POLICY MANUAL OF THE NORTHERN CALIFORNIA CHAPTER OF THE ASSOCIATION OF PUBLIC SAFETY COMMUNICATIONS OFFICIALS

Northern California APCO

Leaders in Public Safety Communications

AS AMENDED BY THE QUORUM

February 2022

ARTICLE I
MEMBERSHIP

SECTION 1. GENERAL ELIGIBILITY REQUIREMENTS

1.1 Members shall be admitted in strict conformity with the category requirements set forth in the constitution. Membership shall not be denied based on race, color, creed, national origin, or numerical limitation.

1.2 Except as permitted in Section 2 Categories and Designations (and while so involved), the category of membership enjoyed shall reflect the current employment status of the member.

1.3 There shall also be available Governmental Group and Corporate Group membership.

1.4 Except for the Governmental Group and Corporate Group member category, the members of No. CA Chapter of APCO are individuals. The membership of the No. CA Chapter of APCO shall be divided into categories pursuant to those defined in the APCO Policy Manual in Article IV, Section 4.12.

1.5 Applications for membership shall be processed in accordance with the provisions of this Article.

SECTION 2. CATEGORIES AND DESIGNATIONS

2.1 Membership categories for eligible members are defined in the APCO Policy Manual in Article IV, Section 4.12.

2.2 Membership designations for eligible members are defined in the APCO Policy Manual in Article IV, Section 4.13.

2.3 The chapter must set its own requirements for designation of Chapter Life Membership. This honor is reserved for those persons who are members of the No. CA Chapter of APCO in any classification and who have made significant contributions toward the objectives of the chapter.

2.3.1 Eligibility requirements for Chapter Life Membership Designation:

- Been a member of APCO a minimum of fifteen (15) years with at least five (5) years as a member of No. CA Chapter of APCO and made at least five (5) major accomplishments at the Chapter and/or APCO Association level which have contributed significantly to the needs of the No. CA Chapter of APCO, the commercial community, or the public safety community. Items considered to be significant shall include, but not be limited to the following:

- Past No. CA Chapter of APCO President
- Member of No. CA Chapter of APCO Board of Directors for a minimum of two (2) years
- No. CA Chapter of APCO Secretary and/or Treasurer
- Regional Conference Chairperson
- No. CA Chapter of APCO Commercial Committee Chairperson for three (3) years
- APCO Executive Council member at least two (2) years
- APCO Annual Conference Chairperson
- APCO President
- Chairperson of an APCO Standing Committee
- Chairperson of an APCO Annual Conference Committee
- Major contribution to the art of communications

2.3.2 Chapter Life designation shall be bestowed upon a person in the following manner:

- Nomination for Chapter Life member shall be made by the Chapter Nominating Committee at least thirty (30) days prior to the Chapter's Annual voting meeting.
- The nomination shall be submitted to the Board of Directors together with a full and detailed statement of basis upon which such a nomination is believed to be justified. The nomination(s) shall be acted upon at the regularly scheduled Board meeting in November prior to the Chapter Annual voting meeting.
- The Chapter shall pay annually to the Association Office the dues amount specified in the APCO Policy Manual for each such member during the membership term.
- A unanimous vote by a quorum of the Board and a majority vote by a quorum of the Chapter Annual voting meeting shall constitute approval of any such nomination.

SECTION 3. APPLICATION

3.1 Applications for membership shall be made as defined in Article 1, Section 4, of the APCO Bylaws.

SECTION 4. REVOCATION

4.1 The No. CA Chapter of APCO membership may be revoked as defined in Article I, Section 5, of the APCO Bylaws.

SECTION 5. STATUS

5.1 Loss of required status by a member shall be immediately reported to the President. A majority of a quorum of the Board of Directors, upon investigation, may change the status of a member in accordance with other sections of this Article.

ARTICLE II

DUES

SECTION 1. RATES

1.1 The dues structure shall be as specified in Article II, Section 1, of the APCO Bylaws.

SECTION 2. PAYMENT

2.1 Dues payment shall be as specified in Article II, Section 2, of the APCO Bylaws.

ARTICLE III

MEETINGS

SECTION 1. ATTENDANCE

1.1 Active members may attend in person or remotely.

SECTION 2. MEETINGS

2.1 Active members attending a No. CA Chapter of APCO Annual, or Regular Monthly Meeting shall constitute a quorum of such meeting.

