

ILLINOIS APCO POLICY MANUAL INDEX

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ARTICLE I: THE POLICY MANUAL

SECTION 1.1: ESTABLISHMENT

PURPOSE

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

AUTHORITY

The Policy Manual is established in accordance with the provisions of Article V, Section 2.1 of the Chapter's Constitution.

POLICY

1. The Policy Manual shall define policies of the Chapter and may define practices and procedures necessary to implement the requirements of the Chapter's Constitution and Bylaws.
2. The authority to establish, amend, or delete sections of the Policy Manual is defined in Article V, Section 2.1 of the Chapter's Constitution. The requirements of the Constitution shall be followed.
3. Copies of the Policy Manual shall be made available to Chapter members as follows:
 - 3.1 A printed copy of the complete Illinois APCO Policy Manual shall be provided to each member of the Executive Board within 30 days of their election to the Executive Board. A printed 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 printed copy of each section added to the Illinois APCO Policy Manual shall be provided to each member of the Executive Board within 30 days after approval of that section.
 - 3.3 A printed copy of each section of the Illinois APCO Policy Manual that is amended shall be provided to each member of the Executive Board within 30 days after approval of the amended section.
 - 3.4 A printed copy of the updated Index shall be provided to each member of the Executive Board within 30 days after approval of the change.
 - 3.5 A copy of the complete Illinois APCO Policy Manual in an electronic PDF format shall be maintained on the Illinois APCO website for access by the general membership. Such copy shall be kept current.
 - 3.6.1 "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 APCO Policy Manual.

AUTHORITY

The Illinois APCO Policy Manual is established in accordance with the provisions of Article V, Section 2 of the Chapter's Constitution. Certain requirements for amending the APCO Policy Manual are contained therein. This section further defines those requirements.

POLICY

1. The authority to establish, amend, or delete sections of the Illinois APCO Policy Manual is defined in Article V, Section 2 of the Chapter's Constitution. The requirements of the Constitution shall be followed.
2. A proposal to modify the 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 Illinois APCO Policy Manual shall be submitted in accordance with either of the following two formats:
 - 3.1 Method A generally is best used in cases of minor changes to existing sections of the Illinois 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 Illinois APCO Policy Manual Section.
 - 3.1.3 The maker highlights text changes by showing text to be deleted as ~~strike through text~~ and text to be added as underline text.
 - 3.2 Method B generally is 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 Illinois 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".

9. After the Constitution and Bylaws Committee has verified the accuracy of the new/modified section, the President shall cause the new or modified Illinois APCO Policy Manual Section and the updated Index to be published in accordance with the requirements of Section 1.1 of the Illinois 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 Constitution.

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 Indiana 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 Illinois Chapter of the Association of Public Safety Communications Officials-International, Incorporated Is a volunteer membership organization chartered by APCO, International on the 12th day of June 1941.
3. The Illinois Chapter is incorporated in the State of Illinois as a not-for-profit corporation in 19XX. It is registered to transact business in the State of Illinois.
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 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 IX of the Chapter’s Bylaws 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, NEWLY REVISED, TENTH EDITION*, October 2000, published by Perseus Publishing of Cambridge, MA, is the current and authorized edition of this document. The special rules contained herein are based upon that document.
 - 1.1 In the event of a conflict between the document named above and any other published version of “Robert’s Rules of Order”, the above named document shall prevail.
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 committees appointed by the Executive Board.
 - 2.1 The President 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 the 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-fourths 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 vote 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 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 author specifically states his/her intent to make that motion. Rather, when such a “Call” is made, the President may proceed directly to conducting a vote on the matter then at hand.
 - 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 then current meeting.
 - 5.4 A motion to “Adjourn” a meeting of the Executive Board shall allow for the ending of the then 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 limiting the number of speakers on each side of the issue. In so doing, the Chair shall endeavor to grant equal number of speakers to each side of the argument.
 - 7.4.3 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 2.3: FINANCIAL PRACTICES

PURPOSE

To identify the financial practices the Chapter will utilize.

