

OHIO APCO CONSTITUTION AND BYLAWS -  
AS REVISIONS HAVE BEEN PROPOSED 9/2014

**INDEX**  
**CONSTITUTION**

**ARTICLE I. NAME & PURPOSE**

- SECTION 1 NAME
- SECTION 2 PURPOSES

**ARTICLE II. CHAPTER MEMBERSHIP**

- SECTION 1 ORGANIZATION
- SECTION 2 MEMBERSHIP
- SECTION 3 MEMBER VOTING PRIVILEGES
- SECTION 4 MEMBER AUTHORITY
- SECTION 5 PUBLIC-SAFETY ENTITY

**ARTICLE III. GOVERNING DOCUMENTS**

- SECTION 1 ASSOCIATION CONSTITUTION AND POLICY MANUAL
- SECTION 2 CHAPTER CHARTER
- SECTION 3 CHAPTER CONSTITUTION AND BYLAWS
- SECTION 4 CHAPTER HANDBOOK

**ARTICLE IV. CHAPTER GOVERNANCE**

- SECTION 1 ELECTIVE OFFICES
- SECTION 2 EXECUTIVE COMMITTEE
- SECTION 3 CHAPTER OFFICERS
- SECTION 4 TERMS OF OFFICE
- SECTION 5 VACANCIES IN OFFICE
- SECTION 6 IMPEACHMENT

**ARTICLE V. AMENDMENT REQUIREMENTS**

- SECTION 1 AMENDMENT REQUIREMENTS

# **BYLAWS**

## **ARTICLE I. GENERAL ELIGIBILITY REQUIREMENTS**

- SECTION 1 MEMBERSHIP APPLICATIONS
- SECTION 2 MEMBER CATEGORIES
- SECTION 3 SPECIAL MEMBER DESIGNATIONS

## **ARTICLE II. DUES**

- SECTION 1 RATES
- SECTION 2 PAYMENT / NONPAYMENT

## **ARTICLE III. CHAPTER ELECTIONS**

- SECTION 1 ELIGIBILITY
- SECTION 2 NOMINATION OF OFFICERS
- SECTION 3 ELECTION OF OFFICERS

## **ARTICLE IV. OFFICER DUTIES**

- SECTION 1 PRESIDENT
- SECTION 2 FIRST VICE-PRESIDENT
- SECTION 3 SECOND VICE-PRESIDENT
- SECTION 4 SECRETARY-TREASURER
- SECTION 5 EXECUTIVE COUNCIL – Ohio Representative
- SECTION 6 CHAPTER COMMERCIAL ADVISOR

## **ARTICLE V. EXECUTIVE COMMITTEE**

- SECTION 1 AUTHORITY
- SECTION 2 MEMBERSHIP
- SECTION 3 MEETINGS
- SECTION 4 DUTIES
- SECTION 5 QUORUM

## **ARTICLE VI. CONFERENCES / MEETINGS/SPECIAL EVENTS**

- SECTION 1 ANNUAL CONFERENCE
- SECTION 2 REGIONAL CONFERENCE
- SECTION 3 STATE CONFERENCE
- SECTION 4 CHAPTER MEETINGS
- SECTION 5 SPECIAL EVENTS

## **ARTICLE VII. VOTING BETWEEN MEETINGS**

**ARTICLE VIII. COMMITTEES**

SECTION 1 STANDING COMMITTEES

SECTION 2 SPECIAL COMMITTEES & TASK FORCE

**ARTICLE IX. EXPENSE REIMBURSEMENT**

**ARTICLE X. CHAPTER DISSOLUTION**

**ARTICLE XI. AMENDMENTS**

SECTION 1 PROPOSALS

SECTION 2 PROCEDURE

# CONSTITUTION

## ARTICLE I NAME & PURPOSE

### SECTION 1 NAME

1.1 This organization shall be known as the Ohio Chapter (designated as "Ohio-APCO", "Ohio APCO" or "this chapter") of the Association of Public-Safety Communications Officials-International, Inc. (designated APCO or Association).