ARTICLE IV

BOARD OF DIRECTORS

SECTION 1. DUTIES

1.1 The Board of Directors shall convene at a special meeting during the month preceding the Chapter Annual Meeting.

1.2 The Board shall appoint all members of the Nominating Committee. The Chairperson shall be the Immediate Past President.

1.3 The Board shall be empowered to set the rate of any compensation for services performed for No. CA Chapter of APCO.

1.4 The Board will approve a twelve-month meeting schedule at its October meeting for the coming calendar year.

1.5 The duties of the Board shall include, but not be limited to, consideration of new applicants and the setting of the agenda for the current meeting.

1.6 The Board shall be responsible for reviewing the annual audit conducted by the Budget and Audit Committee.

SECTION 2. MEETINGS

2.1 The Board of Directors shall meet and conduct the business of No. CA Chapter of APCO at such times and places as the President or a majority of the Board of Directors shall indicate.

2.2 The Board shall, at a minimum, meet during the No. CA Chapter of APCO monthly meetings based upon a schedule adopted by the Board of Directors in October for the following calendar year. The Board may modify the approved schedule as it deems appropriate.

2.3 A quorum of the Board of Directors shall be eleven (11).

2.4 The Secretary shall notify all members of the Board regarding meeting a minimum of forty-eight (48) hours prior to the scheduled meeting.

SECTION 3. TERMS OF OFFICE

3.1 Members of the Board of Directors shall serve from the time they are installed in office until their successors are installed in office, unless they are suspended or removed from office due to impeachment in accordance with procedures established in this Article, they resign, or the office is otherwise vacated.

3.1.1 Normally, officers shall be installed in office during the No. CA Chapter of APCO's Annual Meeting.

3.1.2 Officers may be installed in office at such time as may become necessary due to the filling of a vacancy or other cause.

3.1.3 The President, President-Elect, and Vice-President shall serve terms of one (1) year commencing with the No. CA Chapter of APCO's Annual Meeting.

3.1.4 The APCO Executive Council Member shall serve a term of two (2) years commencing with the No. CA Chapter of APCO's Annual Meeting held in even numbered years.

3.1.5 Three (3) elected ACTIVE No. CA Chapter of APCO members shall be elected at the Annual Meeting occurring in odd years and two (2) elected ACTIVE No. CA Chapter of APCO members shall be elected at the Annual Meeting occurring in even years.

3.1.6 No elected officer shall serve more than two (2) consecutive terms in the same office, except that the APCO Executive Council member and Public Information Officer may succeed himself/herself indefinitely, if elected again at each bi-annual election.

SECTION 4. SUCCESSION AND ELECTION

4.1 The President shall automatically succeed to Immediate Past President.

4.2 The President-Elect shall automatically succeed to the office of President.

4.3 The Vice-President shall automatically succeed to the office of President-Elect.

4.4 The incoming Vice-President shall be elected by a simple majority vote via approved voting methodologies of No. CA Chapter of APCO members at the December Annual Meeting.

4.4.1 In the event of a tie, the tiebreaker procedure shall be as follows:

- The general membership in attendance shall vote again.
- In the event of a second tie there shall be a Board-only vote in a separate location.
- In the event of a tie on the Board-only vote, the Sergeant at Arms shall break the tie with a vote.

4.5 It shall be noted that a member has only (1) vote regardless of the number of positions held within the Chapter.

4.6 The procedure established by the Board of Directors shall include the following, as minimum:

4.6.1 It shall be the duty of the Membership and Nominating committee to nominate qualified candidates to replace members of the Board of Directors whose terms will expire at the end of the current calendar year.

4.6.2 Nominations of the selected candidates shall be published in the monthly meeting notice and announced at the regular meeting one (1) month prior to the No. CA Chapter of APCO's Annual Meeting by the Chairperson of the Membership and Nominating Committee. Additional nominations from the floor may be made only at this meeting.

