

VIRGINIA CHAPTER OF THE ASSOCIATION OF PUBLIC-SAFETY COMMUNICATION  
OFFICIALS INTERNATIONAL, INC.

POLICY MANUAL

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**Definitions:**

1. The Virginia Chapter of the Association of Public-Safety Communications Officials, International (hereinafter referred to as the ‘Chapter’)
2. Virginia Chapter of the Chapter of Public Safety Communications Officials (hereinafter referred to as ‘VA Chapter of APCO’ or ‘Chapter’) – the organization chartered in 1959 as a Chapter of the parent organization, the Association of Public Safety Communications Officials, Inc., inclusive of all recognized members of VA APCO.
3. NOTE for Consistency: Board of Directors as defined in the Chapter’s Bylaws.

**ARTICLE I - MANUALS**

**1. ESTABLISHMENT OF THE POLICY MANUAL**

**1.1. PURPOSE**

- 1.1.1 To define the purpose of the VA Chapter of APCO Policy Manual and its distribution.

**1.2. AUTHORITY**

- 1.2.1 This Policy Manual is established to define the policies, practices, and procedures that are essential to the proper conduct of the VA Chapter of APCO.

**1.3. POLICY**

- 1.3.1. This Policy Manual shall define policies of the VA Chapter of APCO and may define practices and procedures necessary to implement the requirements of the Chapter’s Bylaws.
- 1.3.2. In the event there is a conflict between a requirement contained in this Policy Manual and a requirement contained in the Chapter Bylaws, then the requirement of the Bylaws shall prevail. Such conflict shall be corrected by amendment of this Policy Manual pursuant to the amendment procedure for that section.
- 1.3.3. The authority to establish new policies, amend, or delete sections of this Policy Manual is generally vested in the Board of Directors unless otherwise provided in this Policy Manual. Any modifications of the Policy Manual shall require an affirmative vote by a two-thirds majority of the entire Board of Directors.
- 1.3.4. A complete and current copy of this Policy Manual in an electronic PDF format shall be maintained on the website of the VA Chapter of APCO for access by the general Chapter membership.

1.3.4.1. "Current" shall be defined to include the addition of new sections, the exchange of amended sections, and the removal of deleted sections within 30 days after such action is approved by the proper governing body(s).

1.3.5. The President, under the guidance of the Board of Directors, may recommend and oversee the creation and amendment of existing manuals necessary for use in conducting the Chapter's business. The authority to approve the creation and/or modification of such manuals shall be governed by the Board of Directors in accordance with terms and conditions contained in each such manual.

## **2. CHANGES TO THE POLICY MANUAL**

### **2.1. PURPOSE**

2.1.1 To define the practices and procedures to be followed in making changes to this Policy Manual.

### **2.2. AUTHORITY**

2.2.1 This Policy Manual is hereby established to define the operating policies, practices and procedures that are essential to the proper conduct and operation of the VA Chapter of APCO.

### **2.3. POLICY**

2.3.1. The authority to establish, amend, or delete sections of this Policy Manual is as defined in this Section.

2.3.2. A proposal to modify this Policy Manual may be submitted by the Board of Directors, by any committee of the Chapter, or by any member of the Chapter who is eligible to vote in the Membership Quorum. Such entity shall be known as the "maker".

2.3.3. Proposals to modify this Policy Manual shall be submitted in accordance with either of the following two formats:

#### Method A

2.3.3.1. Used in cases of minor changes to existing content and/or sections of this Policy Manual.

2.3.3.2. The maker prepares a cover letter explaining the need for the proposed change, the benefits to be gained and the proposed language.

2.3.3.3. The maker prepares a document showing the proposed changes in the text. The proposal shall show not less than the entire



paragraph in which text is to be changed and may include the entire Policy Manual Section.

- 2.3.3.4 The maker highlights text changes by showing text to be deleted as ~~struckthrough text~~ and text to be added as underline text.

### Method B

- 2.3.3.5 Used in cases of major changes to an existing section involving changes in text to a significant portion of the document. Method B is the only method that is practical for new sections to be added to this Policy Manual.
- 2.3.3.6 The maker prepares a cover letter explaining the need for the proposed change and the benefits to be gained. The maker includes a statement that the proposed change is either a "new section" or is a "complete replacement of the existing section".
- 2.3.3.7 The maker prepares a complete section that, upon adoption by the Board of Directors, will be inserted into the Policy Manual. The new document shall not use ~~struckthrough~~ or underlining as a means of highlighting changes to the text.
- 2.3.3.8 The format of the proposal shall conform to the general style of the Policy Manual sections as demonstrated by this section. The Bylaws Committee may be consulted for assistance in formatting the proposal.
- 2.3.4 All proposals shall be submitted to the Chapter President for consideration.
- 2.3.5 The President shall distribute copies of the cover letter submitted by the maker and the proposed new or modified text of the Policy Manual Section to the Board. To the greatest extent possible, the President shall endeavor to include these items in the materials distributed to the Board no later than thirty (30) days prior to the meeting in which said items are to be addressed. Comments from the Board shall be returned to the President. Such comments shall be non-binding on the maker.
- 2.3.6 It is recommended that the Board forward a copy of the proposal to the Chair of the Bylaws Committee for the purpose of their review to ensure the proposed new or modified policy does not conflict with content or intent of the Bylaws or Policy Manual. The Bylaws Committee may also comment with regards to the format of the proposed section.
- 2.3.7 If the Board determines that approval of the new or modified policy can be held until the next regular meeting of the Board, then the President shall add the proposal to the agenda for that meeting.
- 2.3.8 The new or modified section of Policy Manual shall become effective upon its passage by a two-thirds majority vote of the Board unless otherwise requiring approval from the Membership Quorum as indicated in this Policy Manual

except that if the Board subsequently disapproves the proposal, at which time the new policy shall become null and void or the modified policy shall return to its prior approved state.

- 2.3.9 The President or members of the Board may propose amendments to the proposed new or modified policy. Each proposed amendment shall be considered individually prior to the entire new policy or modified policy being considered.
- 2.3.10 The President shall deliver a copy of the approved new or modified Policy Manual section to the Chair of the Policy and Bylaws Committee.
- 2.3.11 The Policy and Bylaws Committee shall verify that the new or revised section is in the proper format.
- 2.3.12 The Policy and Bylaws Committee may make non-substantive changes in the format of the document including changes in font, spacing, grammar, and spelling, punctuation, highlighting, and numbering to conform to the general format of the Policy Manual.
- 2.3.13 The Policy and Bylaws Committee may correct words that are used improperly when the correction is based upon the context of the sentence within which the word appears and the proper word is readily obvious.
- 2.3.14 The Policy and Bylaws Committee may correct a cross-reference to the Chapter Bylaws, or to other sections of this Policy Manual provided that:
- 2.3.15 The Committee can readily determine the correct cross-reference based upon the context; or
- 2.3.16 The Committee can determine the correct cross-reference based upon earlier versions of the same or similar sections of this Policy Manual; based upon the minutes of applicable meetings; based upon changes to the Chapter's Bylaws that may have changed the numbering of those documents; or based upon other verifiable historical research; or
- 2.3.17 If the Committee is unable to determine the proper cross-reference, then the Committee shall report the problem to the Board and seek its guidance in preparation of an amendment to the Policy Manual section that will correct or eliminate the error.
- 2.3.18 The Policy and Bylaws Committee shall update the Index and/or Table of Contents each time a new section is added or a section is amended.
- 2.3.19 After the Policy and Bylaws Committee has verified the accuracy of the new and/or modified section, the President shall cause the new or modified Policy Manual Section and the updated Index and/or Table of Contents to be published in accordance with the requirements of the Establishment Section of this Policy Manual.

2.3.20 The President shall notify the maker of the proposal of the Board's vote and the proposal's disposition.

### **3 ANNUAL CONFERENCE MANUAL**

#### **3.3 PURPOSE**

3.1.1 To establish the role of the Annual Conference Manual, its purposes and the procedures for its revision.

#### **3.4 AUTHORITY**

3.2.1 The Conferences are authorized pursuant to Article V of the Chapter's Bylaws. The Conference Manual is established to guide the planning and conducting of the Chapter's Conferences.

#### **3.5 POLICY**

3.3.1 The Chapter shall meet at least twice annually. Special meetings may be called by a majority of the Board.

3.3.2 The fall meeting shall be the annual meeting of the Chapter. During the meeting, the President, shall give his/her annual report for the Board of Directors. Committee reports shall be made; minutes from the previous spring meeting shall be read and/or approved or amended. Elections shall be held and general business conducted.

3.3.3 The spring meeting shall be the interim meeting of the Chapter. During the meeting, interim committee reports shall be made. Minutes from the previous fall meeting shall be read and approved or amended and general business shall be conducted.

3.3.4 The Chapter may hold a winter meeting annually in conjunction with the legislative session of the general assembly. This meeting does not require a quorum and shall not be used to conduct official business of the Chapter.

3.3.5 The place of such meeting(s) shall be in concert with the location selected for the fall or spring conference.

3.3.6 The President, under the guidance of the Board shall create and maintain a conference manual.

3.3.7 The conference manual shall define the practices and procedures associated with conducting the Chapter's conferences.

3.3.8 The conference manual shall serve as the basis of a Memorandum of Understanding between the Chapter and other organizations (i.e. VA-NENA, Secretary of Public Safety and Homeland Security, etc.) with regard to the division of roles and responsibilities for the successful conduct of the Chapter Conferences, as applicable.

- 3.3.9 The conference manual may be amended upon recommendation of the Board subject to approval by either of the following method:
- 3.3.9.1 By majority vote of the Board giving due regard to the impact such amendment may have upon an existing Memorandum of Understanding for a scheduled Conference.
  - 3.3.9.2 By majority vote of the Executive Committee giving due regard to the impact such amendment may have upon an existing Memorandum of Understanding for a scheduled Conference and subject to ratification by the Board of Directors.

## ARTICLE II - The Chapter

### 1. CHAPTER ORGANIZATIONAL STRUCTURE REQUIREMENTS

#### 1.1 PURPOSE

1.1.1 The Virginia Chapter shall be established in accordance with the Chapter's Articles of Incorporation.

1.1.1.1 To identify the organizational requirements applicable to the Chapter.

#### 1.2 AUTHORITY

1.2.1 The Chapter shall be established in accordance with the Article I of the Bylaws of APCO International.

#### 1.3 POLICY

1.3.1 The Virginia Chapter shall maintain its Charter as a Chapter of APCO International.

1.3.2 The Virginia Chapter of APCO International, Inc. was chartered in 1959 and is recognized as such and in accordance with the APCO International Policy Manual.

1.3.3 Any cancellation of the Virginia Chapter of APCO's charter shall be in accordance with Section 3.4 of the APCO International Policy Manual.

1.3.4 The Virginia Chapter shall maintain the following governance documents. The hierarchy of the Chapter's governance documents are listed below in descending order of precedence.

1.3.4.1 The Bylaws.

1.3.4.2 A Policy Manual.

1.3.4.3 The Bylaws shall take precedence in the event of any conflicting language.

1.3.5 The Virginia Chapter shall maintain individual positions as required in accordance with its Bylaws and/or Policy Manual.

1.3.6 The Chapter shall provide for a small executive body as required in accordance with its Bylaws and/or Policy Manual.

1.3.7 The Chapter may select a Commercial Advisory Council Member (CAC) and follow those guidelines as identified in the Chapter's Policy Manual.

## **2. CORPORATE STATEMENTS**

### **2.1 PURPOSE**

- 2.1.1 To ensure the Chapter's Corporate Statements are properly maintained and safeguarded.

### **2.2 AUTHORITY**

- 2.2.1 The Chapter Corporate Statements are the legal basis for the formation of the Chapter.

### **2.3 POLICY**

- 2.3.1 The Association of Public-Safety Communications Officials-International, Incorporated is a volunteer membership organization founded in 1935 and originally incorporated in the State of Indiana as a not-for-profit corporation in 1939. The Virginia Chapter received its Charter in 1959.
- 2.3.2 The President, or his/her designee, shall review the Chapter's Articles of Incorporation and amendments thereto annually to ensure that they are current and accurate.
- 2.3.3 The President shall ensure, in compliance with VA State Corporation Commission rules and regulations, an update to the listing of Chapter officers is performed annually. He/she shall notify the Board that the list has been updated and filed, as appropriate.
  - 2.3.3.1 The Chapter Treasurer shall ensure timely payment of all fees necessary to maintain compliance.
- 2.3.4 The President shall provide for the preservation of the Chapter's Corporate Statements in accordance with Article XI, Records Management, of this Policy Manual.

## **3. EQUAL OPPORTUNITY STATEMENT**

### **3.1 PURPOSE**

- 3.1.1 To establish the Chapter's policy with regard to Equal Opportunity.

### **3.2 AUTHORITY**

- 3.2.1 United States law and various state and local laws require that organizations, such as the Virginia Chapter of APCO, have a policy with regard to Equal Opportunity.

### **3.3 POLICY**

- 3.3.1 It shall be the policy of the Virginia Chapter of APCO to provide an equal opportunity to all persons desiring to participate in the Chapter.

- 3.3.2 The Chapter, its leadership, and its members shall not discriminate against any person desiring to become a member of the Chapter, to become a member of a committee or task force of the Chapter on the basis of age, race, color, religion, national origin, political affiliation, sex, sexual orientation, marital status, or disability.
- 3.3.3 The Chapter, its leadership, and its members shall not discriminate against any member of the Chapter in their participation in the Chapter's activities on the basis of age, race, color, religion, national origin, political affiliation, sex, sexual orientation, marital status, or disability.
- 3.3.4 The Chapter, its leadership, and its members shall not discriminate against any non-member of the Chapter desiring to participate or participating in the Chapter's activities on the basis of age, race, color, religion, national origin, political affiliation, sex, sexual orientation, marital status, or disability. The Chapter may limit participation in the Chapter's activities by non-members based upon other non-discriminatory practices.
- 3.3.5 The Board shall be responsible for ensuring adherence to this policy by all Chapter members. The Board may take whatever action they deem appropriate to ensure compliance with this policy up to and including termination of membership.
- 3.3.6 The President shall be responsible for investigating and adjudicating all claims of discrimination filed by a member of the Chapter except that if the claim includes an accusation against the President, then the President-Elect shall be responsible.
- 3.3.7 The President may appoint another member of the Chapter to conduct such investigation and to recommend appropriate action, but the ultimate responsibility for investigating and adjudicating the claim by a member shall remain with the President.
- 3.3.8 The President shall inform the person(s) filing a claim of their right to notify the appropriate Federal, State or local agency.

## **4. ORGANIZATIONAL CHART**

### **4.1 PURPOSE**

4.1.1 To establish an organizational chart for the Chapter.

### **4.2 AUTHORITY**

4.2.1 The organization of the Chapter is described throughout the Chapter Bylaws and this Policy Manual.

### **4.3 POLICY**

4.3.1 The organization chart shows the structure of the Chapter and the relationships of its various components.

4.3.2 The organizational structure derives from the Membership of the Chapter, as defined in Article IV of the Chapter Bylaws.

4.3.3 The Membership is represented annually by the "Membership Quorum".

4.3.4 The Board, elected by the Membership Quorum, is governed by the terms and conditions provided in Articles V and VI, of the Chapter Bylaws.

4.3.5 The Board is authorized to establish various committees to assist in accomplishing the purposes of the Chapter in accordance with Article VIII of the Chapter Bylaws.

4.3.6 Committees are further described in Article VII of this Policy Manual.

## **5. RULES OF ORDER**

### **5.1 PURPOSE**

5.1.1 To establish rules of parliamentary procedure for conducting various official meetings of the Chapter.

### **5.2 AUTHORITY**

5.2.1 "Robert's Rules of Order Newly Revised" shall govern the Chapter in all cases to which they are not inconsistent with the Bylaws or the special rules of order of this Chapter.

### **5.3 POLICY**

5.3.1 Robert's Rules of Order, Newly Revised, 10th ed. (Cambridge, MA: Perseus Publishing, 2000) is the current and authorized edition of this document. The special rules contained herein are based upon that document.



- 5.3.2 In the event of a conflict between the document named above and any other published version of "Robert's Rules of Order", the above-named document shall prevail.
- 5.3.3 "Robert's Rules of Order" (the current version) and the special rules identified herein shall govern the conduct of all official meetings of the Chapter including meetings of the Membership Quorum and Board.
- 5.3.4 The President shall ensure that a copy of the current, authorized edition of "Robert's Rules of Order, Newly Revised" is available for reference at all meetings of the Membership Quorum and Board.
- 5.3.5 A majority of the applicable quorum (i.e., the Membership Quorum or the Board) shall vote in favor of an action before such action may be implemented.
- 5.3.6 Unless otherwise specified, the word "majority" shall mean a simple majority consisting of more than 50% of the applicable quorum. In general, members who "abstain" shall not be counted as part of the quorum for purposes of the vote.
- 5.3.7 The Chair, as defined in 5.3.16 below, is cautioned that certain actions require that a "super majority" of either two-thirds of the applicable quorum or three-fourths of the applicable quorum to vote in favor of the action before such action may be implemented.
- 5.3.8 The Chair is cautioned that certain votes are based upon the total membership of the applicable body and not just those members in attendance. In such cases, members who are absent or otherwise abstain from voting have the effect of being a negative vote since they are included amongst the voting quorum for purposes of determining the number of affirmative votes needed for passage.
- 5.3.9 All votes on motions and other official actions shall be conducted in one of the following manners:
- 5.3.9.1 By a voice vote wherein the Chair calls for "Ayes", then "Nays", and finally "Abstentions". Members of the applicable quorum shall indicate their vote orally at the appropriate time. The Chair shall make a ruling as to the position receiving the required majority of the vote. In the event the Chair is unable to determine the position having the "majority vote" or in the event that a member of the applicable quorum calls for a "show of hands", then the Chair shall discard the voice vote and proceed with a "show of hands" vote as described below.
- 5.3.9.2 By a show of hands wherein the Chair asks all members in favor of the action to so indicate by raising their hand. The Chair then counts those members as "Aye" votes. Similarly, the Chair shall ask all members opposed to raise their hand and counts those members as "Nay" votes. Finally, the Chair shall ask all of those abstaining to raise their hand to be so recognized. The Chair then announces the final tally.

- 5.3.9.3 By secret ballot wherein the Chair asks each member of the applicable quorum to indicate his/her preference on a piece of paper. The individual ballots shall be collected and counted by at least two individuals who shall make the final tally known. To the greatest extent possible, the individuals conducting the count shall be "disinterested parties". If such "disinterested parties" are not available, then the individuals conducting the count shall represent both sides of the argument.
- 5.3.10 For each method of conducting a vote, only those members of the applicable quorum who are eligible to vote shall cast a "vote".
- 5.3.11 The Membership Quorum and the Board may take action on a matter only as the result of a motion made by a member of the respective body, the seconding of that motion by another member of the respective body, and a vote by the quorum of the respective body in accordance with the practices for handling motions as detailed in "Robert's Rules of Order, Newly Revised" except as noted below:
  - 5.3.11.1 A request from a member of the quorum to "Call the Question" shall not be interpreted to mean the motion "Previous Question" as defined in "Robert's Rules of Order, Newly Revised" unless the author specifically states his/her intent to make that motion. Rather, when such a "Call" is made, the Chair may proceed directly to conducting a vote on the matter then at hand.
  - 5.3.11.2 A motion to "Table the Question", to "Table the Matter" or to similarly "Table..." shall be interpreted to be the motion "Lay on the Table" as defined in "Robert's Rules of Order, Newly Revised" unless the maker is otherwise specific as to his/her intent in making the motion. The requirement that another item of immediate urgency having arisen is waived.
- 5.3.12 Matters before the Membership Quorum that are "Tabled" shall end with the closing of the Conference if not acted upon.
- 5.3.13 Matters before the Board that are "Tabled" shall end with the closing of that meeting of the Board if not acted upon.
- 5.3.14 Matters before the Board that are "Tabled" may be carried from one meeting until the next except that the matter may not be carried past the closing of the next Conference.
- 5.3.15 A motion to "Adjourn" a General Business Meeting of the Membership Quorum shall allow for the ending of the then current meeting of the Membership Quorum.
- 5.3.16 The "Chair" shall be determined as follows:
  - 5.3.16.1 The President shall serve as the Chair of all meetings of the Membership Quorum and the Board, except as noted below:

- 5.3.16.2 The President-Elect and/or Vice-President shall serve in order of seniority as the Chair in the absence of the President.
- 5.3.17 The Chairperson of a committee shall serve as the Chair of all meetings of that committee.
- 5.3.18 The Chair shall have the following prerogatives:
  - 5.3.18.1 The Chair decides the applicability of the rules of order and parliamentary procedure and makes all interpretations of such rules and procedure. The Chair may appoint and seek advice from a "parliamentarian" on such matters; however, the decision of the Chair is final.
  - 5.3.18.2 The Chair shall recognize a member of the applicable quorum desiring to speak before such member shall be granted "the floor". The chair shall not unreasonably deny any member of the quorum the right to speak.
- 5.3.19 The Chair shall recognize non-members (not a member of the Virginia Chapter of APCO) of the applicable quorum desiring to speak before such non-member may be granted "the floor." The Chair shall have sole discretion in granting this privilege to non-members of the quorum.
- 5.3.20 The Chair may limit debate on a matter before the applicable body by taking any of the following actions:
  - 5.3.20.1 By limiting the time allocated to each speaker. In so doing, the Chair shall endeavor to grant an equal amount of time to each side of the argument.
  - 5.3.20.2 By limiting the number of speakers on each side of the issue. In so doing, the Chair shall endeavor to grant equal number of speakers to each side of the argument.
  - 5.3.20.3 By setting a specific time at which debate shall end. In so doing, the Chair shall endeavor to ensure that each side of the argument has had an equal opportunity to present its position.
- 5.3.21 The Policy and Bylaws Chair is granted editorial privilege in the wording of resolutions and motions made during the course of a meeting of the Membership Quorum, or the Board for the purpose of proper language.
- 5.3.22 This privilege shall not be used to change either the intent or the effect of the resolution or motion passed.
- 5.3.23 If the maker of the resolution or motion is dissatisfied with the wording, he/she may request that it be changed to more correctly state the original language.

## 6. BYLAWS CHANGE PROCEDURES

### 6.1 PURPOSE

- 6.1.1 To define the process for submitting and considering amendments to the Chapter Bylaws.

### 6.2 AUTHORITY

- 6.2.1 The Chapter Bylaws may be amended in accordance with Article VIII of the Bylaws.

### 6.3 POLICY

- 6.3.1 The Chapter Bylaws shall be amended only when the membership has been properly notified of the proposal to make an amendment and when approved in accordance with the requirements of the Bylaws.
- 6.3.2 A proposal to amend the Chapter Bylaws may be submitted only by a full member (Article IV, a conference quorum, the Board, or a committee formed by the President). Such entity shall be known as the "maker" of the proposal.
- 6.3.3 A proposal to amend the Chapter Bylaws shall be submitted in the form of a resolution. The format of the resolution shall include the following items in the order listed herein:
  - 6.3.3.1 A section entitled "INTENT" that shall describe what the proposed amendment will accomplish. Such statement shall be brief, not to exceed two sentences.
  - 6.3.3.2 The name of the maker.
  - 6.3.3.3 The name of the Membership Quorum whose consideration is desired. For example, the Membership Quorum held during the 2009 Conference would be known as the "2009 Membership Quorum".
  - 6.3.3.4 One or more "WHEREAS" statements that define the deficiencies of the current language, the need for added language, and/or the benefits to be gained from adding or modifying existing language in the Bylaws.
  - 6.3.3.5 One or more "RESOLVED" statements that define the Article(s), Section(s), and Paragraph(s) of the Bylaws to be amended and the proposed changes in the text.
- 6.3.4 The proposal shall include as much of the existing text as necessary to clearly show how the proposed change integrates into the existing language. In complying with this requirement, the maker shall include not less than the text of the entire paragraph within which a change is proposed.