AUTHORITY

The authority for the financial practices of the Chapter are found in Article IV, Section 2.4 of the Chapter's Constitution

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 Constitution and/or Bylaws of this Chapter.
3. 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, may be paid by this Chapter with the prior approval of the Executive Board.
 - 3.1 The financial status of the Chapter shall be taken into consideration before any travel expenses are authorized or paid.
 - 3.2 Reimbursements for approved Chapter expenses shall be made according to Section 6.1
4. The Executive Board shall be authorized to approve all other expenses not specifically outlined in the Constitution and/or Bylaws of this Chapter unless otherwise directed by a vote of the Chapter membership.
5. The Executive Board may authorize any officer or officers, agent or agents of the Corporation, in addition to the officers 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.
6. All checks, drafts or other orders for the payment of money, notes or other evidences 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.
 - 6.1 In the absence of such determination by the Executive Board, such instruments shall be signed by the Treasurer and countersigned by the President or a Vice President of the Corporation.

7. 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.
8. The fiscal year of the Corporation shall begin on the first day of January and end on the last day of December in each year.

ARTICLE III: MEMBERSHIP

SECTION 3.1: APCO SENIOR MEMBER NOMINATION PROCEDURES

PURPOSE

To establish the procedure for submitting nominations of Illinois APCO Chapter members for Senior Membership in the Association.

AUTHORITY

The criteria for selection and privileges accorded to members who have achieved the distinction of being designated a Senior Member are in Article I, Section 3.2, of the Association Bylaws.

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 Executive Board.

The Executive Board shall make a recommendation for nomination to the Quorum.

The nomination shall be approved based on the majority approval of the Quorum
4. The nomination shall be forwarded to the Executive Director for submission to the Credentials Committee.
5. Senior Membership Grade may be granted by the 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 3.2: APCO LIFE MEMBER NOMINATION PROCEDURES

PURPOSE

To establish the procedure for submitting nominations of Illinois APCO Chapter members for Life Membership in the Association.

AUTHORITY

Criteria for selection and privileges accorded to members who have achieved the distinction of Life Member in the Association are in Article I, Section 3.1, of the Association Bylaws.

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., "Active Life Member", "Commercial Life Member", or simply "Life Member" for those in the Member category of membership).
2. A "Life Member" designation shall be recognized by all chapters.
3. This honor shall be processed in the following manner:
 - 3.1 The nomination shall be made by the Executive Board.
 - 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, for submission to the Credentials Committee, not later than May 1st of the calendar year of the Annual Conference 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, 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 Closing Banquet held in conjunction with the Annual Conference at which the Life Member designation was approved.

ARTICLE III: MEMBERSHIP

SECTION 3.3: CHAPTER SENIOR MEMBER NOMINATION PROCEDURES

PURPOSE

To recommend guidelines for Illinois APCO Chapter Senior 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 Chapter's Constitution and Bylaws.

AUTHORITY

Establishment of a Chapter Senior Membership is authorized by Article I, Section 2, of the Chapter's Bylaws.

POLICY

1. The Chapter Senior Member distinction is a designation that is added to the member's current membership category title.
 - 1.1 The designation of Chapter Senior Member is recognized only within the Illinois Chapter.
 - 1.2 Other than being bestowed with the title 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 Quorum.
 - 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 Secretary to the Membership Department at the Association office

ARTICLE III: MEMBERSHIP

SECTION 3.4: CHAPTER LIFE MEMBER NOMINATION PROCEDURES

PURPOSE

To recommend guidelines for Illinois 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 Chapter's Constitution and Bylaws.

AUTHORITY

Establishment of a Chapter Life Membership is authorized by Article I, Section 2, of the Chapter's Bylaws.

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 Illinois 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 Quorum.
 - 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 Secretary to the Membership Department at the Association office

ARTICLE III: MEMBERSHIP

SECTION 3.5: CHAPTER HONORARY MEMBER NOMINATION PROCEDURES

PURPOSE

To recommend guidelines for Illinois 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 is provided for in Article I, Section 3.4, of the Chapter's Bylaws.

POLICY

1. Chapter Honorary Membership is a designation that can be awarded, at the prerogative of the Illinois Chapter, to individuals (current APCO members or non-members alike) based upon the individual meeting an established set of guidelines.
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.
3. This honor shall be processed in the following manner:
 - 3.1 The 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

ARTICLE IV: EXECUTIVE BOARD

SECTION 4.1: 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 IV, Section 2 of the Chapter's 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 session.
 - 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 4.2: MINUTES

PURPOSE

To establish a procedure for recording and retaining official minutes of meetings of the Illinois APCO Executive Board

AUTHORITY

The meetings of the Executive Board are required by Article IV, Section 2 of the Chapter's Bylaws.