### SECTION 2 PURPOSE

The purpose of the Ohio-APCO chapter shall be:

2.1 To support, create interest in and foster expansion of the parent organization, APCO.

2.2 To foster development and progress of the art of public-safety communications and intercommunications, and to promote, through example and active effort, cooperation in the correlation of the work and activities of the several town, city, county, state and federal public-safety agencies, and the communications units thereof, as well as to promote harmonious cooperation between these agencies of the United States and other such agencies upon member continents, to the end that the safety of human lives, the protection of property and the general welfare of all people may be benefited to the highest degree.

2.3 To aid the development of channels, methods, systems and all other media for the rapid and accurate collection, exchange and dissemination of information relating to crime and criminals, emergencies and other vitally important information of public-safety nature.

2.4 To further, by active effort and example, cooperation between APCO and the Federal Communications Commission.

2.5 To provide technical and operational expertise to public-safety organizations by assisting them in requirements relative to communications equipment and the operation thereof.

2.6 To participate before appropriate agencies in the framing of legislation, regulatory rules and measures pertaining to public-safety communications policy.

2.7 To provide for membership in Ohio-APCO in accordance with the language of its Constitution and Bylaws now and which may later be provided and in effect. Membership in Ohio-APCO shall be of such classification and having such rights, requirements, privileges and restrictions so as to be in keeping with the purposes and intent of APCO.

2.8 To make formal petitions, by way of resolutions in proper format, and following established requirements, at such time as it is felt that changes are needed in the Bylaws of APCO.

2.9 To encourage participation in the affairs of APCO by the authorized Ohio-APCO delegate to the Association Executive Council through financial assistance to the delegate's expenses involved in attending any Executive Council Meeting.

2.10 To abide by the provisions and requirements of the Association Bylaws and Policy Manual; this shall take precedence in all matters and questions in Ohio-APCO.

2.11 To assist and/or provide free or reasonably priced training that will further develop the knowledge and skills of Public-Safety Communications personnel.

# **CONSTITUTION**

## **ARTICLE II CHAPTER MEMBERSHIP**

### **SECTION 1 ORGANIZATION**

1.1 Ohio-APCO, Inc. is a non-profit 501.c3 corporation formed under the laws of the State of Ohio. Its members are individuals meeting the requirements as outlined in the Bylaws of the Ohio-APCO.

### **SECTION 2 MEMBERSHIP**

2.1 The membership of this organization shall be open to persons of good character who meet the membership requirements as set forth in the Bylaws of the Ohio-APCO and Membership Policy of the Association. Within the Membership Policy, membership levels are named, and designated as "voting-eligible" or "non-voting eligible."

### **SECTION 3 MEMBER VOTING PRIVILEGES**

3.1 The right to vote within the Ohio Chapter at meetings of the Quorum on Ohio APCO matters specifically is a privilege of any current Ohio APCO member holding the membership category of Life, Full, or Associate.

3.2 Voting on Association matters is a privilege of those individuals belonging to a voting eligible category as defined in the Association Policy Manual.

### **SECTION 4 MEMBER AUTHORITY**

4.1 The membership is the ruling body of Ohio-APCO. It is represented at each Chapter Meeting by a Quorum as defined in the Chapter Bylaws Article VII. Section 4.3. The Quorum at such times wields the power of Ohio-APCO. The Executive Committee exercises this power when the Quorum is absent.

### **SECTION 5 PUBLIC-SAFETY ENTITY**

5.1 For purposes of this Constitution and Bylaws for Ohio-APCO, a public-safety entity is defined as an agency, department, division or section of a government, or private agency which provides public services concerned with 9-1-1 or Public Safety Communications, general law

enforcement, forestry conservation, fire, highway maintenance, emergency rescue and medical services, emergency management, and other activities supported or endorsed by federal, state, or local government.

# **CONSTITUTION**

## **ARTICLE III GOVERNING DOCUMENTS**

### **SECTION 1      ASSOCIATION BYLAWS AND POLICY MANUAL**

1.1 The Association Bylaws and Policy Manual shall prevail in any matters not covered herein.

1.2 In the event of conflict between the Ohio-APCO Constitution and Bylaws and the Association Bylaws or Policy Manual, the Association's Bylaws or Policy shall take precedence.

