRIVE
DAYTONA BEACH, FLORIDA 32014

FIRST VICE-PRESIDENT
GARY DAVID GRAY, P.E.
ORANGE COUNTY COMMUNICATIONS
481 THE CITY DRIVE SOUTH
ORANGE, CALIFORNIA 92668

PRESIDENT-ELECT
ALAN J. LANNIER
METROPOLITAN POLICE DEPARTMENT
COMMUNICATIONS MAINTENANCE BRANCH
1225 4th STREET, N.E.
WASHINGTON, D.C. 20002

EXECUTIVE DIRECTOR
ROBERT E. TALL
930 THIRD AVENUE
POST OFFICE BOX 669
NEW SMYRNA BEACH, FLORIDA 32070
904/427-3461

SECOND VICE-PRESIDENT
GEORGE W. MURRAY
COMMUNICATIONS OFFICER
GEORGIA DEPARTMENT OF PUBLIC SAFETY
P.O. BOX 1456
ATLANTA, GEORGIA 30371

April 20, 1987

Mr. James F. Lohff, Secretary/Treasurer
Wisconsin Chapter APCO
488 Ellis St.
Fond du Lac, WI 54935

Dear Jim:

Thanks for your letter of April 10, which was received here this morning (April 20).

The National Board of Officers will be meeting next week at the North Central Regional Conference in Strongsville, Ohio, and I will put your request on the Agenda for the meeting and we'll be in touch with you immediately afterward.

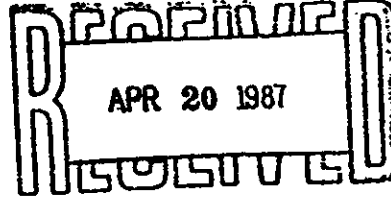
Best,

Robert E. Tall
Executive Director



WISCONSIN CHAPTER
Associated Public-Safety Communication Officers, Inc.

Emergency Government
Emergency Medical Services
Emergency Number System - 911
Fire
Forestry
Highway
Local Government
Police Services



Mr Robert E. Tall
APCO National Office
P.O. Box 669
New Smyrna Beach, Fl. 32070

April 10, 1987

Dear Bob:

At the March meeting of the Wisconsin Chapter a motion was passed to request funds from the National Office for hiring a temporary assistant for the Frequency Coordinator. The assistant would be utilized to update the frequency data base disks that the National has requested be updated by the Frequency Coordinator.

The membership felt that it was unreasonable to expect the Frequency Coordinator to donate the extra time necessary to complete this task.

As such, the Wisconsin Chapter is formally requesting a sum of \$800.00 from the FDR fund to hire said assistant. The assumption made to arrive at the figure was that 160 hours of help at \$5.00 an hour would be needed.

Sincerely,

James F. Lohff
Secretary / treasurer



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4/28/87

WILKES, ARTIS, HEDRICK & LANE,

CHARTERED

ATTORNEYS AT LAW

1666 K STREET, N. W.

WASHINGTON, D. C. 20006

(202) 457-7800

CABLE ADDRESS: WILAN
TELECOPIER: 202-457-7814

51 MONROE STREET
ROCKVILLE, MARYLAND 20850
4020 UNIVERSITY DRIVE
FAIRFAX, VIRGINIA 22030

JOHN D. LANE
(202) 457-7883

March 18, 1987

FEDERAL EXPRESS

Mr. Robert E. Tall
Executive Director
Associated Public-Safety
Communications Officers, Inc.
930 3rd Avenue
New Smyrna Beach, Florida 32070

Re: APCO Institute

Dear Bob:

You have asked us to respond to an inquiry as to how APCO may create a charitable, educational organization to provide educational training for public safety radio dispatchers from state and local governmental agencies as well as educational training of other public safety personnel in the field of communications and other related topics. You would like the Institute to be granted tax-exempt status under IRC §501(c)(3) as a public, non-private foundation.

We believe that APCO should form a controlled corporation to be called the APCO Institute. The IRS will recognize as exempt an organization formed for charitable purposes controlled by a parent organization exempt under IRC §501(c)(6). To form the Institute, we would file Articles of Incorporation and prepare Bylaws and other corporate formation documents for the corporation. On the attached Schedule, we have listed the various information we will need to draft Articles of Incorporation, Bylaws and other corporate formation documents.

Once the Articles have been filed, we would then prepare a Form 1023, Application for Recognition for Exemption, for the Institute. The Institute would apply for exempt status as a charitable, educational organization and for non-private foundation status under IRC §509(a). If APCO can show that more than one-third (1/3) of its receipts are from "public support" (i.e., membership dues, contributions

RECEIVED MAR 20 1987

WILKES, ARTIS, HEDRICK & LANE

CHARTERED

Mr. Robert E. Tall
March 18, 1987
Page 2

and program service revenues received by APCO), then the Institute should qualify for non-private foundation status.

At this point, we recommend that APCO appoint two or three individuals to a committee to work with us in forming the Institute.

In order to facilitate the beginning of the process, we have attached for your review a proposed resolution to be considered by the APCO Board at their next meeting.

If you have any questions concerning the contents of this letter or attachments, please call me at any time.

With kindest regards.

Sincerely,


John D. Lane

Schedule

Articles of Incorporation

1. Jurisdiction of Incorporation.
2. Corporate name - APCO Institute (the "Institute").
3. Corporate purposes - specification of the primary exempt purposes of the Institute.
4. Address of principal office.
5. Name and address of Registered Agent - registered agent must be an individual residing in state of incorporation or, generally, a corporation incorporated under the laws of the state where the Institute will be incorporated.
6. Name and address of initial Board of Directors - generally should have 3 initial directors.

Bylaws

1. Members - it is contemplated that the Institute will not have members, since APCO will control the Institute by virtue of electing its Board of Directors.
2. Number of Directors - can be set number (not less than three) or a high and low limit (e.g., no less than six nor more than twelve).
3. Election of Directors - Will the Institute's directors be elected by the directors of APCO or the members of APCO?
4. Veto Power of APCO Directors - Should APCO directors be given veto power to override any decision made by the Institute's directors?
5. Committees - Executive Committee? Advisory Committee?
6. Officers - generally a President, one or more Vice Presidents, a Secretary and a Treasurer. Could also have a Chairman (Chairperson) of the Board. The names and positions of the officers will be listed in the

organizational minutes, which will be approved by the initial directors.

Additional Issues to be Considered in Formation Process

1. Institute's acquisition by purchase or lease of its headquarters.
2. Institute's funding - by APCO initially.
3. Institute's employees.
4. Filing of exempt status application - a list of questions will be compiled at the appropriate time.

Proposed Resolution

WHEREAS, the directors have determined that APCO should form a controlled corporation to engage in the charitable activity of providing educational training for public safety radio dispatchers from state and local governmental agencies as well as educational training of other public safety personnel in the field of communications and other related topics; and

WHEREAS, the directors have determined that the Board should appoint two or three individuals to a committee to work with counsel, Wilkes, Artis, Hedrick & Lane, in forming the corporation.

NOW, THEREFORE, the Board has approved and resolved as follows:

RESOLVED: That the Board has determined that a controlled corporation should be formed, to be known as the APCO Institute, to perform the charitable activity of providing educational training for public safety radio dispatchers from state and local governmental agencies as well as educational training of other public safety personnel in the field communications and other related topics.

RESOLVED: That the Board hereby appoints _____ and _____ to a committee to be known as the APCO Institute Committee.

RESOLVED: That the foregoing committee members are hereby authorized and directed to consult with counsel concerning the formation of the APCO Institute and shall submit to the Board for its review copies of proposed Articles of Incorporation and Bylaws for the Institute.

RESOLVED: That the committee members shall further prepare and submit for review of the Board and counsel a study of the proposed operations, funding and other activities of the APCO Institute.

INTENT: Amend Constitution & Bylaws

PURPOSE: Revise Requirements for Reading of Resolutions

MAKER: National Board of Officers

ATTENTION: 53rd Annual National Conference in Baltimore

WHEREAS: Article V Section 1.27 of the Bylaws of this Association calls for reading of a Resolution to amend the Constitution and/or Bylaws on "each of three days during an Annual Conference"; and

WHEREAS: This "reading" requirement may be met by the Chairman of the Resolutions and Bylaws Committee reading to the Quorum the title, intent, and the name of the maker of the Resolution, along with making copies available to the Quorum; and

WHEREAS: This procedure requires the scheduling of a Quorum Business Session which might not otherwise be required; and

WHEREAS: Such "reading" of a Resolution three times during an Annual Conference serves little purpose, is of little interest to the membership, and is wasteful of time; and

WHEREAS: The original purpose of this provision could be served just as well by the otherwise required advance publication of the amending Resolutions in the APOO BULLETIN; by posting copies of them on a centrally located BULLETIN BOARD at the Conference and otherwise distributing them to the membership at the Conference; and by a single "reading" at the Conference prior to voting by the Quorum; now therefore be it

RESOLVED: That the third sentence of paragraph 2 of Article V, Section 1.27 of the Bylaws be amended to delete; "....A reading on each of three days during an Annual Conference shall be made", and to substitute in its place: "Such reading shall take place at the Annual Conference prior to voting on the Resolution. A copy of the amending Resolution shall also be posted on a BULLETIN BOARD at the location of each Business Session of the Quorum and in the APOO National Office Exhibit Booth and made available to the members of the Quorum at such Business Sessions."

RESOLUTION # 6

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4/28/87

INTENT: Amend Constitution & Bylaws

PURPOSE: Change Duties of Second Vice President

MAKER: Board of Officers

ATTENTION: 53 Annual National Conference in Baltimore

WHEREAS: Article III, Section 2 of the APOCO Constitution specifies requirements which must be met by a candidate for Association Office, and Article IV, Section 2.3 of the Bylaws specifies authority of the elected Vice Presidents of the Association; and

WHEREAS: The activities of the National Office have grown rapidly in size and complexity over the past several years; and

WHEREAS: It has become imperative that Members of the National Board of Officers have a first-hand, detailed knowledge of the workings of the National Office and its staff employees; and

WHEREAS: The APOCO Policy Manual can be amended to include provisions for the reimbursement of costs involved in implementation of this resolution; and

WHEREAS: Each candidate for National Office should be aware, at the time of the announcement of his/her candidacy that he/she will be expected to perform certain duties in the event of election and obtain appropriate authority from his/her employing agency in connection therewith; now therefore be it

RESOLVED: That article IV, Section 2.3 of the Bylaws be amended by adding a second paragraph reading:
"During his/her term of office as Second Vice President of the Association, each person holding that position will be expected to spend a full working week (five days) at APOCO's National Office to familiarize himself/herself with the activities and personnel of the APOCO National Office.

Associated Public-Safety Communications Officers, Inc.



4/28/8

PRESIDENT

JOSEPH Y. NASSER
DIRECTOR OF COMMUNICATIONS
COUNTY OF VOLUSIA
49 KEYTON DRIVE
DAYTONA BEACH, FLORIDA 32014

FIRST VICE-PRESIDENT

GARY DAVID GRAY, P.E.
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PRESIDENT-ELECT

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GEORGE W. MURRAY
COMMUNICATIONS OFFICER
GEORGIA DEPARTMENT OF PUBLIC SAFETY
P.O. BOX 1456
ATLANTA, GEORGIA 30371

April 22, 1987

Harry Edwards
Motorola C & E
1301 E. Algonquin Road, SH-4
Schaumburg, IL 60196

Dear Harry:

I'd like to suggest an agenda item for your Commercial Advisory Committee meeting in Atlanta during the May 12-14 APCO Gulf Coast Regional Conference. I've already discussed the problem with a couple of the members of the CAC, and they agree it's a problem that warrants addressing.

The problem: The \$150 per exhibit booth collected to sponsor MANAPCO Night relates to the number of booths sold, not to the number of people who might be attending MANAPCO Night. This makes it difficult to budget for the event, particularly since a caterer usually charges on a per-head basis. The more people attending the National Conference (we all feel the more the better), the less money we have to spend per person for MANAPCO. In other words, our MANAPCO revenue is frozen, but the expenses go up the more successful the Conference is.

Bob Moesch, for one, does not think it would be much of a problem collecting additional funds from the exhibitors so long as the suggestion to do so came from the Commercial Advisory Committee itself. He feels that since we've given the exhibitors control over MANAPCO Night, they will respond by picking up the tab.

I agree with Moesch; but feel the CAC should fully discuss the matter and that CAC, rather than APCO, should be the one to inform the exhibitors in the event additional funding is necessary.

This may (or may not) be a problem for Baltimore. Some exhibitors dropped out just before the cancellation deadline, but at the moment we have sold 228 booths (confirmed), which represents a MANAPCO fund of \$34,200. We'll probable sell another 50, which represents a sell-out,

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to bring in another \$7,500. Also, we have the surplus of \$3,500 left over from Milwaukee beer money. The Baltimore MANAPCO Chairman has asked for \$42,750, and we budgeted him for \$39,750.

Best possible case, then, for Baltimore, is MANAPCO funding of \$45,200 against the request for \$42,750. The request was based on an estimated MANAPCO attendance of 1500 people @ just under \$30 per person.

We'll be in trouble, and need a funding assist, if (1) we fail to sell enough booths, or (2) the attendance hits close to 1500, or more. We won't know these things for sure prior to the time we have to give the caterers a contract.

Even if we find ourselves in good shape for Baltimore, however, we know that the problem will arise in the future, and what I'm suggesting now is we work out a plan of approach and change the APCO Conference Policy Manual to reflect whatever is decided.

Thanks much.

Cordially,

Robert E. Tall
Executive Director

cc: Members of Commercial Advisory Committee
Baltimore Conference Chairman
Baltimore Arrangements Chairman
Baltimore MANAPCO Chairman

Enclosure

Section 12

MANAPCO NITE

Editor's Note: The name for MANAPCO Night is undergoing a possible change, to Exhibitors Night.

This is a big, big, night. It is a function known only to this Association. It is historical, started many years ago by Fred Link, a vendor. It is a testament to the close friendships between APCO members and the manufacturers and vendors that have lasted since the beginnings of APCO.

The National Office will be collecting the exhibitors' per booth Manapco Night assessment, and will turn that money over to the Conference Chairman for your purposes. The more exhibitors the Conference has the more money you will have to stage your affair. So help sell booth spaces. But be warned! You will have to live within the amount of assessments collected. Otherwise, it is up to you to generate the difference. In other words, it's your baby, not APCO's.

This is a cooperative effort. A chairman, you, is named by the exhibitors to put this affair on. You will find a copy of the program and the Manapco budget sheet in the Supplemental Section of this Manual. They will be of immense assistance to you.