POLICY

1. Minutes of all official meetings of the Executive Board shall be recorded.
2. The official minutes of the meetings of the Executive Board will provide a permanent, written 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 At the conclusion of each meeting, within the time specified by the Board, copies of the minutes taken shall be forwarded to each member of the Executive Board.
 - 4.2 The Executive Board shall approve the minutes, as corrected, at their next meeting or at the first meeting at which the corrected minutes are available.

ARTICLE IV: EXECUTIVE BOARD
SECTION 4.3: NOMINATION PROCEDURES

PURPOSE

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

AUTHORITY

Nominations of candidates for the Executive Board are authorized by Article IV, Section 4.2 of the Chapter's Bylaws.

POLICY

1. The Nominations Committee shall evaluate the qualifications of each candidate and shall certify compliance with these requirements to the Quorum.
2. Nominations shall be taken from the floor at a business meeting preceding the annual election.
 - 2.1 The Nominating Committee chairperson shall ask for nominations from the floor for each office scheduled for election.
 - 2.2 The Nominating Committee chairperson shall ask three consecutive times for nominations for each office scheduled for election prior to closing the nominations for each office.

ARTICLE V: COMMITTEES AND TASK FORCES

SECTION 5.1: COMMITTEE AND TASK FORCES

PURPOSE

To provide guidelines for establishing Illinois APCO committees and task forces.

AUTHORITY

Standing Committees are authorized by Article V, Section 1.1 of the Bylaws.

POLICY

1. The following is a list of the Standing Committees for the Illinois APCO Chapter.

1.1 **ACTIVITIES AND MEMBERSHIP COMMITTEE**

- 1.1.1 The First Vice President shall chair this Committee, and the Second Vice President shall be the Vice Chairman.
- 1.1.2 This committee shall explore ways to enroll new members in APCO International, Inc. and, to retain existing members.
- 1.1.3 This committee shall be concerned with Chapter activities, and shall assist the host agency Meeting Chairman in planning a well rounded program agenda for the meeting.

1.2 **RESOLUTIONS AND BYLAWS COMMITTEE**

- 1.2.1 This committee shall assist in matters of amending the Constitution and/or Bylaws of this Chapter and the Association. It shall also prepare other types of resolutions.

1.3 **NOMINATIONS COMMITTEE**

- 1.3.1 This Committee shall be chaired by the immediate Past President and, at a minimum, shall include two additional Past Presidents.
- 1.3.2 This committee shall actively study the Chapter membership, observing individuals in an effort to evaluate interest in, and willingness to work at, promoting the goals of APCO, both at the Chapter and the Association levels.
- 1.3.3 This committee shall select a minimum of one candidate for each position to be elected. This committee shall present its recommendations to the membership prior to the annual election.

1.4 HISTORICAL COMMITTEE

- 1.4.1 The appointed chairman of this Committee shall be the Chapter's liaison to the Association's Historical Committee.
- 1.4.2 This Committee shall actively research, compile, and maintain a file on the records and history of this Chapter and the Association.
- 1.4.3 This committee shall administer the grant program for the maintenance of the Chapter's historical collection at the Bradley University Library as established by Illinois APCO.

1.5 LEGISLATIVE COMMITTEE

This committee shall inform the membership in all aspects of State and Federal legislation that have an effect on the Illinois APCO Chapter and public safety agencies. The committee shall recommend action pertaining to the legislation. The committee will also recommend new legislation that will benefit the Illinois APCO Chapter and the public safety community. This committee will function as a joint committee with Illinois NENA, with equal representation and funding provided by each Chapter.

1.6 AWARDS & SCHOLARSHIP COMMITTEE

- 1.6.1 This committee shall administer Chapter Scholarships and Awards as determined by the Chapter Executive Board.
 - a. Otto Rhoades Scholarship
 - b. Cortina RPL Scholarship
 - c. Chapter Annual Awards
 - d. Other Awards & Scholarships as designated by the Chapter Executive Board

1.7 PUBLIC SERVICE, AWARENESS & EDUCATION

- 1.7.1 This committee shall provide for public and membership education.

- 2. The Chapter President and Executive Board may establish other Special Committees and Task Forces as needed.

