

Constitution and Bylaws  
of the  
California Public-Safety Radio Association, Inc.

The Southern California Chapter  
of the  
Association of Public-Safety Communications Officials-  
International, Inc.

CONSTITUTION AND BYLAWS

of the

CALIFORNIA PUBLIC-SAFETY RADIO ASSOCIATION, INC.

The Southern California Chapter

of the

Association of Public-Safety Communications Officials-

International, Inc.

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CONSTITUTION

CONSTITUTION - ARTICLE I

NAME, CHARTER AREA AND PURPOSE

Section 1 NAME

This organization shall be known as the California Public-Safety Radio Association, Inc. (CPRA), and is the Southern California Chapter of the Association of Public-Safety Communications Officials-International, Inc., hereinafter referred to as APCO.

Section 2 CHAPTER AREA

This Chapter is Chartered by APCO, and the Charter Area is defined by the physical boundaries of the following counties in Southern California.

Imperial County	San Bernardino County
Kern County	San Diego County
Los Angeles County	San Luis Obispo County
Orange County	Santa Barbara County
Riverside County	Ventura County

Section 3 PURPOSES

The members of this nonprofit Chapter of APCO serve or support that function of government which provides public safety communications services in areas of law enforcement, forestry, conservation, fire, highway maintenance, emergency rescue and medical services, emergency management, and other activities supported or endorsed by federal, state, local, and tribal governments. The primary purposes of this Chapter are:

- 3.1 To lend support to, create interest in, and foster expansion of the parent organization, APCO;

- 3.2 To foster the development and progress of the art of public safety communications and supporting information technologies by means of research, planning, coordination, training, and education in areas concerned with public safety;
- 3.3 To promote the rapid and accurate collection, exchange, and dissemination of information relating to emergencies and other vital public safety communications among and between all levels of government;
- 3.4 To further the cooperation between this Chapter of APCO and all other public safety associations, the Department of Homeland Security, and the Federal Communications Commission;
- 3.5 To provide coordination and advice in selection of frequencies as allocated by the Federal Communications Commission and make recommendations with regards to communications systems engineering and operating practices;
- 3.6 To provide operational and technical expertise to public safety organizations by assisting them in developing guidelines, policies, procedures, and training relative to 9-1-1, public safety communications, and information services;
- 3.7 To represent Chapter members, public safety communications, and supporting information technology interests in general before regulatory and policy-making bodies as may be appropriate;
- 3.8 To provide for membership in the Chapter in accordance with the present and/or future language of its Constitution and Bylaws, and in keeping with the purposes and intents of APCO;
- 3.9 To make formal petitions by way of resolutions in proper format and following established requirements, at such time as it is felt that changes are needed in the APCO Bylaws and/or the APCO Policy Manual; and,
- 3.10 To abide by the provisions and requirements of the APCO Bylaws and/or the APCO Policy Manual, which

**shall take precedence in all matters and questions  
in this Chapter.**

CONSTITUTION - ARTICLE II

MEMBERSHIP

Section 1 GENERAL REQUIREMENTS

With the exception of the AGENCY GROUP and COMMERCIAL GROUP membership categories, APCO members are individuals. The membership of APCO shall be divided into the following categories: FULL, COMMERCIAL, ASSOCIATE, and ONLINE members. A designation of LIFE, HONORARY, CHAPTER LIFE, CHAPTER HONORARY, MULTIPLE, and SENIOR may be added to a category.

Group memberships shall be divided into the following: AGENCY GROUP membership and COMMERCIAL GROUP membership.

Membership shall be open to all persons of good character who meet the membership requirements of the CPRA Constitution and Bylaws. Voting privileges are limited to certain membership categories which are hereinafter specified.

Applications for membership will be processed in accordance with the provisions of the CPRA Bylaws, Article I.

Members shall be admitted in rigid accordance with the category requirements set forth in this Article, and membership shall not be denied on the basis of race, sex, color, creed, national origin, or numerical limitation.

Section 2 CATEGORIES AND VOTING PRIVILEGES

The membership of CPRA shall be divided into the following categories: FULL, COMMERCIAL, ASSOCIATE, ONLINE, AGENCY GROUP, and COMMERCIAL GROUP members.

This Chapter also recognizes the designations of LIFE, HONORARY, CHAPTER LIFE, CHAPTER HONORARY,



MULTIPLE, and SENIOR as defined herein and in the APCO Bylaws and/or the APCO Policy Manual.

Full voting privileges are accorded only to the category of FULL members and members who have been granted the designation "Life Member" by APCO. With exception only to ONLINE members, all other membership categories are eligible to vote on any Chapter matter which is not multi-chapter in scope, except that COMMERCIAL members may not vote on the Frequency Advisory Committee or Frequency Coordination matters.

By meeting the requirements established herein, and in accordance with the CPRA Bylaws, Article I, and in keeping with the requirements of APCO, the descriptions of the various categories of membership in CPRA are set out in the sections that follow.

Section 3

FULL MEMBER

The following citizens of the United States of America and Affiliated Chartered Groups shall be eligible for FULL membership in CPRA.

- A. Personnel responsible for planning, organizing, staffing, directing, and controlling functions required in the design, construction, installation, maintenance, command, and/or 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. FULL 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, managers, supervisors, and telecommunicators.

- 3.1 FULL members, only, may hold elective office, and shall be the ruling body of this Chapter.

Section 4 AGENCY GROUP MEMBERSHIP

- 4.1 Any non-commercial entity qualifying under the meaning and intent of APCO Bylaws and/or the APCO Policy Manual 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 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 AGENCY GROUP;

- 4.1.2 all employees in each AGENCY GROUP shall reside, live or work within the boundaries of the CPRA Chapter and shall be members of the CPRA Chapter unless otherwise approved by the APCO Board of Directors;

- 4.1.3 memberships in good standing within an AGENCY 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 CPRA Chapter Secretary; and,

- 4.1.4 the individual members shall be categorized as, pay dues, and serve in CPRA in accordance with the appropriate membership requirements which are set forth in the CPRA Constitution and Bylaws, and, the will of the Agency Member shall be expressed within CPRA only by means of these individual members.

Section 5 COMMERCIAL MEMBER

The following shall be eligible for COMMERCIAL membership in CPRA.

A. Those persons who receive compensation in any form for services rendered in business and industry are eligible to be COMMERCIAL members.

5.1 Except for the Chapter Commercial Advisory Member (CCAM) on the Executive Committee, COMMERCIAL members shall not hold office, but may serve on Committees as may be permitted in accordance with the intent for this category of membership in the APCO Bylaws and/or the APCO Policy Manual.