### **SECTION 2      CHAPTER CHARTER**

2.1 Ohio-APCO is chartered by the Association of Public-Safety Communications Officials-International, Inc.; its geographical jurisdiction is all of the area within the legal boundaries of the State of Ohio.

2.2 Ohio APCO is a Chapter of APCO. Members of Ohio APCO are members of APCO.

### **SECTION 3      CHAPTER CONSTITUTION AND BYLAWS**

3.1 The Constitution and Bylaws of the Ohio Chapter of APCO is established by the Chapter Members as the governing document that defines the purpose, authority, composition, duties, responsibilities and privileges of the Chapter, its members and elected officers.

### **SECTION 4      CHAPTER HANDBOOK**

4.1 The Chapter Handbook is established and maintained by the Chapter Executive Committee as a document that defines and explains the administrative details and processes for the Chapter Officers, Committees, and activities of the Chapter.



# CONSTITUTION

## ARTICLE IV CHAPTER GOVERNANCE

### SECTION 1 ELECTIVE OFFICE

1.1 The right to hold elective office at all levels and in all areas of this Chapter is a privilege of members holding a voting-eligible membership as designated in the Association Policy Manual.

### SECTION 2 EXECUTIVE COMMITTEE

2.1 There shall be an Executive Committee of Ohio-APCO. It shall consist of at least all elected Officers, the immediate Past President, one additional Past President, the AFC Local Advisor, Chapter Commercial Advisor, and the Chapter Executive Council Delegate.

2.2 The President may appoint two non-office holding Association voting eligible members to the Executive Committee. The appointment expires at the conclusion of the President's term, however may be reappointed.

2.3 The Executive Committee shall have the power and authority between Chapter Meetings to perform all functions and do all acts which this Chapter might perform or do; except, it shall not have the power to alter the Ohio APCO Constitution and Bylaws except as provided in the Ohio APCO Constitution.

2.4 During said interim period, its decision shall be final in all matters determined to be "reasonable and proper".

2.5 As the governing body of the Ohio Chapter between meetings of the quorum, the Executive Committee shall carry out the motioned and approved instructions given to it by the Chapter.

### SECTION 3 CHAPTER OFFICERS

3.1 The PRESIDENT, FIRST VICE PRESIDENT, SECOND VICE-PRESIDENT, and SECRETARY-TREASURER shall be elected and installed in accordance with the Chapter Bylaws and the process defined in the Ohio Chapter Handbook.

## SECTION 4 TERMS OF OFFICE

4.1 The PRESIDENT, FIRST VICE-PRESIDENT and SECOND VICE-PRESIDENT shall be elected for a term of one (1) year.

4.2 The SECRETARY-TREASURER shall be elected for a term of two (2) years in even numbered years.

4.3 Officers must remain an Ohio Chapter member in good standing and be eligible to hold office in accordance with the APCO Constitution, Association Policy Manual, the Ohio Chapter Constitution and these Bylaws.

4.4 Officers shall assume duties and authority upon installation into office during the Meeting at which elections are held, and remain in office until the installation of a successor.

4.5 Nothing contained herein shall be construed as to bar to any officer or officers from succeeding themselves in office if nominated and elected to do so.

## SECTION 5 VACANCIES IN OFFICE

5.1 Vacancy in the office of PRESIDENT or FIRST VICE-PRESIDENT shall be fulfilled by advancement from the next lower office, provided that such fulfillment shall be until the next regularly scheduled nomination and election of officers.

5.2 Vacancy in the office of SECOND VICE-PRESIDENT or SECRETARY-TREASURER, for any reason, shall cause the PRESIDENT to appoint within thirty (30) days, with concurrence of the Ohio APCO Executive Committee, an interim appointee. Such interim appointee shall serve until the next regularly scheduled election.

## SECTION 6 IMPEACHMENT

6.1 An officer of this Chapter shall be impeached upon a two-thirds (2/3) majority of the Ohio APCO Executive Committee. Any officer shall have the right to appeal impeachment to the Quorum at the next regularly scheduled Chapter Meeting after the impeachment is in effect. A simple majority of the Quorum ratifies the Ohio APCO Executive Committee's impeachment.