4.6.3 As the last order of business of the No. CA Chapter of APCO's Annual Meeting, the President-Elect shall automatically become the President and an election of the other Officers shall be made by secret ballot in the order of their nominations for: Vice-President, APCO Executive Council Member, and Directors, to fill any vacancies that have occurred because of expired terms.

4.6.4 Should the Board of Directors' position vote result in a tie in which there are more candidates than positions:

- The general membership in attendance shall vote again.
- In the event of a second tie, there shall be a Board-only vote in a separate location.
- In the event of a tie on the Board-only vote, the Sergeant at Arms shall break the tie with a vote.

4.7 The new President shall immediately assume office, make any special announcements, call any special meetings at his/her discretion, and adjourn the meeting.

4.8 The incoming Public Information Officer shall be elected by a simple majority vote of No. CA Chapter of APCO's members at the Annual Meeting.

SECTION 5. CANDIDATES FOR OFFICE

5.1 Candidates for Vice-President, APCO Executive Council Member, Director, and Public Information Officer shall meet or exceed the minimum qualifications listed below. The Membership and Recognition Committee shall evaluate the qualifications of each candidate and shall certify compliance with these requirements to the quorum.

5.1.1 Be an Active Member of No. CA Chapter of APCO in good standing.

5.1.2 Possess a membership status of "Full Member" or an "Associate Member" who is retired from a public safety agency.

SECTION 6. VACANCIES

6.1 A vacancy in the office of President, and President-Elect shall be filled by advancement in rank. Such advancement in rank shall be in "Acting" capacity only, until the next regular election.

6.2 A vacancy in the office of Vice President and Director shall be filled by an appointment made by the President and shall be subject to confirmation by the remaining Board of Directors upon receipt of certification by the Membership and Nominations Committee that the appointee otherwise satisfies the eligibility requirements contained in Section 5.1 of Article IV of No. CA Chapter of APCO's Bylaws. Such an appointment shall be in "Acting" capacity only until the next regular election.

SECTION 7. REMOVAL FROM OFFICE

7.1 The President, Immediate Past President, President-Elect, Vice-President, APCO Executive Council Member, Public Information Officer, or Director(s) may be removed from office only for the reason of malfeasance of duty, misfeasance of duty, nonfeasance of duty, or for committing an act that brings significant discredit to No. CA Chapter of APCO by a two-thirds (2/3) majority vote of the Board of Directors and subsequent concurrence of a two-thirds (2/3) majority of those ACTIVE members present at the next regularly scheduled Chapter meeting. Notice of such action shall be distributed to all members at least two (2) weeks prior to the Chapter meeting and shall include the time and place of such meeting.

7.2 Any member of the Board of Directors who has two (2) consecutive unexcused or cumulative unexcused absences from regularly scheduled Board meetings shall be considered to have voluntarily resigned from that office. Absences shall be deemed excused or unexcused at the direction of the Board of Directors.

ARTICLE V

BOARD MEMBER POSITION AND DESCRIPTION

SECTION 1. PRESIDENT

1.1 In addition to other such duties as may be required, the President shall perform the following:

1.1.1 Preside at Chapter meetings.

1.1.2 Preside as Chair of the Board of Directors and shall cause an agenda to be circulated prior to the Board meeting.

1.1.3 Preside and/or represent No. CA Chapter of APCO at Joint Chapter/State Conference meetings and at the Western States Regional and the APCO Annual Conferences.

1.1.4 Keep the membership appropriately informed.

1.1.5 Make appointments to fill vacancies in office.

1.1.6 Set goals, policies, and pursue purpose.

1.1.7 Present any proposed amendments to the No. CA Chapter of APCO budget in effect during the term of office for consideration and approval of the Board of Directors.

1.1.8 Be an ex-officio member of all Committees.

1.1.9 Be a member of the Conference Committee.

SECTION 2. PRESIDENT-ELECT

2.1 In addition to other such duties as may be required, the President-Elect shall perform the following:

2.1.1 Assume all duties and powers of the President during the absence of the President.

2.1.2 With the approval of the Board of Directors, attend the Joint Chapter/State Conference, Western States Regional and/or APCO Annual Conferences in lieu of the President if the President is unable to attend.