They may otherwise enjoy all benefits of this Chapter, except that COMMERCIAL members may not vote on any Chapter matter which is multi-chapter in scope and may not vote on Frequency Advisory Committee or Frequency Coordination matters.

Section 6 ASSOCIATE MEMBER

The following shall be eligible for ASSOCIATE membership in CPRA.

Those non-administrative and non-supervisory personnel otherwise meeting the requirements for FULL member, at the applicant discretion, may select this category, and those persons not meeting the requirements of any other category of membership are eligible for this category.

Section 7 ONLINE MEMBER

The ONLINE membership is reserved for individuals who otherwise meet the requirements for FULL or ASSOCIATE membership and, based on APCO policy, are eligible to enjoy essentially online privileges only.

Individuals in the ONLINE membership category shall not be issued a membership card and shall NOT:

A. have the right to vote on any matter brought before APCO or its CPRA Chapter;

- B. have the right to hold elected office within APCO or its CPRA Chapter, though service on APCO or CPRA Chapter Committees or Task Forces is permissible;
- C. be eligible for any of the APCO 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; or,
- D. be eligible for discounts on services provided by APCO or its CPRA Chapter, with the exception of member discounts for APCO online classes and the Annual International Conference registration which are permitted.

**Section 8            MULTIPLE MEMBER**

A paid-up member of another Chapter of APCO, in any category, who wishes to affiliate with CPRA, may do so as provided in the APCO Bylaws and/or the APCO Policy Manual.

MULTIPLE membership in CPRA shall be in the same category as that held in the MULTIPLE member's home Chapter, and the MULTIPLE member shall be issued a membership card identical to the one issued by the home Chapter, except that the word MULTIPLE shall be entered as a prefix to the membership category.

Only the CPRA portion of dues shall be collected, and it shall be retained by CPRA as provided for by the APCO Bylaws and/or APCO Policy Manual.

MULTIPLE members of the CPRA Chapter may vote but may not hold office.

**Section 9            CHAPTER HONORARY MEMBER**

This honorary designation is reserved for those persons, including those who have retired due to age or physical disability, who have made significant contribution toward the objectives of CPRA or who have held membership in any category

for more than ten (10) consecutive years. This honor shall be bestowed upon a person in the following manner:

- A. the Executive Committee shall make a recommendation to the Chapter Quorum that such honor be bestowed; and,
- B. the Chapter Quorum, during one of its regularly scheduled meetings, shall approve the recommendation by a majority vote.

9.1 The term of this recognition shall be at the discretion of this Chapter.

9.2 Privileges of a CHAPTER HONORARY member shall be determined by the member's regular membership category, if any; provided that CPRA shall pay the regular membership annual dues in accordance with the APCO Bylaws and/or the APCO Policy Manual.

Section 10 LIFE MEMBER

Any member of APCO who has made significant contribution beyond the normal call of duty toward the successful attainment of the objectives of APCO at the International level shall be eligible for the LIFE member designation.

To be eligible for the honor, a member shall meet the following qualifications:

- A. served a full term as President of APCO; or
- B. be a member in good standing of APCO for a minimum of fifteen (15) years;
- C. be a member in good standing at the time of the award; and,
- D. have demonstrated at least five (5) significant contributions toward meeting the global needs of APCO, as defined in the APCO Bylaws and/or the APCO Policy Manual.

This honor may only be bestowed upon recommendation of the APCO Board of Directors,

following nomination by a Chapter or by the APCO Board of Directors, upon the recommendation of the APCO Credentials Committee, in accordance with the requirements for this designation as outlined in the APCO Bylaws and/or the APCO Policy Manual, and the subsequent confirmation by a majority vote of the APCO Quorum of an Annual APCO Conference. Nominations shall be received at APCO Headquarters not later than the close of business on February 1 of the calendar year of the APCO Annual Conference at which the nomination is to be considered.

The LIFE member designation, when bestowed, shall be in addition to the regular membership category of the member, and a LIFE member shall enjoy all of the privileges of the member's regular membership category and shall be exempt from the payment of any dues at the Chapter or International level.

This Chapter shall recognize any LIFE Member(s) within its chartered area so designated by APCO and shall welcome such member(s) into full membership privileges in keeping with the regular membership category of the member(s).

Section 11 CHAPTER LIFE MEMBER

This honorary designation is reserved for those qualified members of the FULL, COMMERCIAL, or ASSOCIATE member category. This honor shall be bestowed upon a person in the following manner.

- A. To be eligible for this recognition, the nominee will normally be expected to have:
- (1) been a member of APCO for a minimum of fifteen (15) years, at least five (5) of which shall have been as a member of CPRA;
  - (2) held current membership in the FULL, COMMERCIAL, or ASSOCIATE category;
  - (3) made at least five (5) major contributions at the Chapter and/or International level(s) which have

contributed significantly to CPRA, APCO, the commercial community, and/or the general public safety community. Items to be considered shall include, but not be limited to, any of the following:

- (a) Past CPRA President, Secretary, or Treasurer;
- (b) CPRA Executive Committee member for at least two (2) years;
- (c) CPRA Local Frequency Advisor and/or Alternate Local Frequency Advisor for at least five (5) years;
- (d) CPRA Chapter Commercial Advisory Member (CCAM) for at least five (5) years;
- (e) APCO Executive Council Delegate for CPRA, APCO Board of Directors Member, or a combination thereof, for at least four (4) years;
- (f) APCO Regional or Annual Conference Chair;
- (g) APCO Regional or Annual Conference Committee Chair;
- (h) APCO Standing Committee Chair;
- (i) CPRA Standing Committee Chair;
- (j) major contribution to the art of Communications; or,
- (k) any item from the requirements for APCO Life Membership that is not already listed above.

B. The Executive Committee shall make a recommendation to the Chapter that such honor be bestowed.

C. The Chapter Quorum, during one of its regularly scheduled meetings, shall approve the recommendation by a majority vote.

D. This appointment shall be sent to the APCO Membership Department at the APCO-International Office.

11.1 Privileges of a CHAPTER LIFE member shall be determined by the regular membership category; provided that CPRA shall pay the regular membership annual dues in accordance with the APCO Bylaws and/or the APCO Policy Manual.

Section 12 SENIOR MEMBER

The designation of "SENIOR" member may be added to the categories of FULL, COMMERCIAL, or ASSOCIATE.