- 6.3.5 Text to be deleted shall be shown in the form of ~~striketrough~~. Text to be added shall be shown in the form of underline.
- 6.3.6 The maker of a resolution may request the assistance of the President and/or the Policy and Bylaws Committee in the drafting of an amending resolution.
- 6.3.7 The President and/or the Policy and Bylaws Committee shall submit such drafts to the Board for comment before returning them to the maker.
- 6.3.8 Comments made by the President, the Policy and Bylaws Committee, and/or the Board shall not be binding upon the maker.
- 6.3.9 Such assistance shall not be construed to be support for the proposal.
- 6.3.10 A resolution to amend the Chapter Bylaws shall be submitted to the President not later than June 1 of the year in which the proposal is to be considered by the Membership Quorum.
- 6.3.11 The President shall cause the entire resolution to be made available and posted via the Chapter's website prior to the convening of the Conference at which the proposal is to be considered by the Membership Quorum. Said notification of a proposed change shall be posted at least twenty-five (25) days and not more than sixty (60) days in advance of the date of the meeting at which the amendment(s) will be considered by the Membership Quorum.
- 6.3.12 The President shall provide a printed copy of the resolution to the Board for their review and comment. -
- 6.3.13 The resolution shall be presented to the Membership Quorum for consideration as follows:
- 6.3.13.1 A printed copy of the resolution shall be made available at the General Business Meeting. The President, or his/her designee, shall read the intent and maker of the resolution.
- 6.3.14 The Board shall state its position with regards to the proposed amendment immediately following the first reading of the proposal. Such position may be "Recommend Approval", "Recommend Approval with Amendment", "Recommend Disapproval", or "No Recommendation".
- 6.3.15 The President may permit discussion of the resolution and the presentation of amendments during the General Business Meeting.
- 6.3.16 The Membership Quorum shall vote on the resolution and any proposed amendment(s) during the General Business Meeting.
- 6.3.17 The President shall permit discussion of the resolution, to include the presentation of amendments, during the General Business Meeting. In the interest of time, the President may limit the total amount of discussion but in doing so shall allow equal

time for both the pro and the con arguments and such time allowed shall be not less than 5 minutes for each side.

- 6.3.18 The President shall call for a vote on each amendment to the proposed resolution. Such vote may be by secret ballot, by a showing of hands, or by voice subject to the requirement that only eligible voters shall cast a vote.
- 6.3.19 The President shall call for a vote on the entire resolution, as amended. Such vote may be by secret ballot, by a showing of hands, or by voice subject to the requirement that only eligible voters shall cast a vote.
- 6.3.20 If approved by the Membership Quorum, the proposed resolution, as amended, shall become effective upon the adjournment of the Conference at which it was adopted except that the resolution may specify an alternate effective date.
- 6.3.21 The Membership Quorum may amend the language of a proposed resolution by majority vote on each such proposed revision.
- 6.3.22 The maker of such amendment shall present a written copy of the proposed amendment to the President prior to the Membership Quorum's vote on the amendment. To the extent possible, written copies of the proposed amendment shall be distributed to the members of the Membership Quorum. However, in the interest of time, the President may read the proposed amendment to the Membership Quorum.
- 6.3.23 Such amendment shall not deviate substantially from the stated intent of the original resolution nor shall it propose changes to sections of the Chapter's Bylaws not directly related to the sections for which the original resolution intended modification.
- 6.3.24 The Policy and Bylaws Committee may make a non-substantive change to the Chapter's Bylaws in order to correct errors in grammar, punctuation, spelling, cross-references when the correct cross-reference is obvious and the use of incorrect words when the correct word is obvious, and to adjust the numbering of individual sections to maintain proper numerical sequence and to maintain a consistent style and format of section numbering but not to change the relative order of individual sections. Such non-substantive changes shall require approval by the Board in accordance with the following procedures:
  - 6.3.24.1 The Policy and Bylaws Committee shall prepare the proposal showing the entire Paragraph to be modified with deleted text shown in ~~strikethrough~~ and added text shown in underline.
  - 6.3.24.2 The Policy and Bylaws Committee shall present the proposal in writing to the Board for concurrence in accordance with the requirement(s) of this Policy Manual.
- 6.3.25 If the Board concurs with the proposed non-substantive changes, such changes shall become effective upon such approval.

- 6.3.26 In the event there is a conflict between a requirement contained in the Chapter Bylaws and a requirement contained in this Policy Manual, then the requirement of the Bylaws shall prevail. Such conflict shall be corrected by amendment of this Policy Manual pursuant to the amendment procedure for that section.

## **7. MEETINGS OF THE MEMBERSHIP QUORUM**

### **7.1 PURPOSE**

- 7.1.1 To define the requirements for conducting meetings of the Membership Quorum.

### **7.2 AUTHORITY**

- 7.2.1 The voting membership is represented by the Membership Quorum as provided for in Article IV of the Chapter's Bylaws.

### **7.3 POLICY**

- 7.3.1 There shall be Business Meetings held during each fall and spring conference at which the Membership Quorum shall be officially constituted and "in session."
- 7.3.1.1 The meeting held in conjunction with the fall conference shall be designated as the "General Business Meeting" in compliance with Article V of the Chapter's Bylaws.
- 7.3.2 The meeting held in conjunction with the spring conference shall be designated as the "Interim General Business Meeting" in compliance with Article V of the Chapter's Bylaws.
- 7.3.3 Other General Business Meetings may be held in which case they shall be designated as being a "Special General Business Meeting," in compliance with Article V of the Chapter's Bylaws.
- 7.3.4 A "Special General Business Meeting" may be pre-planned or called by the President, as needed.

### **7.4 MEETING SCHEDULING REQUIREMENTS**

- 7.4.1 No General Business Meeting may be scheduled to begin prior to the official opening of the fall or spring conferences.
- 7.4.2 No General Business Meeting may be scheduled to begin after the official closing of the fall or spring conferences.
- 7.4.3 No other event shall be scheduled to conflict with either the "General Business Meeting," "Interim General Business Meeting" or any "Special General Business Meeting". The purpose of this restriction is to ensure that the membership has a reasonable opportunity to attend these meetings.
- 7.4.4 The "General Business Meeting" or "Interim General Business Meeting" shall start not earlier than 8 A.M. nor later than 4 P.M.

- 7.4.5 In scheduling a "Special General Business Meetings," the Board of Directors are permitted to schedule the meeting to meet the needs of the circumstances, but is encouraged to follow these time limitations.
- 7.4.6 In scheduling any "General Business Meeting" or "Interim General Business Meeting," enough time should be allowed to permit an orderly conclusion of all identified agenda items.
- 7.4.7 The time and place of the session designated as being the "General Business Meeting" or "Interim General Business Meeting" shall be published on the Chapter's website at least sixty (60) days prior to the start of the fall and spring conferences. The purpose of this requirement is to allow the membership to make appropriate travel plans.
- 7.4.8 The time and place of the session designated as being the "General Business Meeting" or "Interim General Business Meeting" shall be published in the official conference program.
- 7.4.9 The time and place of any "Special General Business Meetings" shall be published on the Chapter's website at least thirty (30) days prior to the meeting.
- 7.4.10 If a "Special General Business Meeting" is held in conjunction with the fall or spring conference, it shall be published in the official conference program.

## **7.5 MEETING AGENDA ITEMS**

- 7.5.1 For purposes of this section, "Meeting" includes any meeting of the Quorum whether a "General Business Meeting, "Interim General Business Meeting," or "Special General Business Meeting."
- 7.5.2 The Board of Directors shall establish an agenda for each Meeting.
- 7.5.3 Required agenda items for the Meeting.
  - 7.5.3.1 Resolutions to amend the Bylaws of the Chapter shall receive be presented in the form of a resolution. At the meeting, the following will take place:
    - 7.5.3.1.1 At a minimum, a reading of the amendment shall consist of the name of the maker and the intent of the resolution.
    - 7.5.3.1.2 The President shall announce the recommendations of those bodies with regard to the proposed resolution.
    - 7.5.3.1.3 Amendments may be offered at the conclusion of the reading of each resolution.
  - 7.5.3.2 Amendments may be offered at the conclusion of the presentation of each resolution.



- 7.5.3.3 The resolution and any amendments shall be acted upon at the meeting in which they are presented.
- 7.5.3.4 The President may restrict such presentations to a period of time not less than six (6) minutes.
- 7.5.4 Nominations to award certain members of the Chapter the designation of "Life Member" shall be voted upon.
  - 7.5.4.1 Amendments may be offered at the conclusion of the reading of each resolution.
  - 7.5.4.2 The Membership Quorum shall vote on the amendments and then on the resolution, except that the President may delay such vote until a later scheduled "Special General Business Meeting" provided that the scheduling of such meeting is announced at this meeting.
- 7.5.5 Candidates for advancement to the offices of President-Elect and President are permitted to address the Membership Quorum.
  - 7.5.5.1 The President may restrict such presentations to a time of not less than six (6) minutes.
- 7.5.6 Election of new officers for the positions of President-Elect and Vice-President shall be held in accordance with the requirements of the Officer Election Procedures of this Policy Manual and as provided for in Article V of the Chapter Bylaws.

## **7.6 ADJOURNMENT OF MEMBERSHIP QUORUM**

- 7.6.1 The session of meetings during which the Membership Quorum may conduct business shall "Adjourn" automatically without motion or second upon the President announcing the closing of the fall or spring conference.
- 7.6.2 The closing of the fall or spring conference shall constitute dissolution of the Membership Quorum.

## **7.7 OTHER REQUIREMENTS**

- 7.7.1 The room within which any Meeting is held shall be equipped with a public address system. The purpose of this requirement is to ensure that all statements made by participants are heard by all attendees.
- 7.7.2 To the extent possible, microphones should be provided for use by persons in the audience.
- 7.7.3 To the extent that statements are made by participants who do not have access to a microphone, the moderator shall re-state the name of the person making the statement and a summary of what the person said.

- 7.7.4 Persons making presentations to the Membership Quorum, including members making or seconding a motion, shall clearly state their name.
- 7.7.5 Only those persons who are members of the Chapter in a voting-eligible category may vote on a motion presented to the Membership Quorum.
- 7.7.6 Only those persons who are members of the Chapter in a voting-eligible category may make or second a motion.
- 7.7.7 Before any voting may occur at a Meeting, the meeting room shall be divided into at least two sections.
- 7.7.8 Persons who are voting-eligible members of the Chapter shall be placed in one, clearly identifiable section.
  - 7.7.8.1 All VA APCO Chapter Past-Presidents shall serve as the Sergeant-at-Arms and shall certify that only voting-eligible members of the Chapter are seated in the area designated for such members.
  - 7.7.8.2 The Chapter Secretary shall provide information to insure voting credentials are verified.
- 7.7.9 Persons who are not eligible to vote may be placed in one or more sections of the room.
- 7.7.10 In addition to any requirements identified herein, a resolution to amend the Bylaws of the Chapter shall conform to the requirements of the Bylaws Change Procedures of this Policy Manual.
- 7.7.11 The President shall cause a written record of each Meeting to be prepared.
- 7.7.12 At a minimum, the summary shall include:
  - 7.7.12.1 A verbatim transcript, to the extent possible, of all motions including the name of the maker and the person seconding the motion.
  - 7.7.12.2 The result of all votes taken by the Membership Quorum including votes with regard to resolutions presented to amend the Bylaws of the Chapter; other resolutions; the election of officers; and other motions.
- 7.7.13 The written record from the fall and spring conferences shall be presented to the Board of Directors at the next official meeting of the Quorum.
  - 7.7.13.1 The Board of Directors may make changes to the written record as they deem appropriate.
  - 7.7.13.2 The Board of Directors shall vote to accept the written record as an accurate recording of each meeting.

## **8. REGULATORY MATTERS**

### **8.1 PURPOSE**

8.1.1 To establish the methods by which the Chapter responds to regulatory matters.

### **8.2 AUTHORITY**

8.2.1 Representing the interests of its members before regulatory and policy-making bodies is a primary purpose of the Chapter.

### **8.3 POLICY**

8.3.1 Regulatory matters are those issues that originate at or come before the General Assembly of the Commonwealth of Virginia, State Corporation Commission (SCC), U.S. Congress, the Federal Communications Commission (FCC), the National Telecommunications and Information Agency (NTIA) and various departments of the State and Federal Governments that are of interest to the operation of public safety communication systems.

8.3.2 The Board of Directors shall establish the Chapter's position on all regulatory matters. In so doing, the Board of Directors, with provided recommendations from the Chapter's Legislative Committee, shall generally follow the process identified below and shall give due consideration to the following factors:

8.3.2.1 The best interests of the population of the Commonwealth.

8.3.2.2 The best interests of the public safety community at large.

8.3.2.3 The advice of the membership as expressed through the Legislative Committee, task force, and/or advisory group.

8.3.2.4 Prior positions that the Chapter may have taken on the same or related issues.

8.3.2.5 Consultation with the Board of Directors as time and circumstances permit.

8.3.3 The "public safety community at large" shall include the following:

8.3.3.1 Agencies of all sizes including large, medium, and small agencies and agencies that may provide service to multiple jurisdictions.

8.3.3.2 Agencies from all disciplines in the Commonwealth including, but not limited to, law enforcement, fire, emergency medical services, forestry, conservation, highway maintenance, emergency rescue, emergency management, general government, federal and/or tribal communities.

8.3.3.3 The personnel that work for the agencies identified above.

- 8.3.4 In establishing committees, task forces, and other groups to advise it on regulatory matters, the Board of Directors shall endeavor to:
- 8.3.4.1 Seek Chapter members that have appropriate education and experience so as to be considered "subject matter experts".
  - 8.3.4.2 Developing the "subject matter experts of tomorrow" also is an important function. To assist in this development, the Board of Directors is encouraged to permit members of lesser experience to participate in the Legislative Committee as a means of helping them to develop their expertise.
  - 8.3.4.3 Seek Chapter members from geographically diverse parts of the Commonwealth.
  - 8.3.4.4 Seek Chapter members from a variety of jurisdictions to include state agencies, county agencies, city/town/village agencies, agencies from districts and other special governmental entities; to include large, medium, and small agencies; and to include agencies that service a single jurisdiction and agencies that service multiple jurisdictions through an agreement.
  - 8.3.4.5 Seek Chapter members from a variety of disciplines to include law enforcement, fire, emergency medical services, forestry, conservation, highway maintenance, emergency rescue, emergency management, general government, federal and/or tribal communities.
- 8.3.5 Commercial members may be included wherein they bring expertise that would be of value to the advisory group. The Board of Directors, however, shall give due consideration to the financial interest that the commercial member may have in recommending a particular position.
- 8.3.6 The Board of Directors is cautioned with regard to changing a position adopted by the Chapter in the past. Such changes, particularly if they are significant, may lead to confusion on the part of the membership, regulatory agencies and officials, and other groups as to the reasoning behind the Chapter's position and the validity of its claim to represent "public safety". Such confusion may extend beyond the specific matter at hand.
- 8.3.7 Once a position has been established on a particular matter, such position shall be promoted by all members of the Chapter who may be asked to represent the Chapter in a presentation to a regulatory body, a regulatory official, or any other group.
- 8.3.7.1 Should a "position" be established on a particular matter, a position paper on the matter to include "comments" and "Reply Comments" may be submitted to the President. Such a position paper may be used by the Board of Directors to represent its position through publication.

- 8.3.8 No committee or sub-group of the Chapter shall publicly express opposition to the position adopted by the Board of Directors without first discussing the reasons for their opposition with the Board.
- 8.3.9 The Legislative Committee Chair (hereinafter referred to as the “Chairperson”) shall monitor the activities of the U.S. Congress, Virginia General Assembly, the FCC, the U.S. Department of Commerce, National Telecommunications and Information Administration (NTIA), and other regulatory agencies at the State and Federal levels to identify issues that might be of interest to the Chapter.
- 8.3.10 The President of the Chapter, members of the Board of Directors, and chairs of Chapter committees, task forces, and advisory groups who become aware of an issue that the Chairperson may not be aware of, shall contact him/her with the particulars of the issue.
- 8.3.11 Based upon guidance that the Board of Directors may have previously given, the Chairperson shall review the identified issues to determine if the Chapter should become involved and subsequently brief and make a recommendation to the Board of Directors.
- 8.3.12 If the Board of Directors concurs that the Chapter should become involved in the matter, they shall so notify the Chairperson.
- 8.3.13 The Board of Directors may place limits upon the level of involvement.
- 8.3.14 In the interest of timeliness, if the Board of Directors does not respond to the notification within five (5) working days, the Chairperson may assume concurrence.
- 8.3.15 The Chairperson shall notify the chair of the appropriate Chapter committee with the particulars of the issue and seek advice on the position the Chapter should take on the matter.
- 8.3.16 In general, the Chapter’s Spectrum Representative(s) shall be consulted on matters related to the use of the radio spectrum.
- 8.3.17 In general, the Chapter’s Emerging Technologies Committee shall be consulted on matters related to the operation and use of emergency telephone systems, both wireline and wireless.
- 8.3.18 Discussions with regard to the matter and any position that the Chapter may take with regard to the matter may be CONFIDENTIAL working papers of the Chapter. In such cases, as determined by the Board of Directors, members of the Board of Directors, and members of the appropriate advisory committee(s), who are directly involved in the discussions, are the only people authorized access to this information.
- 8.3.19 The President shall develop a preliminary position paper on the matter and distribute it to the Board of Directors and to the Chair of the advisory group(s) that may have provided advice on the position.

- 8.3.20 The Chairperson shall establish a "response date" based upon allowing adequate time for development of a final position paper and the date by which the regulatory body has requested that comments be submitted.
- 8.3.21 The preliminary position of the Chapter on the matter shall be considered CONFIDENTIAL work product belonging to the Chapter. It shall not be discussed with any unauthorized person.
- 8.3.22 The Board of Directors and the Chair of the advisory group(s) shall submit comments no later than the "response date" specified by the President.
- 8.3.23 If no response is received by the "response date", the Chairperson may assume concurrence with the position presented in the preliminary position paper.
- 8.3.24 The President shall prepare a final position paper on the matter and distribute it to the Board of Directors and to the Chair of the advisory group(s) that may have provided advice on the position. The President shall identify the date by which the Chapter's position must be made public.
- 8.3.25 Members of the Board of Directors and the Chair of the advisory group(s) may submit comments, as appropriate, prior to the date identified by the President.
- 8.3.26 The President shall seek concurrence from minimally the Board of Directors to establish the position as the "official position" of the Chapter.
- 8.3.27 The Board of Directors may establish internal procedures, as necessary, that describe what constitutes "concurrence" for establishing the position as the "official position" of the Chapter. Such procedures shall give due consideration to the need for a timely response.
- 8.3.28 The President shall make the "official position" of the Chapter public in an appropriate manner and process for making verbal comments with regard to the Chapter's position on a matter.
- 8.3.29 The President is authorized to make verbal comments on an issue only in support of a position that has been previously approved by the Board of Directors.
- 8.3.30 Any request for a verbal comment with regard to the Chapter's position on a matter should be referred to the Legislative Chair or President.
- 8.3.31 The Board of Directors shall establish its own internal rules with regard to which members may make comments on a position of the Chapter.
- 8.3.32 To the extent that the Chapter has established a position with regard to the matter, the comments shall reflect the approved position of the Chapter.
- 8.3.33 To the extent that the Chapter may not have established a position with regard to the matter, the comments should be deferred until an approved position can be developed.

- 8.3.34 To the extent that it may not be possible to withhold comment until an approved position can be developed, the comments should be consistent with the approved position taken by the Chapter on related matters.
- 8.3.35 The Board of Directors may authorize another member of the Chapter to represent the Chapter in a particular circumstance. In such instance, the member shall present the approved position of the Chapter or shall otherwise present the position specified by the Board of Directors.
- 8.3.36 The Board of Directors may retain regulatory counsel or legislative assistance. Such counsel shall be employed to provide advice and assistance to the Chapter in the preparation and presentation of matters before regulatory and other bodies.

## **9. FINANCIAL REPORTING**

### **9.1 PURPOSE**

- 9.1.1 To establish requirements for reporting of the Chapter's financial position.

### **9.2 AUTHORITY**

- 9.2.1 The fiduciary responsibilities of the Board of Directors include but are in no way limited to the financial matters of the Chapter. Proper reporting of the Chapter's financial status is a necessary element of satisfying such responsibilities.

### **9.3 POLICY**

- 9.3.1 The Chapter's fiscal year shall extend from January 1 of one calendar year until December 31 of the same calendar year.
- 9.3.2 A periodic audit, of all of the Chapter's financial records which include all expenditures and revenues shall be performed by an independent professional accountant or accounting firm not less than once every three (3) years or at any change in the Treasurer of the organization. The Board shall retain the services of a qualified accountant or accounting firm to perform such audits and to monitor the Chapter's financial records on a regular interval deemed appropriated by the Board between such audits. The Chapter shall bear the costs associated with this requirement. The results of the audit as well as any interim issues identified shall be presented to the Chapter membership.
- 9.3.3 A public accountancy firm licensed to conduct business in the Commonwealth of Virginia shall conduct the audit. Such firm shall assign at least one individual who is licensed in the Commonwealth of Virginia as a "Certified Public Accountant" to be responsible for the audit and for the content of the final report. This person or firm shall be known hereinafter as the "auditor".
- 9.3.4 The contract with the public accountancy firm shall be considered a "services contract" which shall be established in accordance with the purchasing guidelines contained in Article XII of this Policy Manual. In accordance with such requirements, the Board of Directors shall approve the initial contract and each

extension. If the Board of Directors fails to approve the contract or an extension, then the President shall seek a services contract with another firm.

9.3.4.1 To allow flexibility in the use of different public accountancy firms, the contract shall be in the form of a “one-year contract” with provisions to permit up to four (4) “one-year extensions” of the contract.

9.3.5 The auditor shall be required to prepare a written report of his/her findings. Such report shall include any discrepancy found with regard to Chapter financial policy, any discrepancy found with regard to normally acceptable accounting practice and any recommendations for improving Chapter financial practices.

9.3.6 The Treasurer shall forward copies of the auditor's report to the Chapter Board of Directors within thirty (30) days after it has been received.

9.3.6.1 The Treasurer shall provide a written response to each discrepancy noted in the auditor's report. Such response shall include actions being taken to correct the discrepancy.

9.3.6.2 The Board of Directors shall vote to accept or reject the auditor's report and the Treasurer’s response.

## **10. STYLE GUIDE**

### **10.1 PURPOSE**

10.1.1 To establish requirements for the use of the Association's Style Guide for Chapter purposes.

### **10.2 AUTHORITY**

10.2.1 The protection of Association assets when applied for Chapter purposes is the responsibility of the Board of Directors. Protection of the Association’s official Trademark and Logo are components of those assets.

### **10.3 POLICY**

10.3.1 The Chapter shall follow the policy as defined in the Article II, Section 2.11 of the APCO International Policy Manual.

## **11. ANNUAL CHAPTER BUDGET**

### **11.1 PURPOSE**

11.1.1 To identify a budgetary process within the Chapter and define the limits within which the Chapter’s Board of Directors are authorized to make adjustments to the budget.



## **11.2 AUTHORITY**

- 11.2.1 The Chapter's Board of Directors shall have the authority to establish and make changes in the annual budget in accordance with pre-defined limits in accordance with this Section.

## **11.3 POLICY**

- 11.3.1 A Finance Committee, as defined in Article V, Standing Committees.
- 11.3.2 The Finance Committee shall create and present a recommended Annual Budget to the Board of Directors;
- 11.3.3 A budget shall be developed and presented to the Board of Directors for the upcoming fiscal year prior to September 1. The budget developed would be for the upcoming fiscal year to begin on January 1.
- 11.3.4 The budget shall include all anticipated income and expenses of the Chapter for the upcoming fiscal year.
- 11.3.5 The process for budget approval shall be:
  - 11.3.5.1 Presentation of proposed budget to the Board of Directors. Approval of a budget by the Board of Directors must be completed in order for the membership to ratify the budget at its Fall conference; but in any case, prior to the beginning of the fiscal year.
- 11.3.6 The proposed budget shall be presented to the membership by the Finance Committee prior to the beginning of the appropriate fiscal year for ratification. Such action taken shall be documented in the minutes of the Chapter's meeting to include an attachment of the approved/ratified budget.
- 11.3.7 The Treasurer shall present an "end-of-year" financial report to the Board of Directors at the first meeting of the Board following the end of the "fiscal" year. The "end-of-year" report shall provide a detailed review of the Chapter's income and expense during the just-completed fiscal year based upon the line items appearing in the budget for that fiscal year.
- 11.3.8 The "end-of-year" report shall clearly identify the amount of income or expense that was budgeted for the fiscal year, the total amount of actual income or expense for the fiscal year, and any variance between the budgeted amounts of income or expense versus the actual income or expense.
- 11.3.9 The "end-of-year" report shall include a brief "executive summary" in which the overall financial position of the Chapter is discussed and in which any significant variance is discussed.
- 11.3.10 The Board of Directors shall vote to accept or reject the "end-of-year" report at its Board meeting or at such later time as all questions that it may have with regard to the report have been appropriately answered.

