



**POLICY MANUAL**

**OF THE MICHIGAN CHAPTER OF THE**

**ASSOCIATION OF PUBLIC-SAFETY**

**COMMUNICATIONS OFFICIALS, INTL, INC.**

**Amended March 24, 2022**

# APCO POLICY MANUAL INDEX

Changes to most sections of the Policy Manual require the approval by a two-thirds majority of the Executive Board. Changes to certain sections require approval by the Quorum and these exceptions are noted within this document.

**LAST AMENDED**

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# MICHIGAN APCO POLICY MANUAL

## ARTICLE I: THE POLICY MANUAL

### SECTION 1.1 ESTABLISHMENT

#### PURPOSE

To define the purpose of the Michigan APCO Policy Manual and its distribution.

#### AUTHORITY

The Policy Manual established in accordance with the provisions of Article XI, Section 11.1 of the Chapter's Bylaws.

#### POLICY

1. The Policy Manual shall define policies of the Chapter and define practices and procedures necessary to implement the requirements of the Chapter's Bylaws.
2. The authority to establish, amend, or delete sections of the Policy Manual is defined in Article XI, Section 11.1 of the Chapter's Bylaws. The requirements of the Bylaws shall be followed.
3. Copies of the Policy Manual shall be made available to Chapter members as follows:
  - 3.1 A copy of the complete Michigan APCO Policy Manual shall be made available to each member of the Executive Board within 30 days of their election to the Executive Board. A copy of the complete manual need not be provided to members of the Executive Board upon their election to the next higher office or to members of the Executive Board upon their re-election to the Executive Board.
  - 3.2 A copy of each section added to the Michigan APCO Policy Manual shall be available to each member of the Executive Board within 30 days after approval of that section.
  - 3.3 A copy of each section of the Michigan APCO Policy Manual that is amended shall be available to each member of the Executive Board within 30 days after approval of the amended section.
  - 3.4 A copy of the updated index shall be available to each member of the Executive Board within 30 days after approval of the change.

3.5 A copy of the complete Michigan APCO Policy Manual in an electronic PDF format shall be maintained on the Michigan APCO website for access by the general membership. Such copy shall be kept current.

3.5.1 “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 Executive Board.

# **ARTICLE I: THE POLICY MANUAL**

## **SECTION 1.2 CHANGES TO THE POLICY MANUAL**

### **PURPOSE**

To define the practices and procedures to be followed in making changes to the Michigan APCO Policy Manual

### **AUTHORITY**

The Michigan APCO Policy Manual is established in accordance with the provisions of Article XI, Section 11.1 of the Chapter's Bylaws. Certain requirements for amending the Michigan APCO Policy Manual are contained therein. This section further defines those requirements.

### **POLICY**

1. The authority to establish, amend, or delete sections of the Michigan APCO Policy Manual is Defined in Article XI, Section 11.1 of the Chapter's Bylaws The requirements of the Bylaws shall be followed.
2. A proposal to modify the Michigan APCO Policy Manual may be submitted by the Executive Board, by any committee of the Chapter or by any member of the Chapter who is eligible to vote in the Chapter business meetings. Such entity shall be known as the "maker".
3. Proposals to modify the Michigan APCO Policy Manual shall be submitted in accordance with either of the following two formats:
  - 3.1 Method A, as follows, is generally best used in cases of minor changes to existing sections of the Michigan APCO Policy Manual.
    - 3.1.1 The maker prepares a cover letter explaining the need for the proposed change and the benefits to be gained.
    - 3.1.2 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 Michigan APCO Policy Manual section.

- 3.1.3 The maker highlights text changes by showing text to be deleted as strikethrough text and text to be added as underline text.
  - 3.2 Method B, as follows, is generally best 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 the Michigan APCO Policy Manual.
    - 3.2.1 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”.
    - 3.2.2 The maker prepares a complete section that, upon adoption by the Executive Board, will be inserted into the Michigan APCO Policy Manual. The new document shall not use strikethrough or underlining as a means of highlighting changes to the text.
    - 3.2.3 The format of the proposal shall conform to the general style of the Michigan APCO Policy Manual sections as demonstrated by this section.
4. The maker shall submit the proposal to the President of the Chapter.
5. The President shall forward the proposal to the Executive Board for review and comment. If time permits, the Executive Board members may make comments to the maker prior to the proposal being considered for adoption. Such comments shall be non-binding on the maker.
6. The new or modified Michigan APCO Policy Manual section shall become effective upon its passage by a majority vote of the Executive Board.
7. The President shall deliver a printed copy of the approved new or modified Michigan APCO Policy Manual section to the Secretary of the Chapter.
  - 7.1 The Secretary shall verify that the new or revised section is in the proper format.
  - 7.2 The Secretary shall make non-substantive changes in the format of the document including changes in font, spacing, grammar, spelling, punctuation, highlighting, and numbering to conform to the general format of the Michigan APCO Policy Manual.

- 7.3 The Secretary 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.
- 7.4 The Secretary may correct a cross-reference to the Michigan APCO Bylaws, or to other sections of the Michigan APCO Policy Manual provided that:
  - 7.4.1 The Secretary can readily determine the correct cross-reference based upon the context; or
  - 7.4.2 The Secretary can determine the correct cross-reference based upon earlier versions of the same or similar sections of the Michigan APCO Policy Manual; based upon the minutes of the Executive Board meeting; based upon changes to the Michigan APCO Bylaws that may have changed the numbering of those documents; or based upon other verifiable historical research; or
  - 7.4.3 If the Secretary is unable to determine the proper cross-reference, then the Secretary shall report the problem to the Executive Board and seek the Board's guidance in preparation of an amendment to the Policy Manual section that will correct or eliminate the error.
8. The Secretary shall update the index each time a new section is added or a section is amended.
9. After the Secretary has verified the accuracy of the new/modified section, the President shall cause the new or modified Michigan APCO Policy Manual Section and the updated index to be published in accordance with the requirements of Section 1.1 of the Michigan APCO Policy Manual.

## **ARTICLE II: THE CHAPTER**

### **SECTION 2.1 CORPORATE STATEMENTS**

#### **PURPOSE**

To ensure the Chapter's Corporate Statements are properly maintained and safeguarded as valuable documents.

#### **AUTHORITY**

The Chapter Corporate Statements are the legal basis for the formation of the Chapter as authorized in Article I, Section 1.1 of the Chapter's Bylaws.

#### **POLICY**

1. The Association of Public Safety Communications Officials International, Incorporated is a volunteer membership organization founded in 1935 and incorporated in the State of Michigan as a not-for-profit corporation in 1939. It is registered to transact business in the State of Florida and maintains its corporate headquarters in Daytona Beach, Florida.
2. The Michigan Chapter of the Association of Public Safety Communications Officials International, Incorporated is a volunteer membership organization chartered by APCO, International on the 12<sup>th</sup> day of June 1941.
3. The Michigan Chapter was incorporated in the State of Michigan as a not-for-profit corporation in 1996. It is registered to transact business in the State of Michigan.
4. The President shall review the Chapter's Articles of Incorporation annually to ensure that they are current and accurate.
  - 4.1 Any change in the Chapter's Articles of Incorporation shall be presented to the Executive Board for approval during a regular meeting of the Board.
    - 4.1.1 The President may update the listing of Chapter officers, as necessary, to show the current members of the Executive Board. He/she shall notify the Executive Board that the list has been updated.
5. The President shall annually review the Chapter's "Registration to Transact Business" in any and all jurisdictions requiring such registration.

- 5.1 The President may update the information contained on the registration, as required. He/she shall notify the Executive Board of any change made.
  - 5.2 The Treasurer shall ensure timely payment of all fees necessary to maintain such registration.
6. The President shall provide for the preservation of the Chapter's Corporate Statements in accordance with the Chapter's Records Retention Policy.

## **ARTICLE II: THE CHAPTER SECTION**

### **SECTION 2.2 RULES OF ORDER**

#### **PURPOSE**

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

#### **AUTHORITY**

“Robert’s Rules of Order, Revised” is established in Article XIII, Section 13.1, of the Chapter’s Bylaw as the general rules of parliamentary procedure to the extent that such rules are not inconsistent with special rules of the Chapter.

#### **POLICY**

1. Robert’s Rules of Order is the basis of this document. The special rules contained herein are based upon that document.
2. “Robert’s Rules of Order” and the special rules identified herein shall govern the conduct of all official meetings of the Chapter including meetings of the Quorum, meetings of the Executive Board, and meetings of the committees appointed by the Executive Board.
  - 2.1 The Chair shall ensure that a copy of the current, authorized edition of “Robert’s Rules of Order” is available for reference at all meetings of the Quorum and of the Executive Board.
3. A majority of the applicable quorum (i.e. the Quorum or quorum of the Executive board) shall vote in favor of an action before such action may be implemented.
  - 3.1 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.
  - 3.2 The Chair is cautioned that certain actions require that a “super majority” of either two-thirds of the applicable quorum or three-fourth of the applicable quorum to vote in favor of the action before such action may be implemented.
  - 3.3 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.

4. All votes on motions and other official actions shall be conducted in one of the following manners:
  - 4.1 By a voice wherein the Chair calls for “Ayes”, then “Nays”, and finally “Abstentions”. Members of the applicable quorum 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.
  - 4.2 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.
  - 4.3 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 (2) 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.
  - 4.4 For each method of conducting a vote, only those members of the applicable quorum who are eligible to vote shall cast “a vote”.
5. The Quorum or the Executive Board may take action on a matter only as the result of a motion made by a member of the quorum 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” except as noted below:
  - 5.1 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” 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.