To be eligible for the honor, a member shall meet the following qualifications:

- A. membership for a minimum of ten (10) years;
- B. at least four (4) significant contributions APCO, including one on an International level, as defined in the APCO Bylaws and/or the APCO Policy Manual; and,
- C. shall be a member in good standing at the time of the award.

Nomination for the SENIOR member designation shall be initiated upon recommendation of the Executive Committee.

The SENIOR member designation is approved by the APCO Executive Committee of the Board of Directors upon the recommendation of the APCO Credentials Committee and the Board's review of the Chapter's documentation.

Section 13 HONORARY MEMBER

This designation is defined in the APCO Bylaws and/or the APCO Policy Manual and may be bestowed



only by the APCO Executive Committee of the Board of Directors.

This membership is limited to those individuals who may have no incentive to obtain membership in any category but, by virtue of their position or accomplishments, it is in the best interest of APCO that the individual have information regarding APCO, including the APCO Magazine and other APCO publications, filings, and other items of information regarding the activities of APCO.

CPRA shall recognize and extend hospitality to any such member(s) so designated by APCO.

HONORARY members may not vote and may not hold office, but may serve as Ex Officio members of any Committee.

**Section 14            COMMERCIAL GROUP MEMBERSHIP**

Any corporation that received compensation in any form for services rendered or products sold in business and industry is eligible to become a COMMERCIAL GROUP member.

Except for the Chapter Commercial Advisory Member (CCAM) on the Executive Committee, benefits and privileges for individuals who are covered by a COMMERCIAL GROUP membership are those of COMMERCIAL members as defined in Article II, Section 5, of this Constitution.

COMMERCIAL GROUP membership levels are detailed in the APCO Bylaws and/or the APCO Policy Manual.

**Section 15            OTHER MEMBERSHIPS**

In addition to the categories of membership outlined in this Article, this Chapter shall recognize any other membership category(ies) as may be provided for by APCO in a manner in keeping with the intent of APCO for such category(ies).

**Section 16            CHANGES IN MEMBERSHIP QUALIFICATIONS**

Should the status of any member change so as to affect the member's membership qualifications, the member's membership category shall automatically be changed to conform to the new qualifications.

**Section 17**      **DUES**

The dues rate for each category of membership in this Chapter, and the policies pertaining thereto, are set forth in the CPRA Bylaws, Article II.

CONSTITUTION - ARTICLE III

OFFICERS

Section 1 DESIGNATION

The officers of this Chapter shall consist of the following.

President  
President-Elect  
Vice-President  
Secretary  
Treasurer  
Sergeant-at-Arms  
APCO Executive Council Delegate

It is the intention of CPRA to operate with all of the above-listed officer positions filled.

However, it is also recognized that from time to time it may become necessary or desirable to operate with a combined Secretary-Treasurer position.

In the event that such a situation should occur, the Executive Committee may vote to combine these two offices for the necessary period of time.

Should these two offices be combined, all references to Secretary and/or to Treasurer throughout the CPRA Constitution and Bylaws shall automatically apply to the combined office of Secretary-Treasurer.

Section 2 HOW ELECTED

The officers of this Chapter shall be elected in October in accordance with CPRA Bylaws, Article III.

**Section 3            VACANCIES**

Should the office of President or President-Elect of this Chapter become vacant for any reason, the office shall be filled by advancement in rank, i.e., the President-Elect shall become President and/or the Vice-President shall become President-Elect, as appropriate, with the position of Vice-President being immediately filled by a temporary appointment by the President, with the concurrence of the Executive Committee. Such appointee shall serve until the next regular Annual Election of Officers. In the event of an additional vacancy during the same term, the same progression shall apply.

Should the office of Secretary, Treasurer, Sergeant-at-Arms, or APCO Executive Council Delegate become vacant for any reason, it shall immediately be filled by a temporary appointment by the President, with the concurrence of the Executive Committee, to complete the normal election cycle term of office of one (1) or two (2) years, as appropriate.

CONSTITUTION, - ARTICLE IV

MEETINGS

Section 1           REQUIREMENTS

This Chapter is required to meet at least twice annually in accordance with the APCO Bylaws and/or the APCO Policy Manual.

Section 2           QUALIFYING MEETINGS

Customarily, this Chapter has twelve (12) meetings per year which qualify as the mandatory meetings.

The monthly meetings are normally held within the chartered limits of this Chapter; however, when schedules and circumstances permit, joint meetings may be held once a year with each of the APCO Chapters that are adjacent to CPRA, and those meetings may be held in the chartered area of either CPRA or that adjacent Chapter.

Section 3           CHAPTER QUORUM

A Chapter Quorum shall consist of the members present and voting at a regular Chapter Meeting.

Section 4           VOTING MAJORITY

A simple majority of members present and voting at a business session of a regularly scheduled meeting shall decide all issues with the exception of the election of Officers and amendments to the CPRA Constitution and Bylaws.

Voting requirements for the election of Officers shall be in accordance with Article III of the Bylaws.

Voting requirements for amendments to the Constitution shall be in accordance with Article V of the Constitution, and voting requirements for amendments to the Bylaws are covered in Article VIII of the Bylaws.

CONSTITUTION - ARTICLE V

AMENDMENTS

Section 1 PROVISIONS FOR AMENDMENTS

The Constitution of this Chapter may be amended as follows.

The proposed amendment must be presented to the Chapter Secretary in writing.

The Chapter Secretary shall distribute copies of the proposed amendment at a regular Chapter Meeting at least one regular Chapter Meeting in advance of the meeting at which the membership will be asked to consider the amendment for adoption.

Amendments may be adopted by a two-thirds (2/3) majority vote of the members present at the meeting where the vote is taken.

Section 2 EFFECTIVE DATE OF AMENDMENTS

All amendments passed and adopted by this Chapter in accordance with the rules set forth in this Constitution shall be in force and effect upon adjournment of the Chapter Meeting wherein considered and adopted, provided an exception to this effect is not otherwise contained in the language of the resolution itself.

BYLAWS

BYLAWS - ARTICLE I

ELECTION OF MEMBERS

Section 1 APPLICATIONS

Applications for membership shall be submitted in writing on the appropriate form prescribed by APCO for such use, and submitted to APCO together with the membership fees for the category of membership indicated in the application.

Section 2 CATEGORY AND EFFECTIVE DATE OF MEMBERSHIP

Upon receipt of an application for membership and appropriate dues, APCO shall determine the qualifications and eligibility of the applicant for the requested category, and forward the name to Vice-President who will present the application to the Executive Committee for its concurrence.