- 11.3.10.1 Approval of the “end-of-year” report to the Board of Directors must be completed in order for the membership to accept the report at its Spring conference.
- 11.3.11 The Treasurer shall present a “mid-year” financial report to a face-to-face meeting of the Board of Directors.
  - 11.3.11.1 The "mid-year" report shall provide a detailed review of the Chapter's income and expense up to and including June 30 of the current fiscal year based upon the line items appearing in the budget for the fiscal year and based upon income and expenditures to date.
  - 11.3.11.2 The "mid-year" report shall clearly identify the amount of income or expense that was budgeted for the entire fiscal year, the amount of income or expense that would be expected for the "year-to-date" based upon the budget, the amount of actual income or expense for the "year-to-date", and any variance between the "year-to-date" budgeted amount of income or expense versus the "year-to-date" actual income or expense.
  - 11.3.11.3 The "mid-year" report shall include a brief summary in which the overall financial position of the Chapter is discussed and in which any significant variance is discussed.
  - 11.3.11.4 The Board of Directors may want to request a modification of the annual budget based upon the information provided in the "mid-year" report.
  - 11.3.11.5 Such request for modification shall be submitted to the Board of Directors for approval.
  - 11.3.11.6 The Board of Directors shall vote to accept or reject the "mid-year" report.
- 11.3.12 The Treasurer shall present "quarterly" financial reports to the President detailing the financial status of the Chapter for the periods ending March 31 and September 30. “Mid-year” and “End-of-Year” financial reports are provided in June and December of the Chapter’s fiscal year.
  - 11.3.12.1 After review, the President shall distribute financial reports to members of the Board of Directors.
  - 11.3.12.2 The "quarterly" report shall provide a detailed review of the Chapter's income and expense during the quarter just ended based upon the line items appearing in the budget for the fiscal year.
  - 11.3.12.3 The "quarterly" report shall clearly identify the amount of income or expense that occurred during the quarter for which the report is intended, the amount of income or expense that was budgeted for the entire fiscal year, the amount of income or expense that would be

expected for the "year-to-date" based upon the budget, the amount of actual income or expense for the "year-to-date", and any variance between the "year to date" budgeted amount of income or expense versus the "year-to-date" actual income or expense. With regard to the "second quarter" and "fourth quarter" reports, they differ from the "mid-year" and "end-of-year" reports respectively in requiring that income or expenses that occurred during the quarter also be reported.

- 11.3.12.4 The "quarterly" report shall include a brief summary in which the overall financial position of the Chapter is discussed and in which any significant variance is discussed. The Treasurer should also identify any trend(s) that is likely to result in a significant variance in the Chapter's financial position relative to the annual budget at the end of the fiscal year.
- 11.3.12.5 The "quarterly" report shall include a complete accounting of all expenditures and revenue pertaining to any conference held within the quarter.
- 11.3.12.6 The portion of the report that reports the financial status of the Chapter's Sunshine Fund shall separate income/expense items that are related to operation of the Fund. Only those income/expense items that are related to the operation of the Fund shall be "rolled up" into the summary report for the entire Chapter.
- 11.3.12.7 The Treasurer shall prepare such reports as the Board of Directors may deem necessary in order to appropriately monitor the Chapter's financial status.
- 11.3.12.8 The Treasurer shall prepare such reports as may be required to satisfy:
  - 11.3.12.8.1 Federal, state and local laws.
  - 11.3.12.8.2 The reporting requirements of any grant the Chapter may receive.
  - 11.3.12.8.3 The reporting requirements of any financial institution with whom the Chapter has a financial relationship.

#### **11.4 CREDIT CARD ISSUANCE & USAGE**

- 11.4.1 Credit Cards shall be issued annually to the Chapter President, Treasurer and Executive Council Representative. This section identifies more specifically the use of Chapter issued credit cards.
- 11.4.2 How to be utilized: Official chapter business only. Unless otherwise indicated, all credit card purchases should be authorized by the Chapter President. Regular and customary use of the credit card includes the following; however, additional uses may be authorized by the Chapter President:
  - 11.4.2.1 Conference expenses;

- 11.4.2.2 Reasonable expenses for the travel to/from and hotel accommodations for the Executive Council representative, not paid for by his/her Agency, to attend the Executive Council functions at the APCO International Conference. Food will be reimbursed not to exceed the per diem rate.
- 11.4.2.3 Reasonable expenses for the attendance of the President to the APCO-International Conference. These expenses would include registration, travel to/from and hotel accommodations. Food will be reimbursed not to exceed the per diem rate. If the President is unable to attend the APCO International Conference, the Board of Directors may choose to pay the reasonable expenses of another Board member to attend.
- 11.4.2.4 APCO International Chapter meeting/luncheon;
- 11.4.2.5 Support of Board meetings and activities; and
- 11.4.2.6 As defined further in Section XI: Travel of this policy manual.
- 11.4.3 Spending limits: The following should be followed in determining the spending limits of credit cards issued. These limits will be placed on each card as issued.
  - 11.4.3.1 President - \$3000
  - 11.4.3.2 Treasurer - \$5,000.00
  - 11.4.3.3 Executive Council Representative \$3000
- 11.4.4 Reconciliation: Monthly, any individual issued a credit card will complete a credit card reconciliation (see attached form) and turn it in to the Chapter President. This includes months with "\$0.00" transactions.

## **12. LONG RANGE STRATEGIC PLANNING**

### **12.1 PURPOSE**

- 12.1.1 To establish requirements for developing and maintaining the Chapter's Long Range Strategic Plan.

### **12.2 AUTHORITY**

- 12.2.1 Pursuant to Article of the Chapter Bylaws, the Board of Directors is required to establish and maintain a Long Range Strategic Plan and set goals and objectives in accordance with such a plan.

### **12.3 POLICY**

- 12.3.1 The Long Range Strategic Plan (LRSP) should identify the major goals and objectives for the Chapter over the next 3-5 year period of time.

- 12.3.2 All action taken by the Board of Directors ("Board"), any Chapter Committee created by the Chapter President conform to the goals and objectives of the Chapter as defined in the Long Range Strategic Plan (LRSP) except as noted below:
  - 12.3.2.1 Certain on-going activities of the Chapter (e.g. publication of the Chapter website, frequency coordination activities, presentation of training, and the Annual Conference) may continue from one year to the next subject to a requirement that the activity does not undergo a significant change from the prior year.
- 12.3.3 By its very nature, a LRSP is a "living document." Therefore, the Board of Directors shall cause the following to occur:
  - 12.3.3.1 A major review and updating of the current LRSP every five (5) years.
  - 12.3.3.2 A cursory review for minor modifications and updating on an annual basis.
- 12.3.4 The Strategic Planning Committee will manage the review process.
- 12.3.5 The Strategic Planning Committee should meet at least once a year with the Board of Directors.
- 12.3.6 The LRSP should be reviewed annually by evaluating the status of the goals and objectives every year.
- 12.3.7 The LRSP should identify the percentage of the goals that have been completed and any modifications that are needed.
  - 12.3.7.1 The LRSP shall be submitted to the Board of Directors for review at the Annual Fall Conference meeting.
  - 12.3.7.2 The Board of Directors will ratify the LRSP so that it is available for the preparation of the budget for the next fiscal year.

## **13. CHAPTER'S STRATEGIC PLAN**

### **13.1 PURPOSE**

- 13.1.1 To define the components for a Strategic Plan and to require the use of that plan in conducting Chapter business should the Board decide to develop such a plan.

### **13.2 AUTHORITY**

- 13.2.1 Pursuant to Article VI of the Chapter Bylaws, the duties of the Board include a requirement to review, maintain and subsequently approve the Chapter Strategic Plan and set goals and objectives.

### **13.3 POLICY**

13.3.1 All action taken by the Board, any Chapter Committee created by the President, or the President shall conform to the goals and objectives of the Chapter as defined in the Strategic Plan except as noted below:

13.3.1.1 Certain on-going activities of the Chapter (e.g. presentation of training, the Conference, etc.) may continue from one year to the next subject to a requirement that the activity does not undergo a significant change from the prior year.

## **14. CONFLICT OF INTEREST POLICY**

### **14.1 PURPOSE**

14.1.1 To protect the interest of the Chapter when it is contemplating entering into a transaction or arrangement that might benefit the private interest of any officer, director or other(s) involved in governance of the Chapter and/or a subsidiary or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

### **14.2 AUTHORITY**

14.2.1 The Chapter is required to establish and adhere to a Conflict of Interest Policy pursuant to IRS regulations applicable to federally tax-exempt entities.

### **14.3 DEFINITIONS**

14.3.1 Interested Person. Any director, principal officer, or member of a council, committee or anybody with governing board delegated powers ("applicable body"), who has a direct or indirect financial interest in a matter under consideration, as defined below, is an interested person.

14.3.2 Significant Personal Interest. A person has a significant personal interest if the person has, directly or indirectly, through business, investment, or family:

14.3.2.1 An ownership or investment interest in any entity with which the Chapter and/or a subsidiary has a contract, transaction or arrangement or competes for services;

14.3.2.2 A compensation arrangement with the Chapter and/or a subsidiary or with any entity or individual with which the Chapter has a contract, transaction or arrangement or competes for services;

14.3.2.3 A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Chapter and/or a subsidiary is negotiating a contract, transaction or arrangement;

- 14.3.2.4 A fiduciary position (e.g., director, principal officer, or member of a council, committee or anybody with governing board delegated powers), whether compensated or uncompensated, with another organization which competes with the Chapter and/or a subsidiary in terms of services or with which the Chapter has (or is proposing to enter into) a contract, transaction or arrangement; or
  - 14.3.2.5 A party to any action, suit or proceeding that is pending or settled within the past five (5) years that is averse to the interests of the Chapter and/or a subsidiary or entity with which the Chapter has a contract, transaction or arrangement.
  - 14.3.2.6 Compensation includes direct and indirect remuneration as well as gifts or favors that are substantial. A financial interest is not necessarily a conflict of interest. Under 13.4.2 below, a person who has a financial interest may have a conflict of interest only if the applicable body decides that a conflict of interest exists.
- 14.3.3 Family. A "Family" member means:
- 14.3.3.1 The interested person's spouse, a legally-recognized domestic partner, or a "significant other" person of the same household;
  - 14.3.3.2 A brother, sister, parent, grandparent, child, grandchild, great grandchild, niece or nephew (by whole or half-blood) of, or the object of a guardianship by, the interested person or the person listed in 1.4.1.
  - 14.3.3.3 The spouse, a legally-recognized domestic partner, or a "significant other" person of the same household, of an individual listed in 1.4.2.

## **14.4 POLICY**

### **14.4.1 ADDRESSING THE CONFLICT OF INTEREST**

- 14.4.1.1 **Duty to Disclose.** In connection with any actual or possible conflict of interest, an interested person must immediately disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the members of the applicable body considering the proposed transaction or arrangement.
- 14.4.1.2 An interested person may make a presentation at the applicable meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- 14.4.1.3 The presider (or in cases involving the presider, the next highest ranking disinterested person) of the applicable body shall, if appropriate, appoint a disinterested person or group of people to investigate alternatives to the proposed transaction or arrangement.

14.4.1.4 After exercising due diligence, the applicable body shall determine whether the Chapter can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

14.4.1.5 If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the applicable body shall determine by a majority vote of the disinterested persons whether the transaction or arrangement is in the Chapter's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

#### 14.4.2 VIOLATIONS

14.4.2.1 If the applicable body has reasonable cause to believe its member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

14.4.2.2 If, after hearing the member's response and after making further investigation as warranted by the circumstances, the applicable body determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

14.4.2.3 Action or inaction by the applicable body may be appealed to the Board of Directors by any party with knowledge of the alleged violation. Decisions rendered by a majority of disinterested members of the Board of Directors shall be considered final.

#### 14.4.3 RECORDS OF PROCEEDINGS

14.4.3.1 The meeting minutes of the applicable body shall contain:

14.4.3.2 The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing body's decision as to whether a conflict of interest in fact existed.

14.4.3.3 The names of the persons who were present for discussions and/or votes relating to the transaction or arrangement, the content of the discussion (including any alternatives to the proposed transaction or arrangement) and a record of any votes taken in connection with the proceedings.

#### 14.4.4 COMPENSATION



14.4.4.1 A member of the applicable body who receives compensation, directly or indirectly, from the Chapter for services qualifies as an interested person whose participation in matters pertaining to the member's compensation is subject to the restrictions imposed in Article II, Section 14 of this Policy Manual.

#### 14.4.5 ANNUAL STATEMENTS

14.4.5.1 Each member of an applicable body shall annually sign a statement that affirms such person:

14.4.5.1.1 Has received a copy of the conflict of interest policy;

14.4.5.1.2 Has read and understands the policy;

14.4.5.1.3 Has agreed to comply with the policy; and

14.4.5.1.4 Understands the Chapter is charitable and, in order to maintain its federal tax exemption, it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

#### 14.4.6 PERIODIC REVIEWS

14.4.6.1 To ensure the Chapter operates in a manner consistent with its charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

14.4.6.1.1 Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.

14.4.6.1.2 Whether partnerships, joint ventures, and arrangements with management persons or organizations conform to the Chapter's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

#### 14.4.7 USE OF OUTSIDE EXPERTS

14.4.7.1 When conducting the periodic reviews as provided in 13.4.6 above, the Chapter may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the applicable body of its responsibility for ensuring periodic reviews are conducted.

## **15. PUBLICATIONS**

### **15.1 PURPOSE**

15.1.1 The Virginia Chapter shall establish guidelines to govern any publication published or distributed on behalf of the Chapter.

### **15.2 AUTHORITY**

15.2.1 The Chapter Board of Directors will follow established rules as defined in the below policy; providing expressed written permission of the Virginia Chapter.

### **15.3 POLICY**

15.3.1 Any publication or potential publication shall be presented to the Chapter's Board of Directors for review.

15.3.2 The Board of Directors shall provide authorization for any publication to be made on behalf of the Chapter including, but not limited to, a website or newsletter. The intent is to have authorization provided for the publication, not to approve each distribution.

## ARTICLE III: APCO INT'L EXECUTIVE COUNCIL

### 1. THE CHAPTER'S REPRESENTATIVE ON THE APCO INTERNATIONAL EXECUTIVE COUNCIL

#### 1.1. PURPOSE

- 1.1.1 To define how the Chapter is represented at the APCO International Executive Council.

#### 1.2 AUTHORITY

- 1.2.1 The Executive Council of APCO International is established in Article VI of APCO International's Bylaws of which the Virginia Chapter, is an eligible member.

#### 1.3 POLICY

- 1.3.1 The Chapter will maintain a delegate (voting-eligible member) to serve on the APCO International Executive Council.
- 1.3.2 Selection shall be in accordance with Article VI of the Chapter's Bylaws.
- 1.3.3 As applicable and in accordance with the International Policy Manual, the following information is pertinent to the Executive Council Member elected by the Quorum of the Virginia Chapter of APCO.
  - 1.3.3.1 A member of the International Chapter of APCO shall be selected in accordance with the procedures contained herein to serve as the Executive Council Member.
  - 1.3.3.2 The individual selected shall be a member of the Chapter in the Full.
  - 1.3.3.3 Member category and also shall be a member of the International Chapter of APCO.
  - 1.3.3.4 The term of office for the Executive Council Member shall be two (2) years commencing December 1 of even-numbered years and ending November 30 of the next odd-numbered year.
- 1.3.4 Executive Council Member Selection Process
  - 1.3.4.1 The selection by the membership quorum of the Executive Council Representative shall be included and governed by the annual election of Board of Officers through the Chapter's nominating committee.
- 1.3.5 In the event that the Executive Council Member resigns, is incapacitated, or is otherwise removed from office prior to the completion of his/her term of office, then:

- 1.3.5.1 The Chapter President shall declare the office of Executive Council Member for the International Chapter of APCO as being VACANT.
- 1.3.5.2 The Chapter President shall appoint a qualified member to fill the remainder of the term.
- 1.3.5.3 The term of office for the individual appointed in this circumstance shall be from the date appointed until November 30<sup>th</sup> of the next odd-numbered year.

## ARTICLE IV: MEMBERSHIP

### 1. MEMBERSHIP CATEGORIES

#### 1.1 PURPOSE

1.1.1 Establish the procedure for submitting applications for Membership in the Chapter.

#### 1.2 AUTHORITY

1.2.1 The general eligibility requirements for membership and the benefits accorded to various membership categories are in accordance with the General Eligibility and Membership Categories section of the APCO International Policy Manual, as established by the Membership Quorum.

#### 1.3 POLICY

1.3.1 Membership in the Virginia Chapter of APCO is established and governed by Article VI of the APCO International Policy Manual.

1.3.2 The membership application procedures shall be in accordance with Article IV, Section 4.1 of the APCO International Policy Manual.

1.3.3 Except as defined below in this section, all categories defined and governed by Article IV of the APCO International Policy shall apply to membership within the Virginia Chapter of APCO.

1.3.4 The following membership categories as defined and governed by Article IV of the APCO International Policy shall play within the Virginia Chapter of APCO:

1.3.4.1 Full Member

1.3.4.2 Associate Member

1.3.4.3 Commercial Member

1.3.4.4 Agency Group Memberships

1.3.4.5 Commercial Group Memberships

1.3.4.6 International Associate Member

1.3.4.7 Online Member

### 2. MEMBERSHIP DESIGNATOR – SENIOR MEMBER

#### 2.1 PURPOSE

2.1.1 To recommend guidelines for VA APCO Senior Membership, a designation that can be awarded to individual chapter members based upon the member meeting established set of guidelines set forth herein.

## **2.2 AUTHORITY**

- 2.2.1 The criteria for selection and privileges accorded to members who have achieved the distinction of being designated a Senior Member are in the Membership Designations section of this Policy Manual as established by the Membership Quorum.

## **2.3 POLICY**

- 2.3.1 The Chapter Senior Member distinction is a designation that is added to the member's current membership category title.
- 2.3.2 The designation of Chapter Senior Member is recognized only within the Virginia Chapter.
- 2.3.3 This honor shall be bestowed in the following manner:
  - 2.3.3.1 A nomination for designation as a Chapter Senior Member shall be initiated within the Chapter upon recommendation of the Chapter's Board of Directors.
  - 2.3.3.2 The nomination shall be forwarded to the President for submission to the Nominating Committee.
  - 2.3.3.3 The nomination shall be in the form of a cover letter together with a completed copy of the SENIOR MEMBER NOMINATION FORM contained in Appendix I herein. The nomination may contain additional supporting documentation.
- 2.3.4 Perpetual Recognition
  - 2.3.4.1 The Chapter President shall cause a listing of all recipients of National and Chapter Senior Members to appear in the program of the VA Chapter Annual Fall Conference; and
  - 2.3.4.2 The Webmaster shall maintain a listing of all recipients of National and Chapter Senior Members prominently on the Chapter's website.
  - 2.3.4.3 The following guidelines are intended to be used as minimum recommendations for Virginia Chapter Senior Membership. To be eligible for this recognition, the nominee will be expected to:
    - 2.3.4.3.1 Have been a member of the Virginia Chapter of APCO, in good standing for a minimum of ten (10) years, five (5) of which must be as a "full" member. The remaining five (5) years may be as an "associate" member;
    - 2.3.4.3.2 Served at least one (1) year as President of the Chapter;
    - 2.3.4.3.3 Served as Conference Chair of Chapter Conference;

- 2.3.4.3.4 Served as Committee Chair of a Chapter Conference;
  - 2.3.4.3.5 Served at least two (2) years as a member of the Board of Directors;
  - 2.3.4.3.6 Served at least two (2) years as member of Chapter Committee or Taskforce;
  - 2.3.4.3.7 Served as a presenter at a Chapter Conference (not more than one contribution may be counted from this subsection);
  - 2.3.4.3.8 Served as a Chapter Committee member for a major legislative contribution; or
  - 2.3.4.3.9 Served at least two (2) years as the Chair of a Regional Spectrum committee.
- 2.3.4.4 The Nominating Committee members shall review the nomination for compliance with all applicable requirements; the Chapter Secretary is a standing member of the Nominating Committee for the purpose of supporting the nomination and credentialing process.
- 2.3.4.5 If anything on the application is unclear or unsubstantiated, the Nominations Committee Chair will contact the nominator directly for additional information.
- 2.3.4.6 The Nominations Committee Chair will complete a summary sheet to verify compliance with the requirements for the award and forward this with all information to the President.
- 2.3.5 The Nominating Committee shall review the nomination for compliance with all applicable requirements.
- 2.3.6 In the event the Nominating Committee should have questions or require additional information, they will contact the nominator for the additional information.
- 2.3.7 The Nominating Committee Chair shall, on behalf of the Committee, forward its findings and recommendations to the Chapter Board of Directors ("Board") for review.
- 2.3.8 The Board of Directors would present to the Quorum the individual's nomination for Chapter Senior Member for approval by a majority vote.
- 2.3.9 In the event the Chapter Board of Directors should have questions or require additional information, the Nominations Committee Chair shall be asked to contact the nominator for the additional information.
- 2.3.10 The Secretary shall insure an accurate reflection of the Quorum within its meeting minutes.

- 2.3.11 This award shall be recognized in accordance with the following:
- 2.3.12 The Chapter President shall cause a "congratulatory letter" to be prepared and sent to the member.
- 2.3.13 The Chapter Secretary shall forward a "Senior Member Pin" to the Chapter President who shall present the pin to the member at an appropriate time and place.
  - 2.3.13.1 While it is preferable to make such presentation during a Chapter meeting or event, the Chapter President shall give due consideration to the timeliness of the presentation. The Chapter President may forward the "Senior Member Pin" to the member without making a formal presentation.
- 2.3.14 The Chapter Secretary shall forward updated information to APCO International to update the membership database.



APPENDIX I: VA CHAPTER SENIOR MEMBER NOMINATION FORM

Name of Nominee: \_\_\_\_\_

Individual making nomination: \_\_\_\_\_

QUALIFICATIONS:

Nominee has been a member of \_\_\_\_\_ (Min. of 10 years required)

Nominee has made at least 4 major accomplishments that have contributed to the Virginia Chapter of APCO in accordance with the requirements of the Member Designations section of the Policy Manual as noted in Section 4 below. For each accomplishment, list the appropriate sub-paragraph number. Provide supporting detail, as necessary. Additional accomplishments may be attached.

1. Sub-paragraph \_\_\_\_\_

2. Sub-paragraph \_\_\_\_\_

3. Sub-paragraph \_\_\_\_\_

4. Sub-paragraph \_\_\_\_\_

Nomination approved by Chapter Board of Directors: (date) \_\_\_\_\_

Policy and Bylaws Committee recommendation for approval: (date) \_\_\_\_\_

Approval by Board of Directors: (date) \_\_\_\_\_

1. Be a member in good standing for at least 10 years; \_\_\_\_\_

2. Be a member in good standing at the time of the award; \_\_\_\_\_

3. Have demonstrated at least four (4) significant contributions to the Virginia Chapter of APCO;

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4. A list of significant contributions to be used to determine Senior Member Qualifications includes:

a. Served at least one (1) year as President of the Chapter;

b. Served as Conference Chair of Chapter Conference;

c. Served as Committee Chair of a Chapter Conference;

d. Served at least two (2) years as a member of the Board of Directors;

- e. Served at least two (2) years as a Chapter Committee or Taskforce;
- f. Served as a presenter at a Chapter Conference (not more than one contribution may be counted from this subsection);
- g. Served as a Chapter Committee member for a major legislative contribution; or
- h. Served at least two (2) years as the Chair of a Regional Spectrum committee.