5.2 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” 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.

5.2.1 Matters before the Quorum that are “Tabled” shall end with the closing of the business meeting if not acted upon.

5.2.2 Matters before the Executive Board that are “Tabled” may be carried from one meeting until the next.

5.3 A motion to “Adjourn” a General Business Meeting of the Annual Quorum shall allow for the ending of the current meeting.

5.4 A motion to “Adjourn” a meeting of the Executive Board shall allow for the ending of the current meeting.

6. The “Chair” shall be determined as follows:

6.1 The President shall serve as the Chair of all meetings of the Quorum and the Executive Board:

6.1.1 The First Vice-President and the Second Vice-President shall serve in order of seniority as the Chair in the absence of the President.

6.2 The Chairperson of a committee shall serve as the Chair of all meetings of that committee.

7. The Chair shall have the following prerogatives:

7.1 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.

- 7.2 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.
- 7.3 The Chair shall recognize non-members 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.
- 7.4 The Chair may limit debate on a matter before the applicable body by taking any of the following actions:
- 7.4.1 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.
  - 7.4.2 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.

## **ARTICLE II: THE CHAPTER SECTION**

### **SECTION 2.3 FINANCIAL PRACTICES**

#### **PURPOSE**

To define the purpose of the Michigan APCO Policy Manual and its distribution.

#### **AUTHORITY**

The authority for the financial practices of the Chapter are found in Article VI, Section 6.6 and Article VIII, Section 8.1.2 and 8.1.3 of the Chapter Bylaws.

#### **POLICY**

1. Each duly elected officer of the Chapter will exercise prudent financial practices when making purchases or dealing with Chapter investments and expenses.
2. The Secretary and Treasurer shall be authorized the necessary funds to fulfill the requirements of their offices as outlined in the Bylaws of this Chapter.
3. The Treasurer shall work with the Executive Board to present a balanced budget to the Chapter on a yearly basis.
  - 3.1 The Board of Officers may move money from one line item to another line item, as necessary, but only to the extent that such movement does not have the effect of eliminating a major program or function.
4. Reasonable and proper expenses of the Executive Board members during their term of office; including reasonable expenses for the attendance of the Executive Board members to the Annual APCO Conference and Expo, may be paid by this Chapter with the prior approval of the Executive Board.
  - 4.1 The financial status of the Chapter shall be taken into consideration before any travel expenses are authorized or paid.
  - 4.2 All requests for reimbursement must provide a valid receipt to be turned in to the Chapter Treasurer with the properly completed Reimbursement Request form.

- 4.2.1 Travel Reimbursement Request form shall be titled Appendix B of the Chapter Policy Manual.
  - 4.2.2 General Reimbursement Request for shall be titled Appendix C of the Chapter Policy Manual.
- 5. Reimbursements for approved Chapter expenses shall be made as follows:
  - 5.1 Any Chapter member requesting reimbursement from Chapter funds for travel must present the request, in writing, with estimated expenses in advance.
    - 5.1.1 Travel related rates shall be within the current fiscal budgetary average estimates utilized for air travel, lodging, ground transportation, meals, and incidental expenses, subject to the availability and discount contract rates when available.
    - 5.1.2 All expense items must be reconciled with the Chapter Treasurer in a timely manner. All receipts and comments must be submitted within thirty (30) calendar days of the travel.
    - 5.1.3 Approved Chapter travel expense items include – commercial airfare, rail transportation, taxi, shuttle, or other forms of public transportation, car rental or mileage reimbursement, parking, per diem meals and incidental expenses.
    - 5.1.4 Chapter funds shall not be used for the purchase, for self or others, alcoholic beverages, upgrades, limousines, lodging beyond standard room rates or other items deemed unnecessary or extravagant.
    - 5.15 All per diem rates will be commensurate with the government per diem plan.
- 6. Designated Executive Board members shall have a Michigan APCO debit card. Executive Board members in possession of a card are responsible for the following:
  - 6.1 Keeping the card in their possession or in a secure location at all times.
    - 6.1.1 The card is not to be given to anyone else without the express permission of the remaining Executive Board Members.

- 6.1.2 Loss or damage to the card is to be reported immediately to the Chapter President and Chapter Treasurer for replacement and monitoring of any unauthorized expenditures.
  - 6.2 The Michigan APCO debit card is to be used for chapter business only.
    - 6.2.1 Purchases are to be reported to the Chapter Treasurer within 2 weeks and are to be accompanied by a receipt.
    - 6.2.2 The receipt may be electronically sent to the Chapter Treasurer or be presented to the Treasurer for record keeping purposes.
    - 6.2.3 Any expenditure over \$200.00 shall be authorized by the remaining Executive Board members before the purchase is made.
      - 6.2.3.1 Purchases for the Annual APCO Conference & Expo are exempt from this directive but shall adhere to the budget developed by the Executive Board.
      - 6.2.3.2 Purchases for Chapter sponsored trainings are exempt from this directive but the purchaser is to adhere to the budget developed by the Executive Board for the training.
  - 6.3 Executive Board members shall turn in their card to the Chapter Treasurer immediately following the conclusion of their term of office on the Executive Board.
7. The Executive Board may authorize reimbursement of reasonable expenses incurred by Chapter members in conduct of the Chapter's business when prior approval has been made by the Executive Board.
  8. The Executive Board shall be authorized to approve all other expenses not specifically outlined in the Bylaws of this Chapter unless otherwise directed by a vote of the Chapter membership.
  9. The Executive Board may authorize any officer or officers, agent or agents of the Corporation, in addition to the officer so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation and such authority may be general or confined to specific instances.

10. All checks, drafts or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of the Corporation, shall be signed by such officer or officers, agent or agents of the Corporation and in such manner as shall from time to time be determined by resolution of the Executive Board.
  - 10.1 In the absence of such determination by the Executive Board, such instruments shall be signed by the Treasurer and countersigned by the President or Vice President of the Corporation.
11. All funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such banks, trust companies or other depositories as the Executive Board may select.
12. The fiscal year of the Corporation shall begin on the first day of January and end on the thirty-first day of December of the same calendar year.
13. A review of the Chapter finances shall be conducted as follows:
  - 13.1 A Financial Review Committee consisting of the Chapter President and not less than three (3) additional members shall be formed to review the Chapter finances during even numbered years.
  - 13.2 The Financial Review Committee shall meet with the Chapter Treasurer to review the Michigan Chapter of APCO's assets, liabilities, revenues, expenses and related statements.
  - 13.3 The Financial Review Committee shall conduct an audit of ledgers, budgets (approved and actual expenditures,) line items, bank statements, check registers, Pay Pal account, credit card transactions, money market statements and receipts utilizing cross checks and supporting documentation.
  - 13.4 Results of the financial review will be presented to the membership at the next Chapter meeting and will be placed in the Chapter's permanent records.

## **ARTICLE III: MEMBERSHIP**

### **SECTION 3.1 MEMBERSHIP APPLICATION**

#### **PURPOSE**

To establish the procedure for applying to the Michigan Chapter of APCO for membership, applying for Senior and Life membership designation in the Association, applying for Life and Honorary membership designation in the Michigan Chapter and establish dues procedures and membership categories in the Association.

#### **AUTHORITY**

The criteria for selection and privileges accorded to members is set within the Association Policy Manual.

#### **POLICY**

1. Application for membership shall be made on standardized forms provided by the Association or online at the APCO, Intl. website.
2. Those members that live in the chartered area of one chapter and work within the chartered area of another chapter may select the chapter of their choice as their Home Chapter. They may also choose to become a Multiple Member of the other Chapter in accordance with the requirements in the Membership Designation section of the Association Policy Manual (4.7.8)
3. Membership in the Association may be revoked by the Association Board of Directors upon a documented showing of reasonable cause. Such revocation will also result in termination of membership in the Michigan Chapter.

## **ARTICLE III: MEMBERSHIP**

### **SECTION 3.2 APCO SENIOR MEMBER NOMINATION PROCEDURE**

#### **PURPOSE**

To establish the procedure for submitting nomination of Michigan APCO Chapter members for Senior Membership in the Association.

#### **AUTHORITY**

The criteria for selection and privilege accorded to members who have achieved the distinction of being designated a Senior Member are in Article IV, Section 4.3, of the Association Policy Manual.

#### **POLICY**

1. The Senior Member designation is added to the member's current membership category title, which can change during the course of the member's career based upon one's current employment status (e.g., "Senior Active Member", "Senior Commercial Member", or simply "Senior Member" for those in the Member category of membership).
2. All chapters shall recognize a "Senior Member" designation.
3. This honor shall be processed in the following manner:
  - 3.1 The nomination shall be made by the Chapter Executive Board. The Chapter Executive Board shall make a recommendation for nomination to the Association using the Senior Membership Nomination Form found in Appendix I of the APCO Policy Manual.
4. The nomination shall be forwarded to the Executive Director of the Association for submission to the Credentials Committee.
5. Senior Membership Grade may be granted by the Association Board of Officers, based upon the recommendation of the Credentials Committee and the Board's review of the Chapter's documentation.
  - 5.1 The results of the Board's decision will be indicated in a letter to the Chapter President
6. This award shall be recognized by the presentation of a senior member pin and a congratulatory letter to the new Senior member.

## **ARTICLE III: MEMBERSHIP**

### **SECTION 3.3 APCO LIFE MEMBER NOMINATION PROCEDURE**

#### **PURPOSE**

To establish the procedure for submitting nomination of Michigan APCO Chapter members for Life Membership in the Association.

#### **AUTHORITY**

The criteria for selection and privilege accorded to members who have achieved the distinction of being designated a Life Member are in Article IV, Section 4.4, of the Association Policy Manual.