Section 3 REVOCATIONS

- 3.1 Membership in CPRA may be revoked by the Executive Committee upon a documented showing of reasonable cause.
- 3.2 A revocation proceeding shall extend for a period of not less than thirty (30) and not more than sixty (60) days during which time the affected member shall be notified and permitted to plead the case.
- 3.3 A member may be suspended during a revocation proceeding. If a decision is not reached within the maximum period of time allowed, the member is automatically reinstated without penalty.
- 3.4 A revoked membership may not be reinstated without prior approval of the Executive Committee. Dues

are not refundable. However, a reinstatement does not require additional dues if a revocation is annulled during the same paid up dues period as the revocation was initiated.



BYLAWS - ARTICLE II

DUES

Section 1 ANNUAL MEMBERSHIP DUES

Dues are due and payable on January 1 of each calendar year. Renewal notices shall be mailed by APCO at least sixty (60) days prior to the renewal date.

The annual dues structure and policy is established by the APCO Quorum. Adjustments in accordance with the cumulative change in the Consumer Price Index (CPI) rounded to the nearest U.S. dollar for the preceding calendar year or years since the last increase may be approved by the APCO Board of Directors. Increases exceeding the CPI require approval by the APCO Quorum.

The current annual dues for Chapter membership for all categories shall be as stated in the Sections that follow.

Section 2 FULL MEMBER

The annual dues for a FULL member shall be uniform for all chapters in the United States as defined in the APCO Bylaws and/or the APCO Policy Manual and shall include membership in APCO and a subscription to the APCO Magazine. It is noted that the CPRA Chapter has elected to use the APCO "Tier Two" dues level for FULL members.

Section 3 AGENCY GROUP MEMBERSHIP

AGENCY GROUP membership dues shall be uniform for all chapters in the United States as defined in the APCO Bylaws and/or the APCO Policy Manual, noting that the CPRA Chapter has elected to use the APCO "Tier Two" dues level for Full Members.

**Section 4           COMMERCIAL MEMBER**

The annual dues for a **COMMERCIAL** Member shall be uniform for all chapters in the United States as defined in the APCO Bylaws and/or the APCO Policy Manual and shall include membership in APCO and a subscription to the APCO Magazine.

**Section 5           COMMERCIAL GROUP MEMBERSHIP**

**COMMERCIAL GROUP** membership dues shall be uniform for all chapters in the United States as defined in the APCO Bylaws and/or the APCO Policy Manual.

**Section 6           ASSOCIATE MEMBER**

The annual dues for an **ASSOCIATE** member shall be uniform for all chapters in the United States as defined in the APCO Bylaws and/or the APCO Policy Manual and shall include membership in APCO and a subscription to the APCO Magazine.

**Section 7           ONLINE MEMBER**

The annual dues for an **ONLINE** member shall be uniform for all chapters in the United States as defined in the APCO Bylaws and/or the APCO Policy Manual and shall include membership in APCO and the CPRA Chapter.

**Section 8           MULTIPLE MEMBER**

The annual dues for a **MULTIPLE** member shall be only the CPRA portion of the dues for that member's category as stated in these Bylaws.

The APCO portion of the dues will not be charged, and a **MULTIPLE** member will not receive an additional subscription to the APCO Magazine.

**Section 9           CHAPTER HONORARY MEMBER**

There will be no dues charged to a **CHAPTER HONORARY** member. This category of membership shall include a subscription to the APCO Magazine.

**Section 10          LIFE MEMBER**

This category of membership shall be exempt from the payment of any dues at the Chapter or International level. This category of membership shall include a subscription to the APCO Magazine.

Section 11      CHAPTER LIFE MEMBER

There will be no dues charged to a CHAPTER LIFE member. This category of membership shall include a subscription to the APCO Magazine.

Section 12      APCO DUES

APCO membership dues shall be as designated by APCO for each category of membership. APCO will perform centralized billing for the Chapter.

BYLAWS - ARTICLE III

ELECTION OF OFFICERS AND CHAPTER COMMERCIAL ADVISORY MEMBER

Section 1 ELIGIBILITY

Only members who hold FULL membership status in this Chapter may be considered for any elective office in this Chapter. Only COMMERCIAL Members may be considered for Chapter Commercial Advisory Member (CCAM).

Section 2 POSITIONS TO BE FILLED

The offices of Chapter President and President-Elect shall normally be filled by advancement in rank. The Vice-President, Secretary, Treasurer, Sergeant-at-Arms, APCO Executive Council Delegate, and Chapter Commercial Advisory Member (CCAM) shall be elected annually or biannually, depending on the designated term of office.

Section 3 TERMS OF OFFICE

- 3.1 The President, President-Elect, Vice-President, and Sergeant-at-Arms shall serve for a term of one (1) year.
- 3.2 The Secretary, Treasurer, APCO Executive Council Delegate, and Chapter Commercial Advisory Member (CCAM) shall serve for a term of two (2) years. Election of these two-year-term positions shall take place during the Annual Election held on odd years.

Section 4 ELECTION PROCEDURE FOR OFFICERS

- 4.1 The President shall appoint a Nominating Committee in accordance with Bylaws Article V, Section 2.9, and shall instruct said Committee to prepare a slate of candidates for each office to be filled.

The slate of candidates selected by the Nominating Committee shall be published in the Chapter Meeting notice for August.

- 4.2 At the August Chapter Meeting, the President shall call for nominations from the floor, at which time any member may present the name of any FULL member of the Chapter for any office to be filled. Nominations shall be closed with the closing of the August Chapter Meeting.
- 4.3 Candidates for the Chapter Executive Committee shall be allowed to address members of the Chapter during the September Chapter Meeting. Candidates and/or their representatives shall be granted no more than six (6) minutes to make their comments. Candidates shall not be allowed to address members at the October Chapter Meeting. In the event that a "run-off" election is required for any office, no additional opportunity to address the Chapter Membership will be granted.
- 4.4 Officers shall be elected by secret ballot that is electronic, paper, or a combination of both.

Section 5            ELECTION PROCEDURE FOR CHAPTER COMMERCIAL ADVISORY MEMBER

- 5.1 The President shall, in consultation with the current Chapter Commercial Advisory Member (CCAM), appoint a Commercial Nominating Committee from within the Commercial Committee, and shall instruct said Committee to prepare a slate of candidates for the CCAM position.

The slate of candidates selected by the Commercial Nominating Committee shall be published in the Chapter Meeting notice for August.

