

## **Ohio Chapter Handbook – First draft August 2014**

The Constitution and Bylaws contain the authority and “big picture” of the Chapter, its composition, governance, membership, authority and duties of the Chapter Officers. This handbook will provide much less formal language of the “Chapter to do” lists as well as process information, guidelines and timelines for the execution of many of those duties. The knowledge management in a professional association is often difficult with sudden or frequent changes in leadership. In most cases this handbook does not provide “How it HAS TO BE DONE” but rather how various tasks have traditionally been done – in an effort to be sure responsibilities do not slip through the cracks. Placing certain items in the handbook rather than the Constitution & Bylaws allows for better flexibility in light of changing methods and mechanisms.

## **ELECTION OF OFFICERS & VOTING PROCEDURES**

In accordance to the Ohio Chapter Bylaws Article 5 Section 2.2 it is the responsibility of the current Ohio Chapter First Vice-President to insure that all election and voting procedures are carried out in accordance with the Chapter Constitution and Bylaws and in the manner prescribed in this Handbook.

The Nominating Committee shall actively solicit eligible members that are interested in serving as an elected officer of the Chapter.

A slate of nominees will be presented to the members in attendance at the first regular meeting of the year. The First Vice President will then call for any additional nominees. At the conclusion of the “call” the slate of nominees will be closed by a motion of the membership.

In accordance to the Ohio Chapter Bylaws Article IV Section 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.

If there are multiple nominees for any officer position, the “campaign” may begin after the slate of nominees is closed during the first regular chapter meeting of the year, and will conclude just prior to the election at the second regular chapter meeting.

Candidates will be provided the opportunity to place a letter to the members on the Ohio APCO website.

At the second regular business meeting, each candidate in a contested election shall be provided 5 minutes to address the members prior to the voting.

When there are multiple nominees for the same officer position, the election will be by written ballot. Two members of the Nominating Committee will collect one ballot from each Ohio APCO member present. If there are any questions regarding the membership status of a person submitting a ballot, verification must be made by the Secretary Treasurer. Unless involved in a contested election, the First Vice President shall oversee the counting of the ballots by 2 members of the Nominating Committee. The results of the election will be announced to the membership by the First Vice President. The vote count will not be announced or otherwise revealed, and the ballots will be destroyed following the announcement.

## **CHAPTER COMMITTEES**

Committees within the Ohio Chapter of APCO are the “workhorses” of the membership. Any member is eligible to volunteer for a committee unless committee composition is restricted by the Ohio C&B. Committee members are expected to be active participants in the work of the committee. The President shall appoint Committee Chairs and members by the conclusion of the business meeting following the election of Chapter officers. Within 30 days of appointment Committee Chairs and members will draft a plan to meet the committee’s goals and objectives. By the 1<sup>st</sup> business meeting following appointment the committee should be able to report progress in executing their work plan. Lack of activity or failure to execute an established work plan by any committee may result in a change in Committee leadership.

Committees may meet in person, teleconference, or via electronic forums. Each Committee shall be called upon at each regular chapter business meeting to provide a report on their activities. Committee members are appointed from those who volunteer and serve at the discretion of the President, usually until the objectives are reached or until the end of the President’s term – whichever comes first. Re-appointment to a committee should not be assumed, it must be earned by a history of attendance and active participation in committee work.

- 1) Standing Committees  
Standing Committees are established in the Chapter Bylaws. They are committees that support the ongoing mission, activities, and administration of the Chapter.
- 2) Special Committees  
The President has the authority to establish a Special Committee for any purpose that supports the mission of the Chapter. The goals and objectives of Special Committees focus on a specialized area of public safety communications and are intended to provide information, research, current events, and solicit input through discussion forums on topics within their area of expertise.
- 3) Task Force  
The President has the authority to establish a Task Force to address a specific purpose within the mission of the Chapter. A Task Force is assigned goals and objectives and is normally expected to produce a work document or recommendations report within a specified time frame.