#### **POLICY**

1. The Life Member designation is added to the member's current membership category title, which can change during the course of the member's career based upon one's current employment status (e.g., "Life Active Member", "Life Commercial Member", or simply "Life Member" for those in the Member category of membership).
2. All chapters shall recognize a "Life Member" designation.
3. This honor shall be processed in the following manner:
  - 3.1 The nomination shall be made by the Chapter Executive Board. The Chapter Executive Board shall make a recommendation for nomination to the Association using the Life Member Nomination Form found in Appendix I of the APCO Policy Manual.
  - 3.2 The Executive Board shall make a recommendation for nomination to the Quorum.
  - 3.3 The nomination shall be approved based on the majority approval of the Quorum.
4. This nomination, accompanied by documentation of eligibility, shall be sent to the Executive Director of the Association for submission to the Credentials Committee, not later than February 1<sup>st</sup> of the calendar year of the Annual Conference & Expo at which the nomination is to be considered.
5. If approved by the Executive Council, the nomination shall be presented to the Quorum of such Conference & Expo, which shall make its decision by majority vote.

6. If not approved in any instance in this process, the Chapter shall be appropriately advised by the Executive Director.

7. Presentations of Life Membership

7.1 This honor shall be commemorated with the presentation of a plaque and a Life Member pin at the Annual Conference & Expo at which the Life Member designation was approved.

## **ARTICLE III: MEMBERSHIP**

### **SECTION 3.4 CHAPTER LIFE MEMBER NOMINATION PROCEDURE**

#### **PURPOSE**

To recommend guidelines for Michigan APCO Chapter Life Membership, a designation that can be awarded to individual chapter members based upon the member meeting an established set of guidelines set forth in the following policy.

#### **AUTHORITY**

Establishment of a Chapter Life Membership designation and privileges accorded to members achieving this designation can be found in the Membership Designation section of this Policy Manual.

#### **POLICY**

1. The Chapter Life Member distinction is a designation that is added to the member's current membership category title.
  - 1.1 The designation of Chapter Life Member is recognized only within the Michigan Chapter.
  - 1.2 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.
  - 1.3 The Chapter Life Member designation does not carry any added privileges at the Association level or within any other chapter(s) that the member happens to also belong.
2. This honor shall be processed in the following manner:
  - 2.1 The Executive Board shall make a recommendation for the appointment to the Chapter Quorum using the Chapter Life Member Nomination form, Appendix C.
  - 2.2 The appointment shall be made based on the majority approval of the Quorum.
3. Notification of this appointment shall be sent by the Chapter's Secretary to the Membership Department at the Association office.

4. To be qualified for Chapter Life Membership designation in the Michigan Chapter the member shall:
  - 4.1 Have been a member, in good standing, of the Association a minimum of fifteen (15) years, at least five (5) of which shall be as a member of the Michigan Chapter.
  - 4.2 Hold a current membership in the Association.
  - 4.3 Have made at least five (5) major contributions at the chapter and/or Association level, which have contributed significantly to the Michigan Chapter, Association, the commercial community and/or the general public safety community. Using the form Appendix C, list the appropriate sub-paragraph number (4.3.1-4.3.11), providing detail as necessary. Additional accomplishments may be included with the nomination.
    - 4.3.1 Served a minimum of one (1) full term as Chapter President;
    - 4.3.2 A member of the Chapter Executive Board for at least four (4) years;
    - 4.3.3 Local Area Frequency Advisor for at least four (4) years;
    - 4.3.4 Chapter Commercial Committee Chair for at least four (4) years;
    - 4.3.5 Executive Council Member for at least four (4) years;
    - 4.3.6 Association, Regional, State or Chapter Annual Conference Chair;
    - 4.3.7 Association Standing Committee Chair;
    - 4.3.8 Association Designated Committee Chair;
    - 4.3.9 Chair of Chapter Standing committee for at least two (2) years;
    - 4.3.10 Serve a minimum of four (4) years on the State 9-1-1 Committee;
    - 4.3.11 Serve as a presenter at a Chapter sponsored conference or training. (Not more than one contribution may be counted from this subsection).

5. The chapter shall annually pay to the Association Office the dues amount specified by APCO, Intl. for the category of membership for which each such Chapter Life Member is qualified.

## **ARTICLE III: MEMBERSHIP**

### **SECTION 3.5 CHAPTER HONORARY MEMBER NOMINATION PROCEDURE**

#### **PURPOSE**

To recommend guidelines for Michigan APCO Chapter Honorary Membership, a designation that can be awarded to individuals that may or may not hold membership in the Association.

#### **AUTHORITY**

Establishment of a Chapter Honorary Membership designation and privileges accorded to members achieving this designation shall be established by the Chapter pursuant to this Section

#### **POLICY**

1. Chapter Honorary Membership is a designation that can be awarded, at the prerogative of the Michigan Chapter, to individuals (current APCO members or non-members alike), based upon the individual meeting an established set of requirements.
2. The Chapter Honorary Member distinction is a designation that does not carry any added privileges at the Association level or within any other chapter(s) that the member happens to also belong.
  - 2.1 The Chapter shall annually pay APCO International the dues amount specified in this Policy Manual for the Associate Member category of membership.
3. This honor shall be processed in the following manner:
  - 3.1 The Chapter Executive Board shall make a recommendation for the appointment to the Quorum.
  - 3.2 The appointment shall be made based on the majority approval of the Quorum.
4. 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. Notification of this appointment shall be sent by the Chapter Secretary to the Membership Department at the Association office.

6. To be qualified for the Chapter Honorary Membership designation in the Michigan Chapter the individual shall be:

6.1 An individual who has made a significant contribution to the objectives of the Michigan Chapter.

6.2 And is a retired member who has held membership in any category for more than ten (10) consecutive years.

## **ARTICLE III: MEMBERSHIP**

### **SECTION 3.6 MEMBERSHIP CATEGORIES**

#### **PURPOSE**

Members of Chapters are members of the Association in accordance with the membership categories described in this Section. Members shall be admitted in strict conformity with the category requirements herein set forth.

#### **AUTHORITY**

The benefits accorded to various membership categories are as provided in this Section and may be restricted in accordance with other Sections of this Article or by the requirements of written agreements between APCO International and similar organizations existing in other countries.

#### **POLICY**

##### **1. Full Member**

1.1 The following individuals shall be eligible for membership in the “Full Member” category:

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

1.2 Members in the “Full Member” category may vote in the Membership Quorum, may enjoy all benefits and privileges and may serve in any capacity in the Association and its chapters, except where otherwise limited.

##### **2. Associate Member**

2.1 The following individuals are eligible for membership in the Association in the “Associate Member” category and shall enjoy all benefits and privileges of the Association, except voting unless as a Life Member or as otherwise provided.

2.1.1 Individuals who perform a non-administrative and/or non-supervisory function within their agency and who otherwise meet the requirements of Section 1.1.1 above and, at the applicant’s discretion, select this category; or

2.1.2 Individuals not meeting the requirements of any other category.

### 3. Commercial Member

3.1 Those persons who receive compensation in any form for services rendered in business and industry are eligible to be Commercial members. Voting privileges are extended to the Commercial Advisory Council member on the Board of Directors in his/her capacity on the Board and for Life Members. Members in this category may otherwise enjoy all benefits and privileges of the Chapter.

### 4. Agency Group Memberships

4.1 Any non-commercial entity qualifying under the meaning and intent of this Policy and the Bylaws among whose employees two (2) or more are eligible for membership in accordance with the other Sections of this Article who wish to enroll as a group in this Association is eligible for this category of membership with the following stipulations:

4.1.1 At least one (1) of the employees in each Agency group per each dues year shall be eligible for and enrolled as a Full Member of this Association and designated the Master Applicant for the group.

4.1.2 All employees in each group shall reside, live or work within the boundaries of the Michigan Chapter chartered in that geographical area and shall be members of the Chapter unless otherwise approved by the Board of Directors:

4.1.3 Memberships in good standing within a group may be transferred during a given dues period from current employees leaving the group to new employees entering the group upon each such individual request by the Master Applicant to the Chapter Secretary.

4.1.4 The individual members shall be categorized as, pay dues, and serve in the Association in accordance with the appropriate membership requirements which are set forth elsewhere in this Policy Manual.

## 5. Commercial Group Memberships

- 5.1 Any corporation that received compensation in any form for services rendered or products sold in business or industry is eligible to become a Commercial Group Member.
- 5.2 Except for the Commercial Advisory Council member on the Board of Directors in his/her capacity on the Board only and for Life Members, voting privileges are extended to individuals under this category for matters relating to Michigan Chapter business only.
- 5.3 Commercial Group Member dues shall be uniform for all Chapter as defined in the Membership Dues section of this Police Manual.

## 6. International Associate Member

- 6.1 Individuals who are members of a “participating organization”, as that term is defined in the document known as the *APCO Alliance for Global Cooperation and Development* also shall be members of APCO-International in the International Associate Member category.
  - 6.1.1 Members in the International Associate Member category shall not be issued a membership card or other documentation that identifies status as a member of APCO International.
- 6.2 Members in the International Associate Member category shall not:
  - 6.2.1 Have the right to vote on any matter brought before the Michigan Chapter;
  - 6.2.2 Have the right to hold elected office within the Chapter;
  - 6.2.3 Be eligible for any of the Membership Designations in this Article; or
  - 6.2.4 Be required to pay Membership Dues as defined in this Article.

- 6.3 Members in the International Associate Member category shall enjoy only those rights, benefits, and privileges defined in the document known as the *APCO Alliance for Global Cooperation and Development*.