2.1.3 Submit an annual meeting schedule to the Board of Directors at the October meeting.

2.1.4 Be Chairperson of the Budget and Audit Committee.

2.1.5 Be a member of the Conference Committee.

SECTION 3. VICE PRESIDENT

3.1 In addition to other such duties as may be required, the Vice President shall perform the following:

3.1.1 Assume the duties and powers of the President-Elect during the absence of the President-Elect.

3.1.2 Be the Chairperson of the Constitution and Bylaws Committee.

3.1.3 Be the Chairperson of the Conference Committee.

SECTION 4. SECRETARY

4.1 The Secretary shall maintain a complete current roster of No. CA Chapter of APCO's membership. The roster shall be published and distributed to all No. CA Chapter of APCO members as directed by the Board of Directors.

4.2 The Secretary shall receive and answer written communications and perform such other duties as may be required by the President and/or the Board of Directors.

4.3 The Secretary shall keep minutes of the regularly scheduled Board of Directors and General Meetings. The minutes of Chapter meetings shall include all actions of significance and they shall be reported in writing to the Association Office not more than thirty (30) days after the adjournment of such meetings.

4.4 The Secretary shall furnish for each member, a monthly meeting notice and agenda. Non-members may subscribe to the monthly meeting notice for an annual fee established by resolution of the Board of Directors and ratified by the membership no later than the No. CA Chapter of APCO Annual Meeting.

4.5 The Secretary shall be the official custodian of all No. CA Chapter of APCO's records and documents.

4.6 The Secretary shall have the authority to represent No. CA Chapter of APCO and to sign for the No. CA Chapter of APCO President on FCC docket comments and petitions to be submitted with the name of No. CA Chapter of APCO.

4.7 The Secretary shall be appointed by the President with the concurrence of the Board of Directors within thirty days after the No. CA Chapter of APCO's Annual Meeting.

SECTION 5. TREASURER

5.1 The Treasurer shall receive all No. CA Chapter of APCO monies and shall establish and maintain checking and saving accounts for the deposit of such monies/

5.2 The Treasurer shall pay all bills drawn against No. CA Chapter of APCO as authorized by the Board of Directors.

5.2.1 The Treasurer shall advise the President and President-Elect of all expenditures over $1,000 and not part of the scope of the Chapter's budget prior to payment.

5.3 The Treasurer shall issue invoices for membership dues for each MULTIPLE member. They shall also report member information to APCO Headquarters.

5.4 The Treasurer shall provide a verbal report and financial packet at monthly chapter meetings. This packet shall contain bank statements, cash log and receipts since the previous Chapter meeting. This packet shall be available to view upon request.

5.4.1 The Treasurer shall report the financial status of No. CA Chapter of APCO and provide the same financial packet at each meeting of the Board of Directors.

5.5 The Treasurer shall have specific authority to:

5.5.1 Monitor the expenditure of funds by No. CA Chapter of APCO to ensure such expenditures are in accordance with the Annual Budget and No. CA Chapter of APCO policies.

5.5.2 Monitor the use and disposal of No. CA Chapter of APCO assets to ensure that such use/disposition is in accordance with No. CA Chapter of APCO Policies.

5.5.3 Report discrepancies in the expenditure of funds and/or the use or disposal of No. CA Chapter of APCO assets directly to the President and the Board of Directors, as he/she deems appropriate.

Monitor No. CA Chapter of APCO members' personal and travel expenses directly related to No. CA Chapter of APCO business purposes and shall pay the member who incurred an expense, predicated upon prior Board approval for such reimbursement, and providing that all travel and personal expenses are reimbursed up to the limit established and published by the Federal Internal Revenue Service (IRS).

5.6 The Treasurer shall be appointed by the President, with the concurrence of the Board of Directors, within thirty days after the No. CA Chapter of APCO Annual Meeting.

ARTICLE VI

SERGEANT-AT-ARMS

SECTION 1. TERM OF OFFICE

1.1 The Sergeant-At-Arms shall be appointed by the President subject to the concurrence of the Board of Directors for a one (1) year term beginning in January of each year. He/she may be re-appointed each year. This is a non-voting position except as defined in Article IV, Section 4.