## **STANDING COMMITTEES - DUTIES**

### Constitution And Bylaws Committee

The Chair of the Constitution and Bylaws Committee shall be the Second Vice President of Ohio APCO. The Committee shall study matters affecting the Constitution and Bylaws of this Chapter such as changes to the Association Bylaws and Policy Manual and the impact on the Ohio APCO Constitution and

Bylaws. It shall report and make recommendations on proposed amendments necessary to properly align the Ohio APCO Constitution and Bylaws with those changes.

The Committee shall also assist the Chapter Executive Committee in maintaining the Ohio Chapter Handbook.

The Committee shall report to the quorum at a regular business meeting when there are changes or pending changes needed in the C&B or Handbook.

#### Training Committee

The Training Committee shall study, research, and make recommendations and proposals to the Chapter on training opportunities available and recommend training to be presented by the Chapter. The committee is responsible for structuring, scheduling, marketing, and facilitating the training. The Chair shall submit the curriculum, budget, final report and audit to the Chapter Executive Committee for approval. A final audit and report shall be submitted no later than three months after the conclusion of the training class to the Chapter Executive Committee. The Training Committee will participate in the selection of and/or coordinate the educational sessions held in conjunction with a state conference hosted all or in part by Ohio APCO.

In addition to facilitating training opportunities, at the request of the President, the committee will participate in efforts to create public safety communications training standards and advancing necessary legislative changes in regards to training that would enhance the quality of service provided by telecommunicators, supervisors, managers, and technicians.

#### Nominating Committee

The Nominating Committee is established and membership restricted in accordance to the Chapter Bylaws. The committee shall consist of no less than three (3) nor more than five (5) Past Presidents of this Chapter. The committee shall solicit eligible members interested in serving as a chapter officer. The committee shall provide the membership quorum with a slate of nominees for elected office at the first regularly scheduled meeting of the calendar year. Additional duties are described in the Chapter Elections portion of this handbook.

#### Awards & Scholarship Committee

The Awards and Scholarship Committee shall create a scholarship program and submit a proposal for review by the Executive Committee and approval by the Chapter quorum. Once a scholarship program is established, the committee shall annually solicit candidates, and execute the criteria assessment and selection process for those scholarships that the Chapter has approved to be awarded. The Awards and Scholarship Committee will solicit nominees and participate in the selection of established "of the year" awards. At their discretion they may propose additional award categories for consideration of the Chapter Executive Committee. This committee should review criteria for all scholarships and awards on a regular basis.

In addition to "...of the year awards" the Committee is tasked with reviewing OH APCO members and their contributions for the special member designations of Chapter Honorary, Chapter Life, Senior, and Life members, as well as submitting any outstanding Ohio "of the year" award winners to APCO for National Award competition. Utilizing the Association Policy Manual and guidelines contained in this handbook, the committee will annually review the criteria and make recommendations to the Chapter Executive Committee of any Ohio APCO member whose contributions make them eligible for consideration of a special member designation.

#### Legislative Committee

The Chapter Bylaws designates the Executive Committee as members of the Legislative Committee. The President may appoint additional members. This committee shall monitor proposed legislative initiatives and other legislative activities for items that may impact emergency communications and develop strategies and make recommendations to the Chapter regarding an official position against or in support of the initiative or activity. This committee may work with a professional lobbyist or other stakeholder groups on legislative matters, including taking a position on behalf of the membership.

#### Frequency Advisory Committee

The Chapter Bylaws establishes the Frequency Advisory Committee and designates the APCO Local Frequency Advisor as its chair. The President and Chair shall solicit and appoint members with interest in and understanding of FCC licensing, radio systems technology, interoperability issues, and ?? **geek stuff.**

### SPECIAL COMMITTEES

STATE CONFERENCE COMMITTEE – see State Conference section.

The Emergency And Disaster Preparedness Committee shall serve as a forum in matters concerning emergency management and disaster services communications, particularly as it pertains to the total public safety communications needs during emergencies and disaster.