### **3. MEMBERSHIP DESIGNATOR – CHAPTER LIFE MEMBER**

#### **3.1 PURPOSE**

- 3.1.1 To recommend guidelines for VA APCO Chapter Life Membership, a designation that can be awarded to individual chapter members based upon the member meeting established set of guidelines set forth herein.

#### **3.2 AUTHORITY**

- 3.2.1 Establishment of a Chapter Life Membership shall be the responsibility and prerogative of the individual member's local APCO Chapter pursuant to this Section.

#### **3.3 POLICY**

- 3.3.1 The Chapter Life Member distinction is a designation that is added to the member's current membership category title.
- 3.3.2 The designation of Chapter Life Member is recognized only within the chapter conferring the distinction.
- 3.3.3 Other than being bestowed with the title and having one's dues paid by the chapter, the membership privileges of a Chapter Life Member shall be determined by the category of membership for which the member would otherwise qualify.
- 3.3.4 Perpetual Recognition
  - 3.3.4.1 The Chapter President shall cause a listing of all recipients of the National and Chapter Life Member to appear in the program of the VA Chapter Annual Fall Conference; and
  - 3.3.4.2 The Webmaster shall maintain a listing of all recipients of the National and Chapter Life Member to prominently on the Chapter's website.
- 3.3.5 The Chapter Life Member designation does not carry any added privileges at the International level or within any other chapter(s) that the member happens to also belong.
- 3.3.6 The Virginia Chapter shall provide the following benefits to any individual conferred upon as a Chapter Life Member:
  - 3.3.6.1 Annually pay to APCO International the dues amount specified in the Policy Manual for the category of membership for which each such Chapter Life Member is qualified.
  - 3.3.6.2 Annually provide a complimentary full registration (including any auxiliary events to be paid by the attendee) to any Chapter conference.
- 3.3.7 The following guidelines are intended to be used as minimum recommendations for Virginia Chapter Life Membership. To be eligible for this recognition, the nominee will be expected to:

- 3.3.7.1 Have been a member of the APCO International, in good standing, for a minimum of fifteen (15) years, at least five (5) of which shall be as a member of the Virginia Chapter; and
- 3.3.7.2 Hold current membership in the appropriate membership category; and
- 3.3.7.3 Have made at least five (5) major contributions at the chapter level, which have contributed significantly to the chapter, the commercial community, and/or the general public safety community. Items to be considered may include, but not be limited to the following. It is suggested that each additional completion of items 3.3.7.4 through 3.3.7.13 shall each constitute a single contribution.
- 3.3.7.4 Served a minimum full term as Chapter President.
- 3.3.7.5 Member of a Chapter Board of Directors for at least four (4) years.
- 3.3.7.6 Local Area Frequency Advisor for at least four (4) years.
- 3.3.7.7 Chapter Commercial Committee Chair for at least four (4) years.
- 3.3.7.8 Executive Council Member for at least four (4) years.
- 3.3.7.9 Regional or Annual Conference Chair.
- 3.3.7.10 Regional or Annual Conference Committee Chair.
- 3.3.7.11 Chapter Conference Chair.
- 3.3.7.12 Chapter Conference Committee Chair.
- 3.3.7.13 Chair of Chapter Committee or Taskforce.
- 3.3.7.14 Serve for four (4) years on a Chapter Committee or Taskforce.
- 3.3.7.15 Major contribution to the art of communications.
- 3.3.7.16 Any item from the requirements for Life Membership in the Chapter that is not already listed above.
- 3.3.8 The Nominating Committee members shall review the nomination for compliance with all applicable requirements; the Chapter Secretary is a standing member of the Nominating Committee for the purpose of supporting the nomination and credentialing process.
- 3.3.9 If anything on the application is unclear or unsubstantiated, the Nominations Committee Chair will contact the nominator directly for additional information.

- 3.3.10 The Nominations Committee Chair will complete a summary sheet to verify compliance with the requirements for the award and forward this with all information to the President.
- 3.3.11 The Nominating Committee shall review the nomination for compliance with all applicable requirements.
- 3.3.12 In the event the Nominating Committee should have questions or require additional information, they will contact the nominator for the additional information.
- 3.3.13 The Nominating Committee Chair shall, on behalf of the Committee, forward its findings and recommendations to the Chapter Board of Directors ("Board") for review.
- 3.3.14 The Board of Directors would present to the Quorum the individual's nomination for Chapter Life Member for approval by a majority vote.
- 3.3.15 In the event the Chapter Board of Directors should have questions or require additional information, the Nominations Committee Chair shall be asked to contact the nominator for the additional information.
- 3.3.16 The Secretary shall insure an accurate reflection of the Quorum within its meeting minutes.
- 3.3.17 This award shall be recognized in accordance with the following:
  - 3.3.17.1 The Chapter President shall cause a "congratulatory letter" to be prepared and sent to the member.
  - 3.3.17.2 The Chapter Secretary shall forward a "Chapter Life Member Pin" to the Chapter President who shall present the pin to the member at an appropriate time and place.
    - 3.3.17.2.1 While it is preferable to make such presentation during a Chapter meeting or event, the Chapter President shall give due consideration to the timeliness of the presentation. The Chapter President may forward the "Chapter Life Member Pin" to the member without making a formal presentation.
  - 3.3.17.3 The Chapter Secretary shall forward updated information to APCO International to update the membership database.

APPENDIX II: VA CHAPTER LIFE MEMBER NOMINATION FORM

Name of Nominee: \_\_\_\_\_

Individual making nomination: \_\_\_\_\_

QUALIFICATIONS:

Nominee has been a member of \_\_\_\_\_ (Min. of 15 years required)

Nominee has made at least 4 major accomplishments that have contributed to the Virginia Chapter of APCO in accordance with the requirements of the Member Designations section of the Policy Manual as noted below. For each accomplishment, list the appropriate sub-paragraph number (1-18). Provide supporting detail, as necessary. Additional accomplishments may be attached.

1. Sub-paragraph \_\_\_\_\_
2. Sub-paragraph \_\_\_\_\_
3. Sub-paragraph \_\_\_\_\_
4. Sub-paragraph \_\_\_\_\_

Nomination approved by Chapter Board of Directors: \_\_\_\_\_ (date)

C&B Committee recommendation for approval: \_\_\_\_\_ (date)

Approval by Board of Directors: \_\_\_\_\_ (date)

1. Be a member in good standing for at least 10 years;
2. Be a member in good standing at the time of the award;
3. Have demonstrated at least four (4) significant contributions to the Virginia Chapter of APCO;
4. A list of significant contributions to be used to determine Senior Member Qualifications includes:
  - a. Served at least one (1) year as President of the Chapter;
  - b. Served as Conference Chair of Chapter Conference;
  - c. Served as Committee Chair of a Chapter Conference;
  - d. Served at least two (2) years as a member of the Board of Directors;
  - e. Served at least two (2) years as a Chapter Committee or Taskforce;

- f. Served as a presenter at a Chapter Conference (not more than one contribution may be counted from this subsection);
- g. Served as a Chapter Committee member for a major legislative contribution; or
- h. Served at least two (2) years as the Chair of a Regional Spectrum committee.

## **4 MEMBERSHIP DESIGNATOR - CHAPTER HONORARY MEMBER**

### **4.1 PURPOSE**

- 4.1.1 To set forth the guidelines for VA Chapter Honorary Membership

### **4.2 AUTHORITY**

- 4.2.1 Establishment of a Chapter Honorary Membership shall be established by the Chapter pursuant to this Section.

### **4.3 POLICY**

- 4.3.1 "Chapter Honorary Member" is a designation awarded by the Chapter to an individual, who may be either a current member of the Chapter or a non-member, based upon the individual meeting a set of guidelines established by the Chapter.
- 4.3.2 The Chapter Honorary Member distinction is a designation that does not carry any added privileges at the Chapter level or within any other Chapter of which the individual may be a member.
- 4.3.3 The conferring Chapter shall annually pay APCO International the dues amount specified in this Policy Manual for the "Associate Member" category of membership.
- 4.3.4 In general, the following persons are eligible for this category:
  - 4.3.4.1 Those that have made significant contributions to the objectives of the Chapter.
  - 4.3.4.2 Retired members who have held membership in any category for more than ten (10) consecutive years.
- 4.3.5 This honor shall be bestowed if the Chapter Board of Directors makes a motion to such effect and the Chapter Quorum passes such a motion by a majority vote.
- 4.3.6 The term of this category shall be for a period of twelve (12) months and thereafter as the Chapter may determine in accordance with the provisions of this section.

## **5. MEMBERSHIP DUES**

### **5.1 PURPOSE**

- 5.1.1 To establish the dues required for membership.

### **5.2 AUTHORITY**

- 5.2.1 Dues rates are to be set for each category of membership as specified in the APCO International Policy Manual.



### **5.3 POLICY**

- 5.3.1 Dues are due and payable pursuant to Article IV, Section 4.7 of the APCO International Policy Manual.

## **6. MEMBER CONDUCT**

### **6.1 PURPOSE**

- 6.1.1 To establish the following policies for Chapter membership: a Code of Ethics, a Code of Conduct, and guidelines for use of Chapter List Serves.

### **6.2 AUTHORITY**

- 6.2.1 Chapter membership is required to be composed of persons in good standing pursuant to Article IV of the Chapter Bylaws.

### **6.3 POLICY**

#### **6.3.1 CODE OF ETHICS**

- 6.3.1.1 We, the members of APCO, recognizing the important role Public Safety plays in improving the quality of life throughout the Commonwealth, and in acceptance of this personal obligation to our profession, its members and the communities we serve, do hereby commit ourselves to the following ethical principles:
- 6.3.1.2 Abide by the laws of the Commonwealth of Virginia and its political subdivisions.
- 6.3.1.3 Govern our activities by the Bylaws and the duly adopted policies of the Chapter.
- 6.3.1.4 Protect the safety, health and welfare of the public and proactively advocate in those areas affecting the public interest.
- 6.3.1.5 Refrain from seeking or dispensing personal favors.
- 6.3.1.6 Broaden public knowledge and appreciation of the Chapter and its achievements.
- 6.3.1.7 Encourage colleagues and co-workers in their professional development.
- 6.3.1.8 Foster respectful relationships.

#### **6.3.2 CODE OF CONDUCT**

- 6.3.2.1 The Chapter sets forth this Code of Conduct to guide the professional and personal conduct of its members. Members shall:

- 6.3.2.1.1 Support the Chapter's Mission and Purpose. Our mission and purpose statement articulates the Chapter's goals, purpose, and primary constituents served. Each individual member should fully understand and support the mission of the Chapter.
- 6.3.2.1.2 Maintain the privacy and confidentiality of information where required unless disclosure is compelled by a legal authority. Such information obtained in the course of our duties shall not be used for personal benefit or released to inappropriate parties.
- 6.3.2.1.3 Work to strengthen the Chapter's programs and services.
- 6.3.2.1.4 Enhance the Chapter's public standing by demonstrating the Chapter's goals and accomplishments through all we say and do. A cooperative spirit must be maintained when working with other professional and business organizations.
- 6.3.2.1.5 Apply the principle of reasonableness to guide our actions.
- 6.3.2.1.6 Ensure ethical integrity and accept responsibility for our actions.
- 6.3.2.1.7 Serve the Chapter in a loyal and honest manner and shall not knowingly be a party to any illegal or improper activities.
- 6.3.2.1.8 Treat each other with mutual respect and treat all persons fairly regardless of age, race, color, religion, national origin, political affiliation, sex, sexual orientation, marital status, or disability.
- 6.3.2.1.9 Perform their duties in an independent and objective manner and avoid activities that impair, or may appear to impair, the independence or objectivity of the Chapter.
- 6.3.2.1.10 Agree to undertake only those activities that they can reasonably expect to complete with professional competence.

## **7. LIST SERVE GUIDELINES**

### **7.1 PURPOSE**

- 7.1.1 Provide guidelines for the Chapter and its members to utilize in administering and effectively utilizing a list serve in providing a flow of information to/from its members.

### **7.2 AUTHORITY**

- 7.2.1 The distribution of information to/from its members is necessary for the Chapter to conduct its business.

### **7.3 POLICY**

- 7.3.1 This set of guidelines is for the use of any electronic communication services through the Chapter:
- 7.3.2 Do not distribute, or disseminate defamatory, infringing, obscene, or other unlawful material or information. Do not publish or post material protected by intellectual property laws, rights of privacy or publicity or any other applicable law unless you own or control the rights thereto or have received all necessary consents. Where quotes are used or references are made, appropriate credit should be given to the original author. The Chapter is not responsible for any use of anything you say or post. All applicable federal, state and local laws apply
- 7.3.3 It is the responsibility of the sender to, when appropriate; identify any restrictions on the distribution of information in the posting.
- 7.3.4 Do not post any materials (including software or malware) that could harm (or is designed to harm) other users' computers or would allow others to inappropriately access software or Web sites. The Chapter does not allow posting or use of computer programs that contain destructive features such as: viruses, worms, Trojan horses, or bats for the use of scrolling, showing multiple screens, and other activities that can be disruptive to online communication.
- 7.3.5 Do not threaten, harass or abuse others participating in any Chapter communication.
- 7.3.6 Refrain from all expressions that reflect negatively on yourself and others.
- 7.3.7 The Chapter does not tolerate disruptive activity online, such as persistent off-topic comments and postings or statements that incite others to violate these guidelines or participate in illegal activities.
- 7.3.8 Falsely impersonating an APCO Board Member, employee or any other person with the intent to mislead or cause harm to others is forbidden.
- 7.3.9 All participants in the Chapter's eGroup through PSConnect, the professional networking site of the Chapter, consent to the terms of a Subscription Agreement pursuant to APCO International guidelines and related policies.

- 7.3.10 The Chapter reserves the right at its sole discretion to limit, suspend, or terminate use of any or all electronic communications services by any individual in violation of these guidelines, points of etiquette or related agreements referenced herein.

## **8. SOCIAL MEDIA ETIQUETTE**

### **8.1 PURPOSE**

- 8.1.1 Provide guidelines for the Chapter and its members to utilize in administering and effectively utilizing social media in providing a flow of information to/from its members.

### **8.2 AUTHORITY**

- 8.2.1 The distribution of information utilizing beneficial means of social media to/from its members is necessary for the Chapter to conduct and effect the flow of information as part of its business.

### **8.3 POLICY**

- 8.3.1 The following represent additional points of etiquette for users of social media networking opportunities offered by or on behalf of the Chapter and sets forth how the Chapter expects such individuals to use social media in spaces where members (past, present, and future) network online.
- 8.3.2 Social networking websites may be useful places for public safety communications professionals to gather and share their experiences, as well as to discuss areas of training and job specific topics. These types of professional interactions represent an ancillary and convenient means for peer-to-peer education and dialogue. While such networks may be useful, it is each individual's responsibility to ensure that all such networking involving the Chapter is kept professional and on topic.
- 8.3.3 Users are expected to express and conduct themselves with appropriate decorum as they would in a work-related setting.
- 8.3.4 To maintain appropriate professional boundaries when posting to social media, users should separate personal and professional content. When posting to social media outlets involving the Chapter users should be sharing information solely related to the profession.
- 8.3.5 Use common sense. Refrain from posting items that could reflect negatively, including comments or posts about drug or alcohol, profanity, off-color or sexual humor, and other inappropriate conduct. Do not use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not otherwise be acceptable in the workplace.
- 8.3.6 Show proper respect for people's privacy and refrain from topics that may be considered unprofessional, such as swapping recipes, arranging romantic interludes, spreading gossip, or uploading inappropriate images.

- 8.3.7 Respect the law, including those governing defamation, discrimination, harassment, copyright and fair use.
- 8.3.8 Ensure that such social networking conduct is not in conflict with any work policies or practices.
- 8.3.9 Make sure that social networking activities do not interfere with job performance.

## **9. VIRGINIA SUNSHINE FUND**

### **9.1 PURPOSE**

- 9.1.1 To establish a mechanism for providing a measure of financial assistance for those individuals who are employed by and work within a public safety communications center (aka/PSAP) in the Commonwealth of Virginia and whose job functions are solely to support emergency communication operations (i.e. Telecommunicator/Dispatcher, Supervisor or the like, CAD/GIS employee, Radio Manager, Manager/Director, Administrative Assistants, etc.) and who meet with a qualifying event of a nature that affects their personal lives.

### **9.2 AUTHORITY**

- 9.2.1 In accordance with its budget authority of Article XII of the Chapter's Bylaws, the Board of Directors may create special funds.

### **9.3 DEFINITIONS**

- 9.3.1 Public Safety Communications Telecommunicator: The individual employed by a public safety agency as the first of the first responders whose primary responsibility is to receive, process, transmit, and/or dispatch emergency and non-emergency calls for law enforcement, fire, emergency medical, and other public safety services via telephone, radio, and other communications devices.
- 9.3.2 Public Safety Communications Center (PSCC): A public safety entity (which may include a PSAP or be referred to as an Emergency Communications Center or communications center, where emergency calls for service or 9-1-1 phone calls culminate, and/or where calls for service are dispatched to public safety service providers.
- 9.3.3 Public Safety Answering Point (PSAP): A facility equipped and staffed to receive emergency and none-emergency calls requesting public safety services via telephone and other communication devices. Emergency calls are first answered, assessed, classified, and prioritized. The FCC further defines a primary PSAP as a facility to which 9-1-1 calls are routed directly from the 9-1-1 control office. A secondary PSAP is defined as a facility to which 9-1-1 calls are transferred from a primary PSAP.
- 9.3.4 Sunshine Funding Source: Monies collected solely for the purpose of funding the Sunshine Fund (i.e. raffles, donations from members, individuals or corporations,

etc.) The Chapter's treasury funds shall not be used to fund or supplement the Sunshine Funding source.

#### **9.4 POLICY**

- 9.4.1 The Virginia Chapter shall establish a benevolent fund called the Virginia Sunshine Fund.
- 9.4.2 The Virginia Sunshine Fund shall be used to provide financial support to individuals, as described above, who face an event that places a significant financial burden upon them.
- 9.4.3 Based on the event and the availability of monies in the Virginia Sunshine Fund, these individuals may qualify for a financial grant to assist them in this situation.
- 9.4.4 Any member of the Board of Directors, or any Past President, may nominate those individuals as described above as a recipient for assistance.
- 9.4.5 The nomination is made by requesting a Virginia Sunshine Fund form. from the President of the Virginia Chapter of APCO.
- 9.4.6 Upon receipt, the form must be completed, returned to the Chapter President, who will forward to an appointed review committee.
- 9.4.7 A decision will be made and the nominator notified of the results.
- 9.4.8 If the particular circumstances of the nomination fail to meet the criteria, the reasons will be communicated accordingly by the Chapter President.
- 9.4.9 To qualify for consideration, the nominee must meet these minimum requirements:
  - 9.4.9.1 Be an individual who is employed by and actively working within a public safety communications center (aka/PSAP) in the Commonwealth of **Virginia** and whose job function is to solely support emergency communication operations (i.e. Telecommunicator/Dispatcher, Supervisor or the like, CAD/GIS employee, Radio Manager, Manager/Director, Administrative Assistants, etc.) at the time of the qualifying event.
- 9.4.10 Must have, within sixty (60) days of the nomination, experienced a life changing or life interference event.
- 9.4.11 A Review Committee will be established to coordinate and administer the activities associated with this fund.
- 9.4.12 The Review Committee will be appointed by the Chapter President and ratified by the Board of Directors.
- 9.4.13 The current Chapter President will appoint the Chair of the Review Committee.

- 9.4.14 Preference shall be given to current members of the Chapter, especially if available funds are limited, but the Review Committee has discretion to weigh other factors consistent with the intent of the Virginia Sunshine Fund in determining eligibility and the appropriate award tier.
- 9.4.15 The following controls shall be put in place for the Sunshine Funding Source:
- 9.4.15.1 The Virginia Sunshine Fund will be funded solely by and through voluntary contributions (see Sunshine Funding Source definition above);
  - 9.4.15.2 Contributions of the Virginia Sunshine Fund will be segregated from the operational funds of the Chapter.
  - 9.4.15.3 All funds released must be made at the request of the Chapter President and released by the signature authority of the Chapter Treasurer.
  - 9.4.15.4 The following outlines the system established for types of assistance which eligible individuals may apply. This system includes, but is not limited to, the types of incidents listed below. Funding will be available up to but not exceed \$1,000 for any of the below life changing events.
    - 9.4.15.4.1 A nominee or their spouse, partner, or parent/dependent child for which they reside with and are the primary care giver loses their life.
    - 9.4.15.4.2 A nominee's primary residence is lost as a result of a fire, storm, or similar disaster.
    - 9.4.15.4.3 A nominee experiences a critical illness or injury resulting in a disability.
    - 9.4.15.4.4 A nominee experiences an accident with recoverable injuries.

## ARTICLE V: CHAPTER MEETINGS

### 1. MEETINGS

#### 1.1 PURPOSE

- 1.1.1 To establish the requirements for official meetings of the VA Chapter Board of Directors.

#### 1.2 AUTHORITY

- 1.2.1 The meetings of the Board of Directors are authorized by Article VI, of the Chapter's Bylaws.

#### 1.3 POLICY

- 1.3.1 Pursuant to the Chapter's Bylaws and for purposes of clarification, the eleven (11) elected members constituting the leadership of the Virginia Chapter of APCO are: the members of the Executive Committee, the immediate past president, the Executive Council representative and the four (4) members at large. This group constitutes the Board of Directors (hereinafter the "Board") of the Virginia Chapter of APCO and has equal voting rights when conducting the business of the Chapter.
- 1.3.2 The Board of Directors shall meet quarterly, but may convene more or less frequently as the body itself may agree.
- 1.3.3 The Board of Directors ("Board") may meet at such other times and places as necessary to conduct the business of the Chapter.
- 1.3.4 Meetings held other than at Chapter conferences may be conducted via teleconference and/or other electronic means.
- 1.3.5 A majority of the voting membership of the body shall be necessary and sufficient to constitute a quorum for the transaction of business.
- 1.3.6 In the event that a quorum of the Board cannot occur due to an officer vacancy; the extended absence of an officer; the incapacity of an officer; or the recusal of an officer, and a matter of extraordinary importance to the Chapter comes before the Board which requires immediate action between Board Meetings, and provided that the absence of a quorum is unlikely to be cured within the time period necessary to address the item, the officers present may vote on the item and, if passed, it shall become a Significant Action in accordance with the procedures established in this Policy Manual.
- 1.3.7 Copies of documents requiring officer signatures shall be provided to the Board of Directors for review a minimum of twenty-four (24) hours prior to signing.



- 1.3.8 Candidates who have declared their intentions to stand for officer election and have submitted all required candidate documentation to the Nominating Committee may be included in Board of Directors meetings and teleconferences as observers.
- 1.3.9 Candidates will be provided with agendas of upcoming meetings and any information needed to enable them to be an observer of the proceedings (i.e., time & place of meeting, teleconference procedures if applicable, etc.), as well as a copy of the approved summary minutes of all subsequent meetings. They may not however, attend executive sessions of the Board of Directors, and no attempt will be made to include candidates via teleconference in any face-to-face meeting.
- 1.3.10 For the purposes of this section, an executive session shall be defined as any meeting where the topic of discussion involves personnel/membership issues or legal issues affecting the Chapter.
- 1.3.11 Other members of the Chapter may attend meetings of the Board of Directors as observers. Any observers must be recognized by the presiding official prior to participating in any conversation.
- 1.3.12 Chapter members attending as observers shall not be permitted to be present during any meeting designated as a closed meeting / executive session.
- 1.3.13 The Chapter shall not be obligated to provide prior notice or documentation of agendas, etc., to members attending meetings of the Board of Directors solely as observers.

## **2. MINUTES**

### **2.1 PURPOSE**

- 2.1.1 To establish a procedure for recording and retaining the official minutes of meetings of the Board of Directors ("Board").

### **2.2 AUTHORITY**

- 1.3.1 Meetings of the Board of Directors are authorized pursuant to Article VI of the Chapter's Bylaws.