## 7. Online Member

- 7.1 The “Online Member” category is reserved for individuals who otherwise meet the requirements of Section 1.1.1 or 2.1.1 above and, based on Association policy, are eligible to enjoy essentially online privileges only.
- 7.2 Individuals in the “Online Member” category shall not be issued a membership card and shall not:
  - 7.2.1 Have the right to vote on any matter brought before the Michigan Chapter;
  - 7.2.2 Have the right to hold elected office within the Chapter, though service on Committees or Task Forces is permissible;
  - 7.2.3 Be eligible for any of the Membership Designations in this Article, except the number of years as an “Online Member” shall count toward the minimum years of membership required for such Designations.

## 8. Honorary Member

- 8.1 As established in Article III, Section 3.5 of this Policy Manual.

## **ARTICLE III: MEMBERSHIP SECTION**

### **SECTION 3.7 MEMBERSHIP DUES**

#### **PURPOSE**

To establish dues required for membership.

#### **AUTHORITY**

Dues rates are set for each category of membership and specified in the Association's Policy Manual in accordance with Article XII of the Association Bylaws.

#### **POLICY**

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

## **ARTICLE III: MEMBERSHIP SECTION**

### **SECTION 3.8 MEMBERSHIP CONDUCT**

#### **PURPOSE**

To establish guidelines for membership conduct during meetings and while representing the Chapter.

#### **AUTHORITY**

APCO membership is required to be composed of persons of good character.

#### **POLICY**

1. Code of Ethics
  - 1.1 Members of the Michigan Chapter of APCO, Intl. shall govern chapter activities by the APCO, Intl. Bylaws and Policies and the Michigan Chapter Bylaws and adopted Policies.
  - 1.2 Manage each administrative problem objectively and without prejudice.
  - 1.3 Refrain from seeking or dispensing personal favors.
  - 1.4 Work to broaden public knowledge and appreciation of the association and of the public safety emergency profession.
  - 1.5 Encourage colleagues and co-workers in their professional development.
  - 1.6 Foster respectful relationships.
2. Code of Conduct
  - 2.1 Members of the Michigan Chapter of APCO, Intl. shall support the Association and Chapter's Mission and Purpose.
  - 2.2 Shall maintain the privacy and confidentiality of information where required unless disclosure is required by legal authority.
    - 2.2.1 Information acquired shall not be used for personal benefit or be released to inappropriate parties.

- 2.3 Members shall work to strengthen the Chapter's programs and services.
- 2.4 Maintain a cooperative and respectful relationship when working with other professional and business organizations.
- 2.5 Ensure ethical integrity and accept responsibility for our actions.
- 2.6 Apply the principal of reasonableness to guide our actions.
- 2.7 Serve the Association and Chapter in a loyal and honest manner and shall not knowingly be a party to any illegal or improper activities.
- 2.8 Treat all others 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.
- 2.9 Agree to undertake only those activities that they can reasonably expect to complete with professional competence.

## **ARTICLE IV: EXECUTIVE BOARD**

### **SECTION 4.1 NOMINATION PROCEDURES**

#### **PURPOSE**

To establish a procedure for nominating Chapter members for election to the Michigan APCO Executive Board.

#### **AUTHORITY**

The process for the nomination of officers to the Michigan Chapter of APCO is authorized in accordance with Article V of the Chapter's Bylaws. To establish procedures for members to declare their candidacy for President, First Vice-President, Second Vice-President, Secretary, Treasurer, Sgt.-at-Arms and National Executive Council Representative.

#### **POLICY**

1. Chapter members desiring to declare their candidacy for election to the offices of President, First Vice-President, Second Vice-President, Secretary, Treasurer, Sgt.-at Arms and National Executive Council Representative must satisfy certain minimum qualifications as defined in this policy.
  - 1.1 Chapter members desiring to declare their candidacy for election to an office of the Chapter Executive Board must:
    - 1.1.1 Be a voting-eligible Member in good standing:
    - 1.1.2 Reside in the state of Michigan, and
    - 1.1.3 Must have attended, in person or virtually, at least two (2) Chapter meetings prior to the election year, and
    - 1.1.4 Must have attended one (1) APCO International or Michigan APCO Conference prior to the election year, and
    - 1.1.5 Must have served on a Michigan Chapter committee in the past four (4) years prior to the election year.
    - 1.1.6 Candidates for the office of President are required to have prior Michigan APCO Executive Board experience.

- 1.1.7 Candidates for the National Executive Council position are required to have two (2) years of prior Michigan APCO Executive Board experience.
- 1.2 Chapter members desiring to declare their candidacy for election to an office of the Chapter Executive Board may do so beginning August 1<sup>st</sup> of the year of election. They shall provide to the Nominating Committee a Letter of Intent, indicating their understanding of the position, its time commitments and fiscal obligations (travel, lodging, mileage etc.), not later than 5:00 p.m. on August 31<sup>st</sup> of the year of election.
- 1.3 Current members of the Chapter Executive Board seeking re-election to their current position shall notify the Nominating Committee Chair of their intent electronically no later than midnight on July 31<sup>st</sup> of the year of election.
- 1.4 All elective positions in this Chapter shall be elected from nominations submitted by the Nominating Committee in accordance with Article V of the Chapter's Bylaws.
- 1.5 When the nomination process produces two or more candidates for an elective position, then that position shall be elected by electronic ballot.
  - 1.5.1 When the nomination process produces only one candidate for an elective position, the Nominations Committee Chair shall notify the Chapter President.
    - 1.5.1.1 The Chapter members will be notified that the position is uncontested and the candidate will be accepted for the position.
    - 1.5.1.2 If all of the Executive Board positions are uncontested, the Executive Board will vote to accept the slate as presented by the Nominating Committee and the membership will be notified of this action.
  - 1.5.2 All Executive Board positions, except for the Executive Committee position, shall be elected for a one-year term with the term commencing at the close of the Annual Business Meeting & Awards Dinner following the administration of the Oath of Office. The one-year term shall end at the subsequent Annual Business Meeting and Awards Dinner .
    - 1.5.2.1 The Executive Committee position shall be elected for a two-year term with the term commencing at the end of the Annual Business Meeting & Awards Dinner the year of election following the administration of the Oath of Office.

- 1.5.2.2 The Executive Committee position shall be elected during even numbered years for a two-year term of office.
- 1.5.3 A vacancy in the office of President shall be filled by advancement in rank. Such advancement in rank shall be in an “Acting” capacity for the remainder of the applicable term and only until the next regular election of officers.
- 1.5.4 A vacancy in the office of First or Second Vice-President, whether due to resignation, removal, or advancement in rank, shall be filled by an appointment made by the President. Such appointment shall serve in an “Acting” capacity for the remainder of the applicable term and only until the next regular election of officers.
- 1.5.5 Should the office of Secretary or Treasurer become vacant for any reason, it shall immediately be filled by appointment by the President. Such appointments shall serve in an “Acting” capacity for the remainder of the applicable term and only until the next regular election of that office.
- 1.5.6 Should the office of Executive Council Representative become vacant for any reason, it shall immediately be filled by appointment by the President. Such appointment shall serve in an “Acting” capacity for the remainder of the applicable term and only until the next regular election of that office.
- 1.5.6.1 The member selected shall possess the experience as stated in Article VII, Section 7.4 of the Michigan Policy Manual.
- 1.5.6.2 The appointed representative shall complete the introductory training for the position provided by APCO, Intl.
- 1.5.7 The President shall insure notification is immediately made to the Membership of the Chapter of any advancement in rank and/or acting appointments.
- 1.5.7.1 The President shall insure notification is immediately made to the Association Membership Committee of any advancement in rank and/or acting appointments.

## **ARTICLE IV: THE POLICY MANUAL**

### **SECTION 4.2 ELECTION PROCESS**

#### **PURPOSE**

To establish the procedure by which officers are elected to serve on the Michigan APCO Executive Board.

#### **AUTHORITY**

The process for the election of officers to serve on the Michigan APCO Executive Board is authorized in accordance with Article V of the Chapter's Bylaws.

#### **POLICY**

1. Within fourteen days (14) of the close of nominations the Chapter Secretary shall create a ballot consisting of all nominated individuals and the office being sought.
  - 1.1 When there is more than one candidate for an office, the nominees will be given the opportunity to present themselves to the voting members by means of an electronic notification using the Chapter membership listing and posting of their statements on the Chapter website.
  - 1.2 When there is only one candidate for an office, the Nominating Committee Chair will advise the President and the candidate involved will be automatically elected to the office.
    - 1.2.1 If the entire ballot consists of unchallenged candidates, the slate will be presented to the membership and the candidates will assume their offices at the Annual Business Meeting & Awards Dinner.
2. Voting will be conducted via electronic balloting and will run for 30 days.
  - 2.1 Voting will close at noon the day of the Annual Business Meeting & Awards Dinner.

- 2.2 Multiple reminders to vote will be sent out with electronic notifications using the Chapter membership listing as well as social media platforms.
- 2.3 The Chapter Executive Board 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 Executive Board under both multiple and single candidate elections
3. Incoming Executive Board officers shall be elected by a simple majority vote of the Chapter's members casting ballots in accordance with the balloting procedures previously stated.
4. The Chair of the Nominating Committee and two (2) other members of the Nominating Committee shall obtain and review the voting results.
  - 4.1 The results of the election for each office shall be announced during the Chapter's Annual Meeting & Awards Dinner.
  - 4.2 The number of ballots cast in the election will be reported to the Quorum.
  - 4.3 The Chapter Secretary shall record the election and balloting results for the Chapter Record.
  - 4.4 The Oath of Office will be taken by the incoming Executive Board prior to the close of the Annual Meeting and Awards Dinner.
    - 4.4.1 The Oath of Office will be administered by a past Chapter President.
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; the President shall fill the vacancy by appointment within thirty (30) days once the Annual Business Meeting has concluded. Such appointment shall remain in effect until the next elections are held.