The Activities And Membership Committee shall explore the field for new members by devising methods, plans, projects and items of interest. It shall make recommendations on membership qualifications and classes, dues and matters with other Chapters. It shall attempt continued re-enrollment of lapsed members.

### SPECIAL APPOINTMENTS TO NON-ASSOCIATION COMMITTEES

SIIEC/OhioESINET-subcommittees /



## **EXPENSE REIMBURSEMENT PROCESS**

Bylaws Article \_\_\_ delineates permitted reimbursements for expenses incurred while representing Ohio APCO. Prior approval.....

The Secretary Treasurer will only reimburse eligible representatives allowable expenses when the appropriate receipts are provided to the Secretary Treasurer. (EX: Airline flight receipts, mileage (federal rate) + parking receipts, hotel receipts, airport shuttle receipts, conference registration receipts.)

## **SPECIAL EVENTS OPERATING PROCEDURES AND GUIDELINES**

### **STATE CONFERENCE**

Candidates for Conference Chair shall self-nominate themselves in writing to the Executive Committees of the hosting Association(s) at least 18 months prior to the start of the Conference. The Executive Committees of the hosting associations will confer and select the Chair at their next schedule meeting.

The State Conference location, event dates and additional special events such as the Ohio Gold Star Awards program scheduled concurrent with the conference will be recommended by the Conference Chair and subject to approval by the Chapter Executive Committees of the hosting Associations.

A Memorandum of Understanding (MOU) will be drawn up and signed by the President of the hosting associations and the Conference Chair. The MOU may designate the authority to make contractual commitments to the Chair.

The Chair shall:

- 1) Solicit potential conference location information and proposals and present all information to the memberships of the hosting Associations.
- 2) Establish the official Conference Committee which will consist of the Conference Chair, the Ohio APCO treasurer, and the Chair of each subcommittee as named below.
- 3) Select Chairs and solicit members for Conference sub-committees that should include:
  - General Arrangements,
  - Publicity,
  - Registration,
  - Exhibit Area,
  - Entertainment,
  - Training,;All members of the Ohio APCO Training Committee will participate in soliciting and selecting the classes for the Conference.

- a. Provide the roster of all Conference sub-committee Chairs and members to the Chapter Executive Committees of the hosting Associations.
- 4) Prepare and submit a conference budget for approval by the Executive Committees of the hosting Association(s) at least 10 months prior to the start of the Conference.
- 5) Prepare a conference planning timeline and distribute to all Conference Committee members and hosting Association(s) Executive Committees.
- 6) Insure that all assigned committee tasks are completed in accordance with a timeline.
- 7) Oversee all aspects of the Conference in accordance to the Ohio Chapter Handbook.
- 8) Prepare and present a final report on the conference for the Chapter Executive Committee(s) of the host/co-hosting associations no later than three months after the conclusion of the event. Attendance data, financial data, concerns and ideas for future events will be included.

#### OTHER SPECIAL EVENTS

Gold Star event

## **CHAPTER OFFICER DUTIES**

Chapter President

Appointment to/as: Executive Committee, Executive Council rep, Commercial Advisory rep, Standing Committee Chairs, should be finalized by the conclusion of the business meeting that follows the election of Chapter Officers.

### **The Secretary Treasurer duties include:**

AS SECRETARY:

Keep an attendance log of every meeting.

Receive and maintain current Ohio membership data;

Receive, re-direct, and/or respond to inquiries about the Chapter;

Act as Secretary to the Ohio APCO Executive Committee.

After election of officers, immediately publish the results of the election to all members.

Send the sick, disabled or grieving members appropriate cards and send flowers to deceased members' family; such expenditure, not to exceed \$50.00, to be paid from the Chapter treasury to the APCO SILENT KEY FUND or other appropriate charitable fund that will benefit a person in public safety communications.

Execute correspondence on behalf of the Chapter as directed by the Chapter President and/or Executive Committee.