### **2.3 POLICY**

- 2.3.1 Minutes of all official meetings of the Board of Directors shall be recorded.
- 2.3.2 The official minutes of the meetings of the Board of Directors will provide a permanent, written record of actions taken, decisions made, and a listing of items discussed.
- 2.3.3 The Chapter Secretary shall serve as clerk of record who will record the minutes of all meetings of the Board of Directors.

- 2.3.4 Minutes of all official meetings shall be reviewed and approved by the applicable body.
- 2.3.5 At the conclusion of each meeting, within the time specified by the Board of Directors, copies of the minutes taken shall be forwarded to each member of the Board of Directors.
- 2.3.6 Each member of the Board of Directors shall make any corrections necessary and return their corrections within ten (10) business days of receipt.
- 2.3.7 The Board of Directors shall approve the minutes, as corrected, at their next meeting or at the first meeting at which the corrected minutes are available.
- 2.3.8 Minutes of Board of Directors meetings shall be distributed to the Board of Directors as soon as practicable following the corrective step outlined in 2.3.6 above.
- 2.3.9 Minutes of the Board of Directors, once approved, shall be made available to any member upon request and posted on the Chapter's website.
- 2.3.10 Official minutes of all meetings of the Board of Directors shall be retained for the life of the Chapter in compliance with the Document Retention and Destruction, Article XIII, of this Policy Manual.

## **ARTICLE VI: OFFICERS AND DIRECTORS**

### **1. OFFICERS AND DIRECTORS**

#### **1.1. PURPOSE**

- 1.1.1. To establish procedures for members to declare their candidacy for President-Elect, Vice-President, Secretary, Treasurer and six (6) additional Active members to make up the Board of Directors.

#### **1.2. AUTHORITY**

- 1.2.1. Chapter members desiring to declare their candidacy for election to the offices of President Elect, Vice-President, Secretary, Treasurer and/or the six (6) additional Board of Director positions must satisfy certain minimum qualifications as defined in this policy.

#### **1.3. POLICY**

##### **1.3.1. DESIGNATIONS**

- 1.3.1.1. The Executive Committee / Officers of this Chapter shall consist of the following: President, President-Elect, Vice-President, Secretary and Treasurer.
- 1.3.1.2. The Board of Directors shall consist of the Officers / members of the Executive Committee and six (6) additional Active members (Immediate Past-President, Executive Council Representative and four (4) Members-at-Large).

1.3.2. **QUALIFICATIONS**

- 1.3.2.1. Candidates for Officers and Directors shall meet or exceed the minimum qualifications listed below:
- 1.3.2.2. Be a voting-eligible Member in good standing serving in a non-commercial capacity as set forth in the Membership Policy.
- 1.3.2.3. Provide, to the Nominating Committee, a letter of support from the Nominees agency indicating their understanding of the position, its time commitments and fiscal obligations (travel, lodging, mileage etc.) should the Nominee be elected to a position on the Executive Committee or Board of Directors.

## **ARTICLE VII: OFFICER ELECTION PROCEDURES**

### **1.1 PURPOSE**

- 1.1.1 To establish procedures for the election of the President-Elect and Vice-President.

### **1.2 AUTHORITY**

- 1.2.1 The process for election of the President-Elect and Vice-President is authorized in accordance with Article V of the Chapter's Bylaws.

### **1.3 POLICY**

- 1.3.1 The President and President-Elect, after initial election, shall be filled by annual advancement in rank.
- 1.3.2 Should, due to a vacancy, if an election becomes necessary, the President-Elect shall be elected by a simple majority vote of the Chapter's members casting ballots in accordance with the following procedures as established by the Board of Directors.
- 1.3.3 The Vice-President shall be elected by a simple majority vote of the Chapter's members casting ballots in accordance with the following procedures as established by the Board of Directors.
- 1.3.4 All voting will be conducted via "Electronic Ballot."
  - 1.3.4.1 The Chapter staff will establish a secure and confidential electronic system to allow members who are eligible to vote to cast their ballots electronically for those individuals running for the Board of Directors under both multiple and single candidate elections.
  - 1.3.4.2 The electronic voting will be available for at least thirty (30) days prior to the opening of the annual Chapter Fall Conference.
  - 1.3.4.3 Voting Procedures at the annual Chapter Fall Conference via electronic ballot:
    - 1.3.4.3.1 The electronic voting booth shall be open and available for members to cast their ballot from the opening of the Chapter's fall conference for designated periods of time up until two (2) hours before the start of the Fall Business Meeting at which the election results will be announced. The specific hours shall be determined by the Policy and Bylaws Committee to be in blocks of not less than two (2) hours between the hours of 8am and 5pm. The specific times shall be published in the conference schedule, and distributed to all attendees.
  - 1.3.4.4 The Chair of the Policy and Bylaws Committee together with at least two (2) other members of the committee shall obtain and review the voting results.

- 1.3.4.5 Each candidate will be allowed to have one (1) representative present during the tabulation of the voting results.
- 1.3.4.6 The results of the election for each office shall be announced during the Chapter's Fall Conference business meeting as such meeting is defined in the membership quorum section of this policy manual.
- 1.3.4.7 The ballot count for the election will be reported to the Quorum.
- 1.3.5 In the event that the nominating committee is unable to find candidates to fill an office for placement on the ballot prior to the filing deadline for electronic voting; the President shall fill the vacancy by appointment within thirty (30) days once the meeting of the quorum has concluded. Such appointment shall remain in effect until the next elections are held.

## **ARTICLE VIII: IMPEACHMENT PROCESSING PROCEDURES**

### **1.1 PURPOSE**

- 1.1.1 To define the procedures to be followed after a member of the Board of Directors is accused of improper conduct.

### **1.2 AUTHORITY**

- 1.2.1 A member of the Board of Directors may be removed from office as authorized in Article VI of the Chapter's Bylaws.

### **1.3 POLICY**

- 1.3.1 Impeachment is the process by which accusations of misconduct are filed against a member of the Board of Directors of the Chapter. The word "impeachment" means only an accusation, which then must be investigated and adjudicated through a careful process that protects both the interests of the Chapter and the rights of the individual.
- 1.3.2 A member of the Board of Directors may be impeached for reasons of malfeasance (an act that is positively unlawful), misfeasance (the doing of a lawful act in an unlawful or improper manner), or nonfeasance (failure to perform a duty) of duty or for committing such other act(s) which brings significant discredit upon the Chapter.
- 1.3.3 Persons, either members of the Chapter or other persons, may accuse a member of the Board of Directors of misconduct by submitting a written accusation to the President of the Chapter. Should the accusation be of the President, then such written submission shall be made to the President-Elect. Such written accusation shall be as specific as possible.
- 1.3.4 Upon receipt of the written accusation, an investigation of the accusations shall be conducted as follows:
  - 1.3.4.1 The President or President-Elect, as appropriate, shall immediately notify the accused and the other members of the Board of Directors of the accusations.

- 1.3.4.2 The Senior Member of the Board of Directors not accused shall appoint an "Investigation Committee" consisting of three Past Presidents of the Chapter at least two of whom shall not have served on any Board of Directors with the accused.
- 1.3.4.3 The Investigation Committee shall review the facts and circumstances related to the accusations and shall draw conclusions as to the merit of the accusations. The Investigation Committee shall prepare a written report on its findings to include a specific recommendation as to whether the director should be impeached. The report shall be presented to the Board of Directors, the accused, and the accuser.
- 1.3.4.4 If the Investigation Committee finds that the accusations are without merit and, therefore, does not result in impeachment, then the matter is settled and no further action is required, except that the accuser shall be permitted to appeal the report of the Investigation Committee to the Senior Member of the Board of Directors.
- 1.3.4.5 If the Investigation Committee finds that the accusations are with merit and, therefore, impeaches the accused, then the Senior Member of the Board of Directors shall immediately notify the Board of Directors that the accused has been impeached. The Senior Member of the Board of Directors shall forward a copy of the accusation and the report of the Investigation Committee to each member of the Board of Directors by U.S. Mail or other appropriate means. Members of the Board of Directors shall hold the report and all other communications regarding the impeachment in the strictest confidence.
- 1.3.4.6 The Senior Member of the Board of Directors not impeached shall immediately suspend the member(s) impeached.
- 1.3.4.7 The Senior Member of the Board of Directors not impeached shall advise the accused that he/she has a right to legal counsel during the course of the impeachment process. Such legal counsel, if obtained, shall be at the sole expense of the accused. The Chapter's Legal Counsel shall not serve as the legal counsel to the accused due to the potential conflict of interest from also representing the Chapter in this matter.
- 1.3.4.8 The Senior Member of the Board of Directors not impeached shall schedule a meeting of the Board of Directors to occur not less than thirty (30) days and not more than sixty (60) days after the date the Investigation Committee submits its report impeaching the accused except that a longer period of time is permitted upon a majority vote of the Board of Directors and the consent of the accused. In scheduling this meeting, the Senior Member shall provide the Board of Directors a minimum of thirty (30) days' notice of the time and place for the meeting. This notification is to allow Directors time to make appropriate arrangements for their own attendance. The cost of travel to/from the meeting, lodging, and per diem for the Board of Directors, for the Chair of the Investigation Committee and for the Chapter's Legal Counsel shall be the responsibility of the Chapter subject to the

Chapter's travel policy. The cost of travel to/from the meeting, lodging, and per diem for the accuser shall be his/her individual expense. The cost of travel to/from the meeting, lodging, and per diem for the accused and his/her legal counsel shall be his/her individual responsibility except that if the accused is not removed from office by the Board of Directors and is not otherwise censured for misconduct, then such expenses shall be reimbursed by the Chapter in accordance with the Chapter's travel policy.

- 1.3.5 The Board of Directors meeting shall be held in "Executive Session" with attendance restricted to members of the Board of Directors, the Chair of the Investigation Committee, the accused, the accuser, Legal Counsel for the Chapter, and legal counsel for the accused.
- 1.3.6 The Board of Directors shall review the written report of the Investigation Committee and make such inquiry, as it deems appropriate.
- 1.3.7 The accuser shall be permitted to make comments on the reasons for his/her accusations and to make comments regarding the report prepared by the Investigation Committee.
- 1.3.8 The accused shall be permitted to make comments in his/her defense and to question the accuser and the Chair of the Investigation Committee. The accused's legal counsel may make comments and ask questions, as appropriate.
- 1.3.9 The Board of Directors shall vote by secret ballot on a motion to remove the accused from office. To pass, the motion must receive a two-thirds (2/3) vote of the entire Board of Directors.
- 1.3.10 The Board of Directors also may vote to "censure" the Director upon a finding that the accused committed the act contained in the impeachment but such act was not of a severity to warrant removal from office. Such vote to "censure" shall be by secret ballot and require a majority vote of the Board of Directors members in attendance at the meeting.
- 1.3.11 In the event the Board of Directors votes to remove the Director from office, the President or President-Elect, as appropriate, shall notify Chapter members, in a timely manner, that the Director had been removed from office for cause as determined by the Board of Directors. The details of the accusations made and the results of the investigation shall not be released to the public and all persons involved should refrain from discussing the matter.
- 1.3.12 In the event the Board of Directors votes to "censure" the Director, the President or President-Elect, as appropriate, shall notify Chapter members, in a timely manner, that the Director had been "censured" for cause as determined by the Board of Directors. The details of the accusations made and the results of the investigation shall not be released to the public and all persons involved should refrain from discussing the matter.

## **ARTICLE IX: OFFICER CAMPAIGN PROCEDURES**

### **1.1 PURPOSE**

- 1.1.1 To establish acceptable activities for members running for an elected Officer of the Chapter.

### **1.2 AUTHORITY**

- 1.2.1 Officers of the Board of Directors are elected in accordance with Article V of the Chapter's Bylaws and this Policy Manual.

### **1.3 POLICY**

- 1.3.1 The following procedures shall apply during a candidate's campaign prior to the Chapter's Annual Fall Conference.
  - 1.3.1.1 Upon request of a candidate, the Chapter Secretary will provide a mailing list suitable for preparing mailing labels once per election cycle.
  - 1.3.1.2 If a database is provided, it shall be subject to all conditions and restrictions specified by VA APCO to prevent unauthorized use or dissemination.
- 1.3.2 Candidates are encouraged to submit articles for publication on the VA APCO website.
- 1.3.3 The following procedures shall apply at the Annual Fall Conference.
  - 1.3.3.1 There will be no restriction on campaign literature at the Annual Fall Conference; however, hotel and convention center policies must be adhered to.
  - 1.3.3.2 Candidates will have the option of a hallway table, as available, at no cost to display literature at the Annual Fall Conference to be torn down once voting has closed.
  - 1.3.3.3 Registration packet "stuffers" are limited to one item. It is the responsibility of the candidate to arrange to have the item placed in the packets.
  - 1.3.3.4 Personal funds may be used for hospitality suites in direct relation to an individual's campaign. No funds derived from any commercial interest may be used. Hospitality rooms shall be coordinated with the Conference Chair.



## **ARTICLE X: COMMITTEES AND TASK FORCES**

### **1. STANDING COMMITTEES**

#### **1.1 PURPOSE**

- 1.1.1 To provide for the establishment of certain required committees (to be known as Standing Committees) of the Chapter to advise the Board of Directors with regard to issues of operation of the Chapter and/or significant issues affecting the public safety community.

#### **1.2 AUTHORITY**

- 1.2.1 The Board of Directors is authorized to create committees in accordance with Article VII of the Chapter's Bylaws.

#### **1.3 POLICY**

- 1.3.1 The Board of Directors shall establish at the beginning of each fiscal year the Committees to be identified as "Standing" Committees.
- 1.3.2 Appointment of individuals to serve on each Standing Committee shall be at the discretion of the President, subject to concurrence by the remaining members of the Board of Directors ("Board") and to the membership restrictions listed herein.
- 1.3.3 In making such appointments, the President and the Board should consider the advantages of both maintaining a historical perspective of the committee's activities by appointing members with prior experience on the committee and providing for a fresh perspective towards the committee's activities by appointing new members to the committee.
- 1.3.4 Members of the Chapter as defined in Article IV of the Bylaws eligible to serve on Chapter committees.
- 1.3.5 Members may be appointed from any membership category, except as may be otherwise restricted herein for a particular committee. Individuals who are not members of the Chapter may be appointed when they have the potential for making a significant contribution to the function of the committee.
- 1.3.6 The Board shall establish and implement a procedure for seeking volunteers to serve on Standing Committees. Such procedure shall include a notification process to eligible persons encouraging them to volunteer for one or more committees.
- 1.3.7 In making such appointments, the President shall endeavor to seek members from geographically diverse parts of the Commonwealth from a variety of jurisdictions, from agencies of various sizes, and from a variety of disciplines.
- 1.3.8 Appointment of a "Chair" for each Standing Committee shall be at the discretion of the President subject to concurrence by a majority vote of the remaining members of the Board, except as may be otherwise defined herein for a specific committee.

- 1.3.9 The "Chair" of each committee shall be a member of the Chapter in good standing in the "Full Member" category except that the "Chair" of the Commercial Advisory Council shall be a member in the "Commercial Member" category.
- 1.3.10 The "Chair" of each Standing Committee shall be empowered to:
  - 1.3.10.1 Divide the Committee into sub-committees, task groups, or other subdivisions as a means of furthering the business of the committee.
  - 1.3.10.2 Exclude the participation of any committee member in the activities of the committee when, in the Chair's opinion, a conflict-of-interest will exist. The Chair should discuss this with the affected member and, if there is disagreement, seek the advice of the Chapter President and/or the Board in closed session.
- 1.3.11 The Board shall cause a set of goals and objective to be established for each Standing Committee at the beginning of each fiscal year.
- 1.3.12 The Chair of each Standing Committee shall submit a report twice each fiscal year identifying progress towards completing the Committee's goals and objectives. Such report shall be submitted to the Chapter President and reviewed by the Board.
- 1.3.13 The Board shall budget monies in each year's Chapter budget to support each Standing Committee's activities.
- 1.3.14 In general, the Chair shall have the authority to expend those funds approved by the Board for the committee's budget with the following exception:
  - 1.3.14.1 Prior to any requested travel taking place, the Chair shall submit to the Board through the Chapter President, a travel request memo detailing the goals and objectives that will be accomplished by the face to face meeting. All travel will comply with those Sections of Article XI of this Policy Manual that apply.
- 1.3.15 A Committee Chair, subject to the approval of the Board, may seek funding for the Committee's activities from sources other than the Chapter. Such sources may include grants and donations to the extent that the acceptance of such grant or donation does not create a conflict of interest or the appearance of such conflict. The President or Board have the authority for final acceptance of all such grants or donations in accordance with the Significant Action Procedures of this Policy Manual.
- 1.3.16 The President shall designate a member of the Board of Directors to serve as Board contact for each Standing Committee.
- 1.3.17 The Chapter President shall ensure that the Committee's reports are distributed to the Board of Directors.
- 1.3.18 Removal of Committee Members for cause:
  - 1.3.18.1 A Committee member may be removed for any of the following causes.
  - 1.3.18.2 Malfeasance, misfeasance, or nonfeasance or for committing an act that brings significant discredit to the Chapter. The removal process shall conform to the Impeachment Processing Procedures of this Policy Manual.

- 1.3.19 "Removal for cause" requires an affirmative vote of at least two-thirds of the total authorized membership of the remaining Committee members and must be based on documented violations of the Expectations of Service, in Appendix I.
- 1.3.20 A "removal for cause" petition first must be filed with the Chapter President either by at least two members of the applicable Committee or by a simple majority of the Board of Directors. The written complaints in the petition must be confined to violations of the Expectations of Service in Appendix I.
- 1.3.21 Upon receipt of the "removal for cause" petition, the Chapter President shall notify the accused, the appropriate Committee members, and the remaining Board. Notification to the accused shall be by return receipted certified mail or by receipt verified electronic means.
- 1.3.22 The accused may, within ten (10) business days after notice of the petition, issue to the Chapter President a written rebuttal to the petition. The Chapter President shall immediately forward any rebuttal to the same parties as listed in 1.5.5.
- 1.3.23 The Committee chair, or Vice-Chair in the absence or recusal of the Chair, shall conduct a meeting of the appropriate Committee. The meeting shall be held within thirty (30) days of receipt by the Chapter President of the original petition as long as at least ten (10) days' notice has been provided to all parties. The meeting may be conducted by: (a) the Chapter President; (b) another member of the Board designated by the President in the event that neither the applicable Committee Chair nor the Vice-Chair is available or is willing to conduct the meeting, or if the Chapter President deems them not to be impartial.
- 1.3.24 The meeting in 1.5.7 shall culminate in a vote on the "removal for cause" issue. A petition that receives an affirmative vote equal to or greater than that described in 1.5.3, above, will result in the accused being removed from the applicable Committee. If the petition fails, then "removal for cause" petition may not be filed against the same Committee member for at least 180 days from the date of the vote.

## **2. STANDING COMMITTEES**

### **2.1 9-1-1 Committee**

2.1.1 The 9-1-1 Committee shall:

- 2.1.1.1 Provide guidance and support to the Board of Directors on matters related to 9-1-1 services in the Commonwealth of Virginia.
- 2.1.1.2 Provide guidance and support to the Board of Directors in establishing the Chapter's position on regulatory matters and issues of state policy related to 9-1-1 services.

### **2.2 Awards Committee**

2.2.1 The Awards Committee shall coordinate and promote the Chapter's Public Safety Awards Program.

### **2.3 The Policy and Bylaws Committee**

2.3.1 The Policy and Bylaws Committee shall:

- 2.3.1.1 Maintain the VA Chapter of APCO Bylaws and this Policy Manual to ensure that the documents are up-to-date and properly reflect the

actions of the Membership Quorum, the Board of Directors, and the Executive Council.

- 2.3.1.2 Assist any group in drafting a resolution to amend the Chapter's Bylaws or this Policy Manual as such assistance may be requested.
- 2.3.1.3 Coordinate the publication of resolutions amending the Chapter's Bylaws.

## **2.4 Nominating Committee**

2.4.1 The Nominating Committee shall:

- 2.4.1.1 Review the qualifications of individuals seeking to be candidates for election as Officers and certify the eligibility of such members.
- 2.4.1.2 Review the qualifications of individuals nominated for award of the designations of "Life Member" and "Senior Member" and certify the eligibility of those members for such honor.
- 2.4.1.3 Seek qualified members to become candidates for election as Officers.
- 2.4.1.4 Obtain from any qualified member seeking candidacy to the election of an office the following:

- 2.4.1.4.1 A short Bio or resume
- 2.4.1.4.2 A letter of intent; and
- 2.4.1.4.3 A letter of support from the candidate's agency.

2.4.1.5 This committee, appointed by the President, shall have three (3) members. Its Chair shall be a Past President of the Chapter. The Secretary should be an advisor to the Committee in providing qualifying membership information for any candidate.

2.4.1.5.1 This committee shall actively study the Chapter membership, observing individuals in an effort to evaluate interest in, and willingness to work at, promoting the goals of the Association, both at the Chapter and International levels.

2.4.1.5.2 The committee shall solicit interested candidates from the eligible membership at least 60 days prior to the fall meeting. The committee shall consider all interested candidates to be placed on the ballot for the office for which they were identified unless the nominee declines. It should not be construed by this procedure that only a single person be nominated for every office. If no interested candidates are received for an office, the nominating committee may recruit one or more members to run for office.

2.4.1.5.3 The committee chair shall report to the President, on a timely basis, and the Secretary shall forward to the chapter membership a listing of the candidates for office at least 30 days prior to the fall meeting. A short biography or resume for each candidate shall be made available to the

membership. This committee shall bring the ballot to the fall meeting quorum, in the form of candidates for the offices of Vice-President, Secretary or Treasurer, and when applicable, two (2) of the four (4) Directors-at-large or the APCO International Executive Council Delegate.

## **2.5 Finance and Budget Committee**

- 2.5.1 The Finance and Budget Committee shall serve in providing oversight and coordination pertaining to financial matters of the Chapter.
- 2.5.2 The Finance and Budget Committee shall review the annual budget prior to its submission to the Board of Directors. The Committee shall report its opinions and recommendations to the Board of Directors.
- 2.5.3 The Finance and Budget Committee shall review the Chapter's financial reports on a quarterly basis. The Committee shall report its findings, comments, and/or recommendations to the Board of Directors within thirty (30) days after completing its review of the quarterly report.
- 2.5.4 Membership on the Finance and Budget Committee is restricted to the Treasurer, immediate past president and two (2) members at large selected by the President from the "full" member listing of the Chapter.
- 2.5.5 The Chapter President shall serve as non-voting ex-officio member of the Finance and Budget Committee.

## **2.6 Historical Committee**

- 2.6.1 The Historical Committee shall:
  - 2.6.1.1 Provide guidance and support to the Board of Directors President on matters related to preserving items of historical significance to the Chapter.

## **2.7 Membership Committee**

- 2.7.1 The Membership Committee shall provide guidance and support to the Board of Directors, with regards to the relationship of the Chapter with its members.
- 2.7.2 The Membership Committee shall be provided, by the Chapter President a reporting showing any Chapter Member whose membership has lapsed or not been renewed for information and possible follow-up.

## **2.8 Strategic Planning Committee**

- 2.8.1 The Strategic Planning Committee shall maintain the Chapter's Strategic Plan as a "living document".
- 2.8.2 Membership on the Strategic Planning Committee shall be the following:
  - 2.8.2.1 Representative from the Board, preferably the President-Elect (also serves as Committee Chair and Board liaison).
  - 2.8.2.2 Representative from the Board's Members-at-Large.
  - 2.8.2.3 Representative from the Finance & Budget Committee.

- 2.8.2.4 Representative from the Commercial Advisory Council, preferably the CAC member elected to the Board of Directors.
- 2.8.2.5 Representative who is a Past President.

## **2.9 Conference Committee**

- 2.9.1 The Conference Committee will provide recommendations on overall strategies pertinent to the Chapter's Annual Conference.
- 2.9.2 The Committee will participate in pre and post conference strategic planning and evaluation, including schedule, event, and site selection review relevant to the Chapter's Annual Conference.
- 2.9.3 Conference Committee chair, as appointed by the President, shall report to the Board.