## **ARTICLE IV: EXECUTIVE BOARD**

### **SECTION 4.3 MEETINGS**

#### **PURPOSE**

To establish the requirements for official meetings of the Executive Board

#### **AUTHORITY**

The Executive Board shall meet and conduct the business of the Chapter at such times and places as the President or a majority of the Executive Board shall specify as authorized by Article V, Section 5.7 of the Chapter Bylaws.

#### **POLICY**

1. The Executive Board shall, at a minimum, meet in person four (4) times per year.
  - 1.1 The Executive Board may meet at such other times and places as necessary to conduct the business of the Chapter.
    - 1.1.1 Meetings may be conducted via teleconference and/or other electronic means.
2. Members of the Chapter may attend meetings of the Executive Board as observers.
  - 2.1 Chapter members attending as observers shall not be permitted to be present during meetings designated as an executive/closed session.
    - 2.1.1 For the purposes of this section, an executive/closed session shall be defined as any meeting where the topic of discussion involves personal/membership issues or legal issues affecting the Chapter.
  - 2.2 Neither the Chapter nor the Executive Board shall be obligated to provide prior notice or documentation of agendas, etc. to members attending meetings of the Executive Board solely as observers.

## **ARTICLE IV: EXECUTIVE BOARD**

### **SECTION 4.4 MINUTES**

#### **PURPOSE**

To establish a procedure for recording and retaining official minutes of meetings of the

#### **AUTHORITY**

The process for the election of officers to serve on the Michigan APCO Executive Board is authorized in accordance with Article V of the Chapter's Bylaws.

#### **POLICY**

1. Minutes of all official meetings of the Chapter shall be recorded and a draft provided to the Executive Board within three (3) weeks of the meeting.
  - 1.1 A draft of the minutes will be provided to the Chapter webmaster for placement on the Michigan APCO website.
2. The official minutes of the meetings of the Executive Board will provide a permanent record of actions taken, decisions made, and a listing of items discussed.
3. The Secretary shall serve as clerk of record who will record the minutes of all meetings of the Executive Board.
4. Minutes of all official meetings of the Executive Board shall be reviewed and approved by the Board.
  - 4.1 A draft of the minutes of each meeting shall be provided to the Executive Board within three (3) weeks of the meeting and corrections will be made if necessary.
  - 4.2 The Executive Board shall approve the minutes, as corrected if necessary, at their next meeting.

- 4.3 A majority of the Executive Board members present shall be necessary to constitute a quorum for the transaction of business.

## **ARTICLE V: MEETINGS OF THE MEMBERSHIP QUORUM**

### **SECTION 5.1 MEETINGS**

#### **PURPOSE**

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

#### **AUTHORITY**

The voting members are represented by the Membership Quorum as provided for in Article IV in the Chapter Bylaws.

#### **POLICY**

1. There shall be a meeting of the Membership Quorum no less than four (4) times per calendar year.

- 1.1 The Chapter meeting, hereafter known as the General Business Meeting, schedule shall be established each year by the Board of Officers and shall be presented to the membership by the Chapter President.

- 1.1.1 The time and place of the "General Business Meeting" shall be published on the Chapter's website at least thirty (30) days prior to the meeting date.

- 1.1.2 The Chapter Executive Board shall establish an agenda for each General Business Meeting.

- 1.2 Special meetings of the Chapter shall be called by the Chapter President, or by three (3) members of the Executive Board, or upon written application of ten (10) voting members of the Chapter Quorum.

2. Minutes of all official meetings of the Chapter shall be recorded.

- 2.1 The official minutes of the meetings of the Chapter will provide a permanent record of actions taken, decisions made, and a listing of items discussed.
- 2.2 The Secretary shall serve as clerk of record who will record the minutes of all meetings of the Chapter.

## **ARTICLE V: MEETINGS OF THE MEMBERSHIP QUORUM**

### **SECTION 5.2 MEMBERSHIP QUORUM VOTING**

#### **PURPOSE**

To define the eligibility and voting rights of the Membership Quorum.

#### **AUTHORITY**

The voting eligibility and rights are provided for in Article IV in the Chapter Bylaws.

#### **POLICY**

1. Eligible members attending a Chapter business meeting shall compose the Membership Quorum.
  - 1.2 A total of three (3) Chapter Executive Board Officers and an additional ten (10) voting members represented in person shall constitute the Membership Quorum at any Chapter meeting.
2. A simple majority of voting members present shall decide all issues except an amendment to the Chapter Bylaws.
  - 2.3 A two-thirds (2/3) majority vote shall be required for an amendment to the Chapter Bylaws.
  - 1.2 Only those persons who are members of the Chapter in a voting-eligible category may vote on a motion presented to the Membership Quorum.
  - 1.3 Only those persons who are members of the Chapter in a voting-eligible category may make or second a motion.

## **ARTICLE VI: COMMITTEES**

### **SECTION 6.1 COMMITTEE DEFINITIONS**

#### **PURPOSE**

To provide guidelines for establishing Michigan APCO Standing Committees and Special Committees.

#### **AUTHORITY**

The Executive Board is authorized to create committees in accordance with Article VI of the Chapter's Bylaws

#### **POLICY**

1. Committees from this Chapter shall be designated as Standing Committees and Special Committees.

1.1 A Standing Committee is a perennial type committee which is assigned prescribed duties and responsibilities of a permanent nature.

1.2 A Special Committee is an ad-hoc type of committee, which is assigned specific duties and responsibilities in matters of a temporary, but significant, nature.

1.2.1 All Special Committees shall be appointed by the Chapter President and shall continue to serve and operate until such tasks for which they have been appointed have been completed or until changes are made by the President for the good and welfare of the Chapter.

## **ARTICLE VI: COMMITTEES**

### **SECTION 6.2 STANDING COMMITTEE PROCEDURES**

#### **PURPOSE**

To provide guidelines for Michigan Chapter Special Committees and to advise the Executive Board with regard to issues of operation of the Chapter and/or significant issues affecting the public safety community.

#### **AUTHORITY**

The Executive Board is authorized to create committees in accordance with Article VII of the Chapter Bylaws.

#### **POLICY**

1. The Executive Board 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.
  - 1.3.3 In making such appointments, the President 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 are 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 state, 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 voting member of the Chapter in good standing.
  - 1.3.9.1 The "Chair" of the Commercial Advisory Committee 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 Executive Board in closed session.
- 1.3.11 The Board shall cause a set of goals and objectives 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 at each general business meeting identifying progress towards completing the Committee's goals and objectives.
- 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 Executive Board through the Chapter President, a travel request detailing the goals and objectives that will be accomplished by the travel. All travel will comply with those sections of Article VII 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
- 1.3.16 Removal of Committee Members for cause:
  - 1.3.16.1 A Committee member may be removed for any of the following causes.
  - 1.3.16.2 Malfeasance, misfeasance, or nonfeasance or for committing an act that brings significant discredit to the Chapter.
  - 1.3.16.3 "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. 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 Executive Board.
  - 1.3.16.4 Upon receipt of the "removal for cause" petition, the Chapter President shall notify the accused, the appropriate Committee members, and the remaining Executive Board. Notification to the accused shall be by return receipted certified mail or by receipt verified electronic means.
  - 1.3.16.5 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 1.3.16.4.
  - 1.3.16.6 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.

1.3.16.7 The meeting in 1.5.6 shall culminate in a vote on the "removal for cause" issue.

## **ARTICLE VI: COMMITTEES**

### **SECTION 6.3 STANDING COMMITTEES**

#### **PURPOSE**

Listing of and expectations for the Michigan Chapter Standing Committees.

#### **AUTHORITY**

The Executive Committee is authorized to create committees in accordance with Article VII of the Chapter Bylaws.

#### **POLICY**

1. State 9-1-1 Committee shall:

- 1.1 Provide guidance and support to the Executive Board on matters related to 9-1-1 services in the State of Michigan.
- 1.2 Provide guidance and support to the Executive Board in establishing the Chapter's position on regulatory matters and issues of state policy related to 9-1-1 services.
- 1.3 Recommend new legislation that will benefit the Chapter and the public safety community.
- 1.4 Shall follow the guidelines as stated in Section 6.2.

2. The Awards Committee shall:

- 2.1 Coordinate and promote the Chapter's Public Safety Awards Program.

2.2 Shall be comprised of not less than five (5) members.

2.3 Shall follow the guidelines as stated in Section 6.2.

3. Commercial Committee shall:

3.1 Provide guidance and support to enhance the Chapter's relationships with the commercial community.

3.2 Provide guidance and support to the Executive Board on matters related to the vendor hall portion of the annual conference.

3.3 Assist the Executive Officer in soliciting sponsors for MIAPCO programs and events.

3.4 Promote the active participation of members in the Commercial Member category.

3.5 Shall follow the guidelines as stated in Section 6.2.

4. Frequency Coordination/MPSFAC/700MHz Committee shall:

4.1 Provide guidance and support to the Chapter in the areas of Frequency Coordination, MPSFAC, 700MHz and 800MHz.

4.2 Serve the best interests of the users of public safety communications spectrum by providing frequency advisory services in accord with the policies and procedures provided by the Federal Communications Commission and the APCO Automated Frequency Coordination subsidiary.