Officially, APCO has nothing to do with Manapco Night. The exhibitors put the entertainment on for the APCO members and for themselves. You (the exhibitors) are responsible for all commitments and liable for all debts.

The "joint" flavor of this function comes from the fact that the Conference Committee works closely with the Manapco Committee and furnishes all the assistance it can. So, the Manapco Committee meets with the Conference Committee, takes part in the planning that is significant to that function, and is otherwise one of the groups working to put on a great Conference.

Here is a suggested planning schedule:

August to November:
Set up Committee. Talk to previous Chairman
Submit budget.

November to February:

Entertainment & MANAPCO Committees

Months

24

Accepts
Chairman
Position

Selects Committee Members

21

Plans, Outlines Entertainment

19

Meet with
Conference
Chairman

18

Estimate Cost of Entertainment

16

15

Meet for
Preliminary
Budget

Revision of Costs

14

Contract Entertainer Services

12

Preliminary
Budget
Changes

Submit Schedule to Program & Publicity Committees

10

Final Budget
Review

Contract Ladies Tour Services

9

8

Progress Report

Banquet and Opening Breakfast Requirements

6

5

4

Progress Report

3

Progress Report

2

Progress Report

1

Progress Report

0

1

Committee
Files
Submitted

2

3



Date: _____

5-2

FNH 12-86

Screen possible locations
Get prices for menus, entertainment, transport
Look for entertainment agents
Gauge effect on first budget

February to April:
Firm up dates, location, acts, meals, transport
Sign contracts, make deposits
Coordinate with other Committees

April to July:
Firm up arrangements with the Transportation
Committee
Finalize communication arrangements
Visit location with other Committee Chairmen who
will be working with you

July to August:
Decide on number of buses after checking with
Registration Chairman
Check communications
Review plans for loading/unloading

Manapco Night:
1630. Meet ushers, check communications
1815. Load buses
1900. Unload buses
1930. Serve dinner
2015. Entertainment
2115. Free time. Begin bus loading
2230. Unload buses

In general:

Your location should be able to accommodate 1,000 or
more persons at tables of 8.

Try to deal with one person at each location in order
to avoid misunderstandings.

If a sit down meal is planned, be sure the caterer
understands that you are planning a dinner, not a reception.

Poolside affairs are well received, with buffet lines,
as at barbecues, etc. Be sure you have enough serving lines.

Keep the Conference Chairman informed about your budget
and changes in planning as they may occur.

Don't get any fixed ideas. Be innovative. We've had
cruises, barbecues, pool side fiestas complete with shawls and
hats, steak dinners at mountainside cook out places - complete
with stage coaches and roadside bandits en route, rock music,
country music, bell choirs - you name it.

But, whatever you do, it had better be good. Why? Because
you answer to two bosses, APCO and the exhibitors. And as an
exhibitor, you know how exacting they can be when they pay good

money for bad results.

Well, OK, then. We know you're going to be a hero and promoted to vice-president in charge of something because of your good showing here.

Have fun. We will. Because you'll be good.

And thank you. We do appreciate what you're doing.
(addenda-insert 61a) August, 1986

MANAPCO NITE FUND POLICY

1. The planning and funding for a "MANAPCO NITE" during an APCO National Conference will be the responsibility of the APCO Commercial Advisory Committee.
2. An APCO Commercial member selected jointly by the CAC and the Host Chapter Conference Chairman will serve as MANAPCO NITE Chairman. In the event of disagreement, the APCO President will cast the deciding vote.
3. The charge for Exhibit space at the Conference will be \$800 per booth, with a discount of \$50 per booth if complete payment is received by the National Office before January 1 of the year of the Conference.
4. An additional \$150 charge per booth will be assessed each Exhibitor for its MANAPCO NITE contribution. The funds collected from this billing will be deposited in a separate bank account by the National Office. Checks drawn on this account must have two signatures: (a) the APCO Executive Director or National President and (b) the Conference Chairman or the Chairman of the APCO Commercial Advisory Committee.
5. It is the responsibility of the Conference Chairman to make sure that total expenditures for MANAPCO NITE do not at any time exceed the balance in the separate bank account established for MANAPCO NITE.
6. The Commercial Advisory Committee, on its own and without involvement of the National Office in any way, may solicit additional funds as voluntary contributions to the MANAPCO NITE bank account.
7. Any funds remaining in the MANAPCO NITE bank account after MANAPCO NITE expenses are fully paid following one year's Annual Conference will be available for the following year's MANAPCO NITE under a budget proposed by the Conference Chairman for that year and approved by the Commercial Advisory Committee.
8. Only funds specifically collected for MANAPCO NITE may be used for such affair.
9. The charge for Conference non-registrants to attend MANAPCO

NITE will be established by the CAC and reported to the Executive Director no later than March 1 of the year of the Conference. This charge must at least equal the budgeted pro rata share for Conference registration.

10. At its discretion, the CAC may elect not to sponsor a MANAPCO NITE at an Annual Conference. If so, individual Hospitality Rooms may be sponsored by the Exhibitors on the night MANAPCO NITE would otherwise have been scheduled.

SPECTRUM MANAGEMENT
PROPOSED REVISED BUDGET

April 1, 1987 to March 31, 1988
(Revised May 7, 1987)

ATTACHMENT
3
5/11/87

INCOME

Fees (450 coordinations per month @ \$145) 783,000

EXPENSES

Salaries and Benefits 155,097

English	42,750	
Buckzkowske	12,968	
Harrer	12,968	
Flournoy	12,968	
Sec/Recep	10,868	
Summer Help	7,000	(two employees, 12 weeks)
Tall (50%)	34,200	
Tech Asst.	21,375	(9 months)

Administrative Services 9,833

Rebates to Chapters 156,600

Travel & Training 49,200

National Office	24,000	215,633
Coordinators, CET	24,000	
Dues, Subscriptions	1,200	

Contracted Services 52,000 (-16,000)

Accounting	6,000	
Legal	46,000	(16,000 deferred)

Operating Expenses 288,485

(Computer Services)

Contract AFCS (CET)	195,000	
Liability Contingency	6,000	
Denver WATS line	44,644	
Equipment Lease	39,913	
Computer R & M	2,928	

Operating Expenses 68,047

(National Office)

Printing	4,000	
Postage	14,000	
Office Supplies	4,000	
Office Maintenance	1,620	
Rent	13,200	
Utilities	7,000	
Phone	20,000	
Equip. lease	2,195	
Other	1,032	
Insurance	1,000	

Capital Improvements 10,000

Bonus 10,000

TOTAL EXPENSES ----- 799,222

Debt to other APCO FUNDS: 95,242

Deferred for this period: 16,000

DEFICIT: 222

INCOME

450
 Fees (500 coordinations/month @ 145) 240,000

EXPENSES

Salaries & Benefits 120,866
 English 42,750
 Buckzkowse 12,968
 Harrer 12,968
 Flournoy 12,968
 Sec/Analyst RECEPTIONIST 10,868 (11 months)
 (10 mo.) 9,879
 Tall (50%) 34,200
~~Programmer~~
~~Analyst 2,143~~
 2 SUMMER EMPLOYEES (12 weeks) - 7000
 TECHNICAL ASSISTANT (9 MONTHS) - 21,375

Administrative Services 9,833
 Rebates to Chapters 108,000
 Travel & Training 61,200 49,200 156,600
 Nat'l Office Travel 24,000
 Coord., CET Travel 26,000 24,000
 Dues, Subscriptions 1,200

Contracted Services 52,000
 Accounting 6,000
 Legal 46,000 (16,000 DEFERRED)

Operating Expenses (Computer Services) 200,072
 Contract AFCS (CET) 192,000 195,000
 Liability Contingent 6,000
 Denver WATS line 48,768 44,644
 Equipment Lease 38,076 39,913
 Computer R & M 2,928

Operating Expenses (National Office) 65,715 - 68,047
 Printing 4,980 4000
 Postage 15,706 14000
 Office Supplies 5,076 4000
 Office Maint. 1,620 1620
 Rent 8,700 13,200
 Utilities 4,500 7000
 Phone 10,816 20000
 Equipment Lease 2,195 2195
 Other 1,032 1032
 Insurance 1,000 1000

Capital Improvements 10,000 20,000
 Bonus 10,000 799,222

Total Expenses

surplus

Debt to other APCO Funds
 Sept. 1, 1986 to Jan. 1, 1987: 95,242
~~Deferred Jan. 1 to Mar. 30, 1987: 30,043~~
 DEFERRED LEGAL COUNSEL: 16,000

DEFICIT: 222

MAJOR CHANGES IN CONSTITUTION AND BYLAWS PROPOSED

RESOLUTION TO BE PRESENTED TO BALTIMORE C

RESOLUTION NO. 1

INTENT: General Revision of C and B.

PURPOSE: Among others, to provide clearer text; consolidate like and related Articles and passages; rename and better establish Executive Committee, Regions; institute Police Manual, Project Series; permit subsidiaries.

MAKER: Board of Officers.

WHEREAS: It has been twelve years since the C and B has been wholly revised, and

WHEREAS: During that period many amendments have been made to such document, and

WHEREAS: Past experience has shown that amendments are necessary in order to keep pace with the rapid development of the public safety communications field, and

WHEREAS: Because of this experience has also shown it to be advantageous to pause at times for the purpose of consolidating and thereby restructuring and modernizing the C and B for the purpose stated above; now therefore be it

RESOLVED: That the current C and B be replaced in total by the following proposed substitute C and B with changes noted as presented herewith below:

Changes and Reasoning

CONSTITUTION

*(reference current C&B)

Please refer to the Outline below. Note the logical sequence of the Articles, which are the permanent building blocks. Test: will a quick perusal of the 8 topics in the Constitution provide an uncluttered straightforward view of what APCO is and what it does?

ARTICLE I NAME/PURPOSE

Section 1. Name.

No change. *(Const. Art. 1.).

Section 2. Purpose.

Purpose is limited to end objectives *(Const. Art. I Sec. 2A, B); not the "how

to's, *(Const. Art. I Sec. 2C, and the details of D and E, which are now in the Bylaws and thus more suitably placed for future amending as may be necessary.

ARTICLE II ORGANIZATION

Section 1. Organization.

(Thumbnail description. New).

Section 2. Membership.

*(Const. Art. I).

Section 3. Voting and Elected Officers.

*(Const. Arts. I and II Sec. 16). Add "Territories" as currently provided for in *(Const. Art. I Sec. 3.1).

Section 4. Authority.

*(ByLaws Art. IV Sec. 3.2, ByLaws Art. V Sec. 1.1 (Authority), ByLaws Art. X Sec. 2).

Section 5. Public Safety.

*(Const. Art. II Sec. 14).

ARTICLE III CHARTERS

Section 1. Chapter Requirements.

*(Const. Art. I Sec. 3).

Section 2. Chartered Groups.

Chapters. As above.

Section 3. Cancellation of Charters.

As above.

Section 4. Chapter Responsibilities.

As above.

Section 5. Regions.

*(ByLaws Art. V part of Sec. 1.13). Moved to this position to provide continuity and solidify worth of Regions, rather than have this important passage obscured in a ByLaws section on Committees. Allow Canadian Region.

Section 6. Regional Conferences.

*(Const. Art. I Sec. 14). Mentioned here for continuity reasons. Developed later in ByLaws Article IX.

Section 7. Subsidiaries.

New. Provides means of establishing subsidiaries. In fast-moving field, time may be critical if such a need occurs.

ARTICLE IV EXECUTIVE COUNCIL

Section 1. Establishment.

New name for the Executive Committee *(ByLaws Art. V Sec. 1.1). This is the second most powerful body in the Association (Quorum is #1). It should not be buried in the ByLaws under an article on Committees.

Section 2. Authority.

As above. No substantive change.

Section 3. Duties.

As above. Adds duty of reviewing Officers Policy Manual.

Section 4. Quorum.

As above. No change.

Section 5. Procedures.

As above. No change.

ARTICLE V OFFICERS

Section 1. Officers.

*(ByLaws Art. IV). Establishes Officers as logical sequence to Executive Council above. Developed later in ByLaws Article IV a V (too much language necessary for placement in Constitution).

Section 2. Executive Director.

As above.

Section 3. National Office.

Change National Office to Association Office because of addition of Canadian Chapter.

ARTICLE VI POLICY

Section 1. Manual.

New. Reasoning: (1) The existing Policy Manual is of such importance that it should be referenced in the Constitution. (2) In this way it is always in view and therefore kept current. (3) It permits much "how to" language to be removed from the C and B. And (4) the "how to" language is thus more adaptable in view of constantly changing administrative requirements. This concept is developed later throughout the C and B.

Section 2. Policy.
Develops Section 1 above.

Section 3. Review.

Requires the Executive Council to keep an eye on the condition of the Manual.

Section 4. Amendment.

As now, the Manual may be amended by the Board subject to approval by the Council.

ARTICLE VII TRADEMARK

Section 1. Policy.

*(Const. Art. V). Rewritten only for clarity.

ARTICLE VIII AMENDMENT

*(Const. Art. VI). Rewritten only for clarity.

ADDED NOTES

Other major sections in the current Constitution which are not found in the above proposed revision have been moved to the ByLaws which properly deals with the "how to" of the cornerstone enactments of the Constitution. The location moves of these sections will be noted in the following revised ByLaws.

BYLAWS

Note: As far as possible, these Articles follow those of the Constitution in order to provide easier reference between the two documents. The first three Articles are in logical sequence. In an administrative sense, so are Articles IV through VIII. Articles IX and X follow naturally together. Article XI, the largest, stands alone, as does XII. Articles XII through XVI flow together, and Article XVII winds it all up.

ARTICLE I MEMBERSHIP

*(Const. Art. II). Moved to ByLaws in order to simplify the Constitution and combine the "how to's". Some language clarification. One substantive change: the Operator classification has been changed to Telecommunicator. Let's say it as we preach it.

ARTICLE II ELECTION OF MEMBERS

Section 1. Application.

*(ByLaws Art. I Secs. 1 and 2).

Section 2. Revocations.

New. To establish method.

Section 3. Applications From Chartered Areas.

*(ByLaws Art. I Section 2).

Section 4. Applications From Unchartered Areas.

*(ByLaws Art. I Section 3).

Section 5. Optional Chapter Choice.

*(ByLaws Art. I Section 4).

ARTICLE III DUES

*(Const. Art. II Section 15, ByLaws Art. VI).

ARTICLE IV OFFICERS GENERAL

Section 1. (As listed below):

1.1 Eligibility.

*(Const. Art. III Sec. 2).

1.2 Nomination.

*(Const. Art. III Sec. 3).