## **2.10 ProCHRT Committee (Professional Communication Human Resource)**

- 2.10.1 The ProCHRT Committee shall work to improve and/or enhance the professional recognition within the Commonwealth of its members.
- 2.10.2 Membership on the ProCHRT Committee shall be the following:
  - 2.10.2.1 An individual appointed by the President, during his/her term, to serve as the Chair of the Committee;
  - 2.10.2.2 An individual representing the Chapter on any National ProCHRT initiative where an invitation is received by the Chapter.

## **2.11 Legislative Committee**

- 2.11.1 The Legislative Committee shall monitor legislative and regulatory activities, both state and federal, which impact public safety communications.
- 2.11.2 The committee will provide recommendations to the Chapter on positions supporting or opposing legislation and will provide information regarding implementation of legislation.
- 2.11.3 The committee may provide information to legislators and their staff regarding both legislation and public safety communications and may assist in the drafting of any legislation proposed by the Chapter.
- 2.11.4 Positions on legislation will be taken up and approved by the Chapter's Board of Directors.

## **2.12 Training Committee**

- 2.12.1 The Training Committee shall promote communication's officer and Telecommunicator training throughout the Commonwealth interfacing the Chapter with training courses provided by the APCO Institute and other organizations.
- 2.12.2 The committee shall assist in identifying training courses or programs which may be offered at Chapter conferences or independently.
- 2.12.3 The committee may opt to develop particular training courses to benefit chapter members.
- 2.12.4 The committee may seek to identify additional funding support for such training.

### **2.13 Sunshine Fund Special Review Committee**

- 2.13.1 This committee shall assist in review of any Request for Sunshine Fund Assistance.
- 2.13.2 The committee shall review any Request within ten (10) days of receipt.
- 2.13.3 The committee shall provide its recommendation to the Chapter President with fifteen (15) days for funding.

### **2.14 Emerging Technologies Committee**

- 2.14.1 The Emerging Technologies Committee will further the Chapter's awareness of 9-1-1 emerging technologies.

### **2.15 Webmaster, List serve Administrator**

- 2.15.1 The webmaster will develop, establish and maintain the Chapter's website with oversight from the Board.
- 2.15.2 The webmaster also serves as the list serve administrator for the Chapter.
- 2.15.3 Funding requirements necessary shall be supported by the Chapter.

## **3. SPECIAL COMMITTEES AND TASK FORCES**

### **3.1 PURPOSE**

- 3.1.1 To provide for the establishment of Special Committees and Task Forces of the Chapter to advise the Board of Directors with regard to issues of operation of the Chapter and/or with regard to significant issues affecting the public safety community.

### **3.2 AUTHORITY**

- 3.2.1 The Board of Directors is authorized to create committees and task forces in accordance with Article VIII of the Chapter's Bylaws.

### **3.3 POLICY**

- 3.3.1 The Board of Directors ("Board") may establish Special Committees and Task Forces as it may determine to be necessary.
- 3.3.2 In general, the difference between a "Special Committee" and a "Task Force" is the length of time the group is expected to be in existence.
- 3.3.3 A "Special Committee" may be expected to be in existence for a period greater than two (2) years.
- 3.3.4 A "Task Force" may be expected to be in existence for a period of less than two (2) years.
- 3.3.5 The Board of Directors, in accordance with the Significant Action Procedures of this Policy Manual, shall define the description of the goals and objectives of the Special Committee or Task Force.

- 3.3.6 The Board of Directors may disestablish a Special Committee or Task Force whenever it deems that the work of the Special Committee or Task Force has been substantially completed or that the Special Committee or Task Force no longer serves a useful purpose.
- 3.3.7 Appointment of individuals to serve on each Special Committee or Task Force shall be at the discretion of the President subject to concurrence by the remaining members of the Board and subject to membership restrictions listed herein.
  - 3.3.7.1 In making such appointments, the President and the remaining members of the Board should consider the advantages of both maintaining a historical perspective of the group's activities by appointing members with prior experience on the Special Committee or Task Force and providing for a fresh perspective towards the group's activities by appointing new members.
  - 3.3.7.2 Members may be appointed from any membership category. Members also may be appointed from amongst individuals who are not members of the Chapter when such individual has the potential for making a significant contribution to the function of the Special Committee or Task Force.
- 3.3.8 The Board shall establish and implement a procedure for seeking volunteers to serve on Special Committees and Task Forces. Such procedure shall include a notification process to eligible persons encouraging them to volunteer for one or more committees.
- 3.3.9 In making such appointments, the President shall endeavor to seek members from geographically diverse parts of the Commonwealth; members from a variety of jurisdictions to include state, county, and local agencies and to include large, medium, and small agencies; and, as necessary, members from a variety of disciplines to include all types of public safety agencies.
- 3.3.10 Appointment of a "Chair" for each Special Committee and Task Force shall be at the discretion of the President subject to concurrence by a majority vote of the remaining members of the Board.
  - 3.3.10.1 The "Chair" of each Special Committee or Task Force shall be a member of the Chapter in good standing in the "Full Member" category.
  - 3.3.10.2 The "Chair" of each Special Committee or Task Force shall have served on the Special Committee/Task Force during the year prior to appointment as the "Chair" excepting the first year after its formation.
  - 3.3.10.3 The "Chair" of each Special Committee or Task Force shall be empowered to:
    - 3.3.10.3.1 Divide the Special Committee or Task Force into sub-committees, task groups, or other sub-divisions as a means of furthering its business.
    - 3.3.10.3.2 Exclude the participation of any Special Committee or Task Force member in the activities of the group when, in the Chair's opinion, a conflict-of-interest will exist.



The Chair should discuss this with the affected member and, if there is disagreement, seek the advice of the Chapter President.

- 3.3.11 The Board shall cause a set of goals and objectives to be established for each Standing Committee and Task Force when it is established and at the beginning of each fiscal year thereafter.
- 3.3.12 The Chair of each Special Committee and Task Force shall submit a report at least once each quarter identifying progress towards completing the group's goals and objectives. Such report shall be submitted to Chapter staff and reviewed by the Board of Directors.
- 3.3.13 The Board shall provide monies in each year's budget to support the activities of each Special Committee and Task Force. The Board of Directors shall have discretion in determining the appropriate amount needed for the Committee or Task Force.
- 3.3.14 In general, such monies shall provide for the Special Committee or Task Force to meet periodically during the year via teleconference call.
- 3.3.15 The Board and/or the Special Committee or Task Force Chair, subject to the approval of the Board, may provide funding for the group's activities from sources other than the Chapter. Such sources may include grants and donations to the extent that the acceptance of such grant or donation does not carry the stigma of a conflict of interest or the appearance of such conflict. Such grants or donations must be in accordance with the requirements of Significant Action Procedures section of this Policy Manual.
- 3.3.16 The Board of Directors shall designate one of its members to serve as a liaison to each Special Committee and Task Force.

#### **4. COMMERCIAL ADVISORY COMMITTEE**

##### **4.1 PURPOSE**

- 4.1.1 To establish a structure for the Commercial Advisory Committee and selection procedures for its representative on the Board of Directors.

##### **4.2 AUTHORITY**

- 4.2.1 The composition of the Board of Directors shall include one member of the Commercial Advisory Committee selected pursuant to the Bylaws.

##### **4.3 POLICY**

- 4.3.1 The Commercial Advisory Committee ("CAC") shall:
  - 4.3.1.1 Provide guidance and support to enhance the Chapter's relationships with the commercial community; and
  - 4.3.1.2 Provide guidance and support to the President and the Annual Conference Committee on matters related to the exposition portion of the Annual Conference and other conferences or events that involve corporate sponsorship and/or participation.

- 4.3.2 The Chair of the Chapter's Commercial Advisory Committee is appointed from the Committee by the President and serves as its chair and as representative to APCO International's Commercial Advisory Committee
- 4.3.3 Membership on the CAC is restricted to current members of the Chapter in the "Commercial Member" category.
- 4.3.4 No more than one APCO Commercial Member from any particular corporation or other eligible organization (including its subsidiaries and affiliates) shall serve on the CAC at any given time.
- 4.3.5 It is understood that multiple CAC members may find themselves working for the same company during their membership term due to mergers, acquisitions, buyouts, etc. These members will be allowed to finish out the current APCO year as CAC members. During this period, they shall decide amongst themselves which one will continue as the CAC member. Individuals leaving the CAC membership rolls under these circumstances are encouraged to continue working with the CAC as non-members if they so desire.

**APPENDIX III: EXPECTATIONS OF SERVICE AS THE COMMERCIAL REPRESENTATIVE ON THE APCO BOARD OF DIRECTORS**

I, the undersigned, as the Commercial Advisory Council (CAC) Representative to the APCO Board of Directors will:

1. Secure the written approval of my employer (see Appendix III) to enable me to faithfully discharge my responsibilities;
2. Commit to carry out my full term of service and to participate in all scheduled meetings, either in person or by teleconference;
3. Schedule routine teleconferences to discuss concerns/issues with the CAC;
4. Develop a communications strategy to solicit the views of the CAC prior to Board meetings and to push information back out to the CAC following Board action;
5. Give strong deference to the CAC as the conduit on the Board to all Commercial Members, not just my company, and represent the entire CAC and its issues as appropriate; and in concert with what is best for VA APCO;
6. Be intellectually flexible enough to take a stand for the CAC during deliberations, but ultimately support the consensus of the Board so as not undermine the Chapter's position or create needless confusion;
7. Review all supporting documents in advance so as to be well informed and actively engaged in Board meetings;
8. Handle sensitive issues/discussions as confidential and/or proprietary to not violate the Board's trust; and
9. Be a fully active and engaged participant of the Board of Directors and so committed as to assert that more than one unexcused absence from a scheduled meeting during the year is grounds for my removal.

Signature of Nominee: \_\_\_\_\_

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

#### **APPENDIX IV: EMPLOYER'S CONCURRENCE OF CANDIDACY CAC**

Representative to the APCO Board of Directors has discussed the desire to seek election as a Commercial Advisory Council (CAC) Representative to the Board of Directors of the Virginia Chapter of Public-Safety Communications Officials-International, Inc. (APCO). During our discussion, we reviewed the Expectations of Service and understand the support the employer may be required to provide from time to time to support this candidate's effective service as a CAC representative to the VA APCO Board of Directors.

As the candidate's employer, I recognize the mutual benefits of service to one's profession and pledge my support of the candidate's Board service, which may include, but may not be limited to, the following:

1. Service for typically a two-year term with the option for one renewal term.
2. Attendance at minimally four meetings per fiscal year of typically one day's duration. Such meetings are typically scheduled months in advance, though special meetings may be called on shorter notice. The opportunity to participate in any meeting by web conference or through toll-free phone access will always be an option, though when scheduled as a face-to-face gathering, attendance at the meeting in person is preferable.
3. Investment of modest amounts of time on an ongoing basis to stay current with VA APCO activities and to communicate with the CAC and commercial members in general.
4. Access to email, telephone, facsimile, mail and Internet services at the workplace during normal work hours with VA APCO prepared to reimburse reasonable costs for any use for Chapter business as needed.
5. Access to an e-mail account during normal work hours that allows for incoming messages with attachments to be delivered to the candidate individually.
6. During Board deliberations, the candidate is obliged to put the professional interests of VA APCO first and represent all commercial interests and to show appropriate loyalty and fidelity to decisions arrived at by the Board without regard to employer views or interests.
7. Notwithstanding the commitments noted above, VA APCO understands that certain responsibilities of the candidate to his/her employer may need to take precedence and VA APCO will provide reasonable assistance in supporting such arrangements.

I hereby agree to provide the above support of my employee if elected to serve as a member of the Board of Directors of the Virginia Chapter of Public-Safety Communications Officials-International, Inc.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINTED NAME OF SUPERVISOR: \_\_\_\_\_

EMPLOYER ORGANIZATION NAME: \_\_\_\_\_

**APPENDIX V: EXPECTATIONS OF SERVICE AS THE CAC REPRESENTATIVE ON THE VA APCO CONFERENCE COMMITTEE (CEAC)**

I, the undersigned, as the Commercial Advisory Council (CAC) Representative to the VA APCO Conference Committee will:

1. Secure the written approval of my employer (see Appendix III) to enable me to faithfully discharge my responsibilities;
2. Commit to carry out my full term of service and to participate in all scheduled meetings;
3. Provide routine briefings on CEAC activities during CAC teleconferences and at CAC meetings;
4. Develop a communications strategy to solicit the views of the CAC prior to CEAC meetings and to push information back out to the CAC following CEAC action;
5. Give strong deference to the CAC as the conduit for Commercial Member input to the CEAC's activities, not just my company, and represent the entire CAC and its issues as appropriate; and in concert with what is best for VA APCO;
6. Be intellectually flexible enough to take a stand for the CAC during deliberations, but ultimately support the consensus of the CEAC so as not undermine the Chapter's position or create needless confusion;
7. Review all supporting documents in advance so as to be well informed and actively engaged in CEAC meetings;
8. Handle sensitive issues/discussions as confidential and/or proprietary to not violate the CAC's trust; and
9. Be a fully active and engaged participant of the CEAC and so committed as to assert that more than one unexcused absence from a scheduled meeting during the year is grounds for my removal.

Signature of Nominee: \_\_\_\_\_ Date: \_\_\_\_\_

## **ARTICLE XI: TRAVEL**

### **1. GENERAL TRAVEL POLICY**

#### **1.1 PURPOSE**

- 1.1.1 To establish a policy for reimbursement of travel expenses incurred by members or others while on official business of the Chapter.

#### **1.2 AUTHORITY**

- 1.2.1 The President of the Chapter is authorized to incur reasonable and proper personal expense in the conduct of the Chapter's business subject to reimbursement and to authorize the reimbursement of reasonable and proper personal expenses by members or others in the conduct of the Chapter's business in accordance with this Policy Manual.

#### **1.3 POLICY**

- 1.3.1 It is the Chapter's policy to provide payment and/or reimbursement for reasonable and proper travel expenses incurred by members of the Chapter while conducting official business of the Chapter. Such travel may include, but is not limited to:
  - 1.3.1.1 Travel to participate in meetings of Chapter committees, task forces, or projects.
  - 1.3.1.2 Travel to represent the Chapter at meetings of other organizations.
  - 1.3.1.3 Travel to make presentations on behalf of the VA Chapter to any state or national legislative body, the Federal Communications Commission, or other entities.
- 1.3.2 Expense reimbursement will be paid when consistent with this policy and when the travel had been properly approved prior to incurring the expense. In granting approval, the President shall ensure that such travel expense is consistent with the Chapter's budget.
- 1.3.3 The Board may permit, with a two-thirds majority vote, "after-the-fact" payment of expenses for travel that was made without proper prior approval.
- 1.3.4 In the case of committees, task forces, or projects that are allocated specific amounts in the Chapter budget for travel, the Board of Directors is encouraged to delegate authority for approving specific travel to the committee chair subject to a requirement that the budget is not to be exceeded without prior approval.
- 1.3.5 Travel advances for transportation, hotel, and/or meals may be obtained upon written request subject to the requirement that such payment shall not exceed the estimated costs or the provisions of this policy, whichever is lesser.
- 1.3.6 All requests for payment/reimbursement shall be submitted to the Chapter's President in writing with all supporting documentation to verify any expenditure(s) (e.g. invoice, receipt, etc.) made for which payment/reimbursement is being sought.

- 1.3.6.1 Should a request for payment/reimbursement come from the President, then all supporting documentation to verify any expenditure shall be submitted to the President-Elect.
- 1.3.7 Such report shall be made within fourteen (14) calendar days following completion of the travel except that the President may permit a longer period of time when the member so requests an extension and provides justification to the satisfaction of the Board.
- 1.3.8 The Treasurer shall keep the Board informed on at least a monthly basis as to the expenditure of travel funds relative to the budget.
- 1.3.9 The following guidelines define "reasonable and proper" expenses that may be reimbursed.
- 1.3.10 Transportation Expenses:
  - 1.3.11 Members are encouraged to utilize the most economical mode of transportation consistent with the purpose of travel.
    - 1.3.11.1 Travel via commercial airline shall be reimbursed for the actual amount based upon coach class airfare. Every effort should be made to schedule travel sufficiently in advance to acquire the most reasonable rate. Extending a trip an extra day or two in order to qualify for a cheaper airfare is permitted provided the airfare savings will offset the extra cost for lodging and meals. Any "mileage/segment credit" or other benefit granted through an airline's "frequent flyer program" shall accrue to the member and shall be available for him/her to use for his/her own personal use, including upgrade to a higher class of service.
    - 1.3.11.2 Travel via commercial carrier other than commercial airline (bus, train, etc.) shall be reimbursed for the actual amount subject to a requirement that the amount shall not exceed the amount that would have been paid if travel had been via commercial airline.
    - 1.3.11.3 Local travel via bus, rail, taxi, shuttle, and/or subway shall be reimbursed for the actual amount incurred, including reasonable tip.
    - 1.3.11.4 The use of rental vehicles is discouraged and shall require the prior approval of the President. The smallest size vehicle, but not smaller than a "compact size", consistent with needs and the number of people who will be using the vehicle may be authorized. The "return full" gasoline option shall be utilized and all purchases of gasoline shall be reimbursed.
    - 1.3.11.5 The use of privately-owned vehicles is permitted except that the cost of such travel shall not exceed the amount that would have been paid if such travel had been made via commercial airline. The Treasurer shall establish the "per-mile" reimbursement amount based upon Federal guidelines.
    - 1.3.11.6 Incidental travel expenses such as parking fees and tolls shall be reimbursed.

- 1.3.11.7 A proof of travel receipt shall be submitted with the request for reimbursement except that the President may waive the requirement for a receipt with regards to certain economical modes of travel that do not offer receipts (e.g. bus and subway service) when such expense does not exceed \$10 per occurrence.
- 1.3.12 Lodging Expenses
  - 1.3.12.1 Lodging expenses shall be reimbursed based upon a standard room in a facility providing reasonable comfort, security, and cleanliness either at or near the place of the Chapter business being conducted. Members are encouraged to utilize "government rate" and other discounts whenever available.
  - 1.3.12.2 Members are not required to share a room with any other person. If a family member or other person not eligible for travel expense reimbursement accompanies the member, the member shall pay any increase in the room rate resulting from that person's occupancy.
  - 1.3.12.3 The length of stay shall be based upon the needs of the Chapter business being conducted consistent with the availability of transportation. Members may extend a stay over a Saturday night in order to receive a transportation discount provided such extension will result in an overall reduction in the total expense for the trip. Members may extend a stay for purposes of travel when the total length of the business being conducted plus travel time to/from their home on that same day will exceed 15 consecutive hours.
  - 1.3.12.4 Receipts for all lodging expenses shall be submitted.
- 1.3.13 Meal expenses
  - 1.3.13.1 Actual meal expenses shall be reimbursed for the member, not to exceed an amount set by the Finance & Budget Committee based upon Federal guidelines.
  - 1.3.13.2 Receipts for meal expenses shall be submitted except that the Finance & Budget Committee may utilize federal/gsa per diem rates in establishing a per-meal rate not requiring a receipt.
  - 1.3.13.3 Members should not request reimbursement for any meal that is otherwise included in the cost of another reimbursable expense (e.g. meals provided on commercial transportation and meals included in a meeting registration fee) or for meals that were provided by any other person.
- 1.3.14 Reasonable incidental expenses, including but not limited to those expenses listed below, that are consistent with the Chapter business being conducted shall be reimbursed.
- 1.3.15 Meeting registration fees.
- 1.3.16 Expenses not allowed include, but are not limited to, the following:
  - 1.3.16.1 Telephone usage.
  - 1.3.16.2 Internet / Wi-Fi access.



- 1.3.16.3 Laundry and dry cleaning.
- 1.3.16.4 Television movies.
- 1.3.16.5 Exercise facility usage fees.
- 1.3.16.6 Tours and entertainment except as an official part of the Chapter business being conducted.

## **ARTICLE XII: PURCHASING AND CONTRACTS**

### **1. PURCHASING POLICY**

[Changes are subject to approval by a two-thirds majority vote of the whole Board of Directors.]

#### **1.1 PURPOSE**

- 1.1.1 To establish policies regarding the purchasing of products and services by VA APCO.

#### **1.2 AUTHORITY**

- 1.2.1 The purchasing of products and services is generally authorized as a requirement for conducting business operations.

#### **1.3 POLICY**

- 1.3.1 The Board of Directors recognizes the need for the Chapter to purchase products and services from other entities as a condition of conducting normal business operations. However, the Board of Directors notes that such purchases incur expenses that the Chapter must be capable of paying. Therefore, the Board of Directors by a two-thirds majority vote shall have the authority to enter into contractual agreements and/or arrangements when making purchases and/or acquiring services for Chapter business and to otherwise exercise due diligence when entering into contract or when making purchases.
- 1.3.2 General Requirements
  - 1.3.2.1 The President shall be the official signatory of the Chapter on all contracts.
- 1.3.3 Allocate the cost for the product(s) and/or service(s) to a specific line item within the Annual Budget, as approved by the Board of Directors including changes.
- 1.3.4 Provide for the safe keeping of all records regarding the purchase until after the next General Audit; until after any requirement of Federal, state, or local law; and, until after any requirement contained in the Document Retention and Destruction section of this Policy Manual.
- 1.3.5 Contracts
  - 1.3.5.1 Contracts for the purchase of products and/or services, by definition, create a legal obligation for the Chapter to make such purchases. Therefore, the Board and the Chapter President are directed to consider the consequences of such an obligation whenever entering into a contract to purchase products and/or services.
  - 1.3.5.2 All formal contracts shall be reviewed by legal counsel representing the Chapter, except contracts or agreements of a value less than \$25,000 or that is serial in nature and substantively identical to prior versions that had undergone review by counsel.

- 1.3.5.3 All contracts, as a minimum, shall include a clear description of the product(s) and/or service(s) to be provided under the contract.
- 1.3.5.4 All contracts, as a minimum, shall define a date by which the product(s) and/or service(s) are to be supplied. The contract may, as appropriate, include provisions for a phased delivery of the product/service and may require the supplier to meet defined milestones.
- 1.3.5.5 All contracts, as a minimum, shall include an EARLY TERMINATION CLAUSE that clearly defines any penalty payable by the Chapter should the Chapter decide to terminate the contract prior to delivery of all contracted products and/or services. The purpose of this clause is to limit the Chapter's liability.
  - 1.3.5.5.1 The EARLY TERMINATION CLAUSE should consider termination for reasons of non-performance; poor or unacceptable performance; lack of funding; and discontinuance of the Chapter's need for the product/service.
- 1.3.5.6 Contracts may include a RENEWAL CLAUSE, but such clause shall not provide for an automatic renewal of the contract (aka a Keep Green Clause). Implementation of the RENEWAL CLAUSE shall require the same level of approval as if a new contract were being executed.

#### 1.4 Special Circumstances

- 1.4.1 The Board of Directors acknowledges that the Annual Fall Conference is a high-dollar value event (in terms of both revenue and expense) that requires the Chapter host a large number of people. For this reason, the following special conditions shall apply to the purchase of products and/or services associated with the Annual Fall Conference.
- 1.4.2 In recognition of the fact that selection of the venue often creates a requirement that certain other services must be provided either by the venue itself or by a contractor provided by the venue operator, the Chapter President or his/her designee (typically the Conference Chair) is directed to exercise due diligence in negotiating the best possible price for those services.
- 1.4.3 In recognition of the limited number of facilities that are capable of hosting events associated with the Annual Fall Conference, the Chapter President or his/her designee (typically the Conference Chair) is directed to exercise due diligence in selecting such facilities and in negotiating the best possible price for those facilities and the related services.
- 1.4.4 In recognition of the complexity of producing the Annual Fall Conference and the advantages of working with experienced staff as well as the potential for lower costs through the use of multi-year contracts for services, the Chapter President or his/her designee (typically the Conference Chair) is authorized to negotiate contracts, which will be formally signed by the Chapter President, for such services for a period of time not to exceed three consecutive Annual Fall Conferences. Examples of these services include management of the Vendor

Exposition, provision of audio/visual services, provision of housing reservation services, provision of registration services, and the provision of signage.

## **ARTICLE XIII: RECORDS MANAGEMENT**

### **1. DOCUMENT RETENTION AND DESTRUCTION**

#### **1.1 PURPOSE**

- 1.1.1 To prescribe general guidelines for a Records Management Program that provides for the permanent archiving of historical documents, as well as to include processes for the organization, retention period and eventual disposal of all other categories of records (financial, business, and otherwise) of the Chapter. These general guidelines shall ensure compliance with laws and regulations, eliminate accidental or innocent destruction of records, and promote efficient and cost-effective record-keeping protocols.