4.3 Review proposed changes in both the rules and policies governing frequency coordination and all proposals to change the rules, methods, or use of the radio spectrum. They shall report these activities to the Chapter along with appropriate recommendations of action for the Chapter to consider.

4.4 Members of this committee shall cooperate with all members of other frequency coordinating agencies, their goal being to achieve spectrum harmony to the greatest possible extent.

4.5 Shall follow the guidelines as stated in Section 6.2.

5. Historical Committee shall:

5.1 Provide guidance and support to the Executive Board and Chapter members on matters related to preserving items of historical significance to the Chapter.

5.1.1 Represent the Chapter in matters of historical significance to APCO International.

5.1.2 The Chair of this committee shall be the Chapter's liaison to the Association's Historical Committee.

5.1.3 Seek opportunities to promote items of historical significance to the Chapter. The committee shall actively research, compile, and maintain a file on the records and history of this chapter to the Association.

5.2 Shall follow the guidelines as stated in Section 6.2.

6. Nominations Committee shall:

6.1 Consist of no less than three (3) past presidents.

6.1.1 If past presidents are not available, voting-eligible members will be appointed.

6.1.2 The members of this committee shall actively solicit qualified, interested members with the goal to nominate those candidates who appear best qualified to serve the best interests of this Chapter.

6.1.3 The members of this committee shall present their proposed slate of candidates for office not later than thirty (30) days before the Annual Meeting held in October.

6.2 Shall follow the guidelines as stated in Section 6.2.

7. State 911 Conference Committee shall:

- 7.1 Work with the Michigan Chapter of the National Emergency Number Association (NENA) to bring a quality conference to the members of the Chapter and other public safety workers.
  - 7.2 Coordinate with the Chapter's Commercial Committee to assist them and to provide recommendations on overall strategies pertinent to the conference.
  - 7.3 The Committee will participate in pre and post conference strategic planning and evaluation, including schedule, event, and site selection review relevant to the annual conference.
  - 7.4 The 911 State Conference Committee chair shall report the committee actions to the Executive Board.
  - 7.5 Shall follow the guidelines as stated in Section 6.2.
8. Technical Committee shall:
- 8.1 Serve the best interests of the users of public safety communications by providing information, both current and future, technical in nature.
  - 8.2 Provide support to the members of the Chapter in the area of technology.
  - 8.3 Make recommendations to the Chapter in the area of technology.
  - 8.4 Shall follow the guidelines as stated in Section 6.2.
9. Training/Membership Activities Committee shall:
- 9.1 The committee shall actively explore ways to reach new members for APCO and promote membership retention.
  - 9.2 The committee shall be concerned with Chapter activities, and shall identify educational opportunities that have SNC approval for members of the Chapter and others in public safety.
  - 9.3 The committee will ensure appropriate locations in which to hold the trainings and activities.

9.4 The committee, along with the Executive Board, will establish a budget and pricing for the trainings that will ensure that proper payments are made for all the expenses incurred.

9.5 All invoices shall be turned over to the Chapter Treasurer for payment.

9.6 Shall follow the guidelines as stated in Section 6.2.

10. Website

10.1 The webmaster will develop, establish and maintain the Chapter's website with oversight from the Executive Board.

10.2 Funding requirements necessary shall be supported by the Chapter.

10.3 Requests for information placement on the website are to be accommodated in a timely manner.

10.4 Shall follow the guidelines as stated in Section 6.2.

## **ARTICLE VI: COMMITTEES**

### **SECTION 6.4 SPECIAL COMMITTEES**

#### **PURPOSE**

Listing of and expectations for the Michigan Chapter Special Committees.

#### **AUTHORITY**

The Executive Board is authorized to create committees in accordance with Article VII of the Chapter Bylaws.

#### **POLICY**

1. Special Committees are ad-hoc type committees, which are assigned specific duties and responsibilities in matters of a temporary, but significant nature. These committees are appointed by the Chapter President and shall continue to serve and operate as such until the tasks for which they have been appointed have been completed to the satisfaction of the President, or until changes are made by the President for the good of the Chapter.
2. In making such appointments, the President and the remaining members of the Board should consider the advantages of appointing members with prior experience on the Special Committee or Task Force while providing for a fresh perspective towards the group's activities by appointing new members.
  - 2.1 The President shall endeavor to seek members from geographically diverse parts of the state; 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.
  - 2.2 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.
  - 2.3. The "Chair" of each Special Committee or Task Force shall be a member of the Chapter in good standing in the "Full Member" category

- 2.4 The President shall designate one of the Chapter Executive Board members to serve as a liaison to each Special Committee and Task Force.
- 2.5 The Chair of each Special Committee or Task Force shall submit a report at the regular Chapter meetings identifying progress towards completing the group's goals and objectives.
3. Members may be appointed from any membership category.
4. 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.
5. Special Committees/Taskforces include, but are not limited to the following:
  - 5.1 Resolutions and Bylaws Committee shall:
    - 5.1.1 Maintain the Michigan 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 and the Executive Board.
    - 5.1.2 The Committee shall comment and advise on the appropriateness and impact any proposed amendments will have on the Bylaws and/or Policies.
    - 5.1.3 The Committee shall attempt to assure that the Chapter governing documents are protected against any conflicts or ambiguities resulting from changes made or proposed.
    - 5.1.4 The Committee shall work to assure that the Chapter Bylaws and Policies are not in conflict with the Association Bylaws or Policy Manual.
    - 5.1.5 The Committee shall receive from the Executive Board any submitted or recommended changes to the Chapter Bylaws prepared by a member for their review and recommendations to the Executive Board.
  - 5.2 Finance Committee shall:
    - 5.2.1 The Committee shall serve in providing oversight and coordination pertaining to financial matters of the Chapter.

5.2.2 The Committee shall review the annual budget prior to its submission to the Executive Board. The Committee shall report its opinions and recommendations to the Executive Board.

5.2.2.1 A sub-committee may be formed to complete a review of the Chapter's finances during even-numbered years.

5.2.2.2 A sub-committee shall report its findings, comments, and/or recommendations to the Executive Board within thirty (30) days after completing its review.

5.2.3 Membership on the Finance and Budget Committee is restricted to the Treasurer, and three (3) members at large selected by the President from the member listing of the Chapter.

5.2.4 The Chapter President shall serve as a non-voting ex-officio member of the Finance Committee.

6.1 Benevolence Committee shall:

6.1.1 Assist in review of any request for assistance from a member of the Chapter, a specific need, a cause or event identified by a Chapter member or Executive Board officer, and provide its recommendation to the Chapter President.

6.1.1.1 The Chapter President will present the recommendation to the Executive Board for review and approval.

6.1.2 The need must directly affect the individual or center personnel to qualify for consideration.

6.1.3 A benevolence line item shall be incorporated into the Chapter's yearly budget.

6.1.4 Based upon the event and availability of funds, the Chapter Treasurer shall be directed to provide the agreed upon disbursement from the Chapter's finances.

6.1.4.1 A record of each disbursement shall be documented in the Treasurer's Report.

6.1.4.2 A maximum disbursement of \$200.00 shall be in effect for each person, center or incident unless otherwise approved by the general membership at a Chapter meeting.

## **ARTICLE VII: AWARDS**

### **PURPOSE**

To establish Chapter policy in compliance with APCO International policy with regards to awards made for significant accomplishments.

### **AUTHORITY**

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.

### **POLICY**

1. The Chapter shall recognize the contributions made by its members, and committees; by individuals who may not be members of the Association; 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.
2. Eligibility of the awards identified herein is restricted to individuals who work or reside within the chartered boundaries of the Michigan Chapter.
  - 2.1 Nominees must have been employed in the applicable category by a public safety agency any time between September 1 of the year preceding the award and August 31 of the year of the award.
  - 2.2 Nominees do not have to be members of APCO.
  - 2.3 Persons submitting a nomination or being nominated must be:
    - 2.3.1 A resident of the United States or its Territories
    - 2.3.2 A Resident of the chartered boundaries of the Michigan Chapter
3. The award categories shall follow those set forth by APCO International under Article XIII in the Policy Manual.

- 3.1 The Chapter President may recognize members or non-members of the Association who have contributed to public safety communications at any time during his/her tenure of office.
  - 3.1.1 Such recognition may be in the form of a "Certificate of Appreciation", a plaque, or other item of nominal value.
4. Nominations should meet the requirements set forth under Article XIII in the Policy Manual.
5. Nominations for the various categories will be accepted between September 1 of the year preceding the award and August 31 of the year of the receipt of the award.
  - 5.1 Nominations are to be turned in electronically to the Awards Committee Chair.
  - 5.2 A committee of not less than five (5) members will consider the nominations.
  - 5.3 A scoresheet will be used to evaluate each of the nominees.
  - 5.4 The names of the award recipients will be turned over to the Chapter President prior to the Annual Meeting and Awards dinner.
6. The Chapter Award recipients shall receive:
  - 6.1 An invitation to the Chapter Annual Meeting and Awards Dinner where an award will be presented.
  - 6.2 A gift card in the amount of \$100.00 will be presented the recipients.
7. The Award Chair shall submit the Michigan Chapter award recipients to APCO International for consideration for the Annual APCO International Awards which are presented at the Annual Conference and Expo.

## **ARTICLE VIII: TRAININGS**

### **PURPOSE**

Provide quality training opportunities to the members of the chapter and other workers in the industry.

### **AUTHORITY**

The Executive Board in conjunction with the Training Committee members, is authorized to seek out state approved training opportunities for the membership.