1.3 Election.

*(Const. Art. III Sec. 3).

1.4 Term.

*(ByLaws Art. III Sec. 1).

1.5 Succession.

*(Const. Art. III Sec. 1).

1.6 Vacancies.

*(ByLaws Art. III Sec. 2).

1.7 Impeachment.

*(ByLaws Art. X Sec. 3).

ARTICLE V OFFICERS DUTIES/AUTHORITIES

Section 1. President.

*(ByLaws Art. IV Sec. 1 - 2.1). ByLaws Article VIII (Expense) is incorporated here.

Section 2. Other Officers.

*(ByLaws Art. IV Sec. 2.2 - 2.3).

ARTICLE VI BOARD OF OFFICERS

Section 1. Establishment.

*(ByLaws Art. IV Sec. 3.1).

Section 2. Authority.

*(ByLaws Art. IV Sec. 3.2).

Section 3. Meetings.

New. Sets minimums.

Section 4. Duties.

*(ByLaws Art. IV Sec. 3.3).

Section 5. Quorum.

*(ByLaws Art. IV Sec. 3.3).

Section 6. Procedures:

6.1 Executive Director

*(ByLaws Art. XV Sec. 4H).

6.2 Members, Actions.

*(ByLaws Art. IV Sec. 3.2).

ARTICLE VII EXECUTIVE DIRECTOR

*(ByLaws Art. XV). Note the long list of duties, etc., are transferred to the Policy Manual whose review is a duty of the both the Executive Council and the Board, thus safeguarding what was in the ByLaws. In this way, too, fast changing demands can be adequately and safely accommodated.

ARTICLE VIII COUNSEL

*(ByLaws Art. XIV). Provides for more than regulatory counsel as may be necessary.

ARTICLE IX CONFERENCES

*(ByLaws Art. XII). Also, combines Regional Conferences from *(Const. Art. I Sec. 14). Change number of Regions from 4 to 5 (Canadian Region added).

ARTICLE X VOTING BETWEEN CONFERENCES

Section 1. Requirements.

*(ByLaws Art. IX). Note change from to (1/3) as means to accommodate fluctuations in the number of Chapters.

ARTICLE XI STANDING COMMITTEES

Section 1 - 3.7.

*(ByLaws Art. V Secs. 1 - 3).

ARTICLE XII PUBLICATIONS

*(Const. Art. I Sec. 2C, ByLaws Art. VII).

ARTICLE XIII ASSETS

*(ByLaws Arts. XI, XVII).

ARTICLE XIV BONDS/LIABILITY

*(ByLaws Arts. XIII, XV Sec. 5G).

ARTICLE XV GRANTS & CONTRIBUTIONS

Sections 1 - 3.

*(ByLaws Art. XVI).

Section 4. Project Series.

(New. Establishes this most important function in C&B).

Section 5. Administration of Funds.

(Policy Manual again).

ARTICLE XVI AWARDS

*(ByLaws Art. XVIII). Policy manual again in order to reduce verbiage.

ARTICLE XVII AMENDMENTS

Section 1. Limitation.

*(Const. Art. VI, ByLaws Art. X).

ARTICLE XVIII CHAPTERS IN OTHER COUNTRIES

Establishes a means of listing foreign Chapters and setting forth their specific requirements.

Outline
(Proposed)

CONSTITUTION

Article I	Name. Purpose
Article II	Organization. Membership. Authority. Voting. Public Safety.
Article III	Charters. Chapters. Regions. Subsidiaries.
Article IV	Executive Council
Article V	Officers. Executive Director. Association Office.
Article VI	Policy
Article VII	Trademark
Article VIII	Amendments

Article
(Proposed)

BYLAWS

Article I	Membership Classifications
Article II	Election of Members
Article III	Dues
Article IV	Officers: General
Article V	Officers: Authorities. Duties. Procedures.
Article VI	Board of Officers: Authority. Duties. Procedures.
Article VII	Executive Director: Authority. Duties. Procedures.
Article VIII	Counsel
Article IX	Conferences
Article X	Voting Between Conferences
Article XI	Standing Committees
Article XII	Publications
Article XIII	Assets
Article XIV	Bonds. Liability.
Article XV	Grants and Contributions
Article XVI	Awards
Article XVII	Amendments
Article XVIII	Chapters In Other Countries

(Proposed)

Constitution and ByLaws
**ASSOCIATED PUBLIC-SAFETY
COMMUNICATIONS OFFICERS, INC.**
APCO, INC.

CONSTITUTION

ARTICLE I NAME/PURPOSE

Section 1. Name:

This organization shall be known as the Associated Public-Safety Communications Officers, Inc., (APCO, Inc.), known hereafter as "the Association".

Section 2. Purpose:

The purpose of the organization shall be to:

2.1 Foster the development and progress of public safety communications by means of research, planning, training, and education.

2.2 Promote the rapid and accurate collection, exchange and dissemination of information relating to emergencies and other vital public safety communications among and between all levels of local, state, and federal governments.

2.3 Represent its members before regulatory and policy-making bodies as may be appropriate.

2.4 Strive to protect the citizen and his property and provide for his welfare by these and other appropriate means.

ARTICLE II ORGANIZATION. MEMBERSHIP. VOTING. AUTHORITY. PUBLIC SAFETY.

Section 1. Organization:

APCO, Inc. is a not-for-profit corporation formed under the laws of the State of Indiana and operating its headquarters office under the laws of the State of Florida. APCO is an Association of Chapters and Regions. Its members are individuals except as may be otherwise noted in Article I of the ByLaws. Its Chapters are separately responsible organizations which abide by the requirements of the Association. Its Regions are geographically assigned groups of Chapters as are defined in Article III of this Constitution.

Section 2. Membership:

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

Section 3. Voting and Elected Officers:

The right to vote and hold elected office in the Association and in its Chapters is a privilege of Active members only. Only citizens of the United States of America and its Territories may be Active members. Voting privileges are set forth in ByLaws Article I under individual membership classifications.

Section 4. Authority:

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

Section 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, civil defense, and related activities supported or endorsed by state and local governments. Communications is defined as the art of communicating in the Public Safety Radio Services and related fields.

ARTICLE III CHARTERS. CHAPTERS. REGIONS. SUBSIDIARIES. OTHER COUNTRIES.

Section 1. Charter Requirements:

1.1 The Association is empowered to charter Chapters and subsidiaries in the United States and in other countries. The Association shall require that the geographical areas of

Chapters be coincident with those of State or Territory areas in the United States. "State and Territory" shall be read as may be otherwise appropriate in other countries. This requirement shall not affect those Chapters not so bounded as of the date of the previous amendment to this Constitution and ByLaws, or new applicant groups who can show cause otherwise. The Association shall consider applications for Charter in accordance with the following requirements:

1.11 A group applying for charter shall number more than ten persons who are or who are eligible to be Active members who reside or who are permanently employed in the area to be chartered.

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

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

1.14 The application and its attachment(s) shall be accompanied by an advance payment of dues in accordance with ByLaws Article III. All documents and dues payment shall be sent to the Association Office.

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

Section 2. Chartered Groups. Chapters:

2.1 Chartered groups are Chapters of the Association. Members of Chapters are members of the Association.

2.2 The Constitution and ByLaws of Chapters shall be current, consistent, and not in conflict with those of the Association. Chapters shall promptly provide the Association Office with a copy of their Constitution and ByLaws each time they are amended.

2.3 Chapters may have names of their own choices provided such names include the word "APCO".

2.4 The minutes of Chapter meetings shall include all actions of significance and they shall be reported in writing to the Association Office not more than thirty days after such meetings adjournments.

2.5 Continuing membership in the Chapter of an adjoining State or Territory shall depend upon the absence of a Chapter in the State or Territory in which the member resides and/or is permanently employed. However, when a Chapter is subsequently chartered in the State or Territory in which such member is located such member shall become a member of such subsequent Chapter. His dues shall remain in his former Chapter where he shall be a Multiple member only for the duration of his current paid up dues period. He shall also, on this basis, be a paid up member in his same membership classification in his new Chapter for the remainder of his current dues year whereupon his dues shall thereafter be payable to his new Chapter only. He may remain a Multiple Category Member in his former Chapter as provided for in Article I, Section 10 of the ByLaws.

Section 3. Cancellation of Charters:

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

3.11 The voting membership of a Chapter declines to less than eleven in number;

3.12 The voting membership in a Chapter's additional State(s) and Territory(s) chartered area(s) declines to less than seven in number;

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

3.14 The appropriate requirements of this Constitution and ByLaws are not met;

3.15 A Chapter acts or fails to act in a manner which degrades the prestige and inhibits the effectiveness of the Association.

Section 4. Chapter Accountability:

4.1 The individual Chapters are affiliates of the Association. The Chapters are required to comply with

the Constitution and ByLaws of the Association but each such Chapter is in all respects a separate and distinct organization operating independently of the Association and is financially responsible for its own operations.

Section 5. Regions:

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

5.11 West Coast: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming, and the Territories of Guam and Samoa.

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

5.13 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.

5.14 Gulf Coast: Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, Oklahoma, Tennessee, Texas, and the Territory of Puerto Rico.

5.2 Chapters in Canada shall form the Canadian Region of APCO.

Section 6. Regional Conferences: See Article IX of the ByLaws.

Section 7. Subsidiaries:

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

Section 8. Chapters In Other Countries:

The Association may charter Chapters in other countries. Specific additions and/or exceptions to the requirements of this Constitution and ByLaws for individual such chartered Chapters, as may be appropriate, shall be found in Article XVIII of the ByLaws.

8.1 Association members, as such, regardless of nationality, are specifically prohibited from taking part in any international matter at issue between the governments of nations with respect to any petition, comment or other pleading within or related to the purpose of the Association except as they may appropriately do in such matter should it be raised within the province of their own country.

ARTICLE IV. EXECUTIVE COUNCIL. ESTABLISHMENT. AUTHORITY. DUTIES. QUORUM. PROCEDURES.

Section 1. Establishment:

1.1 There shall be an Executive Council. It shall consist of the Association's elected Officers, the two most immediate Past Presidents, and one member elected by each Chapter.

1.2 The Chapters shall submit in writing the names of their Executive Councilmen to the Executive Director prior to the Executive Council meeting held at each Annual Conference. The term(s) of the Chapter elected member shall be determined by the Chapter membership but such term shall be for a period of at least one year.

1.3 Should a Chapter member of the Executive Council be unable to attend a meeting of the Executive Council the appropriate Chapter President may appoint an alternate to represent the Chapter at such meeting. The alternate member shall be furnished proper written credentials signed by the Chapter President, a copy of which shall be immediately provided to the National Office.

1.4 Chapter members of the Executive Council are eligible to succeed themselves.

Section 2. Authority:

2.1 The Executive Council shall:

2.11 Perform all functions and do those acts which the Annual Conference Quorum might do, provided, the Executive Council shall not amend the Constitution and ByLaws of the Association. In addition, it may

2.12 Convene or poll itself by a majority vote of its members;

2.13 Cancel or amend Chapter memberships and Charters;

2.14 Institute and carry out impeachment and revocation proceedings; and it shall

2.15 Carry out its duties.

Section 3. Duties:

3.1 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 rotating 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. Among its other duties commensurate with its responsibilities and authority it shall specifically:

3.2 Supervise the Board of Officers.

ARTICLE VI
EXECUTIVE COUNCIL

review, maintain, and require
reference to the Officers Policy
Manual in accordance with
Constitution Article VI.

4. Quorum:

4.1 The members of the Executive Council attending a meeting of the Executive Council shall constitute its Quorum.

Section 5. Procedures:

5.1 Two weeks prior written notice by the President is required to schedule a meeting of the Executive Council except when the Association is in Annual Conference, or except as otherwise provided by a majority vote of Executive Council members. The expense of attending such meetings shall be that of those attending.

ARTICLE V

OFFICERS, EXECUTIVE DIRECTOR, 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.

Section 2. Executive Director:

2.1 There shall be a non-elected Executive Director as provided in ByLaws Article VII, Section 2.

Section 3. Association Office:

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

**ARTICLE VI
POLICY**

Section 1. Manual:

There shall be an Officer's Policy Manual (Manual). It shall be maintained and kept in current condition by the Board of Officers. The Manual shall be separate from but be part and parcel of this Constitution, provided, the requirements of Constitution Article VIII and ByLaws Article XVII shall be waived in this respect.

Section 2. Policy:

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

Section 3. Review:
The Executive Council shall review and upon acceptance approve the form and content of the Manual:

- 3.1 During its meeting held at each Annual Conference;
- 3.2 At other of its meetings upon notice of an amendment from the Executive Director, or upon other request by the Executive Director or a member of the Board of Officers.
- 3.3 In accordance with ByLaws Article VI, Section 5.

Section 4. Amendment:

So long as Constitution and ByLaws requirements are met the Officer's Policy Manual may be amended by a majority vote of the Board of Officers subject to approval by the Executive Council.

**ARTICLE VII
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:

- 1.11 By Chapters for stationery and banners only.
- 1.12 By Standing Committees for stationery.
- 1.13 Any other use is strictly prohibited.
- 1.14 Permission to deviate from this policy requires the express previous consent of the Board of Officers. Violation of this policy by members may, among other penalties, result in charter cancellation or expulsion from membership.

**ARTICLE VIII
AMENDMENTS**

Section 1. Method:

The Constitution of the Association may be amended only by a two-thirds affirmative vote of an Annual Conference Quorum.

BYLAWS

ARTICLE I

MEMBERSHIP CLASSIFICATIONS

Section 1. Definitions. Applications:

- 1.1 With the exception of the SUSTAINING classification APCO is an Association of individuals. The membership of the Association shall be divided into the following classes: ACTIVE, ENGINEER/TECHNICIAN, TELECOMMUNICATOR, COMMERCIAL, ASSOCIATE, LIFE, CHAPTER HONORARY, SUSTAINING, MULTIPLE, AND RETIRED.
- 1.2 Applications for membership shall be processed in accordance with

the provisions of this Article and Constitution Article II Section 2.

1.3 Members shall be admitted in strict conformity with the classification requirements herein set forth. Membership shall not be denied on the basis of race, color, creed, national origin, or numerical limitation. Chapter members are Association members with identical rights and privileges according to classification.

Section 2. Active Member:

2.1 The following citizens of the United States of America and its Territories shall be eligible for Active membership:

- 2.11 Advisory and supervisory personnel responsible for planning, organizing, staffing, directing, and controlling functions required in the design, construction, installation, maintenance, command, and operation of public safety communication systems who are full-time employed and salaried by a federal, state or local governmental agency; provided, that such personnel in Emergency Medical, Civil Defense, and Volunteer Fire communication systems need not be so employed or salaried.
- 2.12 Persons who have maintained an Engineer/Technician or Telecommunicator membership or combination thereof for a minimum period of two (2) consecutive years.