#### **1.2 AUTHORITY**

- 1.2.1 The Chapter is authorized to establish and adhere to a document retention and destruction policy to conform to IRS guidelines for federally tax-exempt entities.

#### **1.3 POLICY**

##### **1.3.1 GENERAL RESPONSIBILITY**

- 1.3.1.1 It is the responsibility of all Chapter members with caretaker duties over original source documents in paper or electronic format to comply with the Chapter's document retention and destruction procedures or schedules.
- 1.3.1.2 Such procedures shall be established by the Board of Directors in accordance with prevailing federal, state and local laws or regulations as well as requirements of coordinating agencies, standards-setting bodies, certification or licensure programs, grant-makers and other contractual parties, as appropriate, with which VA APCO may be associated.

##### **1.3.2 EXCLUSIONS**

- 1.3.2.1 Legal Hold. No records (paper or electronic) will be destroyed that are pertinent to any ongoing or anticipated litigation or other investigative proceeding.
- 1.3.2.2 Archives. Notwithstanding the established destruction schedules, the Chapter shall set aside certain documents and records, such as publications and periodicals, and other artifacts of historical significance to the Chapter.

##### **1.3.3 TERMS FOR RETENTION**

- 1.3.3.1 While minimum periods are suggested, the retention of documents identified below and of documents not referenced should be determined primarily by application of prevailing law, regulation or policy with any destruction to be superseded by the exclusions noted in 2 above.
- 1.3.3.2 Where applicable (e.g., leases, licenses, contracts, personnel files), the specified retention periods are measured after disposition, expiration or all obligations end.
- 1.3.4 Retention:
  - 1.3.4.1 Governance records — Articles of Incorporation, Bylaws, amendments, other organizational documents and minutes of any governing body, including minutes of the Executive Committee of the Board, minutes of the Board of Directors, and minutes of the Membership Quorum. Such minutes shall be filed with APCO International as part of the Chapter’s ongoing activities. The Chapter is encouraged to maintain its records within the PSConnect Chapter group as supported by APCO Int’l.
  - 1.3.4.2 Tax records — applications for tax-exempt status (Form 1023), tax-exemption determination letters and related correspondence, federal (Form 990) and state tax returns, and files related to tax audits.
  - 1.3.4.3 Financial records — audited financial statements and related correspondence, and attorney contingent liability letters.
  - 1.3.4.4 Intellectual property records — copyright and trademark registrations and samples of protected works.
  - 1.3.4.5 Dues and donor records — membership records (including designations), chapter documentation, fund statements, grants, gift earmarks and related donor records.
- 1.3.5 Retain for a minimum of ten years:
  - 1.3.5.1 Sales and Use Tax returns.
  - 1.3.5.2 Lobbying records — federal and state lobbying reports and supporting data.
- 1.3.6 Retain for seven years:
  - 1.3.6.1 Insurance — claims (after settlement), fire, safety and accident reports.
  - 1.3.6.2 Bank statements — reconciliations, general ledgers, journals, deposit slips, and cancelled checks.
  - 1.3.6.3 Litigation files — documents related to legal claims (after settlement).
  - 1.3.6.4 Contracts and inventory — consultant and vendor agreements, software licenses, equipment leases, inventory, and maintenance files.
  - 1.3.6.5 Corporate filings — annual reports and charitable registrations.
- 1.3.7 Retain for three years:

- 1.3.7.1 Budget and accountancy records — including approved budgets, chart of accounts, general ledger, journals, accounts receivable, accounts payable, and petty cash vouchers.
- 1.3.7.2 Official documentation — conflict of interest disclosure forms, declaration of candidacy forms, applications for various Chapter activities, and correspondence issued from the Executive Committee, Board or Chapter President.
- 1.3.8 Retain for one year:
  - 1.3.8.1 Americans with Disability Act documentation.
  - 1.3.8.2 Unconsummated proposals — for grants requests or for contractual services in response to bid requests that are not ultimately selected or chosen.

## **ARTICLE XIV: PUBLIC SAFETY TELECOMMUNICATIONS AWARDS PROGRAM**

### **1. AWARDS POLICY**

#### **1.1 PURPOSE**

- 1.1.1 To establish Chapter policy with regards to awards made for significant accomplishments.

#### **1.2 AUTHORITY**

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

#### **1.3 POLICY**

- 1.3.1 It is the policy of the Chapter to recognize the contributions made by its members, and committees; by individuals who may not be members of the Chapter; and by other entities who have performed outstanding service to the Chapter and/or to the field of public safety and related types of communications.
- 1.3.2 Eligibility of the awards identified herein is restricted to individuals who work or reside within the boundaries of the Commonwealth of Virginia.

### **2. VA Chapter of APCO Awards**

#### **2.1 PURPOSE**

- 2.1.1 To establish a policy by which the Virginia Chapter of APCO can recognize the achievements of public safety Telecommunicators within the Commonwealth of Virginia.

#### **2.2 AUTHORITY**

- 2.2.1 The Chapter is authorized to present awards to those who have performed outstanding service in accordance with this Article of this Policy Manual.

## **2.3 POLICY**

- 2.3.1 The VA Chapter of APCO, annually, presents awards to individuals, as specified below, whose service to their employer and the community they serve over the current year has been deserving of recognition. Nominees for the award shall normally work in a job classification compatible with the award for which they are being nominated.
- 2.3.2 Process for bestowal of the VA Chapter of APCO Awards
  - 2.3.2.1 The Awards Committee shall solicit nominations for the award in an appropriate manner.
  - 2.3.2.2 Nominations may be made by individuals who may be aware of the nominee's accomplishments or by the nominee's employer.
  - 2.3.2.3 Nominations shall be received by the Awards Committee no later than March 1st of the calendar year of the Annual Spring Conference at which the Award is to be bestowed.
  - 2.3.2.4 The Awards Committee shall review the nominations and select an award recipient. The Awards Committee may establish its own criteria for making such selection.
  - 2.3.2.5 The Awards Committee shall notify the President of its selection for Award(s) by February 15th of the calendar year of the Annual Spring Conference at which the Award(s) is to be bestowed.
  - 2.3.2.6 The Board shall review and ratify the selection for the Award, as it may deem appropriate. Such ratification shall be by majority vote of the Board.
  - 2.3.2.7 Once it has ratified the selection for the Award, the President, on behalf of the Chapter shall cause a "congratulatory letter" to be prepared and sent to the Award Recipient. The letter shall include an invitation for the member to attend the Annual Spring Conference along with an explanation that the award will be made during the Luncheon of the Conference.
  - 2.3.2.8 The Chapter shall grant the Telecommunicator of the Year Award Recipient a complimentary full registration for the Conference at which the award is bestowed.
  - 2.3.2.9 The Chapter President shall cause the name of Award Recipients to appear on the Chapter Website following the presentation of awards.
  - 2.3.2.10 The President shall present an appropriate plaque to Award Recipients during the designated Luncheon held in conjunction with the Annual Spring Conference at which the Award is being bestowed.

### **3. Awards to be Presented:**

- 3.1 Awards are in the categories of:
  - 3.1.1 Outstanding Individual Performance in a Critical Incident
  - 3.1.2 Outstanding Team Performance in a Critical Incident

- 3.1.3 Telecommunicator of the Year
- 3.1.4 Nicholas E. Stepaniak Award – Recognizing the Trainer of the Year
- 3.1.5 Line Supervisor of the Year
- 3.1.6 Information Technologies or Radio Frequency Technologist of the Year
- 3.1.7 Communications Center Director of the Year

#### **4. General Requirements for established VA Chapter of APCO Awards**

- 4.1 Nominees must have worked in a communications center in the Commonwealth of Virginia between January 1 and December 31 of the year prior to the award year or have retired within the last twelve (12) months.
- 4.2 APCO membership is not necessary to qualify for an award.
- 4.3 APCO membership is not necessary to make a nomination.
- 4.4 Nominations must be received no later than the date posted on the VA APCO website *of the year in which the award is to be bestowed*.
- 4.5 All submissions **must** use the approved Nomination Forms which may be downloaded from the Chapter website.
  - 4.5.1 Be sure to respond to each and every criteria or question in the “Criteria” section at the bottom of each application. These criteria are established to be sure that all nominees are afforded an equal consideration and that key information is available for the Awards Committee to review. If you need to amend a previously submitted nomination form, please do so prior to the deadline
- 4.6 Nominees may hold any title within a Public-Safety Communications Center
- 4.7 If submitting a nomination for Information Technologist, answer only questions 1-8 and question 11.
- 4.8 If submitting a nomination for Radio Frequency Technologist, answer only questions 1-5 and questions 9-11.

#### **5. Submission of Nominations**

- 5.1 To permit electronic dissemination to the Awards Committee, nominations should be prepared electronically and saved in Microsoft Word or a compatible word processing program or be scanned and saved in Adobe PDF (.pdf) format.
- 5.2 Preferably, save your file with a naming format that identifies the jurisdiction or agency and the last name or team name nominated, i.e.:
- 5.3 “[Category] Nomination\_Fairfax\_LastName.doc” or “[Category] Nomination\_VSP\_ShiftA.doc”.
- 5.4 Submit nominations (computer document) as attachments by e-mail to the Awards Committee Chair (posted on VA Chapter website) no later than March 1<sup>st</sup> of the year in which award will be bestowed (i.e. for Awards bestowed at the Annual Spring Conference, nominations must be submitted no later than January 31<sup>st</sup> of the current calendar year).



- 5.5 You will receive an acknowledgement within 3 days. If you do not receive an acknowledgement, please confirm receipt with the Chair of the Awards Committee or Chapter President.
- 5.6 In the absence of e-mail, computer disks or CD's may be sent to the Chair of the Awards Committee (address information displayed on the Chapter Website).

## **6. Criteria for Nomination for Specific Awards**

### **6.1 OUTSTANDING INDIVIDUAL PERFORMANCE IN A CRITICAL INCIDENT**

- 6.1.1 This award is designed to honor an individual from a public-safety communications agency in the Commonwealth of Virginia who performed in an outstanding manner during a critical incident.
- 6.1.2 The incident must have occurred between January 1 and December 31, of the previous year (i.e. 2014 for awarding in 2015).
- 6.1.3 The individual must have demonstrated extraordinary professional performance during an extremely critical incident.
- 6.1.4 Nominations will be accepted by any supervisor within the chain of command or any group of three or more co-workers in agreement. Nominations must be received no later than the first Friday of March in the current year.
- 6.1.5 The Criteria:
- 6.1.5.1 Describe the nominee's public safety communications agency. Please include staffing levels, size, and discipline (law, fire, EMS, PSAP only, etc.).
  - 6.1.5.2 Provide the nominees job title and list a brief explanation of their duties and responsibilities.
  - 6.1.5.3 Tell us how long the nominee has been at this job and any previous public safety communications positions held.
  - 6.1.5.4 Provide a brief overview of the incident that the nominee was involved in.
  - 6.1.5.5 Describe the actions of the nominee in handling the incident, including how their knowledge, professionalism and customer service skills helped to determine the outcome. List how those efforts were above and beyond the normal day to day work, and how creativeness, initiative and ability to think outside the box impacted the outcome of the incident.
  - 6.1.5.6 What sets this incident or event apart from all others, to warrant the recognition of the Virginia APCO Individual Performance in a Critical Incident Award?

### **6.2 OUTSTANDING TEAM PERFORMANCE IN A CRITICAL INCIDENT**

- 6.2.1 The group must have demonstrated an extraordinary professional team performance during an extremely critical incident.
- 6.2.2 Teamwork involved must have been the key to successful handling of the incident.

- 6.2.3 This award is designed to honor two or more individuals from the same public-safety communications agency who performed in an outstanding manner while working together as a team on the same incident, event or project.
- 6.2.4 Team members must have been employed by a public safety agency in the Commonwealth of Virginia or have retired within the last 12 months. Nominees do not have to be members of APCO. Nominations will be accepted from any supervisor within the chain of command or from any group of three or more co-workers in agreement.
- 6.2.5 The Criteria:
  - 6.2.5.1 The nomination must list each team member.
  - 6.2.5.2 Describe the team member’s public safety communications agency. Please include staffing levels, size, and discipline (law, fire, EMS, PSAP only, etc.).
  - 6.2.5.3 Provide a list of the employees assigned to the team and list a brief explanation of their duties and responsibilities.
  - 6.2.5.4 Tell us how long each team member has been at this job and any previous public safety communications positions held.
  - 6.2.5.5 Provide a brief overview of the incident/project the team members were involved in.
  - 6.2.5.6 Describe the actions of the team members in handling the incident/project, including how they demonstrated professionalism and dedication as a team.
  - 6.2.5.7 Explain how the actions of the team members impacted the outcome of the incident/project. List how demonstrated efforts were above and beyond the normal day to day work, and how creativeness, initiative and ability to think outside the box impacted the outcome of the incident.
  - 6.2.5.8 What sets this incident, event or project apart from others that the team has been involved in, to warrant the recognition of the Virginia APCO Team Award?

### **6.3 TELECOMMUNICATOR OF THE YEAR**

- 6.3.1 The nominee must:
  - 6.3.1.1 Exhibit a positive attitude towards all aspects of the job,
  - 6.3.1.2 Maintain good relationships with co-workers and representatives of other departments and agencies,
  - 6.3.1.3 Have the ability to function as a team member,
  - 6.3.1.4 Demonstrate professionalism and willingness to improve personal knowledge of the profession and share with others,
  - 6.3.1.5 Be willing to adapt to change, and
  - 6.3.1.6 Display exceptional courage, foresight, faithfulness and perseverance in the highest tradition of public safety service.

- 6.3.2 Nominees must have been employed in the applicable category by a public safety agency in the Commonwealth of Virginia or have retired within the last 12 months. Nominees do not have to be members of APCO. Nominations will be accepted from any supervisor within the chain of command or from any group of three or more co-workers in agreement. Nominations must be received no later than March 6, 2015.
- 6.3.3 Sample job responsibilities and titles for this position are provided on this form as **examples** to help you determine whether your nominee is eligible for this award category. Specific responsibilities and titles may vary by agency and are not limited to the lists shown here.
  - 6.3.3.1 Functions as a front line dispatcher or call taker for police, fire, and/or EMS agencies.
  - 6.3.3.2 Operates telecommunications equipment to receive emergency and non-emergency phone calls.
  - 6.3.3.3 Determines situations from callers and ascertains all required information for dispatch of a call.
  - 6.3.3.4 Relays information to a dispatcher (if a separate position) via CAD or manual dispatch cards.
  - 6.3.3.5 Operates radio equipment to dispatch first responder units to request emergency services, receives radio traffic from first responders, monitors emergency and support radio frequencies.
  - 6.3.3.6 Maintains unit status and practices both decision-making and multitasking skills.
  - 6.3.3.7 Operates computer equipment to assist both officers and citizens with the retrieval of information.
  - 6.3.3.8 Maintains appropriate security and confidentiality of information created or encountered in the performance of assigned duties.
- 6.3.4 The Criteria
  - 6.3.4.1 Describe the nominee's public safety communications agency. Please include staffing levels, size, and discipline (law, fire, EMS, PSAP only, etc.).
  - 6.3.4.2 Describe the nominee's daily and additional pertinent duties and responsibilities.
  - 6.3.4.3 Tell us how long the nominee has been at this job and any previous public safety communications positions the nominee has held.
  - 6.3.4.4 Describe how the nominee functions as a team player.
  - 6.3.4.5 Describe how the nominee demonstrates his/her knowledge of the profession and flexibility in task assignments. Provide an example of how the nominee may go above and beyond what may be required of an individual in this position.
  - 6.3.4.6 Describe the nominee's personal and professional interaction via radio and telephone with agency clients and members.

- 6.3.4.7 Describe the nominee’s overall performance throughout the year.
- 6.3.4.8 Explain how the nominee exemplifies the “customer service” skills that often define how the calling public and public safety agencies dispatched perceive call takers and dispatchers.
- 6.3.4.9 In one page or less, describe why the candidate should receive the Virginia APCO Public-Safety Communications Telecommunicator of the Year award.

#### **6.4 NICHOLAS E. STEPANIAK TRAINER OF THE YEAR AWARD**

- 6.4.1 Nominees must have been employed in the applicable category by a public safety agency in the Commonwealth of Virginia or have retired within the last 12 months. Nominees do not have to be members of APCO. Nominations will be accepted from any supervisor within the chain of command or from any group of three or more co-workers in agreement.
- 6.4.2 Sample job responsibilities and titles for this position are listed below as **examples** to help you determine whether your nominee is eligible for this award category. Specific responsibilities and titles may vary by agency and are not limited to the lists shown here.
  - 6.4.2.1 Plans, develops, schedules and conducts on the job and/or classroom training for 911 and public safety communications call takers, dispatchers and supervisors.
  - 6.4.2.2 Evaluates trainees’ skills and job performance.
  - 6.4.2.3 Plans and/or develops advanced training for 911 public safety communications call takers, dispatchers and supervisors.
  - 6.4.2.4 Assists with developing and enhancing trainees’ professional knowledge, skill, and ability through in-service training or career development training.
- 6.4.3 Job Title Examples
  - 6.4.3.1 Communications Training Officer (CTO)
  - 6.4.3.2 Field Training Officer (FTO)
  - 6.4.3.3 Communications Training Instructor
  - 6.4.3.4 Career Development Coordinator, Manager, Supervisor, Specialist, etc.
- 6.4.4 The trainer of the Year Award recognizes an individual whose contributions are instrumental in the excellence and success of a training program within a Public Safety Communications Agency. The nominee must:
  - 6.4.4.1 Have a thorough working knowledge of standard operating procedures.
  - 6.4.4.2 Exercise patience and demonstrate a commitment to quality customer service.
  - 6.4.4.3 Have realistic expectations and responds appropriately to the specific needs of each employee.

- 6.4.4.4 Recognize the importance of thorough documentation and accurate record keeping to ensure certifications remain current
- 6.4.4.5 Consistently plans and prepares for training assignments
- 6.4.4.6 Mentor employees through leadership and enthusiasm with a commitment to their success
- 6.4.4.7 Set a positive and forward thinking tone as well as use of new creative approaches to the ever changing dynamics of the profession
- 6.4.5 Criteria
  - 6.4.5.1 Describe the nominee's public safety communications agency. Please include staffing levels, size, and discipline (Law, Fire, EMS, PSAP only, etc.).
  - 6.4.5.2 Describe the nominee's daily and additional pertinent duties and responsibilities.
  - 6.4.5.3 Tell us how long the nominee has been at this job and any previous public safety communications positions the nominee has held.
  - 6.4.5.4 Describe how the nominee functions as a team player.
  - 6.4.5.5 Describe how the nominee demonstrates his/her knowledge of the profession and flexibility in task assignments. Provide an example of how the nominee may go above and beyond what may be required of an individual in this position.
  - 6.4.5.6 Describe how the nominee is a role model and how he or she demonstrates professionalism and dedication to the profession.
  - 6.4.5.7 Explain how the nominee instructs, mentors and nurtures trainees to help trainees fulfill their potential. Is the nominee able to convey clear expectations of performance and achievement along with providing timely and ongoing feedback in areas of success and those areas needing more attention?
  - 6.4.5.8 In one page or less, describe why the candidate should receive the Virginia APCO Public-Safety Communications Trainer of the Year award.

## 6.5 LINE SUPERVISOR OF THE YEAR AWARD

- 6.5.1 Nominees must have been employed in the applicable category by a public safety agency in the Commonwealth of Virginia or have retired within the last 12 months. Nominees do not have to be members of APCO. Nominations will be accepted from any supervisor within the chain of command or from any group of three or more co-workers in agreement.
- 6.5.2 Sample job responsibilities and titles for this position are provided on this form as **examples** to help you determine whether your nominee is eligible for this award category. Specific responsibilities and titles may vary by agency and are not limited to the lists shown here.

- 6.5.2.1 Plans, organizes, establishes objectives; resolves difficult and complex operational issues; participates in the administration of a Communications Center, and supervises one or more employees.
  - 6.5.2.2 Is familiar with all operations and functions expected of subordinates and demonstrates that knowledge on a regular basis.
  - 6.5.2.3 Monitors and evaluates staff performance for completeness, accuracy and compliance with established policies and procedures.
  - 6.5.2.4 Recognizes performance issues and takes appropriate measures to correct, or praise employees.
  - 6.5.2.5 Is able to quickly prioritize and organize operational functions and makes appropriate decisions in stressful situations.
  - 6.5.2.6 Recognizes and mitigates potential issues within, or affecting, the Communications Center and is able to diffuse tense situations.
  - 6.5.2.7 Maintains a professional attitude at all times and ensures employees maintain the same.
  - 6.5.2.8 Promotes a positive working relationship with subordinates as well as supervisors, coworkers, and other professional entities.
- 6.5.3 Job Title Examples
- 6.5.3.1 Dispatch Line Supervisor, Dispatch Supervisor
  - 6.5.3.2 Dispatch Operations Shift Supervisor
  - 6.5.3.3 Supervising Public Safety Dispatcher
  - 6.5.3.4 Supervisor
  - 6.5.3.5 Shift Manager/Supervisor
  - 6.5.3.6 Communications Supervisor
  - 6.5.3.7 Communications Shift Supervisor
  - 6.5.3.8 Communications Center Supervisor
  - 6.5.3.9 Line Supervisor
  - 6.5.3.10 Operations Supervisor
  - 6.5.3.11 Emergency Resource Supervisor
  - 6.5.3.12 Telecommunications Supervisor
  - 6.5.3.13 Senior Fire Communications Supervisor
- 6.5.4 The Line Supervisor of the Year Award recognizes the individual directly responsible for the daily shift operations of the communications center. The nominee must:
- 6.5.4.1 Demonstrate the highest level of commitment to the employees on their shift.
  - 6.5.4.2 Exhibits integrity, fairness, and strong leadership skills.
  - 6.5.4.3 Coach and encourage the strengths and skills to assist in achieving each employee's personal best.
  - 6.5.4.4 Enhance the operation and morale of the center.

- 6.5.4.5 Maintain a positive rapport with all aspects of the Public Safety Community.
- 6.5.4.6 Demonstrates adaptability while maintaining control in critical incidents.
- 6.5.4.7 Lead by example and demonstrated the ability to operate as a team leader.
- 6.5.5 Criteria
  - 6.5.5.1 Describe the nominee's public safety communications agency. Please include staffing levels, size, and discipline (law, fire, EMS, PSAP only, etc.).
  - 6.5.5.2 Describe the nominee's daily and additional pertinent duties and responsibilities.
  - 6.5.5.3 Tell us how long the nominee has been at this job and any previous public safety communications positions the nominee has held.
  - 6.5.5.4 Describe how the nominee functions as a team player.
  - 6.5.5.5 Describe how the nominee demonstrates his/her knowledge of the profession and flexibility in task assignments. Provide an example of how the nominee may go above and beyond what may be required of an individual in this position.
  - 6.5.5.6 Describe the nominee's ability to interact with others and successfully forge positive relationships with individuals at all levels: (consider citizens, subordinates, peers, administration, other entities within the emergency services profession, etc.)
  - 6.5.5.7 Describe any attributes, actions, or practices that make the nominee exceptional when compared to other PSAP supervisors. (What sets this supervisor apart from other supervisors?)
  - 6.5.5.8 In one page or less, describe why the candidate should receive the Virginia APCO Public-Safety Communications Line Supervisor of the Year award.