### **POLICY**

1. The Training Committee members shall seek out training opportunities for to be held within the state for the members of the chapter.
  - 1.1 The Committee should look for locations that encourage participation from all areas of the state.
  - 1.2 The Committee shall seek out presenters in various areas of telecommunications. These can include, but are not limited to speakers on Suicidal Callers, Homeland Security, Workplace Situations and Care of the Telecommunicator.
    - 1.2.1 If the session(s) do not have State 9-1-1 Committee (SNC) approval, prior to advertising or accepting registrations for the training, the committee shall submit the session and speaker to the SNC to receive their approval and session code.
    - 1.2.2 Required SNC attendance accounting procedures shall be adhered to.
      - 1.2.2.1 A Training Committee member will ensure that all attendees have signed in for the course.
2. Suggestions for presenters and locations shall be brought to the Executive Board for consideration, approval, and budget guidelines.

- 2.1 Training Committee members shall not enter into any contractual agreements with facilities or presenters without Executive Board approval.
- 2.2 Registration fees will be recommended by the Training Committee and submitted to the Executive Board for approval
- 2.3 Deposits and final payments shall be submitted to the Chapter Treasurer for remittance to the provider.
- 2.4 A record of any purchases for the training is to be provided to the Chapter Treasurer for record keeping and re-imbursement.
  - 2.4.1 Any reimbursement requests are to be submitted, with receipts, within two (2) weeks of the conclusion of the training.
3. A Hosting Agreement, (Appendix A), shall be agreed to between the Chapter and hosting site representative.
4. Information regarding the training will be presented to the membership in a timely manner.
  - 4.1 The Committee shall provide the webmaster and social media member with information on the training for inclusion on the Chapter website and appropriate social media sites.
5. Registration for Michigan Chapter sponsored trainings will be accomplished electronically.
  - 5.1 The Training Committee will provide necessary information to the person in charge of the registration site.
  - 5.2 The registration site should include, but is not limited to, the following:
    - 5.2.1 Location, Date, Session and what is provided
    - 5.2.2 Presenter information
    - 5.2.3 Pricing and remittance information
    - 5.2.4 Training Committee contact information

5.2.5 Suggested housing locations

5.2.6 Chapter Cancellation Policy

6. Chapter Training Cancellation Policy

6.1 The Chapter Cancellation Policy ensures that trainings are held with solid fiscal management and budgeting. The Cancellation Policy deals with cancellation requests from individuals who have submitted a registration and fees for a training.

6.1.1 Requests received fourteen (14) days or greater out from the beginning of the training will have 100% returned, with the exception of the following:

6.1.1.1.1 Registrations paid with a credit card are subject to the most current processing fee rate. .

6.1.2 Requests received less than fourteen (14) days out from the training will not be refunded, with the exception of the following:

6.1.1.1.2 A formally declared state of emergency by the State of Michigan, the county, the local municipality hosting the training, or the local municipality that the attendee is traveling from results in an inability to attend the training. In such circumstances a copy of the declared emergency must accompany the request for reimbursement to the Chapter Treasurer.

6.1.3 The reimbursement amount shall not exceed 50% of the cost of registration.

6.2 A substitute/alternate attendee from the agency will be accepted without penalty provided a written request is submitted to the Training Committee Chair within three (3) days of the training.

6.3 Requests for refunds must be received in writing by the Chapter Training Committee Chair or Chapter Treasurer with the reason for the cancellation request.

7. Training Evaluations will be provided to the attendees for each session attended.

- 7.1 The Training Committee will compile an overview of the evaluations for the Executive Board to use in determining the quality of the training.

## **ARTICLE IX: REIMBURSEMENTS**

### **PURPOSE**

To establish a policy for reimbursement of general expenses incurred by the members of the Executive Board, or Chapter members who are not Officers, while fulfilling their duties as members of the Chapter.

### **AUTHORITY**

The Executive Board may authorize reimbursement of reasonable and proper personal expenses incurred by others in the conduct of the Chapter's business or other expenses incurred in the course of authorized Chapter business.

### **POLICY**

1. Compliance with Chapter regulations regarding reimbursement requests shall be the responsibility of the requestor.
  - 1.1 The Executive Board reserves the right to question requests that appear to violate the intent of this policy.
2. Use of credit cards will be accepted as evidence of payment if supported by a receipt.
  - 2.1 Scanned receipts may be electronically submitted to the Chapter Treasurer, with the reimbursement request form.
    - 2.1.1 The original receipt shall be kept and turned over to the Chapter Treasurer at the next Chapter meeting, or be sent via U.S. Mail to the Treasurer.
3. Actual expenses for persons other than Chapter officers, who are called upon to contribute time and service as consultants, advisors or volunteers, must be authorized by the Chapter Executive Board.
  - 3.1 Receipts must be provided with a completed Reimbursement Voucher form.

## **ARTICLE X: TRAVEL**

### **PURPOSE**

To establish a policy for travel and expenses incurred by the members of the Executive Board, or Chapter members who are not Officers, while fulfilling their duties as members of the Chapter.

### **AUTHORITY**

The Executive Board may authorize reimbursement of reasonable and proper personal expenses incurred by others in the conduct of the Chapter's business or attendance of authorized activities on behalf of the Chapter.

### **POLICY**

1. All travel must be duly authorized and approved by the Chapter Executive Board.
  - 1.1 Sufficient funds must be available for such travel.
  - 1.2 Funds should be made available to the Chapter Executive Council representative and Chapter President to attend the APCO Annual Conference & Expo.
    - 1.2.1 If unable to attend the APCO Annual Conference & Expo, the Executive Council representative shall advise the Chapter President. The President will select a proxy to attend.
  - 1.3 If funds are available, the remaining Executive Board members shall be offered the opportunity to attend the APCO Annual Conference & Expo.
  - 1.4 If funds are available, up to two (2) Chapter members shall be selected to represent the Michigan Chapter at the annual 9-1-1 Goes to Washington event.
2. The Chapter will reimburse the following expenses that have supporting documentation:
  - 2.1 Registration costs for the APCO Annual Conference & Expo or other qualifying event.

- 2.2 Transportation costs to and from the venue.
    - 2.2.1 Mileage to be paid at the government rate in effect at the time of travel.
  - 2.3 Lodging
    - 2.3.1 Days allowable will be the actual travel time needed to reach the destination, time at the destination and actual travel time to return to beginning point.
  - 2.4 Food and Beverages not otherwise provided.
    - 2.4.1 Reimbursement at the government per diem rate in effect at the time.
    - 2.4.2 Members may 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 an event registration fee)
  - 2.5 Parking fees
  - 2.6 Miscellaneous expenses necessary to the attendance.
3. Compliance with Chapter regulations regarding reimbursement requests shall be the responsibility of the requestor.
- 3.1 The Executive Board reserves the right to question requests that appear to violate the intent of this policy.
  - 3.2 All Chapter officers or persons traveling on Chapter business are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.
4. Use of credit cards will be accepted as evidence of payment if supported by a receipt.
- 4.1 Scanned receipts may be submitted to the Chapter Treasurer, with the reimbursement request form, electronically.
    - 4.1.1 The original receipt shall be kept and turned over to the Chapter Treasurer at the next Chapter meeting, or be sent via U.S. Mail to the Treasurer.

5. Actual expenses for persons other than Chapter officers, who are called upon to contribute time and service as consultants, advisors or volunteers, must be authorized by the Chapter Executive Board.

5.1 Receipts must be provided with a completed Reimbursement Voucher form.

## **ARTICLE XI: RECORDS MANAGEMENT**

### **PURPOSE**

To establish a policy creating guidelines for Chapter records management that provides the permanent archiving of historical documents, as well as a process for the organization, retention period and eventual disposal of all other records such as financial, business and otherwise. These guidelines shall ensure compliance with laws and regulations, eliminate accidental or innocent destruction of records, and promote efficient and cost-effective record-keeping protocols.

### **AUTHORITY**

The Executive Board is authorized to establish and adhere to a document retention and destruction policy to conform with current IRS guidelines for federally tax-exempt entities.

### **POLICY**

#### 1. Responsibility

- 1.1 It is the responsibility of any member or other person with caretaker duties over original source documents in paper or electronic format to comply with the Chapter's document retention and destruction policy.
- 1.2 Such procedures shall be established by the Executive Board in accordance with prevailing federal, state and local laws or regulations as well as with requirements of any agencies that the Michigan Chapter of APCO is associated.
- 1.3 No records, paper or electronic, will be destroyed that are pertinent to any ongoing or anticipated litigation or other investigative proceeding.
- 1.4 The Chapter shall set aside certain documents and records and other artifacts of historical significance to the Chapter and the Association.

#### 2. Terms for Retention

- 2.1 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.
- 2.2 The specified retention periods are measured after disposition, expiration or all obligations end.
- 2.3 Retain permanently:
  - 2.3.1 Governance records including but not limited to Articles of Incorporation, Bylaws, Meeting Minutes, and Executive Committee Minutes.
  - 2.3.2 Tax records
  - 2.3.3 Financial records
  - 2.3.4 Dues and donor records including membership records and designations.
- 2.4 Retain for a minimum of ten (10) years:
  - 2.4.1 Lobbying records
- 2.5 Retain for seven (7) years:
  - 2.5.1 Insurance claims, settlements, accident reports
  - 2.5.2 Bank statements
  - 2.5.3 Inventory of equipment, software licenses, maintenance fees

## **ARTICLE XII: ANNUAL CONFERENCE**

### **PURPOSE**

To establish a policy creating guidelines for a Chapter Annual Conference.

### **AUTHORITY**

The Executive Board is authorized to establish policy and guidelines for an Annual State Conference.