ARTICLE V: COMMITTEES AND TASK FORCES

SECTION 5.2: TELECONFERENCE POLICY

PURPOSE

To provide guidelines for the use of teleconference resources by Illinois APCO Executive Board and the committees.

AUTHORITY

The authority for the use of teleconference resources is established in Article IV, Section 2.1 of the Chapter's Bylaws.

POLICY

1. Only Illinois APCO Committee Chairs and Executive Board members will be allowed to use the Chapter's teleconference accounts to conduct committee and/or Chapter business.
2. Other uses of the Chapter's teleconference accounts will have to be approved by the Illinois APCO President. Should the Chapter President not be available to approve a teleconference request, the First Vice President will be notified and given the discretion to approve.
3. When an Illinois APCO Committee Chair wishes to hold a teleconference meeting, they will contact the Illinois APCO Treasurer. The Chapter Treasurer will give the Committee Chair the procedure to conduct the teleconference.
 - 3.1 The Committee Chair shall provide the Chapter Treasurer with the name of the committee, the date, time, approximate number of people attending the teleconference, and the purpose of the teleconference.
4. If the Executive Board requires teleconference facilities, the Chapter President will contact the Chapter Treasurer to set up this teleconference
 - 4.1 The President shall provide the date, time and approximate number of people attending the teleconference.
 - 4.2 The Chapter Treasurer will e-mail the teleconference information to the Chapter's Executive Board.
5. After receiving a teleconference request, the Chapter Treasurer shall e-mail or fax to the requestor the needed documentation to document the teleconference.
 - 5.1 The documentation sheet will contain the access telephone number, the meeting number, the P.I.N., the Committee name and the name of the requestor.
 - 5.2 The documentation sheet will also contain instructions for the requestor and committee members on how to participate in the teleconference call.

- 5.3 When the teleconference is completed, the requestor will complete the form with the time the call started, time the call ended and the name of the committee members that attended. This form will be faxed or e-mailed back to the Chapter Treasurer.
- 5.4 The Chapter Treasurer will keep the documentation sheets in a file. When the Chapters taxes are prepared, this documentation will be removed from the file, and kept with the tax papers.

ARTICLE VI: TRAVEL AND REIMBURSEMENT

SECTION 6.1: GENERAL TRAVEL AND REIMBURSEMENT POLICY

PURPOSE

To provide uniform guidelines for reimbursement of expenses to eligible members of the Executive Board.

AUTHORITY

The authority for this policy is Article IV, Section 2.7 of the Chapter's Constitution.

POLICY

1. The Chapter President, the International Executive Council Representative, the Chapter Secretary and Chapter Treasurer are the only members of the Chapter for whom expenses will generally be reimbursed. Other Executive Board members, with expenses, will need to have their items approved by the Executive Board prior to the purchase/travel. Expenses will only be reimbursed as detailed in the following paragraphs.
2. Eligible members will be reimbursed for out of pocket expenses related to the operation of their office. These expenses are detailed in Paragraph 8. All such claims for reimbursement shall be made on the proper form accompanied by original receipts.
3. The President is approved for the following travel and associated expenses:
 - 3.1 The Chapter President is expected to attend the International Annual Conference, the North Central Regional Conference and the annual APCO/INENA/ICC Conference.
 - 3.1.1 The Chapter President shall be reimbursed for expenses relating to attending these conferences subject to the conditions set forth in Paragraph 8.
 - 3.2 Should the President not be able to attend any of the above conferences, the President shall appoint a proxy to attend the conference(s).
 - 3.2.1 The appointed proxy shall be reimbursed for expenses subject to the conditions set forth in Paragraph 8.
4. The International Executive Council Representative is approved for the following travel and associated expenses:
 - 4.1 The International Executive Council Representative is expected to attend the International Annual Conference, the Mid-Year International Executive Council meeting and the North Central Regional Conference.