# CONSTITUTION

## ARTICLE V

### SECTION 1 AMENDMENT REQUIRMENTS

1.1 Ohio-APCO shall have full power at any Meeting to alter, amend or revise this Constitution and Ohio APCO Bylaws, provided however, that said alteration, amendment or revision is ratified by a two-thirds (2/3) majority of the members of the Ohio APCO Chapter in attendance at the next regularly scheduled meeting held after the submission of said alteration, amendment or revision.

1.2 The Secretary-Treasurer shall post the proposed changes on the Ohio APCO website and announce via meeting agenda and electronic means the meeting date at which the proposed change(s) will be voted upon.

1.3 The Constitution and Bylaws Committee may make non-substantive changes to the Ohio APCO Constitution and Bylaws in order to correct errors in grammar, punctuation, spelling, formatting, cross-references when the cross-reference is obvious and the use of incorrect words when the correct word is obvious. Such non-substantive changes shall require the approval of the Ohio APCO Executive Committee.

This amended Ohio-APCO Constitution was approved and adopted on \_\_\_\_\_ .

Signed: \_\_\_\_\_  
(Name)  
Ohio-APCO President

Witnessed: \_\_\_\_\_  
(Name)  
Ohio-APCO Secretary-Treasurer

# **BYLAWS**

## **ARTICLE I**

### **GENERAL ELIGIBILITY REQUIREMENTS**

#### **SECTION 1 MEMBERSHIP APPLICATION**

1.1 Applications for membership shall be made in accordance to the Association Policy Manual – Membership Application Procedures.

1.1.1 Continuing membership in Ohio APCO is ensured by dues renewal and compliance with the Code of Conduct as outlined in the APCO Policy Manual.

#### **SECTION 2 MEMBER CATEGORIES**

2.1 The membership in Ohio-APCO shall be divided into categories as defined in the Association Policy Manual. Within the Membership Policy, membership levels are named and designated as “voting-eligible” or “non-voting eligible.”

#### **SECTION 3 SPECIAL MEMBER DESIGNATIONS**

The Association Policy Manual provides for special recognition through member designations for those persons providing long term exemplary service to the Association and Chapters of APCO. The criteria and process for bestowing the honor of Life Member or Senior Member is contained in the Association Policy Manual. Persons meeting the criteria in the CHAPTER HANDBOOK can be honored as Chapter Life Member or Chapter Honorary Member in accordance with the process defined therein.

# **BYLAWS**

## **ARTICLE II**

### **DUES**

#### **SECTION 1 RATES**

1.1 The Annual Dues for the Ohio APCO membership for all classes shall be specified in the APCO Policy Manual. APCO and the Ohio APCO portions shall be collected by APCO.

1.1.1 There are two tiers of dues allowable under the Association Policy Manual. The Chapter sets the tier level. The higher tier shall apply upon recommendation of the Chapter Executive Committee and majority approval of the Chapter quorum and shall remain in effect until rescinded.

#### **SECTION 2 PAYMENT / NONPAYMENT**

2.1 The Annual Dues shall be payable in accordance with the APCO Policy Manual.

# **BYLAWS**

## **ARTICLE III**

### **CHAPTER ELECTIONS**

#### **SECTION 1      ELIGIBILITY**

1.1 Chapter members in good standing who hold Association voting-eligible member status are eligible for election to any elective position in this Chapter.

#### **SECTION 2      NOMINATION OF OFFICERS**

2.1 Nominations shall be submitted by the Nominating Committee at the 1st regularly scheduled Meeting of the year and/or from nominations received from the floor at that Meeting.

#### **SECTION 3      ELECTION OF OFFICERS**

3.1 Officers shall be elected from the slate of candidates at the 2nd regularly scheduled Meeting of the year, in the presence of a Quorum, and shall be determined by a simple majority of the votes cast by the members present in accordance to the procedures in the Ohio Chapter Handbook.