- 5.2 At the August Chapter Meeting, the President shall call for nominations from the floor, at which time any Commercial Committee member may present the name of any COMMERCIAL Member of the Chapter for the CCAM position. Nominations shall be closed with the closing of the August Chapter Meeting.
- 5.3 Candidates for the CCAM position shall be allowed to address members of the Commercial Committee during the September Chapter Meeting. Candidates and/or their representatives shall be granted no more than six (6) minutes to make their comments.

Candidates shall not be allowed to address members at the October Chapter Meeting. In the event that a "run-off" election is required for this position, no additional opportunity to address the Chapter Commercial Committee Membership will be granted.

- 5.4 The CCAM shall be elected by secret ballot that is electronic, paper, or a combination of both.

Section 6 VOTING PROCEDURES VIA ELECTRONIC BALLOT

- 6.1 The Chapter shall establish a secure and confidential electronic balloting system to allow members who are eligible to vote to cast their ballots electronically for those individuals running for the Chapter Executive Committee and Chapter Commercial Advisory Member (CCAM) under both multiple- and single-candidate elections.
- 6.2 When electronic balloting is used, the electronic balloting system shall be available beginning at the close of the September Chapter Meeting to allow members to vote who will not be present at the October Chapter Meeting.
- 6.3 Any electronic balloting may be closed up to twenty-four (24) hours prior to the closing of any paper balloting at the October Chapter Meeting to allow for counting of the electronic ballots.

Section 7 VOTING PROCEDURES AT THE OCTOBER MEETING

- 7.1 If required, the Chapter shall select an appropriate location within the October Meeting venue at which to establish the "voting booth." Such location shall be readily accessible to all voting-eligible members attending the meeting, to support electronic and/or paper balloting, as may be appropriate.
- 7.2 The Chapter shall ensure that only voting-eligible members are allowed to cast their votes.
- 7.3 Chapter members who have already voted by electronic ballot shall not be eligible to vote at the October Chapter Meeting.

- 7.4 Any paper balloting at the October Chapter Meeting shall close at 11:00 A.M. Pacific Time.
- 7.5 The Chapter Nominating Committee shall count all ballots cast after all balloting has closed. The Chair of the Nominating Committee shall announce the results of the balloting during the October Meeting luncheon.

Section 8            RUN-OFF ELECTIONS

- 8.1 In the event of a tie vote for two or more candidates for the same office or for the Chapter Commercial Advisory Member (CCAM), a run-off vote shall be taken.
- 8.2 Paper ballots shall be prepared by the Nominating Committee for only the office(s) requiring a run-off vote. The names on the ballot shall only be the nominees who tied for the top vote for that office or for the Chapter Commercial Advisory Member (CCAM).
- 8.3 Paper run-off ballots shall be distributed to those voting-eligible members in attendance at the October Chapter Meeting. Members shall be given sufficient time to mark their ballots and return them to the Nominating Committee for counting.
- 8.4 The Nominating Committee shall count the paper ballots and the Chair of the Nominating Committee shall announce the results during the October Chapter Meeting.
- 8.5 If the run-off voting results in another tie, then a second round of run-off voting shall take place. This shall continue until a clear winner has been elected or one candidate steps down from running.

Section 9            DATE FOR TAKING OFFICE

Candidates elected in the October Annual Election shall be installed in their respective offices and

**assume the authorities and duties of their offices at the December Chapter meeting, or, should there not be a December Chapter Meeting, at the next regularly scheduled Chapter meeting thereafter.**



BYLAWS - ARTICLE IV

OFFICERS - AUTHORITY AND DUTIES

Section 1 AUTHORITY

The necessary authority for the performance of duties by all officers of this Chapter is herewith established.

Section 2 PRESIDENT

It shall be the duty of the President to preside at all meetings of this Chapter, to appoint members to Standing and Special Committees, to fill any vacancy in any Committee by appointment for a period not to exceed the President's term of office, and to carry out the duties normally delegated to a presiding officer.

The President shall appoint a FULL member of this Chapter as Chair of all Committees, with the exception of the Commercial Committee (see Bylaws, Article V, Section 2.10).

The President shall be Chair of the Executive Committee; and shall be an ex-officio member of all Committees of this Chapter.

It shall be the duty of the President to see that the conduct of all activities of this Chapter are in accordance with the purpose of this Chapter as outlined in the Constitution, Article I, Section a 3.

Section 3 PRESIDENT-ELECT

The President-Elect shall perform all the duties of the President in the President's absence, and shall serve as Chair of the Program Committee.

The President-Elect shall, during the term of office, screen the Chapter membership, contact prospective Committee Chairs for the following

year, and have Committee Chair appointments ready for presentation when taking office as President.

The President-Elect shall be a member of and participate in the responsibilities of the Executive Committee.

Section 4 VICE-PRESIDENT

The Vice-President shall perform all the duties of the President-Elect in the President-Elect's absence, and shall serve as Chair of the Membership Committee.

The Vice-President shall supply the Secretary with a list of members in good standing, and will promptly advise the Secretary of additions or deletions.

The Vice-President shall be a member of and participate in the responsibilities of the Executive Committee.

Section 5 SECRETARY

It shall be the duty of the Secretary to keep concise and accurate records of all Chapter Meetings, to receive and answer all communications directed to the Secretary, to forward copies of Chapter Meeting minutes to APCO Headquarters, to serve as Chair of the Resolutions and Bylaws Committee, and to perform such other duties as may be required by the Executive Committee.

The Secretary shall be secretary of the Executive Committee.

The Secretary shall maintain, and deliver to the successor, a complete file of meeting minutes and communications which came into the Secretary's possession while serving as Secretary of the Chapter.

The Secretary shall file whatever corporate papers are required by the State and Federal governments to maintain the nonprofit status of the Chapter as a California corporation.

**Section 6           TREASURER**

It shall be the duty of the Treasurer to receive all funds of the Chapter and to keep an accurate record thereof, to disburse such funds as are authorized by the Chapter and/or by the Executive Committee, and to serve as Chair of the Finance and Budget Committee.

The Treasurer shall submit at each regular Chapter Meeting a complete and concise report of the financial standing of the Chapter, and prepare and submit a complete report to the Audit Committee at the end of the year and/or at the termination of the term of office as Treasurer.

The Treasurer shall promptly deliver all monies and records to the successor in office or to whomsoever the Executive Committee may designate to receive them.

The Treasurer shall be a member of and participate in the responsibilities of the Executive Committee.