2.2 Active members may enjoy all benefits and privileges and serve in any capacity in the Association and its Chapters.

Section 3. Engineer/Technician Member:

3.1 The following shall be eligible for ENGINEER/TECHNICIAN membership:

- 3.11 Those non-supervisory persons who otherwise meet the appropriate technical requirements of Section 2.11 of this Article.
- 3.12 Members of this classification may serve on the Operating Procedures, Activity and Membership, Telecommunication Automation, Telecommunications Management, Frequency Advisory, and all of the Services and Special Committees.
- 3.13 They may enjoy all other benefits and privileges of the Association within the provisions of Constitution Article II Section 3, provided, such provisions shall not apply in matters concerned with voting on other Chapter internal affairs.

Section 4. Telecommunicator Members:

4.1 Those non-supervisory persons who otherwise meet the appropriate operating and command requirements in Section 2.11 of this Article shall be eligible for membership in this classification:

4.11 These members may serve on the Operating Procedures, Telecommunications Management, Telecommunication Automation, Activities and Membership, Voice and Data, Incident Management, and all of the Services and Special Committees.

4.12 These members shall enjoy all the benefits and privileges of the Association within the provisions of Constitution Article II Section 3, provided, such provisions shall not apply in matters concerned with voting on other Chapter internal affairs.

Section 5. Commercial Member:

5.1 Those persons who receive compensation in any form for services rendered in business and industry are eligible to be Commercial Members.

5.2 These members may serve on the Commercial, Advisory, and Special Committees. They may vote and hold office only in such Committees and may otherwise enjoy the benefits and privileges of the Association.

Section 6. Associate Member:

6.1 Those persons not meeting the requirements for any other class of membership are eligible for this class of membership.

6.2 These members may serve on the Operating Procedures, Telecommunications Management, Telecommunication Automation, Voice and Data, Incident Management, Special, and Service Committees. They may otherwise enjoy all benefits and privileges of the Association.

Section 7. Life Member:

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

7.2 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. To be eligible for this recognition the nominee shall as a minimum have:

7.21 Served a full term as President of the Association, and/or

7.22 Made five (5) major accomplishments which have contributed significantly toward meeting the needs of all Chapters, regulatory and policy-making bodies, the commercial, general public safety, and international, communities, or any combination thereof.

7.3 This honor shall be bestowed in the following manner:

7.31 The nomination shall be made by the nominee's Chapter upon recommendation of such Chapter's Executive Committee. This nomination, accompanied by documentation of eligibility, shall be sent to the Association Office more than 90 days prior to the convening of a National Conference.

7.32 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 during this process the Chapter shall be appropriately advised by the Executive Director.

Section 8. Chapter Honorary Member:

8.1 The following persons are eligible for this classification:

8.11 Those who have made significant contribution to the objectives of a Chapter.

8.12 Retired members who have held membership in any classification for more than ten (10) consecutive years. In such event the title and privileges of this classification shall be added to those of his Retired membership classification.

8.2 This honor shall be bestowed if a Chapter Executive Committee makes a motion to such effect and its Chapter Quorum passes such motion by majority vote.

8.3 The benefits of this classification are paid Bulletin subscription and increased fellowship due to recognition of contributions made especially in the event of this title being added to a current membership title.

8.4 The Chapter conferring this membership classification shall pay 50% of the Association's portion of

annual dues for such honorees in accordance with ByLaws Article III Section 1.27.

8.5 The term of this classification shall be for a period of twelve (12) months and thereafter as the Chapter may determine in accordance with the provisions of this Section.

Section 9. Sustaining Member:

9.1 Only the Board of Officers may confer this class of membership.

9.2 This classification is limited to persons or organizations whose interests are not adequately accommodated in the other membership classifications.

9.3 This classification shall be eligible to those such parties who have a significant awareness of the needs of the Association and who desire to make an equally substantial monetary or in-kind contribution to the Association as a means of advancing its purpose.

9.31 Principal among such contributions shall be those made to the APCO Project Series Foundation whose conditions shall be found in the Association Officer's Policy Manual in accordance with ByLaws Article XV.

9.32 Sustaining members shall hold such memberships for a period of twelve (12) months from the date of each such recognition; provided, contributions made to the Project Series for periods of more than twelve months shall grant Sustaining memberships to such contributors for a period of time equal to that specified in the contribution.

9.4 Sustaining members may serve on Special Committees. They shall not vote or hold office except in such Committees.

Section 10. Multiple Memberships:

10.1 This classification provides for membership in more than one Chapter in accordance with the following requirements to be met by the applicant who shall be:

10.11 A paid up member in his own Chapter;

10.12 A paid up Multiple Member of the above membership classification in any additional Chapter(s) in which he is also affiliated;

10.13 Provided an additional membership card(s) which identifies the bearer to be a Multiple (Home Chapter classification) Member in which so affiliated;

10.2 Regardless of Home Chapter membership classification, Multiple Members shall not vote or hold office in Chapters in which additionally affiliated and may serve only on Special Committees in such affiliated Chapter(s).

Section 11. Governmental Membership:

11.1 Any politically or related such enabled body qualifying within the intent and meaning of Article II Section 5 of the APCO Constitution, and having two (2) or more employees eligible for membership in accordance with the other membership Sections of this Article, may make application as a Master Applicant in this category of membership.

11.2 A Master Applicant wishing to enroll two (2) or more such employees as a group may do so in accordance with the following requirements:

11.21 At least one of such employees of each Master Applicant group, in each dues year, shall be eligible for, or the particular Master Applicant shall have at least one such employee enrolled as, an Active member.

11.22 The Board of Officers may waive the geographical work/live membership requirements for employees of a Master Applicant upon showing of cause.

11.23 The memberships of Master Applicant members in good standing may, within a given dues period, be transferred from current employees leaving the group to new employees entering the group upon each such individual request made by the Master Applicant to the appropriate Chapter Secretary.

11.24 The individual members of a group shall be known as GOVERNMENTAL MEMBERS. They shall, however, be classified, pay dues, and serve in accordance with the appropriate membership requirements. The GOVERNMENTAL MEMBER shall express his will only in accordance with such individual membership classification.

Section 12. Supporting Memberships:

12.1 Any business or industrial organization having among its employees two (2) or more who are eligible for Commercial Membership, whom they wish to enroll as a group, may make application as a Master Applicant in this category of membership in accordance with the following requirements:

12.11 Such employees, in each group, shall reside or work within the boundaries of the particular Chapter chartered in such geographical area and shall be members of such Chapter only.

12.12 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 made by the Master Applicant to the appropriate Chapter Secretary.

12.13 The individual members of the group shall be classified, enrolled, pay dues as, and enjoy the privileges of a regular Commercial Member in accordance with Section 6 of this Article.

Section 13. Retired Member:

13.1 The following shall be eligible for membership in this classification:

13.11 Those former members of the Association in any class who have fully retired from their former regular occupational positions and who are no longer compensated for services provided in any manner in commercial fields.

13.12 Retired members may serve on Special Committees. They may not vote or hold office except as may be done in such Committees.

13.13 Retired former Active Members may serve on the Frequency Advisory Committee.

ARTICLE II ELECTION OF MEMBERS APPLICATION. REVOCATION.

Section 1. Application:

1.1 Applications for membership shall be made on standard application forms approved by the Board of Officers.

1.2 Applications for membership may be made through Local Chapters (see 3.2 below) or directly to the National 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, 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, provided, a reinstatement does not require additional dues if a revocation is annulled during the same paid up dues period as the revocation was initiated.

Section 3. Applications From Chartered Areas:

3.1 Applications for membership shall normally be made to the Secretary of the Appropriate Local Chapter.

3.2 Local Chapter is that Chapter chartered in the area in which the applicant lives/works.

3.3 After determining the eligibility and classification of the applicant the Chapter Secretary, subject to subsequent approval by the Chapter, shall at regular monthly intervals forward approved such membership applications, with dues payment attached, to the Association Office.

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

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

Section 4. Applications From Unchartered Areas:

4.1 Applicants in unchartered areas may send completed application forms to the Association Office which shall forward them to the applicant's choice (see 5.1 below) of Local Chapter, if any. Otherwise, the Association Office shall determine the applicant's eligibility and classification and enroll the applicant as a Member-At-Large.

Section 5. Optional Chapter Choice:

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

ARTICLE III DUES

Section 1. Rates:

1.1 The current dues rates of each Chapter shall be on file in the National Office.

1.2 The Association's portion of Chapter annual dues is as follows:

1.21 Active	\$40
1.22 Commercial	\$40
1.23 Associate	\$20
1.24 Engineer/Technician	\$20
1.25 Telecommunicator	\$20
1.26 Retired	\$20
1.27 Chapter Honorary	\$20
(Bulletin subscription is paid by Chapter).	
1.28 Canadian - add \$10 all above.	

Section 2. Members-At-Large:

2.1 Members-At-Large as classified in ByLaws Article II Section 4.1 shall pay dues in like amounts directly to the National Office.

Section 3. Membership Certificates:

3.1 The Association Office shall issue Certificates of Membership on behalf of the Chapters in accordance with the requirements of this Article.

Section 4. Dues Payment Schedule:

4.1 Dues are due and payable, and members shall be billed, 60 days prior to the anniversary date(s) of their Membership Certificate(s).

4.2 Dues are past due 30 days after the anniversary date of the Membership Certificate. Non-paying members are in arrears after such date and they shall be notified at that time that they have been dropped from membership.

4.3 Members who have been dropped from membership shall be placed in a pending status with no benefit or privileges for a period of 3 months. If they pay their full dues during such period they shall be reinstated to full membership and their original Membership Certificate date shall be retained.

4.4 Members who elect to rejoin after such pending period shall be required to apply as new members and shall be assigned a new Membership Certificate as of that date.

Section 5. Billing and Collecting Dues:

5.1 The Association Office shall:

5.11 Bill and collect dues from all members either individually or through written procedures established with the Chapters.

5.12 Within each 30 day calendar period remand to the appropriate Chapter(s) their portions of dues received.

5.13 As in 5.12 above, notify the appropriate Chapter(s) when their members are billed and when membership status is changed in accordance with the requirements of this Article.

5.14 Solicit new members and process all applications for membership either directly or through written procedures established with the Chapters.

ARTICLE IV OFFICERS — GENERAL ELIGIBILITY, NOMINATION, ELECTION, TERMS, SUCCESSION, VACANCIES, IMPEACHMENT.

Section 1. Eligibility:

1.1 Eligibility: Candidates for Office shall be eligible in accordance with the provisions of Constitution Article V and ByLaws Article XI Section 3.7.

1.11 Such candidates shall have served at least two terms in Chapter elected office and attended at least two out of the last four Annual Conferences.

Section 2. Nomination:

2.1 Nominations for office shall be submitted by the Nominating Committee in accordance with ByLaws Article XI Section 3.7. The report of the Nominating Committee shall be brought to the floor of the Annual Conference Quorum at least thirty six (36) hours prior to the time of balloting. Nominations may also be made by an Active member from the floor of the Quorum at least twenty-four (24) hours prior to the time of balloting.

Section 3. Election:

3.1 Election: Officers shall be elected by majority vote. In the event of more than one candidate for a single office the election shall be held by secret ballot. Should there be more than two candidates for a single office and a majority vote not determined on the first ballot a run-off election shall be held until the matter is resolved.

Section 4. Terms Of Office:

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

Section 5. Succession:

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

Section 6. Vacancies:

6.1 Vacancies in the office(s) of President, President-Elect, and First Vice-President shall be filled by advancement in rank. Vacancy in the office of Second Vice-President shall

be filled by Presidential in accordance with Article V. 1.15 of these ByLaws subject to confirmation by the Board of Officers. Such advancements and appointments shall be in Acting Capacity only until time of the next regular election of Officers.

Section 7. Impeachment:

7.1 The removal of an Officer from office of the Association shall require a two-thirds vote of the Executive Council. In event of protest a hearing period of not less than thirty (30) and not more than sixty (60) days shall be required. An Officer may be suspended from Office by the Board of Officers during such period. In such event the President may invoke the provisions of ByLaws Article VI Section 4.11 should an interim meeting of the Board of Officers be called.

ARTICLE V OFFICERS: AUTHORITIES, DUTIES, PROCEDURES.

Section 1. President:

1.1 Duties: In addition to other such duties as may be required by his responsibilities the President shall:

1.11 Preside at all business meetings;

1.12 Act as Chairman of the Executive Council, the Board of Officers, and subsidiary organizations;

1.13 Appoint Committees in accordance with these ByLaws;

1.14 Keep the membership appropriately informed;

1.15 Make appointments to fill vacancies in office;

1.16 Supervise the Executive Director and see that the Officer's Policy Manual is adequately maintained and properly adhered to in the day to day functioning of the Association.

1.17 Set goals, policies, and pursue purpose.

1.2 Authority: The President shall have the authority to:

1.21 Carry out his duties;

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

1.23 Engage and maintain the services of legal counsel in accordance with Article VIII of these ByLaws.

1.24 Poll or call the Executive Council or any Committee into session.

1.25 Engage and maintain the services of an Executive Director in accordance with Constitution Article V and Article VII of these ByLaws.

1.26 Require, enforce, and rule in parliamentary procedures.

Section 2. Other Officers:

2.1 Duties: The other Officers shall serve in the same manner and for the same purposes as the President and shall in good faith support and carry out his policies in their own good reason. In such manner they shall serve in the absence of the President and or of any of themselves in the order of their rank.

2.11 In addition, the President-Elect shall plan, appoint members-elect of Committees, and otherwise prepare for his pending administration in order to maintain the momentum of the Association, provided, the President and the Executive Director shall be kept currently informed and the President's prior approval shall be required for the expenditure of funds for such purposes.

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

ARTICLE VI BOARD OF OFFICERS ESTABLISHMENT. AUTHORITY. DUTIES. QUORUM. PROCEDURES.

Section 1. Establishment:

1.1 There shall be a Board of Officers consisting of the elected Officers of the Association.

Section 2. Authority:

2.1 The Board of Officers shall act on behalf of the Executive Council between Annual Conferences, when such Council is not in session or available during a Regional or Annual Conference, and when such a scheduled meeting of the Council does not meet the requirements of Article IV, Section 4 of the Constitution.

Section 3. Meetings:

3.1 The Board shall as a minimum meet during Annual Conferences, and at the Regional Conference(s) as provided in Article IX of these ByLaws.

