

**PENNSYLVANIA CHAPTER, APCO, INC.**

**POLICY MANUAL**

**Revision History:** The initial version of this Policy Manual is effective as of the date of adoption, March 27, 2013.

<b><u>Revision #</u></b>	<b><u>Effective Date</u></b>	<b><u>Description of Changes</u></b>
1	05-13-2013	4.01 – Addition of certification
<u>2</u>	<u>04-20-2016</u>	<u>Change of “By-Laws” to “Bylaws”</u>

## PENNSYLVANIA APCO POLICY MANUAL

### **Article I. Organization**

Section 1.01 **General.** Pursuant to its ~~By-Laws~~Bylaws, the Pennsylvania Chapter, APCO, Inc. (“Chapter”) through its Executive Board has adopted the provisions of this manual (“Policy Manual”). All capitalized terms not otherwise defined herein shall have the meanings set forth in the ~~By-Laws~~Bylaws.

Section 1.02 **Maintenance and Publication of Policy Manual.** The Secretary shall maintain a current copy of this Policy Manual, and shall ensure that copies are made available (either manually or electronically) to all Officers and Members.

Section 1.03 **Publication of Information.** The Chapter shall provide regular communications to its Members of its activities. The Chapter will maintain a website ([www.paapco.org](http://www.paapco.org)) under the direction of the Website Committee, and will provide other written and electronic communications as deemed appropriate by the President.

Section 1.04 **Chapter Awards.** The President may, with sole discretion and choice, select one individual, a group of individuals, one communication center or a group of communication centers, who has made an outstanding contribution to the Chapter or Association for recognition. This Plaque shall be known as the “PA APCO Presidential Award”. The PA APCO Presidential Award shall include a plaque or other tangible award to be presented at a Chapter Meeting. The Executive Board may also vote to issue other awards, certificates, citations or commendations as it may see fit to honor noteworthy contributions to the Chapter or meritorious performance of public safety communications responsibilities by Members.

### **Article II. Membership and Dues**

Section 2.01 **Membership Eligibility Review.** Upon instruction from the President or Executive Board, the Membership Committee shall affirm any Member's eligibility to continue in their present membership classification. In the event a reasonable question as to eligibility exists, the Membership Committee may ask such Member to provide such written information as may be deemed necessary to affirm that individual's eligibility to that class of Membership. Should the Membership Committee determine the need to reclassify any Member, the Membership Committee shall present a full report to the Executive Board along with the Membership Committee's recommendations. Upon approval of the Executive Board, the Member shall be reclassified, and the Membership Committee Chair and the Secretary shall take such actions as are necessary to update the Chapter and Association Membership rolls.

Section 2.02 **Investigations.** An investigation of misconduct (an “Investigation”) may be initiated by any Member by providing a written statement to the President fully outlining the suspected misconduct, which statement shall include only relevant facts and shall include a signed certification by the Member that the statement is true and correct to the best of the Member's knowledge (the “Charging Letter”). In the event the Investigation requested is against the President, the statement may be provided to the President Elect or the Secretary. Upon receipt of the Charging Letter, the President (or President Elect if appropriate) shall commence the Investigation as follows:

- (a) Request the Secretary to distribute a copy of the Charging Letter to the Executive Board and the Member subject to the Investigation. All Officers shall keep the contents of the Charging Letter and any information received in the course of the Investigation in confidence.
- (b) Within ten (10) days following receipt of the Charging Letter, a Board Meeting shall be held and the Executive Board shall vote whether there is sufficient merit to continue the Investigation. Any Officer directly involved in the matter being investigated shall recuse themselves from the vote.
- (c) If the Investigation is to be discontinued, the Secretary shall inform all parties in writing of the decision. If the Executive Board votes to continue the Investigation, the Investigation shall move forward in accordance with Section 2.03 below.