# **BYLAWS**

## **ARTICLE IV**

### **OFFICER DUTIES**

#### **SECTION 1      PRESIDENT**

The PRESIDENT shall:

1.1      Preside at all Meetings of this Chapter and act as Chairman of the Executive Committee.

1.2      Carry out the purposes of this Chapter as set forth in the Ohio APCO Constitution and Bylaws.

1.3      Keep the FIRST VICE-PRESIDENT informed on all Chapter matters.

1.4      Make appointments to fill vacancies in offices in accordance to Ohio APCO Constitution and Bylaws.

1.5      Appoint, with concurrence of the Ohio APCO Executive Committee, in even numbered years, one (1) Association level voting-eligible member to serve as the Ohio representative to the APCO Executive Council for a period of two (2) years.

1.5.1    If the appointed representative is unable to attend a meeting of the full Executive Council, appoint a member of the Executive Committee as an alternate and notify the Association per Policy Manual.

1.6      Appoint annually, with the concurrence of the Ohio APCO Executive Committee, the Chapter Commercial Advisor from Ohio APCO members in the Commercial Member category.

1.7      Annually in the final meeting of the calendar year appoint no less than three (3) nor more than five (5) Past Presidents to serve as the Nominating Committee.

1.8      Appoint Chapter Chairs and Committees in accordance with Article IX of Ohio APCO Bylaws and the Ohio Chapter Handbook.

1.9      When attending the Association's Annual or Regional Conference as a representative of the Ohio Chapter, the President shall attend the Association's annual business meetings.

# **BYLAWS**

## **ARTICLE IV**

### **OFFICER DUTIES**

#### **SECTION 1      PRESIDENT - Continued**

The Chapter President is empowered to:

1.10 Establish a Special Committee(s) or Task Force to perform tasks deemed necessary during their term in accordance with Article VIII of Ohio APCO Bylaws and the Ohio Chapter Handbook.

1.11 With concurrence of the Chapter Executive Committee, appoint a representative to serve on a committee, task force, or work group established under O.R.C. or by another association seeking representation from public safety communications.

1.12 Call any Committee into session at any time.

1.13 Exercise final parliamentary decision in quorum matters.

1.14 Carry out their duties as delegated by this ARTICLE and perform other duties as assigned and in the manner prescribed in the Ohio Chapter Handbook.



# **BYLAWS**

## **ARTICLE IV**

### **OFFICER DUTIES**

#### **SECTION 2      FIRST VICE-PRESIDENT**

The FIRST VICE-PRESIDENT shall:

2.1      Serve and perform all the duties of the PRESIDENT in their absence.

2.2      Insure that all election and voting procedures are carried out in accordance with the Chapter Constitution and Bylaws and in the manner prescribed in the Ohio Chapter Handbook.

2.3      Act in a reasonable and prudent manner to perform duties delegated in this ARTICLE and perform other duties as assigned in the Ohio Chapter Handbook.

#### **SECTION 3      SECOND VICE-PRESIDENT**

The SECOND VICE-PRESIDENT shall:

3.1      Assist the PRESIDENT and FIRST VICE-PRESIDENT in performing their duties.

3.2      Serve as the Chair of the Chapter Constitution & Bylaws Committee thereby overseeing the maintenance of this Constitution & Bylaws and the Ohio Chapter Handbook.

3.3      Act in a reasonable and prudent manner to perform duties delegated in this ARTICLE and perform other duties as assigned in the Ohio Chapter Handbook.

## SECTION 4      SECRETARY-TREASURER

The Secretary Treasurer shall:

- 4.1    Perform all duties necessary and relative to the Chapter membership roster, meeting attendance documents, meeting minutes, Chapter correspondence and required correspondence with APCO headquarters;
- 4.2    Perform all bank account establishment and maintenance, receive general funds, disburse funds, and pay expenses for goods or services approved by the Chapter Executive Committee, keep all financial reports in good order, and participate in a financial audit every 2 years or as directed by the Chapter Executive Committee;
- 4.3    Be responsible for maintaining all relevant tax documents and seeing that all appropriate Federal, State, and local tax documents are filed.
- 4.4    Serve as the Secretary of the Chapter Executive Committee;
- 4.5    At each quarterly meeting provide a report to the Chapter quorum on administrative, membership, and financial activity and forward all such reports to the Chapter webmaster for posting.
- 4.6    In carrying out these duties, follow all policies and procedures established in the Ohio Constitution & Bylaws and the Ohio Chapter Handbook;