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 of 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.

5.11 A Quorum is required to conduct the business of the Board of Officers and it may not officially meet otherwise. The ranking Board member present shall appoint a member(s) of the Executive Council to serve on the Board of Officers in the absence of a Quorum.

Section 6. Procedures:

6.1 The Executive Director shall meet with and serve the Board in his 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 a meeting of the Board, otherwise, the actions taken during such a Board meeting shall be null and void.

6.21 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 of such disapprovals shall be addressed to the President. Board actions disapproved by the Council in accordance with these requirements shall be null and void.

ARTICLE VII EXECUTIVE DIRECTOR EMPLOYMENT. SUPERVISION. REMOVAL. AUTHORITY. DUTIES.

Section 1. Employment:

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

Section 2. Supervision:

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

Section 3. Removal:

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

Section 4. Duties and Authority:

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

ARTICLE VIII COUNSEL

Section 1. Regulatory:

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

Section 2. Other Counsel:

2.1 The Board of Officers may employ legal counsel to furnish advice and represent the Association in other than regulatory field matters as may be necessary.

ARTICLE IX CONFERENCES

Section 1. Annual:

1.1 The Association shall meet every August or as near such date as is feasible. Such meeting shall be known as the Annual Conference.

1.12 Exact time and place of such meetings shall be a responsibility of the Board of Officers subject to approval of the Executive Council.

1.13 The Active members attending a business meeting of an Annual Conference shall constitute a Quorum of such meeting.

1.14 The Conference Rules shall be part and parcel of these ByLaws provided the provisions of Constitution Article VIII and ByLaws Article XVII are herewith waived for this purpose only. The Conference Rules may be amended by majority vote of an annual Conference Quorum or by the Executive Council between Annual Conferences and by the Board of Officers between meetings of the Executive Council subject to subsequent approval by such council.

Section 2. Regional:

2.1 There shall be five Regional Conferences. A Regional Conference is an annual function planned and held in one of the four geographical regions, as set forth in Article III Section 1.13 of the Constitution, by a Regional Consortium acting independently of the Association.

2.11 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 make 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.

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

2.13 Regional Conferences shall be scheduled so as to adjourn before the twentieth (20th) day of the appropriate month of each year as follows:

- 2.131 Gulf Coast Region - January/February**
- 2.132 Western States Region -March**
- 2.133 North Central Region -April**
- 2.134 East Coast Region -May**
- 2.135 Canadian - June**

2.14 Provided that any 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. Also, no Regional Conference shall be held in a Region during the same calendar year in which an Annual Conference is scheduled.

2.15 Notwithstanding the preceding language in this Section, the Board of Officers may, upon good cause shown, waive the scheduling requirements of this Section and authorize the holding of Regional Conferences at times other than those herein specified. A Regional Host Chapter 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 does not deny the request within 30 days after it has made the request shall be considered to have been granted.

ARTICLE X VOTING BETWEEN CONFERENCES

Section 1. Poll:

1.1 Should more than a third of the number of Chapter 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 XI STANDING COMMITTEES DESIGNATIONS. RULES. DUTIES.

Section 1. Designations:

1.1 The Standing Committees shall be the Regulatory Review, Operating Procedures, Telecommunications Management, Commercial Advisory, Frequency Advisory, Nominating, Emergency Medical Service, Emergency Preparedness and Disaster Service, Fire Service, Forestry/Conservation Service, General Governmental Service, Highway Maintenance Service, Law Enforcement Service, Telecommunications Automation, Voice and Data Network, Incident Management, Activities and Membership, Resolutions and ByLaws, Strategic Planning, and 9-1-1 Emergency Number.

Section 2. Rules:

2.1 General rules governing the Standing Committees shall be:

2.11 Members of Standing Committees shall serve at the pleasure of the President.

2.12 Other than the Nominating Committee, members shall not serve simultaneously on more than two Standing Committees.

2.13 Other than the Nominating, Frequency Advisory, Strategic Planning, and Commercial, Standing Committees shall consist of nine (9) members.

2.14 The President shall appoint all members of Standing Committees and name their Chairmen, provided, he shall follow the provisions of Sections 3.6 and 3.7 of this Article regarding the Nominating, Strategic Planning, and Frequency Advisory Committees.

2.15 The Standing Committees shall report to the President and consider the matters he directs to their attention, and matters the

President may accept which the Committees themselves may propose.

2.16 Except as may be otherwise provided the Quorum of a Standing Committee shall be its Chairman and any number of members participating in a Committee meeting or poll.

2.17 Two weeks prior notice is required for meetings called by Standing Committee Chairmen, or if called by polls taken of such Committees, provided, no such notice is required for such meetings held in conjunction with Chapter meetings and/or Regional and Annual Conferences.

2.18 Distribution of Committee reports shall be made by the National Office as may be directed by the President.

Section 3. Structure and Duties:

3.01 Regulatory Review Committee:

3.011 Structure: Where feasible this Committee shall be representative of each of the Public Safety and related Radio Services. The Chairman of the State Police Sub-Committee shall be one of its members. The Chairman of the Frequency Advisory Committee shall be an ex-officio member. The Chairman of this Committee shall be an ex-officio member of the Frequency Advisory Committee.

3.012 Duties: This Committee shall keep abreast of technical, operational and regulatory policy matters pertaining to public safety and related communications. In coordination with Counsel and the Association Office it shall assist in the preparation of position papers of APCO in formal and informal proceedings before regulatory and other governmental bodies.

3.02 9-1-1 Emergency Number Committee:

3.021 Structure: The members of this Committee shall be Association members who are regularly engaged in coordinating, planning, designing, or operating 9-1-1 emergency number systems.

3.022 Duties: This Committee shall study, promote and make recommendations with regard to the implementation, enhancement, and use of 9-1-1 emergency number systems. Particular emphasis should be placed on the relationship of total public safety needs to the unique requirements of the 9-1-1 emergency number.

3.03 Operating Procedure Committee:

3.031 Structure: The members of this Committee shall be Association members who are regularly concerned with matters regarding the operation of Public Safety Communication response centers.

3.032 Duties: This Committee shall study and make recommendations on ideas, methods, and planning related to the operation of Public Safety and related response centers.

3.04 Telecommunications Management Committee:

3.041 Structure: Members of this Committee shall be Association members who are regularly engaged in telecommunication management at the administrative and executive levels of state and local governments.

3.042 Duties: This Committee shall study and make recommendations in matters of interest to such governments, including but not limited to: planning and programming, cooperation and coordination, emergency systems, spectrum management, research and development, training and education, technology transfer, and guidelines.

3.05 Commercial Advisory Committee:

3.051 Structure: The members of this Committee shall be appointed from the Commercial Membership of the Association.

3.052 Duties: This Committee shall represent the interests of Commercial Members, and otherwise work to promote the interests of the Association as may be directed.

3.06 Frequency Advisory Committee:

3.061 Structure: As set forth in the Frequency Coordination System Manual.

3.062 The Frequency Coordination System Manual is separate from but part and parcel of these ByLaws and it shall be maintained in current condition. It is provided that the Frequency Coordination System Manual may be amended by majority vote of the Board of Officers subject to approval of the Executive Council.

3.07 Nominating Committee:

3.071 Structure: The members of this Committee shall include at least five (5) Past-Presidents of the Association. One of such members shall be "At Large".

The remaining four (4) members shall be selected one from each of the geographical Regions of the country as set forth in Article III of the Constitution.

3.072 Duties: This Committee shall report out a slate of nominees for Association Office to the Annual Conference Quorum in accordance with the provisions of Article IV Sections 1.1 and 1.2 of these ByLaws.

3.08 Telecommunications Automation Committee:

3.081 Structure: The members of this Committee shall be Association members who are concerned with operations, particularly in the areas of 9-1-1 and procedures.

3.082 Duties: This Committee shall study and make recommendations in areas concerned with Telecommunications Automation with particular emphasis placed upon the relationship of total public safety communications needs to the particular requirements for office procedures, dispatching of public safety resources, criminal justice information systems, records management systems, interactive systems, and all associated topics.

3.09 Voice and Data Network Committee:

3.091 Structure: The members of this Committee shall be Association members who are concerned with telephonic and data communications.

3.092 Duties: This Committee shall study and make recommendations in areas concerned with Voice and Data Networking with particular emphasis placed upon the relationship of total public safety communications needs to the particular requirements for such planning and operations.

3.1 Incident Management Committee:

3.11 Structure: The members of this Committee shall be Association members concerned with emergency resource planning and application.

3.12 Duties: This Committee shall develop informational and training programs to assist members of the Association in: developing flexible, modular organizations that can meet a variety of incident demands; adopting common structures and terminology of organizational responsibilities, functions and applications; preplanning and

predetermining unified incident command organizations when multiple agencies or multiple jurisdictions are involved; developing methods that can produce effective consolidation action plans establishing appropriate priorities and satisfying multiple responsibilities; developing and implementing standard procedures for alerting, organizing and committing resource forces to an incident; and integrating communications into required networks with compatible equipment, appropriate capacity, and common language, preferably clear text.

3.2 Activities and Membership Committee:

3.21 Structure: The members of this Committee shall be Association members who represent all membership classifications.

3.22 Duties: This Committee shall study and make recommendations with respect to membership Services and Activities of the Association, with particular emphasis on identifying areas of interest among the APCO membership not currently being served by the Association, or not adequately being served by the Association. In recommending new program areas, the Committee shall specifically consider the budgetary impact of its recommendations on the Association.

3.3 Resolutions and ByLaws Committee:

3.31 The members of this Committee shall be Association members who have served as Officers at some Chapter and/or Association level.

3.32 Duties: This Committee shall, in accord with the requirements of ByLaws Article X, assist in matters concerned with amending the Constitution and/or ByLaws of this Association when they are referred to it by the Board of Officers and the Executive Director. It shall also prepare other than amending type resolutions as may be requested of it, and arrange through the National Office for the quantity reproduction of all resolutions which are to be considered by the Annual Conference Quorum.

This Committee shall have such resolutions made available to Annual Conference Quorums and

its Chairman shall read to such Quorums the title, the intent, and the name of the maker of each such resolution so made available. This procedure shall constitute a reading. A reading on each of three days during an Annual Conference shall be made.

This Committee shall rewrite the Constitution and/or ByLaws in accord with each amending resolution approved by an Annual Conference Quorum, and it shall arrange through the National Office to have copies of such amended Constitution and/or ByLaws distributed to the Association's National Executive Committee and Chapter Secretaries, and as otherwise may be directed by the President.

3.4 Strategic Planning Committee:

3.41 Structure: This Committee shall be chaired by the President of APCO and its membership shall include the ten most recent Past Presidents of the Association, notwithstanding the provisions of Section 1 of this Article.

3.42 Duties: This Committee shall meet at least once a year and consider matters on an agenda prepared by the most recent Past-President. The members of the Committee present at a meeting shall constitute a Quorum. The duties and responsibilities of this Committee shall be to discuss, establish, and revise the long range goals and objectives of the Association and draft recommendations to the Board of Officers and the National Executive Committee.

3.5 Service Committees: The following shall be the Radio Service Committees: Emergency Medical, Preparedness and Disaster, Fire, Forestry-Conservation, Governmental, Highway Maintenance, and Law Enforcement.

3.51 Structure: The members of these Committees shall be Association members regularly employed by agencies and related organizations which operate public safety communication systems.

3.52 Duties: The members of these Committees shall study and make recommendations in matters involving the appropriate radio services. Emphasis shall be placed on the relationship of total public safety communications needs to the particular requirements of each radio service represented by each such Service Committee.

3.6 Special Committees: Special Committees may be appointed by the President to accomplish specific tasks other than those normally considered by the Standing Committees. Members of these Committees shall serve at the pleasure of the President and their terms shall expire otherwise concurrently with his term in office.

3.7 Committee Tasks: Where not otherwise specified, or in addition to, the duties of Committees shall be designated by the President.

ARTICLE XII PUBLICATIONS

Section 1. Publications:

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

Section 2. Bulletin:

2.1 The primary publication of the Association shall be the APCO BULLETIN, JOURNAL OF PUBLIC SAFETY COMMUNICATIONS. It shall be published at such intervals as directed by the Board of Officers.

Section 3. Other Periodicals:

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

Section 4. Endorsements. Contracts:

4.1 No other periodicals shall be published by the Association nor shall there be contracts entered into for the purpose of having published any periodical bearing the endorsement of the Association.

Section 5. Publications Management:

5.1 Publications shall be governed by the Board of Officers.
5.2 There shall be a Publications Manager who shall be a full time employee of the Association.

Section 6. Subscription Rates. Fund:

6.1 The annual subscription rates of publications shall be established by the Board of Officers and approved by the Executive Council regardless of any other provisions of this Article.
6.2 There shall be a BULLETIN FUND, actual and/or otherwise maintained, for accountability purposes.
6.3 Fifty percent (50%) of the annual subscription rate of the BULLETIN shall be included in the

cost of membership dues. This portion of the subscription rate shall be credited to the BULLETIN FUND from the General Fund of the Association at such intervals as may be directed by the Board of Officers.

ARTICLE XIII ASSETS: RETENTION. RELEASE. DISSOLUTION.

Section 1. Retention:

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

Section 2. Release:

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

Section 3. Dissolution:

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

ARTICLE XIV BONDS. LIABILITY. COSTS.

Section 1. Bonds:

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

Section 2. Liability:

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

Section 3. Costs:

3.1 The Association shall bear the costs associated with the provisions of this Article.

ARTICLE XV GRANTS AND CONTRIBUTIONS THE PROJECT SERIES

Section 1. Application:

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

on 2. The Project Series:

2.1 The Association's primary vehicle for making application for grants and accepting contributions shall be the APCO PROJECT SERIES. The conditions governing the Project Series shall be in the Officer's Policy Manual.

2.2 The procedure for handling grant and contribution funds shall be in the Officer's Policy Manual.

ARTICLE XVI AWARDS

Section 1. Awards:

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

1.2 Highest among these marks of appreciation shall be the J. Rhett McMillian, Jr., award.

1.3 Criteria and methods in these matters shall be found in the Officer's Policy Manual.

ARTICLE XVII AMENDMENTS

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 except as is provided for in ByLaws Article IX Section 2.

Section 2. Requirements:

2.1 A proposal to amend the Constitution and ByLaws of the Association shall be considered only when it is made in proper form by a Chapter, 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 sent to the Executive Director. The form of the resolution shall indicate its contents in the following order:

2.21 Intent.

2.22 Purpose.

2.23 Name of the maker.

2.24 Name of the Annual Conference Quorum whose consideration is desired.

2.25 Deficiencies of current, or need of added, language.

2.26 Gains and benefits to be made.

2.27 Article(s), Section(s), and Paragraph(s) if helpful, to be amended in order to correct such deficiencies and enjoy such gains and benefits.