Provide Association headquarters with correspondence, forms, information, and documents as required by Association Bylaws or Policy Manual and notify HQ of Chapter events, honorary designations, and/or other items of significance.

#### AS TREASURER:

All financial activity on behalf of the Chapter must be carried out in an organized, accountable, and timely manner. All financial activity and account balance information shall be reported to the Chapter Executive Committee at each Chapter Executive Committee meeting and to the membership at each regular business meeting. All checks written on the accounts of Ohio APCO will be signed by the Ohio APCO Secretary Treasurer.

At the direction of the Chapter Executive Committee, the Secretary Treasurer is empowered to obtain services necessary for the operation of the Chapter, including but not limited to purchasing, printing and recording services, accounting, financial investment, tax services, insurance, or legal assistance.

#### The Treasurer shall:

Establish necessary accounts in a banking facility.

Receive general funds due this Chapter.

Pay reasonable and proper expenses drawn by vote of the Chapter or, during the time intervening between Meetings, expenses drawn on them by the Ohio APCO Executive Committee when signed by the PRESIDENT.

Prepare documents for a complete audit of all Chapter records at least once in every two (2) years or at such time as the Ohio APCO Executive Committee may direct. The Audit may be conducted by the Executive Committee, a special task force, or external auditor hired by the Chapter Executive Committee.

Promptly deliver all funds, books and papers to their successor or whomever the PRESIDENT may designate.

Be familiar with accounting and tax responsibilities and best practices for non profit associations, and make recommendations to the Chapter Executive Committee regarding any policy or process that needs to be modified.

## CHAPTER NEWSLETTER

CHAPTER WEBSITE

## HONORARY MEMBER DESIGNATIONS

### Chapter Life Member **(process defined– Awards Committee.....)**

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

This honor may be bestowed upon members who have, at the Chapter level, made significant contributions toward the fulfillment of the purpose of the Chapter. Consideration will be given to the range of applicable accomplishments that demonstrate the candidate's breadth of contributions to the purpose of APCO.

To be eligible for Chapter Life Member, the nominee shall have been a member of the Association for a minimum of 15 years, 5 of which shall be as a member of the Ohio Chapter, and be a current member.

Additional eligibility includes having made a minimum of 5 major contributions to the Ohio Chapter or Association from the list below, which is also identified in the Association Policy Manual.

- 1) Served a full term as President of the Chapter.
- 2) Member of the Chapter Executive Committee for at least four (4) years.
- 3) Local area frequency advisor for at least four (4) years.
- 4) Chapter Commercial Advisor/Committee Chair for at least four (4) years.
- 5) Executive Council member for at least four (4) years
- 6) Chair of Chapter, Regional or Annual Conference
- 7) Chapter, Regional or Annual Conf Committee Chair
- 8) Association Standing Committee Chair for three (3) years.
- 9) Chapter Standing Committee Chair for five (5) years.
- 10) Major contribution to the art of communications
- 11) Anything item from requirements for Life Member of the Association not listed above.

3.1.2 This honor shall be bestowed after review and recommendation of the Chapter Awards Committee or the Chapter Executive Committee and majority approval by the Chapter Quorum.

3.1.3 The Association dues for Chapter Life Members shall be paid by the Chapter for the life of the member or until the member declines further membership.

## 3.2 Chapter Honorary Member

3.2.1 To be eligible for Chapter Honorary Member designation, the Chapter Executive Committee will consider persons meeting either of the following criteria:

- 1) An APCO Member or non-member who has made significant contributions to the objectives of Ohio APCO.
- 2) A retiring member who has held membership in any category for more than 10 consecutive years and has provided exceptional support to the mission of Ohio APCO.

3.2.2 This honor shall be bestowed after recommendation by the Chapter Awards Committee or the Chapter Executive Committee and majority approval by the Chapter Quorum.

3.2.3 The Ohio Chapter will pay the Association member dues in a non-voting eligible category for the period of one year for persons receiving Chapter Honorary Member status.