## SECTION 5      APCO EXECUTIVE COUNCIL – Ohio APCO Representative

The Executive Council member shall:

- 5.1      Fulfill the duties as outlined in the Association Bylaws Article VI.
- 5.2      Participate to the fullest extent possible in all meetings of the Regional Executive Council representatives, and meetings of the full Executive Council.
- 5.3      Poll the Chapter Executive Committee and Chapter quorum for input on matters that come before the Executive Council.
- 5.4      Report to the chapter quorum on all Executive Council activities.
- 5.5      Participate as a voting member of the Chapter Executive Committee.
- 5.6      Notify the Chapter President if unable to attend an in person meeting of the full Executive Council.

## SECTION 6      CHAPTER COMMERCIAL ADVISOR

The duties of the Chapter Commercial Advisor include:

- 6.1      Liaison between the Chapter-and the APCO Commercial Advisory Council.
- 6.2      Liaison between the chapter commercial members and the other chapter members
- 6.3      To provide commercial member representation and perspective regarding conference planning and implementation;
- 6.4      To provide a conduit for the Chapter's commercial members to provide financial assistance to the Ohio Chapter for meetings and conferences.
- 6.5      Assist the Chapter in efforts to recruit new commercial members
- 6.6      Participate as a voting member of Chapter Executive Committee.

# **BYLAWS**

## **ARTICLE V**

### **EXECUTIVE COMMITTEE**

#### **SECTION 1 AUTHORITY**

- 1.1 The authority of the Executive Committee is established in the Ohio Chapter Constitution.
- 1.2 The Executive Committee may enter into a formal relationship with another Association with similar goals and objectives as Ohio APCO for a purpose that furthers the goals of Ohio APCO and is so directed by a vote of the Chapter Quorum.
  - 1.2.1 A Memorandum of Understanding established for such purpose must be approved by a 2/3 majority of the Executive Committee.

#### **SECTION 2 EXECUTIVE COMMITTEE MEMBERSHIP**

- 2.1 The membership of the Executive Committee is established in the Ohio Chapter Constitution.
- 2.2 The President serves as the Chair of the Executive Committee.

#### **SECTION 3 MEETINGS**

- 3.1 The Executive Committee shall meet in conjunction with the quarterly meetings of the Chapter.
  - 3.1.1 Between meetings of the quorum, the Chapter Executive Committee may convene via teleconference or in person to execute the business of the Chapter.
- 3.2 Minutes shall be kept at all meetings of the Chapter Executive Committee, and be made available to the quorum via the Chapter website or at the next Chapter meeting.

## SECTION 4 DUTIES

The Executive Committee shall:

- 4.1 Report at each meeting of Ohio APCO all measures considered during the current year and suggest means of advancing and implementing the Purposes of the Chapter.
- 4.2 Make recommendations to the Quorum on matters published and/or matters of which it has received notice.
- 4.3 Take appropriate actions as directed by the Quorum.
- 4.4 Serve as the Legislative Committee.
- 4.4 Maintain the Ohio Chapter Handbook.
- 4.5 Perform as necessary other duties as delineated in the processes described in the Ohio Chapter Handbook.

## SECTION 5 QUORUM

- 5.1 The Quorum of the Executive Committee shall consist of a majority of its members.

## **ARTICLE VI**

### **CONFERENCES / MEETINGS**

#### **SECTION 1 ANNUAL CONFERENCE**

1.1 The Association Annual Conference Manual delineates the site selection process for the APCO Annual Conference & Exposition. If the Chapter President is notified that a site within Ohio is under consideration to host an Annual Conference, the President shall poll the Chapter Executive Committee and membership to determine the level of Chapter support for such an event.

#### **SECTION 2 REGIONAL CONFERENCE**

2.1 Upon an affirmative vote of the Ohio APCO Chapter members, Ohio APCO may participate in hosting a Regional Conference in accordance with the Regional Conference Manual as established by APCO.