Optionally, there may be one (1) Assistant Treasurer, who shall be a member in good standing and selected from the Chapter's FULL Members, to assist the Treasurer with his/her duties.

A member who retired as a FULL Member shall not be excluded from appointment as long as FULL Member status in CPRA is maintained.

An Assistant Treasurer appointment may be made annually by the President, with the approval of the Executive Committee.

An Assistant Treasurer may serve consecutive terms if willing and able to do so. An Assistant Treasurer term may be terminated at the will of the Executive Committee at any time with or without cause.

**Section 7            SERGEANT-AT-ARMS**

It shall be the duty of the Sergeant-at-Arms to preserve order and to assist the President as directed.

The Sergeant-at-Arms shall be a member of and participate in the responsibilities of the Executive Committee.

**Section 8            APCO EXECUTIVE COUNCIL DELEGATE**

The APCO Executive Council Delegate shall be the Chapter's delegate to the APCO Executive Council. In this capacity, the APCO Executive Council Delegate shall strive for harmonious relationship between the Chapter and APCO, and shall make recommendations to insure that Chapter purposes are in accord with those set forth by APCO.

The APCO Executive Council Delegate shall be a member of and participate in the responsibilities of the Executive Committee.

BYLAWS - ARTICLE V

COMMITTEES

Section 1 DESIGNATION

Committees formed in this Chapter shall be categorized as either STANDING COMMITTEES or as SPECIAL COMMITTEES.

- 1.1 STANDING COMMITTEES are perennial Committees which are assigned prescribed duties and responsibilities of a permanent nature. Except for the Commercial Committee, Chairs of Standing Committees shall be FULL members. Vice-Chairs may be appointed from within the individual Standing Committees.
- 1.2 SPECIAL COMMITTEES are Ad Hoc Committees which are assigned specific duties and responsibilities in matters of a temporary, but significant, nature. Chairs of Special Committees shall be FULL members. Vice-Chairs may be appointed from within the individual Special Committees.

Section 2 STANDING COMMITTEES

The Standing Committees of this Chapter shall be the Executive, Frequency Advisory, Membership, Audit, Regulatory Review, Resolutions and Bylaws, Engineering and Technology, Nominating, Commercial, Operations and Training, Program, Professional Liaison and Member Services, Historical, Telecommunicator Awards, Engineering and Technology Awards, and Finance and Budget Committees. A Vice-Chair of a Committee may be appointed, as needed or desired, upon the recommendation of the specific Committee Chair with the concurrence of the President. In the absence of the Chair of a Committee, the Vice-Chair, if any, may act in the stead of the Chair.

2.1 EXECUTIVE COMMITTEE

The Chapter President shall be the Chair of this Committee, and the membership shall consist of all elected officers, the Chapter Commercial Advisory Member (CCAM), and the three most recent Past-Presidents (Directors) who are willing and able to serve.

In the event that there are not three Past-Presidents who are willing and able to serve, the President shall appoint, with the approval of the Executive Committee, FULL member(s) to fill the vacant Past-President position(s). If a vacancy occurs for any reason among the Past-President members, the President may fill such vacancy by appointment, and such appointment shall remain in effect until the next Annual Election.

Optionally, a Member-at-Large and/or a Public Information Officer and/or a Publisher/Editor and/or a Webmaster may be appointed to this Committee. Any such appointed position(s) shall be non-voting member(s) of this Committee.

An Executive Committee quorum shall consist of the members present and voting at a regular Executive Committee meeting.

2.1.1 Member-at-Large Selection

There may be one (1) Member-at-Large, who shall be a member in good standing and selected from the Chapter's FULL or COMMERCIAL Members.

A member who retired as either a FULL or a COMMERCIAL member shall not be excluded from appointment as long as FULL or COMMERCIAL member status in CPRA is maintained.

A Member-at-Large appointment may be made annually by the President, with the approval of the Executive Committee, for a term not to exceed the appointing President's term of office.

A Member-at-Large may serve consecutive terms if willing and able to do so. A Member-at-Large term may be terminated at the will of the Executive Committee at any time, with or without cause.

2.1.2 Member-at-Large Duties

A Member-at-Large shall be responsible for performing duties as may be assigned by the President, including but not limited to, Chapter Ambassador, Chapter Liaison, to assist in Chapter committee activities, and other special projects as may be assigned by the President that promote and foster a positive image within the Chapter and among other public safety-orientated organizations, service groups, and Commercial members.

2.1.3 Public Information Officer Selection

There may be one (1) Public Information Officer, who shall be a member in good standing and selected from the Chapter's FULL Members.

A member who retired as a FULL member shall not be excluded from appointment so long as FULL member status in CPRA is maintained.

A Public Information Officer appointment may be made annually by the President, with the approval of the Executive Committee, for a term not to exceed the appointing President's term of office.

A Public Information Officer may serve consecutive terms if willing and able to do so. A Public Information Officer term may be terminated at the will of the Executive Committee at any time, with or without cause.

**2.1.4 Public Information Officer Duties**

A Public Information Officer is responsible for performing duties as may be assigned by the President, including but not limited to, being the public face of the Chapter.

The Public Information Officer maintains a good working relationship with the media and holds press conferences and/or makes formal public announcements, provides periodic news updates on important events or issues, makes recommendations on the content of information published or presented, and speaks at Association and public events on behalf of the Chapter.

The Public Information Officer prepares written press releases, speeches, brochures, briefs, fact sheets and other literature as may be required in support of the Chapter.

**2.1.5 Publisher/Editor Selection**

There may be one (1) Publisher/Editor, who shall be a member in good standing and selected from the Chapter's FULL or COMMERCIAL Members.

A member who retired as either a FULL or a COMMERCIAL member shall not be excluded from appointment as long as FULL or COMMERCIAL member status in CPRA is maintained.

A Publisher/Editor appointment may be made annually by the President, with the approval of the Executive Committee, for a term not to exceed the appointing President's term of office.

A Publisher/Editor may serve consecutive terms if willing and able to do so. A Publisher/Editor term may be terminated



at the will of the Executive Committee at any time, with or without cause.

2.1.6 Publisher/Editor Duties

A Publisher/Editor shall be responsible for developing and publishing a monthly newsletter for distribution over the Internet and made available for download on the Chapter Website. The Publisher/Editor shall work closely with the Chapter President, the Chapter Executive Committee, the Chapter Frequency Coordinators and the Chapter Webmaster for coordinating information to be published.