SECTION 2. DUTIES

2.1 Ensure that Chapter meetings are conducted in an orderly and efficient manner.

2.2 Advise and assist the meeting's host staff about registration, meal tickets, and raffle.

2.3 During times of Chapter elections and votes, Sergeant-At-Arms shall have primary responsibility for verifying member voting status, issuing, counting, and destroying completed ballots.

2.4 At Board of Directors meetings, ensure that seating arrangements provide for both the needs of the Board of Directors and the needs of the audience (non-board members).

2.5 Ensure the privacy of any Board of Directors executive sessions and assist the Parliamentarian (President) as needed.

ARTICLE VII

PUBLIC INFORMATION OFFICER

SECTION 1. TERM OF OFFICE

1.1 The Public Information Officer shall be an elected position, subject to the nomination process as addressed above in Article IV, Sections 3, 4 and 5.

The Public Information Officer shall be a voting member of the Board of Directors for a two (2) year term beginning in January of the year in which they are elected.

SECTION 2. DESCRIPTION

2.1 Shall maintain continuity with Chapter web presence, historical records, public outreach, and marketing efforts.

SECTION 3. DUTIES

3.1 Oversee the design, composition, structure, maintenance and regular updates of all Internet addresses, web properties, public documents, announcements, and marketing material of the Chapter.

3.2 The Public Information Officer shall sit as the Chairperson of the Public Relations Committee and oversee the functionality of all areas of responsibility of said committee.

ARTICLE VIII

COMMERCIAL ACTIVITIES COORDINATOR

SECTION 1. TERM OF OFFICE

1.1 The Commercial Activities Coordinator shall be elected by secret ballot by No. CA Chapter of APCO Commercial members at the No. CA Chapter of APCO Annual Meeting, for a one (1) year term beginning in January of each year.

1.1.1 A vacancy in the Commercial Activities Coordinator position shall be filled by an appointment made by the President and shall be subject to confirmation by the Board of Directors. Such as appointment shall be in an “Acting” capacity only until the next regular election.

SECTION 2. DESCRIPTION

2.1 The Commercial Activities Coordinator represents the No. CA Chapter of APCO Commercial member vendor community by acting as liaison between the No. CA Chapter of APCO Commercial members, the Board of Directors, and the No. CA Chapter of APCO general membership.

SECTION 3. DUTIES

3.1 Serve as chairperson of the Commercial Activities Committee.

3.2 Performs the duties as described in the Commercial Activities Committee, Article IX, Section 7.

3.3 Be a member of the Conference Committee.

ARTICLE IX

COMMITTEES

SECTION 1. STANDING COMMITTEES

1.1 The Standing Committees of No. CA Chapter of APCO shall be the:

1.1.1 Frequency and Engineering Advisory Committee

1.1.2 Membership and Recognition Committee

1.1.3 Policy Manual and Bylaws Committee

1.1.4 Operations Committee

1.1.5 Commercial Activities Committee

1.1.6 Dockets Committee

1.1.7 Programs Committee

1.1.8 Conference Committee

1.1.9 Legislative Committee

1.2 Members of Standing Committees shall serve until the expiration of their terms and thereafter, until the Secretary is notified in writing by the current President of the names of their authorized successors.

1.3 Except for the Frequency and Engineering Advisory Committee, Conference Committee and Membership and Recognition Committee, no member shall serve simultaneously on more than two standing committees.

1.4 Standing committees, other than the Frequency and Engineering Advisory Committee, and Conference Committee shall consist of three members, one of whom shall be appointed Chair by the President.

1.5 The President shall appoint all members of each standing committee in accordance with the Bylaws.

1.6 Standing Committees and their Chair shall determine the matters they shall consider, subject to direction, as the President shall deem desirable to achieve the purposes of No. CA Chapter of APCO.

1.7 A quorum of a Committee, except as otherwise provided for, shall be its Chair and any number of members participating in a meeting or a membership poll.

1.8 Actions of a Committee shall, except as otherwise provided for, be taken at each meeting by poll of the membership to direction from the Chair.