#### **SECTION 3 STATE CONFERENCE**

3.1 Upon recommendation of the Chapter Executive Committee and affirmative vote of the Ohio APCO Chapter members, Ohio APCO may host a State Conference or participate as a co-host with an Association with similar goals and objectives as Ohio APCO.

3.2 A Memorandum of Understanding (MOU) will be executed any time Ohio APCO (financially) participates as a co-host of a special event or conference.

3.2.1 The MOU will delineate authority and responsibilities of the participating associations, duties of the Conference Chair and Committee members, the event budget, and overall planning timeline.

3.3 Any event co-hosted by APCO will be subject to the Special Event Guidelines in the Ohio APCO Handbook.

## SECTION 4 CHAPTER MEETINGS

4.1 Unless impacted by natural or manmade disaster or extreme weather, Ohio APCO shall have at least four (4) meetings per calendar year, the dates for which will be announced in electronic newsletter notices to the membership and posted on the Ohio APCO website.

4.2 Dates, times and locations shall be determined by the Executive Committee.

4.3 For purposes of voting on Ohio APCO matters, the members of Ohio APCO attending a regularly scheduled meeting shall constitute a Quorum of such meeting.

4.4 Upon any question coming before this chapter, not otherwise provided for in the Ohio APCO Constitution and Bylaws or the Ohio Chapter Handbook, the presiding officer shall be governed by Roberts Rules of Order.

## SECTION 5 SPECIAL EVENTS

5.1 Upon recommendation by a Chapter Committee or chapter members and approval by the Chapter Executive Committee, Ohio APCO may host or co-host a special event that carries out the mission of this Chapter, benefits the membership, and aligns with Article I Section 2 of the Chapter Constitution.

5.2 A Memorandum of Understanding (MOU) will be executed any time Ohio APCO (financially) participates as a co-host of a special event.

5.2.1 The MOU will delineate authority and responsibilities of the participating associations, duties of the Event Chair and assigned Committee members, the event budget, and overall planning timeline.

# **BYLAWS**

## **ARTICLE VII**

### **SECTION 1 VOTING BETWEEN MEETINGS**

1.1 Should ten (10%) percent or more of the Association level voting members of the Ohio Chapter petition the PRESIDENT in writing requesting a specific action by the Ohio Chapter, the PRESIDENT shall poll all Association level voting eligible members of the Chapter concerning such action as necessary, utilizing the most expedient method of communication.

1.2 Should a majority affirm the petition, the PRESIDENT shall initiate a referendum ballot by mail, electronic mail, or other electronic voting process open to the members of the Ohio Chapter, and provide for the tallying of ballots.

1.3 The President shall then act in accordance with the will of the ballots cast by the Ohio chapter members and have the results published. A simple majority of the total votes cast shall decide the result.

1.4 Such action is not permitted to amend the Ohio Chapter Constitution or Bylaws.



# **BYLAWS**

## **ARTICLE VIII**

### **COMMITTEES**

#### **SECTION 1      STANDING COMMITTEES**

1.1      The Standing Committees of Ohio APCO shall be: Constitution and Bylaws, Training, Awards & Scholarships, Legislative, Nominating, and Frequency Advisory.

1.2      Unless otherwise noted in these Bylaws or the Ohio Chapter Handbook, membership on Standing Committees is open to any member of the Ohio Chapter of APCO.

1.3      The Chair and members of Standing Committees shall serve at the pleasure of the President and until the Secretary-Treasurer is notified in writing of the names of their authorized successors.

1.4      The Chair of the Frequency Advisory Committee shall be the Local Area Frequency Advisor.

1.6      Under the direction of the President, the Standing Committee Chair and members shall develop goals and objectives for the Committee's work, and a plan to achieve those objectives

1.7      The Quorum of a standing committee, except where otherwise provided for, shall be its Chairperson and any number of members participating in a meeting or a membership poll.