2.1.7 Webmaster Selection

There may be one (1) Webmaster, who shall be a member in good standing and selected from the Chapter's FULL or COMMERCIAL Members.

A member who retired as either a FULL or a COMMERCIAL member shall not be excluded from appointment as long as FULL or COMMERCIAL member status in CPRA is maintained.

A Webmaster appointment may be made annually by the President, with the approval of the Executive Committee, for a term not to exceed the appointing President's term of office.

A Webmaster may serve consecutive terms if willing and able to do so. A Webmaster term may be terminated at the will of the Executive Committee at any time, with or without cause.

2.1.8 Webmaster Duties

A Webmaster shall be responsible for the design, composer, structure, maintenance and regular updates of the Chapter

website. The Webmaster shall work closely with the Chapter President, the Chapter Executive Committee, the Chapter Publisher/Editor and Chapter Committee Chairs for coordinating information to be posted on the Website.

**2.2 FREQUENCY ADVISORY COMMITTEE**

This Committee shall have as its Chair and Co-Chair the Chapter Local Frequency Coordination Advisors.

The Chair and Co-Chair shall have powers broad enough to make decisions independently on Frequency Coordination matters that are too urgent to wait for the next regular Chapter Meeting. With the concurrence of the President, the Chair and/or Co-Chair shall also have the power to appoint Ad Hoc Subcommittees to study any special or individual situations as is deemed necessary.

All non-COMMERCIAL members of this Chapter are automatically members of the Frequency Advisory Committee.

**2.3 MEMBERSHIP COMMITTEE**

The Vice-President shall serve as Chair of this Committee.

This Committee shall explore the field for new APCO memberships by devising methods, plans, projects, and items of interest. It shall attempt continued reenrollment of desirable persons who have allowed their memberships to lapse. It shall seek out publicity items to send to APCO and/or to local news media to stimulate publicity and interest in the activities of this Chapter and of APCO.

**2.4 AUDIT COMMITTEE**

The President shall appoint a FULL member of this Chapter, other than the Treasurer, as Chair of this Committee.

The Audit Committee shall audit the financial records of the Treasurer, and send a report to the Executive Committee summarizing its findings.

2.5 REGULATORY REVIEW COMMITTEE

The President shall appoint a FULL member of this Chapter as Chair of this Committee.

It shall be the duty of this Committee to monitor FCC Docket items and other Federal and State Legislative and regulatory items that have an impact on this Chapter and on public safety communications in general, and report such items to the members at regular Chapter Meetings.

If the Executive Committee votes to send a response to such items, this Committee will prepare a draft response and present it to the Executive Committee for action.

Should response filing deadlines prevent the Executive Committee from addressing the items in a timely fashion, the President shall be empowered to approve the sending of any response as described above.

In any event, the content of all responses to regulatory and/or legislative items made in behalf of the Chapter shall be reported to the Chapter no later than the next regular Chapter Meeting.

2.6 RESOLUTIONS AND BYLAWS COMMITTEE

The Secretary shall serve as Chair of this Committee.

This Committee shall, in accordance with the requirements of Constitution Article V and Bylaws Article VI, assist in matters concerned with amending the CPRA Constitution and/or Bylaws when such amendments are necessary.

It shall record changes to the Chapter Policy and Procedure Manual on behalf of the Executive Committee.

It shall also prepare resolutions of various types, including resolutions for presentation at APCO Conferences when requested to do so by the President.

2.7 ENGINEERING AND TECHNOLOGY COMMITTEE

The President shall appoint a FULL member of this Chapter as Chair of this Committee.

This Committee shall function as the technical operating standards steering group and maintain liaison with other Committees and with manufacturers for the purpose of providing technical aid to improve the art in the fields of installation, maintenance, design, operating, procurement, and allied matters.

2.8 NOMINATING COMMITTEE

This Committee shall have as its Chair the immediate Past-President if available to serve, and, if possible, shall include two additional Past-Presidents as members. The total number of members shall be at the discretion of the President.

This Committee shall actively study the Chapter membership by observing individuals in an effort to evaluate interest in, and willingness to work at, promoting the goals of APCO, both at the Chapter and International levels, and consider the qualifications and agency support of potential candidates.

This Committee shall present its recommendations to the President in sufficient time to allow their publication in the CPRA meeting notice for the August Chapter Meeting.

Its slate of candidates shall be in accordance with Article III of these Bylaws.

2.9 COMMERCIAL COMMITTEE

All COMMERCIAL members of this Chapter shall automatically be members of the Commercial Committee.

The Chapter Commercial Advisory Member (CCAM) shall serve as Chair of this Committee. The CCAM shall be elected by the Committee and shall be a COMMERCIAL member of this Chapter. The Vice-Chair of this Committee, if any, shall be known as the Vice-CCAM.

The CCAM shall serve for a term of two (2) years. Election of the CCAM shall take place during the Chapter election cycle on odd years.

The CCAM shall schedule Committee meetings as often as the Committee deems necessary, and at times and places convenient to the members.

This Committee shall study, recommend, and report on those matters which it believes are of interest to the Chapter's COMMERCIAL membership.

Committee recommendations and opinions shall be transmitted to the President of this Chapter for such action as may be appropriate by the President, Executive Committee, or Chapter Quorum.

The CCAM shall assist all other Committee Chairs in promoting COMMERCIAL member involvement and sponsorship solicitation activities.

## 2.10 OPERATIONS AND TRAINING COMMITTEE

The President shall appoint a FULL member of this Chapter as Chair of this Committee.

This Committee shall propose ways of increasing the professional image of public safety operations, and of stimulating the professional growth of operational personnel. It shall encourage operational representatives to attend CPRA meetings and to get involved with CPRA and its activities and issues.

This Committee shall be responsible for planning and holding an optional Annual Operational Seminar

in the fall of each year. The Chair of this Committee shall recruit and employ whatever Chapter members, outside of the Committee, are necessary to assist in the execution of this major event. The Chair shall provide regular, periodic status reports to the Executive Committee on the planning efforts for this event.

2.11 PROGRAM COMMITTEE

The President-Elect shall serve as Chair of this Committee.

This Committee shall have the authority and responsibility to arrange Chapter Meetings and meeting presentations in accordance with the Chapter Policy and Procedure Manual. This shall include, with the assistance of others, obtaining hosts, sponsors, and presenters.

2.12 PROFESSIONAL LIAISON AND MEMBER SERVICES COMMITTEE

This Committee shall have as its Chair the immediate Past-President if available to serve, or a non-commercial member in good standing appointed by the President.