2.28 Narrative of the methods and/or language for the proposed amendment.

Section 3. Drafting:

3.1 The Executive Director shall assist in the drafting of an amending resolution(s) when so requested by the maker(s).

3.11 The Executive Director shall submit such drafts to the Board of Officers for comment before returning them to the maker(s) with such comments.

3.12 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 (30) 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. (and be it finally)

ARTICLE XVIII CHAPTERS IN OTHER COUNTRIES

Section 1. Canadian:

In accordance with the provisions of Constitution Article III, successful applications for Canadian Chapters of APCO shall be accepted by the Association as would be such applications for a Chapter in the United States with the exception of the following special requirements:

1.1 The proposed names of the Chapters shall be subject to approval by the Board of Officers.

1.2 Exceptional effort shall be made to comply with Constitution Article 3.4.

1.3 Because of demographic characteristics, exceptional effort shall be made to hold at least two annual meetings per Chapter which warrant reasonable accessibility to Chapter membership.

RESOLVED: That this Resolution be considered and acted upon by the Conference Quorum during the 53rd Annual Quorum to be held in Baltimore, Maryland, on August 23-27, 1987.

Intent: Amend the Constitution & Bylaws

Purpose: Change Title of Executive Director, Voting

Maker: Board of Officers

WHEREAS: Peer groups and others with whom this Association works and competes have long since established more modern and sophisticated landmarks of policy and administration which have come to be in more general acceptance in the legislative, regulatory, and business areas where this Association makes regular appearances; and

WHEREAS: It is desirable to make the necessary changes to reconcile this matter in order that (1) this Association be better and more equally recognized and (2) the function of the Office of Executive Director be made more effective in terms of its position, duties and responsibilities; and

WHEREAS: The only functional change proposed is that of permitting a vote from the Office of Executive Director, now therefore be it

RESOLVED: That the current title of Executive Director be changed to that of Director, and the Constitution and Bylaws be amended to reflect this change wherever the title appears in the C & B; and be it further

RESOLVED: That the Constitution and Bylaws be amended wherever necessary to specify that the Director of the Association be a voting member of the Board of Officers and of the National Executive Committee.

- INTENT:** To establish a Committee to Study the Feasibility of an APCO Institute
- PURPOSE:** To Enhance Public Safety Communications Education and Training
- MAKER:** Board of Officers
- ATTENTION:** National Executive Committee
- WHEREAS:** The Board of Officers has determined that a controlled corporation should be formed, to be known as the APCO Institute, to perform the charitable activity of providing educational training for public safety radio dispatchers from state and local governmental agencies as well as educational training of other public safety personnel in the field of communications and other related topics; and
- WHEREAS:** The National Executive Committee has authorized the Board of Officers to solicit the advice of legal counsel with respect to the feasibility and desirability of establishing a separate subsidiary to conduct such activities; and
- WHEREAS:** It would be desirable that such an organization be granted tax-exempt status under Internal Revenue Code Section 501(c)(3) as a public, non-private foundation; and
- WHEREAS:** Legal counsel has advised that APCO should form a controlled corporation to be called the APCO Institute, and has advised that the IRS will recognize as exempt an organization formed for charitable purposes controlled by a parent organization exempt under IRS Section 501(c)(6), which is APCO's status; now therefore be it
- RESOLVED:** That the National Executive Committee of APCO endorse in principle the establishment of a separate subsidiary of the association for this purpose; and be it further
- RESOLVED:** That the President of APCO appoint a three-member committee to be known as the APCO Institute Committee to work with legal counsel in forming the new organization and in preparing a study of the proposed operations, funding and other activities of the APCO Institute; and be it further
- RESOLVED:** That the APCO Institute Committee be authorized to act in APCO's name in acquiring information and preparing plans to be submitted to the APCO National Executive Committee and APCO Quorum at the association's 53rd Annual National Conference in Baltimore, Maryland.

RESOLUTION # 4

INTENT: Change APOO Fiscal Year

PURPOSE: Facilitate Accounting and Auditing Processes

MAKER: Board of Officers

ATTENTION: National Executive Committee

WHEREAS: APOO's new internal accounting procedures provide more rapid information on the association's financial posture; and

WHEREAS: The association's current fiscal year, which begins on April 1 and ends on March 31, hampers the ability of the association's auditing firm to provide expeditious auditing because of the April 15 tax deadline, thus making it impossible for the auditor to present a final report prior to the semi-annual meeting of the National Executive Committee; and

WHEREAS: A change in the APOO fiscal year to begin on October 1 and end on September 30 would permit the National Executive Committee to more closely study the budget for the upcoming year for action during the Annual National Conference; and

WHEREAS: October 1-September 30 is more compatible with governmental budgeting cycles; and

WHEREAS: October 1-September 30 more closely coincides with the terms of APOO's Board of Officers; and

WHEREAS: The APOO Executive Director believes the National Office can prepare a proposed budget for consideration at the Annual National Conference, along with carrying out other Conference responsibilities; and

WHEREAS: The National Executive Committee is agreeable to relying on APOO's internal accounting system for information upon which to base its budget considerations, prior to receiving the formal report from the association's auditor, with a view to making adjustments in the budget at its semi-annual meeting as warranted; now therefore be it

RESOLVED: That the fiscal year of the association is changed to October 1 through September 30; and be it further

RESOLVED: That the first budget proposal from the Executive Director under the new budgeting cycle is to be presented to the Board of Officers 30 days prior to its scheduled meeting at the 1987 Annual National Conference and the Board of Officers' recommended budget is to be presented to the National Executive Committee by mail two weeks prior to the scheduled meeting of the Committee at the National Conference.

RESOLUTION # 5

INTENT: Amend Constitution & Bylaws

PURPOSE: Revise Requirements for Reading of Resolutions

MAKER: National Board of Officers

ATTENTION: 53rd Annual National Conference in Baltimore

WHEREAS: Article V Section 1.27 of the Bylaws of this Association calls for reading of a Resolution to amend the Constitution and/or Bylaws on "each of three days during an Annual Conference"; and

WHEREAS: This "reading" requirement may be met by the Chairman of the Resolutions and Bylaws Committee reading to the Quorum the title, intent, and the name of the maker of the Resolution, along with making copies available to the Quorum; and

WHEREAS: This procedure requires the scheduling of a Quorum Business Session which might not otherwise be required; and

WHEREAS: Such "reading" of a Resolution three times during an Annual Conference serves little purpose, is of little interest to the membership, and is wasteful of time; and

WHEREAS: The original purpose of this provision could be served just as well by the otherwise required advance publication of the amending Resolutions in the APCO BULLETIN; by posting copies of them on a centrally located BULLETIN BOARD at the Conference and otherwise distributing them to the membership at the Conference; and by a single "reading" at the Conference prior to voting by the Quorum; now therefore be it

RESOLVED: That the third sentence of paragraph 2 of Article V, Section 1.27 of the Bylaws be amended to delete; "...A reading on each of three days during an Annual Conference shall be made", and to substitute in its place: "Such reading shall take place at the Annual Conference prior to voting on the Resolution. A copy of the amending Resolution shall also be posted on a BULLETIN BOARD at the location of each Business Session of the Quorum and in the APCO National Office Exhibit Booth and made available to the members of the Quorum at such Business Sessions."

RESOLUTION # 6

INTENT: Amend Constitution & Bylaws

PURPOSE: Change Duties of Second Vice President

MAKER: Board of Officers

ATTENTION: 53 Annual National Conference in Baltimore

WHEREAS: Article III, Section 2 of the APCO Constitution specifies requirements which must be met by a candidate for Association Office, and Article IV, Section 2.3 of the Bylaws specifies authority of the elected Vice Presidents of the Association; and

WHEREAS: The activities of the National Office have grown rapidly in size and complexity over the past several years; and

WHEREAS: It has become imperative that Members of the National Board of Officers have a first-hand, detailed knowledge of the workings of the National Office and its staff employees; and

WHEREAS: The APCO Policy Manual can be amended to include provisions for the reimbursement of costs involved in implementation of this resolution; and

WHEREAS: Each candidate for National Office should be aware, at the time of the announcement of his/her candidacy that he/she will be expected to perform certain duties in the event of election and obtain appropriate authority from his/her employing agency in connection therewith; now therefore be it

RESOLVED: That article IV, Section 2.3 of the Bylaws be amended by adding a second paragraph reading:

"During his/her term of office as Second Vice President of the Association, each person holding that position will be expected to spend a full working week (five days) at APCO's National Office to familiarize himself/herself with the activities and personnel of the APCO National Office.

PROPOSED RESOLUTION # 7

INTENT: Amend the Constitution and ByLaws

PURPOSE: Establish a Chapter Probation Procedure

MAKER: Board of Officers

ATTENTION: National Executive Committee

WHEREAS: Article I, Section 11 of the APOC Constitution sets forth the requirements that should the Active members of a Chapter decline in number to less than eleven, or should a Chapter fail to hold formal meetings at least twice between Annual National Conferences, or should any of the requirements upon which a Chapter is established in the Constitution and/or ByLaws not be strictly adhered to, its charter shall be subject to cancellation or modification by the Executive Committee if, upon a review of the particular facts, such action appears appropriate; and

WHEREAS: Article I, Section 6 of the Constitution requires that each Chapter shall maintain a written Constitution and ByLaws consistent with the National APOC Constitution and ByLaws and shall provide the National Office with a copy of the document in current condition; and

WHEREAS: Article I, Section 9 of the APOC Constitution requires that each APOC Chapter submit a report of its meetings in writing to the National Office not more than 30 days after the adjournment of such meetings; and

WHEREAS: To be consistent with the National APOC Constitution and ByLaws a Chapter must as a minimum have an elected President, Secretary and National Executive Committeeman; and

WHEREAS: There are several Chapters which have not been and are not in compliance with these requirements; and

WHEREAS: The non-compliance with the requirements by the leaders of these Chapters deprives members and potential members of APOC in those geographic areas of benefits of APOC membership and weakens the entire structure and activities of the Association; and

WHEREAS: The geographic areas encompassed by non-compliant Chapters could be better served by cancellation of the existing Charters and merging of their chartered areas into Chapters which are compliant with the APOC Constitution and ByLaws; and

WHEREAS: The Chapters which are not currently compliant should be given an opportunity to bring themselves into compliance before their Charters are cancelled; now therefore be it

RESOLVED: That Article I, Section 11 of the Constitution be amended by adding a paragraph at the end of the Section reading: "Except where compelling reasons exist for earlier cancellation of a Chapter's Charter, based on facts brought to their attention, the Board of Officers may issue a Notice of Probation to any Chapter not in compliance with the National Constitution and ByLaws, notifying the Chapter of the circumstances in question and requesting the Chapter to take remedial action. If by one year after such Notice of Probation is given the Chapter remains non-compliant with the National Constitution and ByLaws and has taken no remedial action, the Board of Officers shall recommend to the Executive Committee that the Chapter's Charter be cancelled. The Notice of Probation shall be sent by certified mail to the last known Chapter Officers' addresses and by general mail to all Chapter members in good standing."

- INTENT:** To Establish a Committee to Study the Feasibility of and APOO Frequency Coordinating Subsidiary
- PURPOSE:** Protect APOO from Liability
- MAKER:** Board of Officers
- ATTENTION:** National Executive Committee
- WHEREAS:** The issue of creating a separate subsidiary of APOO to operate the association's Spectrum Management Program has been raised previously, with the result that the National Executive Committee has requested further legal advice on the matter: and
- WHEREAS:** The Board of Officers has asked APOO legal counsel for his further opinion in light of developments since the meeting of the National Executive Committee at its 1986 meeting in Milwaukee; and
- WHEREAS:** Legal counsel has advised APOO that the formation of such a subsidiary be undertaken soon, for reasons spelled out in a letter from counsel dated May 6, 1987 which is attached to this proposed resolution; and
- WHEREAS:** There are complex considerations involved if such a subsidiary is to be formed; and
- WHEREAS:** Legal counsel has suggested the creation of a committee to work with him and the APOO auditor to develop further recommendations; now therefore be it
- RESLOVED:** That the President of APOO be directed to name a three member Committee to work with legal counsel and APOO's auditing firm toward such an end; and be it further
- RESOLVED:** That the committee prepare a report and further recommendations to be considered by the Board of Officers and the National Executive Committee at their meetings during the Annual National Conference in Baltimore.

WILKES, ARTIS, HEDRICK & LANE

CHARTERED

ATTORNEYS AT LAW

1666 K STREET, N. W.

WASHINGTON, D. C. 20006

(202) 457-7800

CABLE ADDRESS: WILAN
TELECOPIER: 202-457-7814

WRITER'S DIRECT DIAL

51 MONROE STREET
ROCKVILLE, MARYLAND 20850
4020 UNIVERSITY DRIVE
FAIRFAX, VIRGINIA 22030

May 6, 1987

FEDERAL EXPRESS

Mr. Robert E. Tall
Executive Director
Associated Public-Safety
Communication Officers, Inc.
930 3rd Avenue
New Smyrna Beach, Florida 32070

Re: Separate Subsidiary

Dear Bob:

APCO has asked for our advice concerning whether it is now appropriate to form a separate subsidiary corporation to engage in the frequency coordination activities currently being conducted by APCO. This issue, of course, has been addressed in the past in our October 18, and November 4, 1985 letters to you and in a letter to you from William C. Kelly, Jr., CPA, dated October 28, 1985. We will try not to reiterate all of the comments and recommendations made in those letters, but they do provide additional analysis of the points discussed below.

The issue of forming a separate subsidiary involves both tax and nontax considerations. The primary nontax consideration involves the issue of liability in the event the frequency coordination program is sued or discontinued. By placing that function in a subsidiary, APCO can avoid the potential exposure arising out of any law suits involving the frequency coordination program. We understand that the frequency coordination program involves a fairly substantial overhead, in terms of equipment costs and labor. By forming a subsidiary, APCO can insure that its assets, which are used for a variety of other exempt purposes, are not subject to the creditors of the subsidiary.

For these reasons alone, we believe that the formation of the subsidiary to conduct the frequency coordination program is a sound idea, and we recommend that the subsidiary's formation be undertaken soon.