1.8      Standing Committees shall provide an activity report at each Chapter meeting.

1.9      The roles and responsibilities of the Chapter Standing Committees are delineated in the Ohio Chapter Handbook.

## SECTION 2 SPECIAL COMMITTEES/TASK FORCE

2.1 Special Committees and Task Forces may be established by the President.

2.2 The President shall determine the goals and objectives of a Special Committee or Task Force.

2.3 The President shall seek out members for a Special Committee or Task Force based on the expertise needed to meet the goals and objectives of the Special Committee or Task Force.

2.4 Special Committees and Task Forces shall provide an activity report to the Chapter members at each regular meeting.

2.5 Appointed members shall serve until the work of the Committee or Task force has concluded, or at the discretion of the or at the end of the President's term, whichever comes first.

# BYLAWS

## ARTICLE IX

### EXPENSE REIMBURSEMENT

#### SECTION 1 EXPENSE REIMBURSEMENTS

1.1 CHAPTER PRESIDENT - Upon request to and approval of the Chapter Executive Committee, the Ohio Chapter will provide reimbursement for registration, travel, and lodging for the current Chapter President to attend the Annual Conference and/or the North Central Regional Conference under the guidelines established in the Ohio Chapter Handbook. Reimbursement will not include extraneous personal expenses, meals, additional lodging (nights or persons) beyond those approved as Conference dates.

1.1.1 If unable to attend, the Chapter President may designate an alternate Executive Committee member to attend in place of the President. Expenses for the designated chapter representative would be covered under the guidelines established in the Ohio Chapter Handbook.

1.2 EXECUTIVE COUNCIL REPRESENTATIVE - Upon request to and approval of the Ohio Chapter Executive Committee, the Ohio Chapter will provide reimbursement for travel and lodging for the current Executive Council Representative to attend the Annual Meeting of the Executive Council and any formal meeting of the North Central Region Executive Council representatives. Expenses will be reimbursed in the manner prescribed in the Ohio Chapter Handbook.

1.2.1 When the Executive Council meeting is held in conjunction with the Association's Annual Conference, reimbursement may also include the registration amount for the Conference. Reimbursement will not include extraneous personal expenses, meals, additional lodging (nights or persons) beyond those approved as meeting dates;

1.2.2 If the Executive Council representative is unable to attend, the Chapter President shall designate an available Executive Committee member to attend in place of the President. Expenses for the designated representative would be covered as in 1.2.1 and reimbursed in the manner prescribed in the Ohio Chapter Handbook.

### 1.3 OTHER REPRESENTATIVES OF OHIO APCO -

Persons appointed by the President to serve as an official representative of Ohio APCO on state-level committees and or sub-committees may request reimbursement for mileage (federal rate) and/or parking fees incurred while attending official meetings of the committee or sub-committee. Expense reimbursement will be made in the manner prescribed in the Ohio Chapter Handbook.

# **BYLAWS**

## **ARTICLE X**

### **CHAPTER DISSOLUTION**

Should the Ohio APCO Chapter be dissolved, all assets are to be distributed to like-wise not-for-profit organizations as selected by the Executive Committee if between regularly scheduled Meetings, or by a two-thirds (2/3) majority of a Meeting Quorum.

# **BYLAWS**

## **ARTICLE XI**

### **AMENDMENTS**

#### **SECTION 1 PROPOSALS**

- 1.1 Resolutions proposing amendments to the Constitution and Bylaws of Ohio APCO shall be written in formal character, shall include the exact location of the affected part, shall contain the exact substitute wording, if any, and be presented in duplicate to the Chair of the Constitution and Bylaws Committee, who shall submit a copy to the PRESIDENT.
- 1.2 Resolutions and requests for drafting of resolutions shall be in writing and submitted to the Chair of the Constitution and Bylaws Committee in sufficient time for consideration and report prior to the casting of votes.

#### **SECTION 2 PROCEDURE**

The procedure for Bylaws changes shall follow with the process established in the Constitution ARTICLE V.

**This amended Ohio-APCO Bylaws was approved and adopted on \_\_\_\_\_ .**

**Signed:** \_\_\_\_\_  
**(Name)**  
**Ohio-APCO President**

**Witnessed:** \_\_\_\_\_  
**(Name)**  
**Ohio-APCO Secretary-Treasurer**