## **6.6 INFORMATION TECHNOLOGIST OR RADIO FREQUENCY TECHNOLOGIST OF THE YEAR AWARD**

- 6.6.1 Nominees must have been employed in the applicable category in the Commonwealth of Virginia or have retired within the last 12 months. Nominees do not have to be members of APCO. Nominations will be accepted by any supervisor within the chain of command or from any group of three or more co-workers in agreement.
- 6.6.2 Sample job responsibilities and titles for this position are provided on this form as **examples** to help you determine whether your nominee is eligible for this award category. Specific responsibilities and titles may vary by agency and are not limited to the lists shown here.
  - 6.6.2.1 ANALYTICAL/TECHNICAL:

- 6.6.2.2.1 Provides technical support and performs professional work related to the operation and support of computer hardware, peripherals, and software applications.
- 6.6.2.2.2 Participates in the evaluation and implementation of new computing technologies.
- 6.6.2.2.3 Performs complex level application support work on the agency's computer applications systems.
- 6.6.2.2.4 Provides project and program leadership to professional and technical staff.
- 6.6.2.2.5 Provides project management for large scale support projects.
- 6.6.2.2.6 Performs routine to complex level application support work on the agency's computer applications systems.
- 6.6.2.2.7 Performs advanced level telecommunications work related to the purchase, installation, and maintenance of communications equipment.
- 6.6.2.2.8 Performs technical work gathering, analyzing, and summarizing data.
- 6.6.2.2.9 Manages the installation, operation, and maintenance of equipment.
- 6.6.2.2.10 Maintains knowledge of 700 MHz, 800 Mhz,900 MHz, and P25 radio communications systems and equipment
- 6.6.2.2.11 Possesses experience in UHF/VHF radios, repeaters, digital/analog microwave and an extensive network of mobile radios.
- 6.6.2.3 Demonstrates ability to work with many different user agencies.
  - 6.6.2.3.1 Possesses ability to provide information to assist in grant writing for radio.
  - 6.6.2.3.2 Prepares and maintains various records of maintenance and operation as required by the FCC including renewal of FCC licensing.
  - 6.6.2.3.3 Installs and/or oversees the installation of radio site ground, antenna systems, security systems, carrier equipment (T1, DS3), emergency power generators, fuel systems, towers, transmission lines, and site alarm status reporting equipment.
  - 6.6.2.3.4 Maintains current experience in state of the art electronic equipment repair, including bench repair and radio transmitting and receiving equipment.
  - 6.6.2.3.5 Plans for infrastructure additions, site expansions and improvements as necessary to insure coverage and systems reliability.



- 6.6.2.3.6 Develops and presents written and oral recommendations, budgets, and schedules for upgrading existing systems.
- 6.6.2.4 DATABASE/NETWORK:
  - 6.6.2.4.1 Performs and coordinates the activities necessary to administer and manage the databases and systems used within and across departments throughout the agency.
  - 6.6.2.4.2 Designs and develops GIS applications.
  - 6.6.2.4.3 Provides analytical modeling in support of planning functions.
  - 6.6.2.4.4 Manages and coordinates the design installation, upgrade and maintenance of agency wide network systems.
- 6.6.3 The Information Technologist or RF Technologist of the Year award recognizes an individual who has demonstrated extraordinary technical knowledge and expertise in their support of public safety communications. The nominee must:
  - 6.6.3.2 Demonstrate a thorough knowledge of computer and information technology systems.
  - 6.6.3.3 Provide technical support related to the effective operations of a communications center.
  - 6.6.3.4 Participate in the evaluation and implementation of new computing technologies.
  - 6.6.3.5 Provide project management for large scale support projects.
  - 6.6.3.6 Perform routine to complex level application support work on the agency's computer application systems.
  - 6.6.3.7 Perform advanced level communications work related to the purchase, installation and maintenance of communications equipment.
  - 6.6.3.8 Demonstrate the ability to work with many different user agencies, or
  - 6.6.3.9 Manage the installation, operation and maintenance of radio communications equipment.
  - 6.6.3.10 Maintain a working knowledge of all public safety radio communications systems and equipment including 700 MHz, 800 MHz, P25, UHF/VHF radios, repeaters and mobile radio networks.
  - 6.6.3.11 Install or oversee the installation of site ground, antenna systems, security systems, generators, towers, fuel systems and site alarms.
  - 6.6.3.12 Prepare and maintain required records for FCC license.
  - 6.6.3.13 Plan for infrastructure additions, site expansions and improvements as needed to insure coverage and system reliability.
  - 6.6.3.14 Assist with developing and presenting budgets and recommendations for upgrading existing systems.

#### 6.6.4 Sample Job Titles

- 6.6.4.2 Systems Administrator
- 6.6.4.3 Information Technologist Specialist
- 6.6.4.4 Information Technologist
- 6.6.4.5 Network Administrator
- 6.6.4.6 Systems Engineer
- 6.6.4.7 Senior Computer Analyst
- 6.6.4.8 CAD/GIS Administrator
- 6.6.4.9 Network Services Supervisor
- 6.6.4.10 NCIC/CAD System Manager
- 6.6.4.11 Technician
- 6.6.4.12 9-1-1 Systems
- 6.6.4.13 Information Technology Coordinator
- 6.6.4.14 Senior Project Manager
- 6.6.4.15 Records Technician (MSAG Coordinator)
- 6.6.4.16 Mobile/CAD System Administrator
- 6.6.4.17 Information Technology Specialist 4
- 6.6.4.18 IT Tech and Address/Mapping Coordinator
- 6.6.4.19 Electronics Communications Technician
- 6.6.4.20 Telecommunications Engineer
- 6.6.4.21 Communications Technician
- 6.6.4.22 Senior Communications Technician
- 6.6.4.23 Radio Lead Technician
- 6.6.4.24 Radio Technician
- 6.6.4.25 Technical Systems Administrator, etc.

#### 6.6.5 Criteria

- 6.6.5.2 Describe the nominee's public safety communications agency. Please include staffing levels, size, and discipline (Law, Fire, EMS, PSAP only, etc.).
- 6.6.5.3 Describe the nominee's daily and additional pertinent duties and responsibilities.
- 6.6.5.4 Tell us how long the nominee has been at this job and any previous public safety communications positions the nominee has held.
- 6.6.5.5 Describe how the nominee functions as a team player.
- 6.6.5.6 Describe how the nominee demonstrates his/her knowledge of the profession and flexibility in task assignments. Provide an example of

how the nominee may go above and beyond what may be required of an individual in this position.

- 6.6.5.7 *[IT Tech Only]* Describe how the nominee insures the reliability of the agency's internal computer system and protects the integrity and security of the agency's data.
- 6.6.5.8 *[IT Tech Only]* Describe how the nominee ensures the agency meets and maintains external (local, state, and federal data security) requirements.
- 6.6.5.9 *[IT Tech Only]* Describe how the nominee utilizes innovative solutions and applications to further the mission of the organization.
- 6.6.5.10 *[RF Tech Only]* The work of a Public Safety Radio Frequency Technologist involves rapidly changing technology. How does the nominee keep his or her expertise current?
- 6.6.5.11 *[RF Tech Only]* Maintaining and troubleshooting radio and communications equipment means dealing with many vendors and different types of user agencies. Describe how the nominee develops and employs good communication with all involved.
- 6.6.5.12 In one page or less, describe why the candidate should receive the Virginia APCO Public-Safety Communications Information Technologist or Radio Frequency Technologist of the Year award.

## **6.7 COMMUNICATIONS CENTER DIRECTOR OF THE YEAR AWARD**

- 6.7.2 Nominees must have been employed in the applicable category by a public safety agency in the Commonwealth of Virginia or have retired within the last 12 months. Nominees do not have to be members of APCO. Nominations will be accepted from any supervisor within the chain of command or from any group of three or more co-workers in agreement.
- 6.7.3 Sample job responsibilities and titles for this position are provided on this form as **examples** to help you determine whether your nominee is eligible for this award category. Specific responsibilities and titles may vary by agency and are not limited to the lists shown here.
- 6.7.4 The Communication Center Director of the Year Award recognizes the individual responsible for the overall operations of the communications center. The nominee must:
  - 6.7.4.2 Serve as a role model and display a positive attitude.
  - 6.7.4.3 Demonstrate the highest level of commitment to the center's staff and their professional career development.
  - 6.7.4.4 Accept constructive criticism and exercise fairness.
  - 6.7.4.5 Exemplify leadership, integrity, and vision.
  - 6.7.4.6 Utilizes initiative, creative thinking, and is a team player.
  - 6.7.4.7 Gain an appreciation for the operational function of the center.
  - 6.7.4.8 Maintains a good working relationship with all aspects of the Public Safety Community.

- 6.7.4.9 Be a good “listener” and solicits input from all levels of the organization.
- 6.7.4.10 Be willing to learn new technologies and enhance overall knowledge of the profession.

#### 6.7.5 Sample Responsibilities

- 6.7.5.1 Maintains appropriate contacts with the public, users and the media on the proper use of the emergency communications system.
- 6.7.5.2 Responsible for planning and directing the daily operations of the Communications Center.
- 6.7.5.3 Responsible for developing and monitoring the policies and procedures of the Communications Center.
- 6.7.5.4 Serves on advisory boards and other professional organizations and fosters the professionalism of the agency.
- 6.7.5.5 Maintains active liaisons with all participants, customers, emergency service providers and other departments and local, state and federal agencies relative to the operations of the Communications Center.
- 6.7.5.6 Prepares and submits an annual plan, including budget preparation and administration, program goals and Capital Improvement Plan.
- 6.7.5.7 Employs, schedules, counsels, disciplines, and evaluates the performance of Communications Center staff.
- 6.7.5.8 Performs a variety of functions as directed that could include accounts payable and employee payroll.

#### 6.7.6 Sample Job Titles

- 6.7.6.1 Director
- 6.7.6.2 Assistant Director
- 6.7.6.3 Executive Director
- 6.7.6.4 Deputy Director
- 6.7.6.5 PSAP Manager
- 6.7.6.6 Communication Center Director
- 6.7.6.7 Communications Director/Manager
- 6.7.6.8 Communications Administrator
- 6.7.6.9 Center Manager
- 6.7.6.10 Communications Chief
- 6.7.6.11 Public Safety Manager Communications, etc.

#### 6.7.7 Criteria:

- 6.7.7.1 Describe the nominee’s public safety communications agency. Please include staffing levels, size, and discipline (Law, Fire, EMS, PSAP only, etc.).

- 6.7.7.2 Describe the nominee's daily and additional pertinent duties and responsibilities.
- 6.7.7.3 Tell us how long the nominee has been at this job and any previous public safety communications positions the nominee has held.
- 6.7.7.4 Describe how the nominee functions as a team player.
- 6.7.7.5 Describe how the nominee demonstrates his/her knowledge of the profession and flexibility in task assignments. Provide an example of how the nominee may go above and beyond what may be required of an individual in this position.
- 6.7.7.6 How does the Communications Center Director interact with his/her staff?
- 6.7.7.7 Provide an example of the nominee's leadership abilities including his or her ability to inspire or promote innovation.
- 6.7.7.8 Describe the nominee's involvement with other agencies and the public.
- 6.7.7.9 Provide an example of the nominee's ability to demonstrate continuous learning and stewardship.
- 6.7.7.10 In one page or less, describe why the candidate should receive the Virginia APCO Public-Safety Communications Center Director of the Year award.

## **7. Creation of New Awards**

7.1 The Chapter's Board of Directors may create awards in accordance with the following process:

7.1.1 Individual(s) proposing the creation of a new award shall submit a proposal to the Board. The proposal should include the following items:

7.1.2 The reason(s) that a new award is needed.

7.1.2.1 A "Name" for the new award.

7.1.2.2 The "Purpose" of the new award.

7.1.2.3 The "Criteria" to be used in selecting award recipients.

7.1.2.4 A recommendation with regards to how nominations should be submitted and the review process for such nominations.

7.1.2.5 A recommendation with regards to the type of award to be presented, i.e. a plaque, a certificate, a commemorative item, etc.

7.1.2.6 A recommendation with regards to how and when the award should be presented.

7.1.2.7 A recommendation with regards to possible sponsorship for the new award. A recommendation that the Chapter sponsor the new award is acceptable.

- 7.1.2.8 The Board shall review the proposal. They may make whatever changes they deem appropriate.
- 7.1.2.9 The Board may seek advice from the Awards Committee; from the Credentials Committee; or, from some other entity, as they deem appropriate.
- 7.1.2.10 As part of their review, the Board shall estimate the fiscal impact of the new award. Such estimate shall include the cost of soliciting and reviewing nominations, the cost of the award itself, and travel cost for the recipient and/or presenter in making the award presentation. The cost estimate shall become a part of the recommendation forwarded to the Board of Directors.
- 7.1.2.11 The Board shall vote to either recommend acceptance of the proposal or to deny the proposal. Such action shall require a majority vote of the Board.
- 7.1.2.12 In the event the Board votes to recommend approval of the proposal, they may either cause the proposal to be added to the agenda for the next Board meeting or they may present the proposal to the Board for ratification in accordance with the provisions of the Significant Action section of this Policy Manual. The Board also shall notify the individual(s) making the proposal of the action taken.
- 7.1.2.13 In the event the Board votes to deny the proposal, they shall so notify the individual(s) making the proposal of their decision.
- 7.1.2.14 The Board of Directors shall review the proposal and vote to accept or deny the proposal. Such action shall require a majority vote of the Board of Directors.
- 7.1.2.15 The President shall ensure that the individual(s) making the proposal are advised of the results of the Board of Directors vote.
- 7.1.2.16 In the event the Board of Directors approves the proposal, then this article shall be updated to add the new award to the listing of awards.

## **8. RECOGNITION AWARDS**

### **8.1 PURPOSE**

- 8.1.1 To establish Chapter policy with regard to the Recognition Awards.

### **8.2 AUTHORITY**

- 8.2.1 The Chapter is authorized to present awards to those who have performed outstanding service in accordance with this Article of this Policy Manual.

### **8.3 POLICY**

- 8.3.1 Recognition Awards are presented each year at the Annual Fall Conference.

- 8.3.2 The "Out-going" President shall receive the following awards:
- 8.3.3 A gavel and appropriate plaque commemorating his/her term as President of the Chapter to be presented during the Business Meeting the Annual Fall Conference at which another President takes the oath of office.
- 8.3.4 Presidential Recognition Awards
  - 8.3.4.1 The "Out-going" President may recognize an individual(s) whom he/she may deem has provided a special service or contribution to the Chapter during the President's term in office. Such awards may be a "Certificate of Appreciation" or a commemorative item of nominal value, as determined by the "Out-going" President. The award may be mailed to the Award Recipient, may be presented during the Annual Spring Conference Awards Luncheon or at the Annual Fall Conference, or may be presented at some other event selected by the "Out-going" President.
- 8.3.5 Standing Committee Chairs, Special Committee Chairs, and Task Force Chairs
  - 8.3.5.1 The Board may award the Chair of a Standing Committee, Special Committee, or Task Force with a "Certificate of Recognition" commemorating their service on the Committee or Task Force. Such award should recognize the effort put forth by the member in chairing the Committee or Task Force. The "Certificate of Recognition" may be mailed to the member, may be presented during the Annual Fall Conference's Business Meeting, or may be presented at some other event selected by the "Out-going" President. The Board may approve award of a commemorative item of nominal value in addition to or in place of the "Certificate of Recognition".
- 8.3.6 Standing Committee Members, Special Committee Members, and Task Force Members
  - 8.3.6.1 The Board may award the members of a Standing Committee, Special Committee, or Task Force with a "Certificate of Recognition" commemorating their service on the Committee or Task Force. Such award should recognize the effort put forth by the member in serving on the Committee or Task Force and should be based upon a recommendation from the Chair of the Committee or Task Force. The "Certificate of Recognition" shall be mailed to the member. The Board may approve award of a commemorative item of nominal value in place of the "Certificate of Recognition".
  - 8.3.6.2 The President may also recognize contributions made by members and non-members of the Chapter to the art of public safety communications at any time during his/her tenure of office subject to concurrence of the remaining members of the Board (except the Melinda Bramley Lifetime Achievement Award).

## **9. OTHER AWARDS**

### **9.1 Melinda Bramley Lifetime Achievement Award**

9.1.1 The Chapter President may recognize an individual whom he/she may deem has provided a recognized lifetime achievement in service to the Chapter and to the public safety community of the Commonwealth at any time during their term in office. Such award has been and is recognized as the “Melinda Bramley Lifetime Achievement Award.” This award may be presented at any meeting of the Quorum of the Chapter membership by the President.

9.1.2 Award Criteria

9.1.2.1 The Melinda Bramley Lifetime Achievement Award is made in recognition of exceptional accomplishments by an individual member of the Virginia Chapter of APCO in the field of public safety communications.

9.1.2.2 Nominees for this award shall meet or exceed the following criteria:

9.1.2.2.1 Been a member of VA APCO in the Active or Full Member category for not less than ten (10) years; and

9.1.2.2.2 Served in numerous capacities at a leadership level within the Chapter; and

9.1.2.2.3 The accomplishments meritorious of the Award are of such widespread significance as to be common knowledge amongst the VA APCO membership.

9.1.2.3 The President shall present an appropriate plaque (or other displayable remembrance) to the Award Recipient at the appropriate time held in conjunction with the Annual Fall Conference at which the Award is being bestowed. The President shall read the citation as part of the award ceremony.

9.1.3 Perpetual Recognition

9.1.3.1 The Chapter President shall cause a listing of all recipients of the Melinda Bramley Lifetime Achievement Award to appear in the program of the VA Chapter Annual Fall Conference; and

9.1.3.2 The Webmaster shall maintain a listing of all recipients of the Melinda Bramley Lifetime Achievement Award prominently on the Chapter’s website.

**ARTICLE XV: SIGNIFICANT ACTION PROCEDURES**

**1. SIGNIFICANT ACTIONS**

**1.1 PURPOSE**

1.1.1 To establish the requirements for reporting significant actions of one governing body requiring review or approval of another body.

**1.2 AUTHORITY**

1.2.1 The President has the duty to keep the membership appropriately informed.



## 1.3 POLICY

- 1.3.1 Changes are subject to approval by a two-thirds majority of the whole Board of Directors
- 1.3.2 Exigent Circumstances.
  - 1.3.2.1 One body may be required to take actions under exigent circumstances in which it must act before it can reasonably obtain ratification from the applicable body whose approval is typically required. Under such circumstances, the approving body. The approving body will be asked to ratify the action after the fact. Exigent circumstances include the following:
    - 1.3.2.1.1 Failing to act would bring irreparable harm to the reputation to the Chapter
    - 1.3.2.1.2 Failing to act would cause financial loss exceeding \$5,000.
    - 1.3.2.1.3 Failing to act would eliminate an opportunity for the benefit of the Chapter based on a deadline set by a source outside of the Chapter.
- 1.3.3 Significant actions are those that cannot wait until the next scheduled meeting of the applicable body but can wait until such body can be asked to ratify the action using the “Thirty-Day Rule” process.
- 1.3.4 Significant actions by the Board of Directors (“Board”) to be subsequently ratified by the whole Board using the “Thirty-Day Rule” process may include the following:
  - 1.3.4.1 Any action that would modify the strategic plan to the point it would be considered a new direction for the Board or a significant change of approved direction.
  - 1.3.4.2 Modification of the budget, including changes, outside the parameters authorized.
  - 1.3.4.3 Non-substantive changes to the Bylaws made in accordance with the Bylaws Change Procedures of this Policy Manual.
  - 1.3.4.4 Any action that would amend, or otherwise affect the currently-filed status, of the Articles of Incorporation of the Chapter.
  - 1.3.4.5 Any action that would modify or waive a requirement contained in this Policy Manual that requires approval of the Board of Directors.
  - 1.3.4.6 Any action that would amend the Articles of Incorporation or Bylaws of the Chapter.
- 1.3.5 Special notification actions may occur through policies of the Board that, although they may not require ratification, are of interest to the Board of Directors and require special notification. The following are examples for which special notifications shall be made:
  - 1.3.5.1 Any legal suit or claim brought against the Chapter.

- 1.3.5.2 Any modification of the budget that is within the parameters approved by the Board of Directors.
- 1.3.6 When a body takes action based on exigent circumstances, it shall provide the following facts in addition to the requirements of the standard “Thirty-Day Rule” notification process.
  - 1.3.6.1 The details of the actions taken within ten (10) days of the meeting
  - 1.3.6.2 Identification of the harm the Chapter would have experienced should it not have taken action.
  - 1.3.6.3 Any alternatives considered prior to action.
  - 1.3.6.4 Any consequences that would impact the Chapter if the action is not ratified by the applicable body.
  - 1.3.6.5 Should the applicable body fail to ratify the action taken under exigent circumstances, the Chapter shall be returned to as near as possible to its condition prior to the action.
- 1.3.7 The following steps, commonly known as the “Thirty-Day Rule”, shall be taken for any significant actions proposed to be taken (or that have been already taken due to exigent circumstances, as provided under 1.1), which require ratification:
  - 1.3.7.1 All the facts, issues and anything known to be controversial about the matter shall be clearly spelled out in the notification.
  - 1.3.7.2 All reasons for having to use the rule rather than wait for a regularly scheduled meeting shall be spelled out and justified (Examples: emergency conditions or time constraints).
  - 1.3.7.3 The President shall advise the members of the applicable body of the significant actions being proposed. Such notification shall be via E-mail using a list serve.
    - 1.3.7.3.1 The president’s notification shall also include information as to the pending date and time for the close of balloting on the “Thirty-Day Rule” action.
    - 1.3.7.3.2 The President’s notification shall also include information as to the pending date and time for the ending of the paragraph 3.5 “discussion period” and the beginning of the balloting process.
  - 1.3.7.4 Such information shall be provided at least thirty (30) days prior to any deadline that might exist for the desired action.
  - 1.3.7.5 Following notification about the need for a “Thirty-Day Rule” ratification, there shall be a period of time reserved for a “discussion period” during which time the members of the applicable body may ask questions, obtain answers and freely discuss individual points of view regarding the item under considerations – prior to the casting or counting of any related ballots. The mere existence of a formal “discussion period” shall not preclude any member’s right to discuss or express an opinion on any issue outside of that “discussion period.”

- 1.3.7.5.1 The entire “discussion period” shall be included within the thirty-days allocated for the total ratification process and shall not become cause for any extension of the deadline for balloting.
- 1.3.7.5.2 The length of the “discussion period” shall be for a minimum of the initial 48-hours, which shall include the equivalent of **two full business days** (plus an intervening holiday, weekends, or other non-business days) as observed by the Commonwealth of Virginia.
- 1.3.7.5.3 The length of the “discussion period” shall be extended (retroactively if necessary) in case(s) of the occurrence of an unanticipated interruption to the “discussion period” – such as may result from a failure of widespread impact to the list serve network, a governmental declaration of a new holiday or similar event, or any other incident resulting in the temporary cancellation of a scheduled workday(s) throughout the Commonwealth. If such an unanticipated interruption does occur and it only affects normal office activities on not more than one business day, the date and time for the casting of ballots shall be extended a minimum of one full business day (24-hours). If the unanticipated interruption affects normal office activities on more than one business day, the date and time for the casting of ballots shall be extended by a minimum of two full business days (48-hours). An amended notice of the new date and time for the acceptance of ballots shall be announced by the President as soon as possible after the duration of the unanticipated interruption is known.
- 1.3.7.5.4 Any additional occurrence(s) of an unanticipated interruption to the “discussion period,” after the amended notice of a new date and time for the acceptance of ballots has been announced, shall be treated as a separate incident and again handled per paragraph 3.5.3.
- 1.3.7.6 In the event any ballots related to a “Thirty-Day Rule” item under current consideration have already been cast prior to the end of the designated “discussion period” (as it may or may not have been extended), each of those particular ballots shall be set-aside and not included in any ballot counts until after that (those) member(s) has (have) had an opportunity to review the results of the “discussion period” and either affirm or modify his/her previous vote.
- 1.3.7.7 All discussion and the submission of votes on the proposed action should be conducted over a list serve. The confidentiality of those members making comments should be maintained should members need to discuss the issues with their region, chapter, or other suitable constituency prior to casting a vote.

- 1.3.7.8 After 25 days of the “Thirty-Day” voting period, the Chapter Secretary or his/her designee shall poll those members of the applicable body that have not yet cast a vote.
- 1.3.7.9 The desired action may be ratified upon the receipt of the required majority “yes” vote at any time within thirty days.
- 1.3.7.10 The results of the balloting and an explanation of the issues shall be published via the VA-APCO website showing how each member voted.
- 1.3.8 Notifications of actions requiring routine notification may be through newsletters, E-mail, Faxes, or other appropriate method.
- 1.3.9 Notifications of actions requiring special notification may be through newsletters, E-mail, Faxes, or other appropriate method.