WILKES, ARTIS, HEDRICK & LANE

CHARTERED

Mr. Robert E. Tall
May 6, 1987
Page 2

If the decision is made to separate the frequency coordination activities from APCO's other activities, then the question arises as to whether the subsidiary should be formed as a nonprofit, tax-exempt organization or as a regular, taxable subsidiary. If the subsidiary is proposed to be a tax-exempt entity, then IRS approval of the tax exemption will be necessary. As we discussed in our October 18, 1985 letter, the entity could be tax-exempt under the theory that it "lessens the burdens of government" since it relieves the FCC of full responsibility for the frequency coordination activities. As we discussed in that letter, the "lessening the burdens of government" standard is not well defined in the income tax regulations, and it may be advisable to secure a ruling from the Internal Revenue Service in advance of actually forming the subsidiary. This, of course, involves both time and expense. Additionally, if the revenues generated by the frequency coordination program are or may become substantial, then tax exemption may be denied on the theory that the subsidiary has a profit motive and operates like a profit orientated business.

If the subsidiary was formed as a taxable corporation, no IRS approval would be necessary. The profits generated by the subsidiary would be subject to tax, although the dividends paid to APCO would not be subject to tax. If it is contemplated that the subsidiary will continually operate at the break-even point or at a loss, the tax exemption question, of course, loses importance.

We do not have enough information on the exact activities and financial affairs of the frequency coordination program to evaluate the merits of receiving tax exemption. Possibly, APCO should create a committee to work with us and its accountant in resolving the exemption issue. On balance, however, we would recommend that the subsidiary seek exempt status if it has a reasonable chance of being granted exemption.

We recommend that the subsidiary, once the exemption issue is resolved, be formed under Florida law with its principal office in the New Smyrna Beach Headquarters. Florida, in addition to having acceptable general corporate law provisions, also has an acceptable version of the Model Nonprofit Corporation Act. We also see no impediment to APCO's forming the subsidiary under Florida law.

· WILKES, ARTIS, HEDRICK & LANE

CHARTERED

Mr. Robert E. Tall
May 6, 1987
Page 3

We would be pleased to discuss the formation of the subsidiary with you, or any committee designated by APCO, at the earliest convenience.

With kindness personal regards,

Sincerely,

John D. Lane
John D. Lane by *JBR*

Joe
Joseph B. Whitebread, Jr.

INTENT: To Bestow Life Membership on Will McGibbon

MAKER: Board of Officers

ATTENTION: National Executive Committee

WHEREAS: The Mid-Eastern Chapter of this Association has nominated Will A. McGibbon, of the Federal Communications Commission's Office of Engineering & Technology, for Life Membership in APOC; and

WHEREAS: Mr. McGibbon is a Chapter Honorary Active of the Mid-Eastern Chapter; and

WHEREAS: The Chapter has offered as qualifications:

- o He has been since 1965, and is still sharing his expertise as a speaker and/or panel participant at many local, Regional and National APOC Conferences;
- o He has worked on many committees and projects, directly and indirectly assisting in many significant contributions toward the objectives of the Mid-Eastern and other Chapters, as well as National APOC;
- o He has taken part in many rulemaking proceedings at the FCC to the direct benefit of the Members of APOC and the Public Safety community of the United States in general;
- o He has counseled APOC National and Chapter Officers and Members for 20 years to the betterment of Public Safety communications;

Now therefore be it

RESOLVED: That Will A. McGibbon receive APOC's highest Membership honor of the title of Life Member, with all of the responsibilities and privileges pertaining thereto.

Associated Public-Safety Communications Officers, Inc.

It's a privilege to belong to APCO



ATTACHMENT #5
5/11/87

PRESIDENT

JOSEPH Y. NASSER
DIRECTOR OF COMMUNICATIONS
COUNTY OF VOLUSIA
49 KEYTON DRIVE
DAYTONA BEACH, FLORIDA 32014

PRESIDENT-ELECT

ALAN J. LANNIER
METROPOLITAN POLICE DEPARTMENT
COMMUNICATIONS MAINTENANCE BRANCH
1225 4th STREET, N.E.
WASHINGTON, D.C. 20002

EXECUTIVE DIRECTOR

ROBERT E. TALL
930 THIRD AVENUE
POST OFFICE BOX 669
NEW SMYRNA BEACH, FLORIDA 32070
904/427-3461

FIRST VICE-PRESIDENT

GARY DAVID GRAY, P.E.
ORANGE COUNTY COMMUNICATIONS
481 THE CITY DRIVE SOUTH
ORANGE, CALIFORNIA 92668

SECOND VICE-PRESIDENT

GEORGE W. MURRAY
COMMUNICATIONS OFFICER
GEORGIA DEPARTMENT OF PUBLIC SAFETY
P.O. BOX 1456
ATLANTA, GEORGIA 30371

April 24, 1987

Federal Emergency Management Agency
Attn: Dr. Joseph Massa, Project Officer - Room 606
State & Local Programs and Support
Emergency Management Systems Support Division
500 C Street, S.W.
Washington, D.C. 20472

Re: Contract EMW-86-C-2273 & PEDS

Dear Dr. Massa:

Recently, you requested an interim report on the results of the License Information Validation Survey we are conducting under contract to FEMA. I am pleased to enclose that report. In addition, I have also enclosed preliminary data printouts from the survey we are conducting of APCO Frequency Coordinators to collect Mutual Aid/Interagency Network/Frequency data for the PEDS. The printouts are samples and I will need some direction from you or ECAC as to the best format for printing the data so that it may be most usable to you.

A spreadsheet analysis of the License Validation Survey returns is also enclosed. It is entitled **License Information Validation Survey Returns Control**. This two page printout details what survey documents APCO has received from you thus far. You will note that several states have incomplete returns. Would you please trace back through your chain and see if these records can be located?

In accordance with your request for input regarding the **Portable Emergency Data System**, the remainder of this letter describes some recommendations I have regarding the PEDS.

Based on what I have observed during meetings with the PEDS developers and you, I deduce that the PEDS is designed to be a closed and somewhat inflexible system. That is, the ultimate user of the system will not be able to modify the data contained in the

database. I can understand the need for data security, however, I feel it is important to build into the PEDS some means of allowing the data to be corrected or modified based on actual field experience and/or data input from agencies with whom the PEDS user interoperates. This capability is important if the PEDS is to be a truly accurate and useful tool in implementing interoperability.

After reviewing the Detailed Design Document for the PEDS dated September 1986, it appears some modifications to the PEDS design will be needed in order to permit FEMA to make best use of the Mutual Aid/Interagency network data APCO will deliver to FEMA later this year. I believe the changes required will not significantly affect the basic design model of the PEDS database. Instead, its structure may need to be expanded somewhat and a few additional routines built into the PEDS to allow operators to enter notes or comments regarding corrections and errors they discover.

Our research indicates that it will be difficult, even impossible in some instances, for Federal agencies to use State or local frequencies that are indicated by the PEDS as being available due to the extensive use of continuous tone-coded squelch systems by the majority of non-government public safety agencies. There is no central record of the codes utilized by specific FCC licensees since the FCC does not require this as an item for licensing. Without such data, knowledge of a non-government agency's frequency is only partially useful since any uncoded transmissions by Federal users will not be heard on the local agency's radio system.

Another pervasive obstacle is the widespread use of half-duplex repeater systems by State and local agencies. There is no complete and accurate record of the input frequencies utilized by these systems. The PEDS may reveal the output frequency but FCC records only contain information about the output frequency associated with licensed systems. Knowing the output frequency will be only marginally helpful in that a Federal user might attempt contact by using the repeater output frequency in a simplex mode, but there is little likelihood that such attempts will be successful unless a State or local unit is within simplex range of the Federal user. Even then, such operation is liable to create confusion since the local user will be heard through the repeater and the Federal user will not. What's more, the Federal user will probably be covered by the repeater if the repeater is configured with a long "hang-time." The "hang-time" of a repeater is that amount of time the repeater transmitter is kept on after the repeated transmission has ceased. It is during this time that the Federal user is likely to be covered partially or completely and thus be unreadable by the State or local units.

APCO will include in its final interoperability recommendations report to FEMA the suggestion that county and statewide mutual aid networks or frequencies be used as gateways to State and local agencies since the majority of such networks do not employ coded squelch systems. Such frequencies are usually guarded continuously by many agencies in a region and offer wide-area coverage by virtue of the fact that most base stations employed in this type of service have considerable range.

There is no single source of data which can provide details on existing mutual aid networks. APCO is collecting the data now for FEMA as a part of this contract's research effort. In order for the resulting data to be best used, it should be included in the PEDS. PEDS users should be able to search their database and find mutual aid networks and frequencies in the same fashion as they would list individual agency licenses. The ability to produce a listing of mutual aid frequencies for a given county or region will be a valuable asset when the Federal user is seeking to establish contact with State and local agencies in a given area, especially if more than one agency needs to be reached.

Some mechanism to permit adding records to the database will be necessary if FEMA hopes to use the Mutual Aid/Interagency Network data that is presently being collected by APCO. In the Detailed Design Document for the PEDS dated September 1986, the data dictionary describing the fields to be included in the PEDS has no provision for user-entered comments or notes. In gathering and processing the Mutual Aid data, APCO is using Ashton-Tate's **dBASE III Plus™**, the same software being used to develop the PEDS. Compatibility between the database we are creating and the PEDS is possible. But modification of the PEDS structure will be necessary to accommodate this new information. Adding our data to the PEDS in the most efficient manner will require our data to be formatted consistent with the design of the PEDS. However, APCO is capable of delivering the data to FEMA in any delimited format which can be used by ECAC or FEMA programmers knowledgeable in the importation or merging of data into **dBASE III Plus™** databases like the PEDS.

In order for the PEDS to provide the greatest amount of current, accurate information, its design must be dynamic enough to support the addition of data as it is received in the field. I also believe FEMA computer programmers should be permitted to add data to the PEDS at least periodically. I understand the present plan is to create new versions of the PEDS data on an annual or biennial

basis. Even if a means of submitting information from the field to a central collection point for inclusion in the next PEDS version were to be established, up to 24 months is too long to wait to be able to use new and more accurate data. I foresee the need to add to or correct PEDS records immediately, in the field, because the FCC Non-Government Master File (from which the PEDS data derives) is not 100% accurate. Some means of permitting PEDS users to report errors in the PEDS and corrections should be built into the overall PEDS implementation scheme from the beginning, but the ability to immediately add such data to the PEDS should be created as well.

Allowing the user to add important facts to the PEDS would be useful in this scenario:

The PEDS user searches the database to determine what frequencies he must use to establish contact with a local agency. He finds that the system operates on frequency A and adjusts his equipment to that frequency. Listening for a moment reveals that the state or local agency employs a half-duplex, repeater-based communication system. The PEDS might also reveal that a simplex Mutual Aid frequency is also available and contact is established with the local agency on that frequency. In the process of establishing communication, the Federal user is advised that the repeater input frequency is 735 kHz above the output and requires 118.8 Hz ctcss tone as well.

This new information is valuable. It belongs in the PEDS where it can be used again if necessary. I believe the PEDS should permit the addition of this type of information.

Since the amount of data to be manipulated in any single instance of PEDS usage is limited to the state in which interoperations are anticipated, adding useful data (such as the Mutual Aid/Interagency Networks and frequencies) is not likely to "choke" the system or slow it down significantly. Rather, I view the addition of useful data to the PEDS a significant and worthwhile adjunct to the value and utility of the PEDS and will further improve the implementation of interoperable communication between Federal and State & local agencies. If 60 bytes were allowed for a comment field in each record, a 20,000 record data collection for a state would grow by only about 4 disks.

Undoubtedly, FEMA expects to test the implementation of the

PEDS in the field. Feedback from the initial users will most certainly create a demand for modifications to the PEDS to improve its utility and performance. One modification that should be given high priority is the ability to allow the user to add brief but appropriate comments to records in the field. This will allow incorrect information to be noted and dealt with by users immediately instead of having to wait for periodic updates. The benefits, in terms of more accurate and useful data, surely outweigh the expense of a few disks.

The recording of errors and corrections within the PEDS itself could be used to automate the integration of the corrected information into future versions of PEDS data. On a periodic basis, a sub-program of the PEDS (which will need to be developed) could read the comment/corrections fields in a given set of disks and copy that data to a separate disk which could then be forwarded to PEDS maintenance personnel for integration into future PEDS data editions.

I believe that the PEDS should include data regarding the use of Mutual Aid and Interagency frequencies around the United States since these frequencies are viewed as being a prime gateway to interoperability. I believe FEMA should develop a means of obtaining mutual aid frequency data from frequency coordinators in the Police, Local Government, Fire, Highway Maintenance, Forestry Conservation and Special Emergency radio services. This information is not kept in any one place at this time. The Federal Communications Commission is not likely to undertake any effort to gather such data and add it to the Non-Government Master File. Thus, the information will have to be collected from several sources, collated and then delivered to FEMA.

A relatively simple method for collecting and maintaining a mutual aid database, from the FEMA standpoint, would be to select a single contractor who would gather the data, format it appropriately and deliver it to FEMA for inclusion in annual revisions of the PEDS. APCO is prepared to present a formal proposal to FEMA for such services, if such an idea is deemed appropriate. APCO is already developing the database for the Police and Local Government radio services and can integrate the data from other services quite easily. APCO enjoys a good working relationship with coordinators for the other services and should be able to complete such a mission in a timely fashion each year.

Other ideas to improve the usefulness of the PEDS are being considered at this time and will be included in future PEDS recommendations. The key issue is flexibility. The use of computers

in data management allows data manipulation to be automated to such an extent that the user can be guided step by step through complex procedures. The ability to withdraw important facts from a complex store of knowledge can be made relatively easy in view of the state of the art in personal computer database management software. The key to success in such endeavors is thorough planning. Being able to predict the needs and desires of the ultimate system user is paramount.

Experience has shown us that even after every possible contingency has been considered by the programmer, the user of a new computer program invariably discovers some shortcomings in performance or features. Therefore, my most critical recommendation is that the PEDS be constructed in such a way to permit it to grow with a minimum of effort. If it designed without future changes in mind, I predict its useful qualities will diminish within a short time. Fortunately, the software being used to develop the PEDS is capable of being modified at any time. I realize that the PEDS is being designed to certain specifications. Perhaps, these remarks are really directed toward the creators of the specifications. Perhaps it would be more appropriate for me to suggest that future budgeting include provisions for modifying the PEDS. I am certain that it will be necessary to do so.