1.9 The distribution of necessary Committee reports, as may be determined by the President, shall be provided by No. CA Chapter of APCO.

1.10 Standing Committee members shall be ACTIVE members. Exception: The Commercial Activities Committee and Conference Committee can consist of Commercial members.

1.11 The Chair of each Committee is expected to maintain knowledge and awareness and to research activities in their assigned field with written reports or recommendations to the Board of Directors on activities in the Committee's area of concern.

1.12 The Chair of each Committee shall contact and share information with other Chairs on items of joint interest.

SECTION 2. FREQUENCY AND ENGINEERING ADVISORY COMMITTEE (FEAC)

2.1 The FEAC shall be composed of a Chairperson and Assistant Chairperson as appointed by the President and approved by a quorum of all ACTIVE members present at any regularly scheduled No. CA Chapter of APCO meeting.

2.2 The Chair is authorized to clear non-controversial frequency requests and make decisions that, in his/her opinion will facilitate action regarding frequency coordination matters.

2.3 The Chair shall report all interim actions, pertinent to No. CA Chapter of APCO, at the next scheduled meeting.

2.4 The Chair shall serve as the APCO Local Frequency Advisor and shall process all requests for frequency coordination in accordance with requirements of APCO AFC, Inc.

2.5 Action taken regarding a request shall be published via the monthly meeting notice and forwarded to each member.

2.6 The FEAC shall issue clearances regarding frequency matters in accordance with the Federal Communications Commission's Rules and Regulations and No. CA Chapter of APCO Communications Standards.

2.7 The Chair shall be reimbursed by the Treasurer for approved expenditures incurred while carrying out their FEAC responsibilities. Frequency coordinator travel is $2,000.

2.8 The Chair of FEAC shall coordinate the frequency advisory activities of No. CA Chapter of APCO with the other Public Safety Frequency Advisory Committees of Northern California.

2.9 The Chair shall be responsible for assistance to governmental entities in accordance with Article I of the Constitution.

2.10 The President may establish one or more sub-committees of the FEAC where geographic and/or other special considerations indicate this would be a prudent course of action. The chairperson of each sub-committee would be an assistant chairperson of the FEAC.

SECTION 3. MEMBERSHIP AND NOMINATING COMMITTEE (MANC)

3.1 The MANC shall consist of the Immediate Past President and two (2) active members appointed by the President and approved by the Board of Directors. The Immediate Past President shall serve as the Chair of the Committee.

3.2 The Chair shall be responsible for processing applications in accordance with Article I of the Bylaws.

3.3 The MANC shall determine the eligibility and status of the applicant and forward information to the Board of Directors.

3.4 At Board of Directors meetings and General membership meetings, the Chair shall be responsible for presenting "New Member" qualifications and recommending classes of membership.

3.5 In conjunction with the Board of Directors, the Chair shall be responsible for planning additional methods for creating interests for present and prospective members. In conjunction with the Board of Directors, the Chair shall be responsible for creating informative material and/or brochures to be forwarded to present and prospective members.

3.6 The MANC shall solicit nominations for No. CA Chapter of APCO members to replace officers and directors whose term will expire at the end of the current calendar year. A slate of candidates shall be presented to the Board of Directors in October of each year.

3.7 The MANC shall review and confirm the qualifications of all candidates for elected office in No. CA Chapter of APCO.

SECTION 4. POLICY MANUAL AND BYLAWS COMMITTEE (PMABC)

4.1 The PMABC shall consist of the Vice-President and two (2) active members appointed by the President and approved by the Board of Directors. The Vice-President shall serve as the Chair of the Committee.

4.2 The Committee shall recommend changes in the Policy Manual and Bylaws as required.

4.3 The Committee shall review changes in the Policy Manual and Bylaws proposed by Resolution and make a recommendation to the Chapter regarding passage.

SECTION 5. OPERATIONS COMMITTEE

5.1 The Chair shall be responsible for setting up an annual program of meetings specifically designed to meet the needs of operating personnel concerned with all types of Public Safety Communications.

5.2 The Chair shall be responsible for coordinating operations meetings, for notifying interested personnel, and for creating interest and enthusiasm for the programs.