Section 2.03 **Panel of Determination.** If the Executive Board believes that the Investigation should continue, the Executive Board will appoint a panel of three (3) Members to investigate the facts further (a “Panel of Determination”), constituted as follows: (i) The Secretary shall notify the accused Member, in writing, of the charges, providing a copy of the Charging Letter and instructing the Member to select one (1) Member to serve as his representative on a Panel of Determination, and (ii) The Secretary shall notify the originator of the Charging Letter of the decision of the Executive Board and instruct them to select one (1) Member to serve as their representative on a Panel of Determination. The two selections shall be made within ten (10) days following notification, and after receipt of the two Member names, the Executive Board will appoint a third Member to complete the Panel of Determination. The Panel of Determination will investigate the charges, take testimony, gather evidence and, at the conclusion of this work, present to their written findings and recommendations to the Executive Board. In the event that the Panel of Determination cannot reach a consensus, it shall present its findings by majority approval, but the dissent shall be noted in the report.

Section 2.04 **Sanctions.** Within thirty (30) days following receipt of the Panel of Determination’s report, the Executive Board shall meet and determine its final recommendation from the results of the Investigation, and both the accused Member and the author of the Charging Letter shall be notified in writing of the recommendation. If, after completion of the Investigation, the Executive Board believes that any sanctions are warranted against any Member, the proposed sanction approved and recommended by a two-thirds majority of the Executive Board shall be presented to the Quorum for ratification at a Chapter Meeting. The proposed sanctions shall be instituted if approved by a two-thirds majority of the Quorum.

### **Article III. Chapter Governance**

Section 3.01 **Special Committees.** The Chapter shall conduct business through the following Special Committees:

- (a) **Website Committee:** The members of this committee shall be responsible for the operation of the Chapter’s website, [www.paapco.org](http://www.paapco.org) (the “Website”), including (i) ensuring that all domain names are properly registered and maintained, and that the operation of the Website complies with all applicable laws, (ii) working with the President, the Secretary, the Standing Committee Chairs, and the Special Committee Chairs to ensure Website content is current and communicates all important information about the operation and events of the Chapter, and (iii) day-to-day oversight of any contractors or employees engaged for the design, development, operation and maintenance of the Website.
- (b) **Legal Affairs Committee:** This committee will be headed by a Chapter general counsel selected by the President (“Chapter Counsel”), and shall render such legal advice and assistance as the President and the Executive Board shall require. The Chapter Counsel shall serve as the parliamentarian at Board Meetings and Chapter Meetings, and shall be responsible for reviewing and providing advisory opinions to the Executive Board and the Quorum on any proposed Resolutions to the ~~By-Laws~~Bylaws.

### **Article IV. Officers – Selection and Term in Office**

Section 4.01 **Elections – Nominations.** All Candidates must be nominated and certified by the Credentials Committee. Not less than one hundred and twenty (120) days prior to the scheduled Election, the Credentials Committee Chair shall send notice to all Members and post to the Website soliciting calls for nomination for Candidates. Any Member may make a nomination of another Member or himself. Not less than ninety (90) days prior to the Election, the Credentials Committee shall meet to consider all Candidates, and the Credentials Committee also may make nominations during the meeting. The Credentials Committee shall ensure each Candidate is a Member in good standing and meets all eligibility requirements set forth in the ~~By-Laws~~Bylaws. The Credentials Committee Chair or his designee shall contact each Candidate to confirm their desire to stand as a Candidate, and all Candidates meeting the requirements and agreeing to stand shall be certified to stand in the Election. As part of the certification process, the Credentials Committee shall cause each Candidate to certify in writing: (1) that they understand the responsibilities and commitments of the office they are seeking; (2) that their employer has approved their potential service as a Chapter Officer; and (3) they will not seek nor serve as an officer of another statewide professional membership organization during their potential term, so as to devote appropriate time and attention to the affairs of the Chapter.