This Committee's functions are those activities required outside of the normal tasks of other Standing Committees of the Chapter.

This Committee shall work with the Executive Committee, other Committee Chairs, and independently to coordinate and assure that Chapter-level awards, plaques, donations, flowers, letters and cards of appreciation, recognition, or condolence are handled in a professional and timely manner. These duties include, but are not limited to, procurement of a plaque for the outgoing President.

This Committee shall also coordinate Chapter-level advertising, promotional activities, and CPRA booth usage, maintenance, transport, and attendance at conferences designated by the

Executive Committee, and conduct liaison with other organizations.

2.13 HISTORICAL COMMITTEE

The President shall appoint a FULL member of this Chapter as Chair of this Committee.

This Committee shall seek out and serve as a gathering point and clearing house for documents, photographs, equipment, memorabilia, and other items which have a significant historical value to CPRA and its affiliation with APCO-International.

This Committee, with the support and assistance of the Membership Committee and others, as necessary, shall develop and maintain service records of the CPRA membership involvement in APCO activities. This will include activities both at the Chapter-level and APCO-level. The service records will note offices held, membership in and leadership of Standing Committees, Special Committees, Task Forces, Projects, etc. The Committee will prepare nomination forms with supporting documentation for APCO Awards and Member Recognition such as the Senior Member and Life Member Designations.

2.14 TELECOMMUNICATOR AWARDS COMMITTEE

The President shall appoint a FULL member of this Chapter as Chair of this Committee.

This Committee shall be responsible for planning and holding the Annual Telecommunicator Awards Banquet during National Public Safety Telecommunicators Week in April of each year. The Chair of this Committee shall recruit and employ whatever Chapter members, outside of the Committee, or other volunteers, as necessary, to assist in the execution of this major event. The Chair shall provide regular, periodic status reports to the Executive Committee on the planning efforts for this event.

2.15 ENGINEERING AND TECHNOLOGY AWARDS COMMITTEE

The President shall appoint a FULL member of this Chapter as Chair of this Committee.

This Committee shall be responsible for planning and holding the Annual Engineering and Technology Awards Luncheon during the April Chapter Meeting each year. The Chair of this Committee shall recruit and employ whatever Chapter members, outside of the Committee, or other volunteers, as necessary, to assist in the execution of this major event. The Chair shall provide regular, periodic status reports to the Executive Committee on the planning efforts for this event.

#### 2.16 FINANCE AND BUDGET COMMITTEE

The Treasurer shall serve as Chair of this Committee.

This Committee shall review the financial reports regularly, issue quarterly updates to the Executive Committee, advise the Executive Committee on the proposed budget, oversee the annual audit, and make recommendations on other financial matters as appropriate.

### Section 3 SPECIAL COMMITTEES

Special Committees may be appointed by the President as is deemed necessary for specific tasks. Members of these Committees shall serve at the pleasure of the President, and their terms otherwise shall expire concurrently with that of the President.

### Section 4 DUTIES OF COMMITTEES

Where not otherwise specified, duties of Committees shall be designated by the President.



BYLAWS - ARTICLE VI

EXPENSES

Section 1 GENERAL EXPENSES

The Secretary and the Treasurer shall be authorized the necessary funds to fulfill the requirements of their duties as outlined in the Constitution and/or Bylaws of this Chapter.

Section 2 SPECIFIED EXPENSES

In order to encourage input and participation in the affairs of APCO by members of the current Executive Committee and/or other Chapter members, the Executive Committee may authorize payment of funds to individual Chapter officers and members to provide financial assistance to attend CPRA or APCO functions which the Executive Committee deems likely to benefit the Chapter and further its cause.

At minimum, the following subsidies shall be provided.

A. APCO-International Annual Conference

- (1) Chapter President
- (2) Chapter APCO Executive Council Delegate

B. APCO Western States Regional Conference

- (1) Chapter President
- (2) APCO Western States Regional Director if such APCO Director is a CPRA Chapter member

C. Any additional duly-convened APCO Executive Council meeting

- (1) Chapter APCO Executive Council Delegate

After these specified officers' expenses are provided for, the Executive Committee shall evaluate available resources and may allocate additional funds to subsidize, in varying degrees, any other member of the Executive Committee and/or Chapter, up to one hundred (100) percent, based on benefit to the Chapter and any other subsidy available to the member (employer, etc.).

In the event those officers specified above do not require financial assistance from the Chapter, those funds allocated for them shall be applied, at the discretion of the Executive Committee, to the financial subsidy for any other member of the Executive Committee and/or Chapter.

**Section 3 UNSPECIFIED EXPENSES**

The Executive Committee shall be authorized to approve all other expenses not specifically outlined in the Constitution and/or Bylaws of this Chapter.

BYLAWS - ARTICLE VII

POLICY AND PROCEDURE MANUAL

Section 1 POLICY AND PROCEDURE MANUAL

There shall be a Chapter Policy and Procedure Manual. It shall be maintained and kept in current condition by the Executive Committee. The Chapter Policy and Procedure Manual shall be separate from, but be part and parcel of, this Constitution and Bylaws, provided the requirements of the Constitution and Bylaws are otherwise observed.

Section 2 POLICY

The Chapter Policy and Procedure Manual shall set forth the operating policies and procedures of the Chapter. It shall be the reference guide for the proper conduct of the day-to-day affairs of the Chapter.

Section 3 PROVISION FOR AMENDMENTS

So long as the Constitution and Bylaws are met, the Chapter Policy and Procedure Manual may be amended by a two-thirds (2/3) majority vote of the members present at the Executive Committee meeting where the vote is taken.

BYLAWS - ARTICLE VIII

AMENDMENTS

Section 1 PROVISION FOR AMENDMENTS

The Bylaws of this Chapter may be amended as follows.

The proposed amendment must be presented to the Chapter Secretary in writing.

The Chapter Secretary shall distribute copies of the proposed amendment at a regular Chapter Meeting at least one regular Chapter Meeting in advance of the meeting at which the membership will be asked to consider the amendment for adoption.

Amendments may be adopted by a two-thirds (2/3) majority vote of the members present at the meeting where the vote is taken.

Section 2 EFFECTIVE DATE OF AMENDMENTS

All amendments passed and adopted by this Chapter in accordance with the rules set forth in these Bylaws shall be in force and effect upon adjournment of the Chapter Meeting wherein considered and adopted, provided an exception to this effect is not otherwise contained in the language of the resolution itself.