- 4.1.1 The International Executive Council Representative shall be reimbursed for expenses relating to these conferences subject to the conditions set forth in Paragraph 8.
- 4.2 Should the International Executive Council Representative not be able to attend any of these conferences, the President shall appoint a proxy to attend the conference(s).
 - 4.2.1 The appointed proxy shall be reimbursed for expenses subject to the conditions set forth in Paragraph 8
- 5. The Chapter Secretary will generally be reimbursed only for expenses related to the operation of that office, or at the discretion of the Executive Board.
- 6. The Chapter Treasurer will generally be reimbursed only for expenses related to the operation of that office, or at the discretion of the Executive Board.
- 7. The Frequency Coordinators shall not be eligible for reimbursement by the Illinois Chapter for expenses related to coordination activities since APCO International is now receiving all revenue and paying all expenses relating to Frequency Coordination.
- 8. In addition to expenses related to the operation of their offices, the President and International Executive Council Representative may request reimbursement for the following expenses:
 - 8.1 Registration
 - 8.1.1 The Chapter will pay or reimburse any and all registration fees for the President or his proxy for the International Annual Conference, the North Central Regional Conference and the annual APCO/INENA/ICC Conference.
 - 8.1.2 The Chapter will pay or reimburse any and all registration fees for the International Executive Council Representative or his proxy for the International Annual Conference, the Mid-Year Executive Council meeting and the North Central Regional Conference.
 - 8.2 Lodging
 - 8.2.1 The Chapter will pay or reimburse lodging expenses, at the single conference rate or government rate, for the President and International Executive Council Representative or their proxies for an approved conference or meeting at the conference or meeting rate for the duration of the conference or meeting. Upgrades to larger rooms or for doubles if billed at a higher rate are at the member's expense.
 - 8.3 Airfare
 - 8.3.1 The Illinois Chapter will pay or reimburse airfare expenses up to the cost of a 14-day advance coach round trip airfare ticket. An upgrade to first class is at the member's expense. The member should submit the original receipt.

8.3.2 The Illinois Chapter will pay or reimburse the lesser between a 14-day advance coach airfare ticket airline and the current IRS mileage rate. If mileage rate is selected the expense will not exceed that of a 14 day advance coach airfare ticket. The member shall be responsible for determining the lowest 14-day advance coach airfare rate prior to requesting reimbursement. Mileage expenses will be reimbursed based on federal guidelines.

8.4 Parking

8.4.1 Parking expenses at the departure airport will be reimbursed at the rate of \$15 per day or the cost of a round-trip cab ride from the member's home or place of business to the departure airport, whichever is less. The member is expected to choose the least costly option.

8.4.2 Parking at the hotel will be reimbursed at the daily rate for self parking in the hotel's garage or lot or the closest parking facility.

8.5 Food and Beverage

8.5.1 The Illinois Chapter will pay or reimburse food & beverage expenses at a rate not to exceed established federal per-diem guidelines for the duration of the conference or meeting. Receipts are required for reimbursement.

8.5.2 Food & Beverage expenses that exceed established federal per-diem guidelines would not be reimbursed.

8.5.3 When using the federal per-diem guidelines the individual meals will not be broken down into a specific dollar amount.

8.5.4 Food & Beverage expenses cannot be averaged over the length of the event in order to comply with the established federal guideline per-day ceiling.

8.6 Miscellaneous Expenses

8.6.1 In general expenses for personal services are not reimbursable or covered. Examples of personal services would be in-room movies, room service and personal local telephone calls. All miscellaneous expenses must be accompanied by a receipt and a statement of explanation.

8.6.2 A single, long distance telephone call not to exceed \$10 per day will be allowed.

8.6.3 Reimbursement for other long distance telephone calls are not automatically reimbursable

8.6.4 All Miscellaneous Expenses are subject to Executive Board approval before reimbursement will be made

9. Documentation

9.1 A properly documented receipt should be obtained for each item of expense (except mileage) exceeding \$2.00.

9.1.1 A regular receipt from the service provider should be submitted whenever possible.

9.1.2 If no such receipt exists, a credit card receipt will suffice.

- 9.1.3 If receipts for meal expenses are not available (group meals and one check, etc.) then the member shall submit a statement detailing the cost of the meal and the reason why no receipt is being provided.
 - 9.2 All requests for direct payment or reimbursement shall be made on the proper current Expense Reimbursement form.
 - 9.2.1 In the case of direct payments a copy of the registration form or other proper documentation shall accompany the request.
 - 9.2.2 In the case of reimbursements original receipts must accompany the request. Copies of receipts will not be accepted.
 - 9.3 Payments for all covered expenses or reimbursements in paragraphs 8.1–8.5, will be processed upon receipt by the Treasurer.
 - 9.4 Miscellaneous Expenses, Paragraph 8.6, will be processed after approval of the Executive Board.
- 10. The financial status of the Chapter shall be taken into consideration before any travel expenses are authorized or paid.