SECTION 6. COMMERCIAL ACTIVITIES COMMITTEE

6.1 The Chair shall be responsible for coordinating commercial activities regarding the display, demonstration, and advertising of equipment.

6.2 The Chair shall be responsible for coordinating proposed commercial programs with the No. CA Chapter of APCO Secretary prior to monthly meeting notice printing.

6.3 The Chair shall be responsible for coordinating the proposed commercial program with the host of the monthly meeting regarding space and facilities.

6.4 The Chair shall be responsible for coordinating commercial activities at the Joint Chapter Meeting/State Conference or No. CA Chapter of APCO hosted Western States Regional Conference.

SECTION 7. PUBLIC RELATIONS COMMITTEE

7.1 The Committee shall be responsible for the design, compose, structure, maintenance, and regular updates of the Chapter website.

7.2 The Committee shall develop a monthly newsletter and distribute over the Internet and make available to download on the Chapter website.

7.3 One member of the Committee shall have the responsibility of preparing and updating the History of the Chapter by preserving artifacts pertaining to the Chapter, its members, and its activities. This member shall represent the Chapter on the APCO Historical Committee and be known as the Chapter Historian.

7.4 The Committee shall maintain and develop marketing material for the Chapter. The committee shall have the responsibility to develop, maintain and strengthen relationships and outreach efforts with outside agencies and organizations as it pertains to furthering the work of the Chapter with regards to all aspects of Public Safety Communications.

7.5 The Committee shall maintain and administer all video and photography work commissioned by the Chapter.

SECTION 8. DOCKETS COMMITTEE

8.1 The Chair shall be responsible for informing No. CA Chapter of APCO of all matters of interest contained in FCC dockets.

8.2 The Chair shall be responsible for preparing comments and additions or deletions to proposed dockets.

SECTION 9. INTERIM COMMITTEES

9.1 The President may appoint such interim Committees as may be necessary to perform specialized and/or temporary tasks.

SECTION 10. PROGRAMS COMMITTEE

10.1 The Chair shall be responsible for providing technical or operations programs at the monthly meetings.

10.2 The Chair shall be responsible for coordinating proposed programs with the No. CA Chapter of APCO Secretary prior to monthly meeting notice printing.

10.3 The Chair shall be responsible for coordinating the proposed program with the host of the monthly meeting regarding space and facilities.

SECTION 11. CONFERENCE COMMITTEE

11.1 The Chair shall be responsible for planning the No. CA Chapter of APCO /CPRA Joint Chapter Meeting/State Conference or No. CA Chapter of APCO hosted Western States Regional Conference. Duties include, but are not limited to, coordinating:

11.1.1 Facilities

11.1.2 Technology and Operations Seminars

11.1.3 Training

11.1.4 Catering

11.1.5 Registration

11.1.6 Sponsorships

11.1.7 Marketing

11.2 Along with the Vice President, members of the Conference Committee shall include, but not be limited to, the Immediate Past President, President and President Elect.

ARTICLE X

ASSET MANAGEMENT

SECTION 1. RETENTION

1.1 All rights, title, and interest, both legal and equitable, in and to property of the No. CA Chapter of APCO, shall remain with the No. CA Chapter of APCO.

SECTION 2. RELEASE

2.1 Any No. CA Chapter of APCO's property in the hands of others for the purposes of No. CA Chapter of APCO shall be returned to No. CA Chapter of APCO immediately upon demand.

SECTION 3. DISSOLUTION

3.1 Should the No. CA Chapter of APCO be dissolved, all its interests shall be distributed to an organization or organizations of similar purposes as selected by a two-thirds vote of an annual meeting Quorum.

SECTION 4. BONDING OF PERSONNEL

4.1 The Board of Directors shall require persons in No. CA Chapter of APCO who are identified as those handling amounts greater than $500,000 of No. CA Chapter of APCO's funds to be adequately bonded.

SECTION 5. LIABILITY

5.1 The Board of Directors shall be responsible for having No. CA Chapter of APCO adequately covered by liability and other necessary insurance.