Section 4.02 **Elections – Balloting.** Not less than sixty (60) days prior to the Election, the Credentials Committee shall ensure that ballots (the “Ballots”) are printed and distributed to all eligible Members not less than forty five (45) days prior to the Election. Each Ballot: (i) shall be printed on white 8½“ x 11” paper with black printing, (ii) shall be headed ”Ballot for the Election of Officers, Pennsylvania Chapter, APCO, Election Date, (Month, Day, Year)”, (iii) shall provide that each office shall be identified in all capital letters and each candidate's first and last name shall appear under the office, (iv) shall provide a clearly identified space shall be provided beside each Candidate for the Member to indicate his choice, (v) shall list Candidates for office in alphabetical order (including those offices with only one Candidate), (vi) shall include a preaddressed business envelope for the return of the Ballot by the Member to the Secretary, and (vi) shall be individually numbered on the return envelope, with a log provided to the Secretary noting the Ballot number assigned to each Member (the “Ballot Roll”).

Section 4.03 **Electronic Voting.** The provisions in Section 4.02 above for the printing, distribution, collection and tallying of Ballots may be replaced by a secure, on-line electronic voting upon approval by the Executive Board.

Section 4.04 **Elections – Tabulation.** Upon receipt, the Secretary shall retain all Ballots received unopened and deliver to the Chapter Meeting hosting the Election, provided however that the Secretary shall mark the date received and sequence of receipt on the Ballot Roll. Immediately prior to the start of the Chapter Meeting, any Member not recorded as having submitted a Ballot shall have an opportunity to complete a secret Ballot in person, with all Ballots delivered to the Secretary at the conclusion of the in-person voting period. Once all Ballots have been collected and the Ballot Roll reviewed to confirm each Member has voted but once, Members selected by the Credentials Committee (the “Tellers”) shall count the Ballots and tabulate the results. Unless otherwise directed by the Quorum, the Secretary shall retain the Ballots in the Chapter records following tabulation by the Tellers. Upon completion of the Ballot counting, the Tellers shall deliver a written summary of the results to the Secretary and the President. In the case of a tie between two Candidates, the winner shall be selected by coin flip.

Section 4.05 **Elections – Ratification of Results.** The President shall announce the results of the Election during the Chapter Meeting, and the results shall be ratified by a majority vote of the Quorum. After ratification, the new Officers shall be sworn into office in accordance with the ~~By-Laws~~Bylaws. In the event the Election for any Officer position is not ratified by the Quorum, the incumbent in that Office shall remain in office until a new Election can be conducted.

## **Article V. Amendment**

Section 5.01 **Reserved.** Section Reserved.

## **Article VI. Miscellaneous**

Section 6.01 **Expense Authority.** No Officer or Member may make a financial commitment greater than **Two Hundred Fifty Dollars (\$250)** on behalf of the Chapter without the approval of the Executive Board.

Section 6.02 **Expense Reimbursement.** Any Officer or Member incurring approved expenses on behalf of the Chapter may be reimbursed for such expenses by providing written documentation (including receipts) to the Treasurer, who shall review, approve, and reimburse the Member from Chapter funds.

Section 6.03 **Travel Expense Requirements.** Expenses incurred during a pre-approved Chapter function are reimbursable upon submission of an itemized expense account, and a written overview of the function. These expenses may include meals, tips, lodging, and travel including mileage reimbursement. Application for reimbursement shall be made on forms supplied by the Secretary and shall be accompanied by receipts. Meal reimbursement shall be determined by the U.S. General Services Administration (GSA) using the Federal per diem schedule for the destination city, and meal receipts are not necessary. A travel day will be reimbursed at seventy five percent (75%) of the stated per diem rate. Mileage reimbursement shall be paid in accordance with the rate used by the U.S. Internal Revenue Service (IRS) for income tax purposes on the date of travel. Attendance at conferences and meetings for which reimbursement will be requested must be pre-approved by the Executive Board. Requests should be presented to the appropriate committee chairman for submission to the Executive Board. Transportation to conferences and meetings

should be the least expensive and most appropriate. A full report on the function must be submitted with the reimbursement request.