Yours very truly,



Frank N. Haas
Project Manager

cc: Robert E. Tall
Richard Wilder
File

FNH/mac

Preliminary Analysis of License Validation Survey Responses

Prepared for

**Federal Emergency Management Agency
State and Local Programs & Support
Emergency Management Systems
Support Division**

by the

**Associated Public-Safety Communications Officers, Inc.
P. O. Box 669 New Smyrna Beach, Florida 32070-0669**

Frank N. Haas, Project Manager

April 24, 1987

Preliminary Analysis of License Validation Survey Responses | page 1
Prepared by Frank N. Haas, APCO Project Manager
April 24, 1987

In accordance with provisions of Contract * EMW-86-2273, the Associated Public-Safety Communications Officers, Inc designed and implemented a survey to determine the relative accuracy of the Federal Communications Commission's Non-Government Master File. This FCC database of approximately a half million records contains the radio license information for all licensees in public safety-related radio services. FEMA seeks to determine the accuracy of the FCC database since FCC records will form the foundation of a Portable Emergency Database System (PEDS) to be used by Federal agencies to establish intergovernment radio communication links. Through this "interoperability" FEMA seeks to create a more efficient means for Federal agencies to coordinate their emergency management responses with State and local authorities. To do this, a statistical sample consisting of 20 license records from each of the 50 states were selected at random primarily from a single randomly chosen county-wide jurisdiction in each state. Of the many fields of information contained in a typical FCC license records, fourteen fields were determined to be of prime concern to FEMA. In concert with FEMA, APCO designed and printed the survey documents using data contained in the 1000 selected FCC records.

A typical completed survey document is attached and labelled **A2**. Respondents were asked to merely indicate with a checkmark those items of information which were incorrect when compared to what appears on their current FCC license. If all items appearing on the survey form were correct, then the respondent was instructed to mark a box to that effect at the top of the form. The respondent was **not** asked to supply any corrections to the data. The survey documents were distributed and collected through the FEMA hierarchy.

As of April 24, 1987, APCO had received survey response documents from sixteen states. Twenty survey documents had been created for each of the 50 states. Returns from five states were incomplete as less than 20 responses had been received by APCO. The attachment labelled **C1** delineates the status of returned records for each state. An entry with the number 20 first indicates that all twenty survey documents from that state have been received. Numbers other than 20 represent actual survey document numbers that have not been received as of the date shown.

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Prepared by Frank N. Haas, APCO Project Manager

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Each return was examined for correct completion. Only two of the 285 returns received by APCO required follow-up telephone calls to the respondents for clarification. This indicates that less than 1 percent of the returns have been completed incorrectly. Results from each survey document were entered into a database system designed to quickly provide distributions, totals, percentages and averages. The summary printouts for each state are attached and labelled **S2** through **S17**. A summary of all survey documents received is labelled **S1**. All summaries are direct printouts from the analysis database and show, field by field, the number of "hits" or errors indicated by the respondents from each state.

The individual state results were then merged into a spreadsheet analysis system to allow an overall view of the return results. Ultimately, a series of graphic presentations will be developed to show the results of the survey returns.

Page **A1** summarizes in detail what the results are to date. This spreadsheet presents, on a state by state basis, the number of survey documents in which all items were correct, the total number of responses received from a state and the number of times each field was found to be in error by the respondent. Right hand columns show the total number of errors found as well as the percentage of total possible errors that occurred in each state's returns. The lowest rows contain total errors per field and percentage of error by field.

APCO believes the FCC database fields of critical importance to interoperability are **Transmitter Frequency, State, County, City, Licensee Name, Transmitter Latitude, Longitude and Class**. For the most part, the accuracy of these fields is good, so far.

Based on these initial returns it is clear that the field which is most often incorrect is the **Units** field with 142 total errors representing a nearly 50% error factor. The most accurate field appears to be the **Transmitter State** field with less than 1% error. The **Units** field has only relative importance from an interoperability standpoint. The number of units authorized by a license is usually substantially greater than the number of units actually implemented when a license is issued. License applicants often think of future expansion and request authorization which

Preliminary Analysis of License Validation Survey Responses

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will provide for future needs. Experience frequently shows that fewer than the authorized number of transmitters are required to accomplish a specific communications objective and a system ends up looking larger on paper than it is in actual practice. Most intergovernment communication is expected to take place between command posts and fixed base stations with only a small number of State and local mobile units involved. In other words, it is unlikely that there will be a need for a Federal agency to communicate with a large number of State and local mobile units directly. Therefore, the large discrepancy in the Units field is unlikely to significantly detract from the utility of the PEDS.

Examination of the initial returns indicates that those fields which are of paramount importance to interoperability appear to be relatively accurate. For example, Transmitter Frequency is considered to be the most important field of all. There appears to be only a 5% error factor so far. The accuracy of this field determines the usefulness of the entire record. The Transmitter Frequency is expected to be correct in the majority of cases. Those records found to be incorrect are usually caused by a license modification that hadn't been recorded in the FCC database at the time these survey records were selected.

The emission field appears to contain a significant level of error. However, this may be a false indication of the true accuracy of this field in the FCC database. Almost all of the survey documents presented emission data as it was taken from the actual FCC database. However, when this data is printed on actual FCC licenses, it appears in a slightly different format.

As attachment **A2** shows, emission data in the FCC database consists of a single code showing a licensee's permitted bandwidth in Hertz as well as the type of emission permitted. The majority of records used in this survey contained the code **20K00F3E** which stands for a 20 kHz wide bandwidth using Frequency Modulated telephony. This emission data appears on the actual license on most licenses as: **20F3**. Both codes have the same meaning. In some cases FCC licenses show the code **16F3** which is often used to mean the same thing. Some older FCC licenses show the bandwidth and emission as two separate items in separate columns or blanks. This variety of code representations for the same standard communications scheme is confusing and lowers the value of survey returns in this category.

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April 24, 1987

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The survey respondent was asked to examine the actual license and place a checkmark under any item which is different on the license from what appears on the survey document. The survey respondent was not expected to be technically knowledgeable enough to recognize either the meaning or similarity of the several codes. In many instances, the respondent was doing exactly as asked by marking the emission field in error even though no real error existed. In some instances, the respondent entered the code which appeared on the license in addition to the requested checkmark. If the codes were the same in meaning, no hit was recorded in the processing or analysis. If the respondent did not supply the actual code that appeared on the license, then the error had to be accepted.

The importance of the emission field is discounted somewhat by the fact that FCC normally doesn't license different types of emissions to occupy the same portions of spectrum in the Land Mobile and Public Safety-related radio services. The frequency of operation is likely to be the prime determinant of the emission mode. For example, if a group of license records selected from the PEDS shows a number of radio systems employing 20K00F3E emission within a small segment of a frequency band, it is likely that this information is correct since licenses for specific emissions are usually based on the frequency band to be used. Quality control in this area is considerable since public safety-related licenses are usually approved by a frequency coordination agency prior to FCC's issuance of the actual license. With two agencies, the coordinator and the FCC, reviewing applications, there is only a small chance of error in terms of emission. APCO believes any error in this category will be the result of data entry clerk or keypunch operator mistakes. Therefore, APCO will apply only a small weight to the importance of the emission field error factor. In implementing the PEDS, FEMA may wish to acquaint PEDS users with the meaning of FCC emission symbology in order to insure that proper equipment is used to initiate communication. This recommendation will be made to FEMA by APCO in a separate report to be issued later this year.

All other fields appear to have error factors less than 5%. Spot checking of certain records showing higher than average errors indicates that changes have occurred since the record was chosen for use in the survey. If this trend continues as more returns are received and analyzed, the accuracy of the FCC Non-Government Master File can be judged to be statistically acceptable for FEMA use.

Analysis of License Information Validation Returns

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S		
1	Latest Update: 5/8/87																				
2																				280 total errors are possible per state. % error column	
3	State			Hits/Errors																below represents error based on actual records returned.	
4																				% of psbl err	
5		OK	*Recs	LNam	LAdr	TxSt	TCnty	TCity	Svc	TFreq	Em	Pwr	Call	Class	Units	Lat	Long	Tot Hits		per state	
6																				0	
7	AK																			0	
8	AL																			0	
9	AR																			0	
10	AZ	9	20		1						4			6	9	1	1	22		7.86	
11	CA	19	20										1					1		0.36	
12	CO		20									1		1	19			21		7.50	
13	CT		17												17			17		7.14	
14	DE																			0	
15	FL																			0	
16	GA																			0	
17	HI	0	20	1	3	1	1	1	1	1	4	5	5	5	3	19	4	4	57	20.36	
18	IA																			0	
19	ID																			0	
20	IL																			0	
21	IN	0	18		1			1		2	18	2	2	1	18			45		17.86	
22	KS		20												20	1		21		7.50	
23	KY																			0	
24	LA																			0	
25	MA																			0	
26	MD																			0	
27	ME	7	11						1	1		1			4			7		4.55	
28	MI	5	20		2					1		1	1	1	13			19		6.79	
29	MN	11	20	7	2			2							4			15		5.36	
30	MO	18	20	2					2	2					2			8		2.86	
31	MS																			0	
32	MT	15	17	1	1	1	1	1	2	1			2					10		4.20	
33	NC																			0	
34	ND	1	20		3						20	7			20			50		17.86	
35	NE	20	20																	0.00	
36	NH																			0	
37	NJ	16	20							2		2	2					6		2.14	
38	NM																			0	
39	NV																			0	
40	NY	8	20	1	3	1	1	1	1	1	1	2	1	5	9	1	1	29		10.36	
41	OH	1	17						6	2	4				14			26		10.92	
42	OK	11	20				2			1			1	1	9			14		5.00	
43	OR	7	20							2	1	9	1	2	5	5	5	30		10.71	
44	PA																			0	
45	RI	1	20	2	3	2	2	2	2	2	2	2	2	12	19	2	2	56		20.00	
46	SC																			0	
47	SD																			0	
48	TN																			0	
49	TX																			0	
50	UT																			0	
51	VT	1	19	1	7	1	1	2	1	1	1	4	3	5	16	2	2	47		17.67	
52	VA																			0	
53	WA																			0	
54	WV																			0	
55	WI																			0	
56	WY																			0	
57	Tot's	150	399	15	26	6	8	10	16	22	56	36	21	37	217	16	15	501		Avg Err/St	
58	% of Field Err			3.76	6.52	1.5	2.01	2.51	4.01	5.51	14	9.02	5.26	9.27	54.4	4.01	3.76	501		8.90	
59																					Avg Err/Fld
60	1000 total errors per field are possible. Percentages above represent error based on actual records returned.																		8.97		

A1

License Information Validation Survey Hits Summary

Broken Down for the State of CO

All Items Correct Total: 0 Recrds Processed 20 as of April 21, 1987

Licensee Name Hits

Licensee Address Hits

Transmitter
State Hits

Transmitter
County Hits

Transmitter City Hits

Service Hits

Transmitter
Frequency Hits

Emission Hits

Power Hits 1

Callsign Hits

Class Hits 1

Units Hits 19

Transmitter
Latitude Hits

Transmitter
Longitude Hits

Hits are errors as indicated on the survey form by respondents. For example, if a callsign shown on the survey form was incorrect, the respondent placed check under it on the form. This error in the field was recorded as a hit in this tabulation.

This data compiled by Frank N. Haas, APCO Project Manager

License Information Validation Survey Returns Control

	A	B	C	D	E
1		Last Update:	5/8/87		
2					
3	State	# & Date Rcvd	# & Date Rcvd	# & Date Rcvd	# & Date Rcvd
4					
5	AK				
6	AL				
7	AR				
8	AZ	20 5/8/87			
9	CA	20 5/8/87			
10	CO	20 3/24/87			
11	CT	3,4,5 missing 4/23/87			
12	DE				
13	FL				
14	GA				
15	HI	20 5/8/87			
16	IA				
17	ID				
18	IL	1, 4 missing 4/24/87			
19	IN				
20	KS	20 3/24/87			
21	KY				
22	LA				
23	MA				
24	MD				
25	ME	3,10,12,15-20 missing 4/23			
26	MI	20 4/24/87			
27	MN	20 4/24/87			
28	MO	20 3/24/87			
29	MS				
30	MT	17,18,19 missing 3/27/87			
31	NC				
32	ND	20 3/24/87			
33	NE	20 3/24/87			
34	NH				
35	NJ	20 3/24/87	20 duplicates 5/8/87		
36	NM				
37	NY				
38	NY	20 3/30/87			
39	OH	10, 12, 19 missing 5/8/87			
40	OK	20 3/30/87			
41	OR	20 4/23/87			
42	PA				
43	RI				
44	SC				
45	SD				
46	TN				
47	TX				
48	UT				
49	VT	6,10 only 3/30/87			
50	VA				
51	WA				
52	WV				
53	WI				
54	WY				
55	Totals				

C1

License Information Validation Survey

Survey conducted by the Associated Public-Safety Communications Officers, Inc.
Under Contract to the Federal Emergency Management Agency
State and Local Programs and Support Directorate

Please direct any questions regarding this survey to your local emergency management director

Instructions: The information below is taken from the Federal Communications Commission Non-Government Master File. If all items below are correct, please place an X in the box next to "ALL ITEMS ARE CORRECT." If, however, an item is incorrect, please place a checkmark below the incorrect item. You do NOT need to correct the information. When you are satisfied that the information is either correct or you have checkmarked the incorrect items, please return this form to your local emergency management director. Thank you for your cooperation.

ALL ITEMS ARE CORRECT

Name of Person Completing Form: Robert G. MARE Telephone (815) 244 9171 Ex 222

Licensee Name

ILLINOIS STATE OF

Licensee Address

700 STRATTON OFF BLDG DIV TELECOM
SPRINGFIELD, IL 62706

Transmitter State

IL

Transmitter County

CARROLL

Transmitter City

MT CARROLL

Service

FORESTRY CONSERVATION

Transmitter Frequency

31.86 MHZ

Emission

20K00F3E

Power

100 WATTS

Call Sign

KNGU729

Class

FB

Units

10

Transmitter Latitude

420602N

Transmitter Longitude

0895850W

16

A2

License Information Validation Survey Hits Summary

Total Evaluation of All Records Received and Processed

All Items Correct Total: **150** Records Processed To Date **399** as of May 8, 1987

Licensee Name Hits **15**

Licensee Address Hits **26**

Transmitter
State Hits **6**

Transmitter
County Hits **8**

Transmitter City Hits **10**

Service Hits **16**

Transmitter
Frequency Hits **22**

Emission Hits **56**

Power Hits **36**

Callsign Hits **21**

Class Hits **37**

Units Hits **217**

Transmitter
Latitude Hits **16**

Transmitter
Longitude Hits **15**

Hits are errors as indicated on the survey form by respondents. For example, if a callsign shown on the survey form was incorrect, the respondent placed check under it on the form. This error in the field was recorded as a hit in this tabulation.

This data compiled by Frank N. Haas, APCO Project Manager

S1