### **POLICY**

#### 1. Memo of Understanding (MOU)

1.1 A MOU will be signed, following Executive Board review, by an authorized Board Member of MI-APCO on a yearly basis.

1.2 The MOU will clearly define the responsibilities of MI-APCO and MI-NENA for the annual joint conference.

1.3 Changes to the MOU will be handled as directed within the document.

1.4 The MOU will automatically renew each year until one or both organizations choose to withdraw from the MOU.

1.4.1 A notice to withdraw from the MOU shall be submitted in writing a minimum of one (1) year in advance of the action.

1.4.2 In the event of the dissolution of the MOU, all revenues and liabilities as a result of the MOU shall be divided equally between MI-APCO and MI-NENA.

#### 2. Conference Site Selection

2.1 Appointed members from both associations shall participate in visiting potential locations to host the conference, review contracts and make recommendations to the Executive Boards.

2.2 The Presidents from both associations shall agree in writing (electronically) on the final conference location.

### 3. Conference Contract

3.1 The facility contract shall be reviewed by the MI-APCO Executive Board.

3.1.1 If the contract is deemed to be sufficient, it will be executed by the Presidents of both associations.

3.1.2 The facility contract will state the MI-APCO and MI-NENA will have joint and equal legal and financial responsibilities for the agreement executed between the facility and both associations.

### 4. Committee Chairs

4.1 The following appointments shall be made and agreed to in writing (electronically) by the Presidents of both associations. They shall perform their duties as directed in the MOU.

4.1.1 Appointments are made to a minimum of two (2) years to assure the flow and continuity of a professional conference.

4.2 Conference Committee Chairs represent each organization equally.

4.2.1 Members interested in the Conference Chair positions will submit a letter of interest to the Executive Boards.

4.2.2 Members serve "at will" for the organization that appointed them and can be removed at any point in time by the Chapter Executive Board that made the appointment.

4.3 Conference Sub-Committee Chairs

4.3.1 Must be a member of MI-APCO or MI-NENA in good standing.

4.3.2 Shall be agreed upon by the MI-APCO and MI-NENA Presidents and Conference Chairs.

4.3.2.1 In the event a collaborative decision cannot be made, MI-APCO will choose on the even years and MI-NENA will choose on the odd years.

4.3.3 Will be assigned for a minimum of two (2) years.

4.3.4 Sub-Committees include but are not limited to the following:

- Audio Visual
- Awards (Young Hero)
- Banquet/Food Service
- Entertainment
- Exhibits/Sponsorships
- Gifts
- Keynote Speakers
- Publicity/PR/Printing
- Registration
- Sessions
- Treasurer
- Volunteer

4.4 Committees shall adhere to the directives set forth in the current MOU regarding meetings and conference calls.

## 5. Conference Treasurer

5.1 Shall process all conference related revenue and expenses.

5.2 When the MI-NENA Treasurer serves as the Conference Treasurer, the MI-APCO Chapter Treasurer will serve as the Co-Chair Treasurer.

5.3 Be responsible for gathering all documentation necessary for the financial review.

## 6. Budget

6.1 The conference budget should be developed by both MI-APCO and MI-NENA Executive Boards a minimum of nine (9) months prior to the conference.

6.2 The budget must be agreed upon and approved by both association boards prior to the first conference call.

6.2.1 Agreed upon conference codes shall be assigned to each line for tracking purposes.

6.2.2 If any line item will be exceeded, the Conference Chairs must seek approval from both MI-APCO and MI-NENA Executive Boards.

## 7. Financial Procedures

7.1 MI-APCO and MI-NENA shall contribute equal amounts toward the conference.

7.1.1 The primary Conference Treasurer will invoice the other chapter on a monthly basis for incurred conference expenses with the payment due within fourteen (14) days of receipt.

7.2 A date for financial review of conference revenue and expenses shall be set within thirty (30) days of the close of the conference.

7.2.1 Said review shall take place at a location mutually agreed upon by the present MI-APCO and MI-NENA Presidents or may be conducted via email and conference call.

7.2.2 The review shall be completed within ninety (90) days of the closing date of the conference.

7.2.2.1 The following individuals are required to be present for the review:

- MI-APCO President
- MI-APCO Treasurer
- MI-NENA President
- MI-NENA Treasurer
- Conference Committee Chairpersons

7.3 Should the conference financial review indicate a net profit, the Conference Committee Treasurer will disburse 100% of the net profit equally between MI-APCO and MI-NENA.

7.3.1 Payment is due within fourteen (14) days of the close of the financial review.

7.4 Should the conference financial review indicate a net loss, the Conference Committee Treasurer will divide the net loss equally between MI-APCO and MI-NENA.

7.4.1 Payment is due within fourteen (14) days of the close of the financial review.



## Hosting Agreement

This agreement is entered into this agreement by and between **Michigan Chapter of APCO, Intl.** and \_\_\_\_\_ hereinafter referred to as the “agency.” The parties agree to the following:

- I. Michigan APCO agrees to provide the agency with the following services:
  - a. Type of Training: \_\_\_\_\_ 8 hours/day
  - b. Date: \_\_\_\_\_ 8am-5pm with 1 hour for lunch
  - c. Instructor: \_\_\_\_\_
  - d. Class Size: Maximum of \_\_\_\_\_ students per class
  - e. Class Fee: \_\_\_\_\_
  - f. Instructor lodging, transportation, meals and supplies are the sole responsibility of Michigan APCO
  - g. Training handouts/materials and certificates of completion will be provided by Michigan APCO
  - h. Advertising (via email, fax or mailings), registration, invoicing and collection for all class fees.
  - i. One (2) free seats to the Agency for each day of training and one (1) additional seat for every 15 additional registrations.
- II. “Agency” agrees to provide the following:
  - a. Adequate facility for the training set up U-shaped or classroom style (depending on attendee count), to include: projector screen, and suitable table for the instructor’s material/sign-in table. If available, a white board or writing easel.
  - b. Advertising of the course through any appropriate channels available to the agency
- III. In the event of significantly small class size, the training may be rescheduled or cancelled at the discretion of Michigan APCO.
- IV. Agency Liaison: \_\_\_\_\_ will be the contact person representing the agency and is available at the following number: \_\_\_\_\_

This agreement is entered into on the date first written above as evidenced by the signatures below. Please sign and e-mail to: Michigan APCO, Attention: \_\_\_\_\_;

A completed copy will be returned to your agency.

Authorized Agency Signature

Michigan APCO  
Representative

\_\_\_\_\_

\_\_\_\_\_

*Appendix A*



# MICHIGAN CHAPTER OF APCO INTERNATIONAL

## Reimbursement Voucher

NAME:	TITLE:		
HOME ADDRESS:	DATE SUBMITTED:		
	PERIOD COVERED FROM:		TO:

Date	Description	Private Auto		Mode of Travel Exp.		Railroad, Pullman, etc	Hotel	Meals	Other	Daily Total
		Miles	Amount	Gas/Oil	Other (taxi, flight, etc)					
			\$0.00							\$0.00
			\$0.00							\$0.00
			\$0.00							\$0.00
			\$0.00							\$0.00
			\$0.00							\$0.00
			\$0.00							\$0.00
			\$0.00							\$0.00
			\$0.00							\$0.00
			\$0.00							\$0.00
			\$0.00							\$0.00
			\$0.00							\$0.00
			\$0.00							\$0.00
Summary Totals:		0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
									Voucher Total:	<b>\$0.00</b>

**I hereby certify that all items of expense included in this statement were incurred in the discharge of authorized official business; that the amounts are correct; and that they represent proper charges against the Michigan Chapter of APCO International.**

Nature of MI APCO Official Business:	
Signature:	
Authorizing Official:	

OFFICE USE ONLY:	
ACCT#:	
COST:	\$
ACCT#:	
COST:	\$
ACCT#:	
COST:	\$

**ARTICLE 3.4 MEMBERSHIP**

**CHAPTER LIFE MEMBER NOMINATION**

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

**Individual Making Nomination:** \_\_\_\_\_

**Qualifications: Nominee has been a member of APCO since:** \_\_\_\_\_

Nominee has made at least five (5) significant contributions that have contributed to the Michigan Chapter of APCO, Intl. in accordance with the requirements of the Membership Designations Section of the Policy Manual as noted below. For each contribution, list the appropriate sub-paragraph number (1-5). Provide supporting detail, as necessary to define the contribution. Additional contributions may be attached.

**Significant Contributions**

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

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

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

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

5. Sub-paragraph \_\_\_\_\_

Nomination Approved by Chapter Executive Committee:

(President) \_\_\_\_\_ (Date) \_\_\_\_\_

**Complete the following:**

1. Nominee must be a member in good standing for at least ten (10) years.
2. Nominee must be a member in good standing at the time of the award.
3. Must have demonstrated at least five (5) significant contributions to the Michigan Chapter of APCO.
4. And have completed no less than five (5) of the following list of significant contributions to be used to determine Michigan Chapter Life Member status:
  - a. Served at least one (1) year as President of the Michigan Chapter.
  - b. Served as Chair or Co-Chair of a Chapter Conference.
  - c. Served as Committee Chair of a Chapter Conference.
  - d. Served at least two (2) years as a member on the Michigan Executive Board.
  - e. Served at least two (2) years as a Chapter Committee Chair.
  - f. Served at least four (4) years on a Chapter Committee.
  - g. Serve as a presenter at a Chapter Conference (only one contribution from this subsection)
  - h. Served at least four (4) years on the State 9-1-1 Committee.
  - i. Served at least four (4) years on the Michigan Public Safety Frequency Advisory Committee.