SECTION 6. COSTS

6.1 The No. CA Chapter of APCO shall bear the costs associated with the provisions of this Article.

SECTION 7. FISCAL YEAR AND ANNUAL OPERATING BUDGET

7.1 The No. CA Chapter of APCO's fiscal year shall be January 1 to December 31.

7.2 The No. CA Chapter of APCO Board of Directors and its elected Officers shall take prudent steps to manage and adopt an annual operating budget to ensure the Chapter is fiscally sound and remains solvent.

7.3 The Board of Directors and its elected Officers shall present the annual operating budget to the general membership no later than ninety (90) days prior to the new budget year.

ARTICLE XI

AWARDS

SECTION 1. AWARDS

1.1 The No. CA Chapter of APCO may make awards at all levels of No. CA Chapter of APCO as evidence of appreciation to those who have performed outstandingly in the field of public safety and related communications.

ARTICLE XII

RULES OF ORDER

SECTION 1. PARLIAMENTARY AUTHORITY

1.1 Meetings of the Board of Directors and Chapter meetings shall be conducted in accordance with the APCO Constitution and Bylaws, the No. CA Chapter of APCO Constitution and Bylaws and the rules contained in "Robert's Rules of Order Revised". Any conflict between these documents shall be resolved by an order of precedence which establishes the APCO Constitution and Bylaws as the highest authority, the No. CA Chapter of APCO Constitution and Bylaws next, and Robert's Rules last.

ARTICLE XIII

AMENDMENT

SECTION 1. REQUIREMENTS

1.1 The Policy Manual and Bylaws Committee may make non-substantive changes to the Policy Manual and Bylaws to correct errors in grammar, punctuation, and spelling and may adjust the numbering of individual sections to maintain proper numerical sequence and to maintain a consistent style and format of section numbering but not to change the relative order of individual sections. Such non-substantive changes shall require approval of the Board of Directors and ratification by the General Membership in accordance with the requirements of Section 2 of Article XIII of the Bylaws.

1.2 The Bylaws of No. CA Chapter of APCO may be amended only by a majority vote of a Regular Meeting Quorum in regular session except as provided for under Section 1.1 of this Article.

1.3 A proposal to amend the Policy Manual or Bylaws of No. CA Chapter of APCO shall be considered only when it is made in proper form by the Board of Directors, an Active member, or a Committee.

SECTION 2. PROCESS

2.1 A proposal to amend shall be submitted by the maker, by written resolution, to the Board of Directors at least thirty (30) days prior to submission to the general membership. The form of the resolution shall indicate its contents in the following order:

2.1.1 Intent

2.1.2 Purpose

2.1.3 Name of the maker

2.1.4 Deficiencies of current, or need of added, language

2.1.5 Gains and benefits to be made

2.1.6 Article(s), Section(s), and Paragraph(s) to be amended in order to correct such deficiencies and enjoy such gains and benefits

2.1.7 Narrative of the methods and/or language for the proposed amendment

2.2 A proposal by the Policy Manual and Bylaws Committee to make non-substantive changes to the Policy Manual and/or Bylaws shall be submitted to the Board of Directors in writing showing the entire paragraph for which a change is proposed with all changes highlighted.

2.3 The Policy Manual and Bylaws Committee shall assist in the drafting of an amending resolution when so requested by the maker(s).

2.3.1 The Policy Manual and Bylaws Committee shall submit such drafts to the Board of Directors for such comment as may be appropriate before returning them to the maker(s) with such comments.

2.3.2 Such assistance shall not be construed to be support for such measures.

2.4 An amending proposal so processed, shall be published by the Secretary in the following monthly meeting notice.

2.5 An active General Membership Quorum may amend and revise the language of a proposed resolution to amend, by majority vote on each such proposed revision.

SECTION 3. EFFECTIVE DATE

3.1 Ratification of any proposed amendment(s) shall not occur at any meeting of No. CA Chapter of APCO held less than fifteen (15) days after completion of the requirements of Section 2 of this Article.

3.2 A two-thirds (2/3) majority of the active members representing a quorum at any regular meeting shall be necessary to ratify the proposed amendment(s).

3.3 Resolutions to amend shall be in effect upon the adjournment of the regular meeting as described in Section 3.2 of this Article.