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**Policy Manual**

**Minnesota Joint Chapter  
Of The**

**Association of Public Safety Officials International, Inc.**

**And**

**National Emergency Number Association, Inc.**

Website: [apco-nea-mn.org](http://apco-nea-mn.org)  
EMAIL: MNAPCONENA@GMAIL.COM

# POLICY MANUAL CONTENTS

*Changes to the Policy Manual will be approved at Chapter meetings where a quorum is present and requires the affirmative vote by two-thirds majority of voting eligible Chapter members present.*

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**Policy Manual of the  
Minnesota Joint Chapter of the  
Association of Public Safety Communications Officials International, Inc.  
And  
National Emergency Number Association, Inc.**

**ARTICLE I. MEMBERSHIP**

This section will define the membership classifications as set forth by this Chapter and the national organizations of APCO and NENA.

**Section 1. Authority**

Article III Section I of the Chapter Bylaws provide that the Chapter shall have a policy that outlines the Chapter membership categories.

**Section 2. Procedure**

- A. Membership as recognized at each of the national organizations will be acknowledged.
- B. The Chapter has additional membership categories as outlined in this policy.

**Section 3. Membership Categories**

A. Categories

The membership of this Chapter shall be divided into the following classes:

- a. ACTIVE or FULL MEMBER
- b. ONLINE or ASSOCIATE
- c. COMMERCIAL
- d. APCO ASSOCIATION LIFE
- e. CHAPTER LIFE
- f. CHAPTER HONORARY

B. FULL or ACTIVE Member

- a. ACTIVE or FULL MEMBER category and shall enjoy all benefits and privileges of the Chapter including the rights to vote, hold elected office or appointment and chair a committee.
- b. Personnel responsible for installation, maintenance, command and/operation of public safety systems and supporting information systems. Such persons must be employed by, retired from or volunteer of a governmental entity providing the described services.
- c. No person shall be eligible for membership under any portion of this section who engages in the commercial manufacture, lease, or sale of public safety communications equipment.

### C. ONLINE or ASSOCIATE Member

- a. The following individuals are eligible for membership in the Chapter in the ONLINE or ASSOCIATE MEMBER category and shall enjoy benefits and privileges of the Chapter which include access to the online Association and Chapter information and reduced rates for state training and webinars.
- b. Online or Associate Members do not have voting privileges in the Chapter.

### D. COMMERCIAL Member

- a. Individuals are eligible for membership in the Chapter in the COMMERCIAL category and shall enjoy the benefits and privileges of the Chapter including the rights to vote, hold an appointed position and chair a committee.
- b. Those persons who receive compensation in any form of services rendered in business and industry are eligible to be Commercial Members.
- c. Commercial members are eligible to serve on committees and groups, and as a Chapter Commercial Advisory Member on the Chapter Board of Directors.

### E. ASSOCIATION LIFE Member (APCO)

- a. The term LIFE MEMBER is an honorary term and shall be in addition to that of the regular APCO International membership classification title held by the member.
- b. This honor is reserved for those persons who are members of any classification and who have made significant contributions toward the objectives of this organization at the level in a manner and for the purposes which are above and beyond those normally required for recognition at the Chapter level as a CHAPTER LIFE member.
- c. This highest Association honor shall be bestowed upon a person in the following manner:
  - i. Nomination for LIFE membership shall be made at the Chapter level by a Chapter quorum or by a Chapter Board of Directors, and shall be forwarded to the Board of Officers accompanied by a full and detailed statement of the basis upon which such nomination is believed to be justified;
  - ii. If approved by the APCO Executive Council, the nomination shall be submitted for consideration of the quorum of an APCO annual conference.
- d. The privileges of a LIFE member shall be determined by their other membership classification. An Association LIFE member shall have their dues paid for by National APCO.

### F. CHAPTER LIFE Member

- a. The term CHAPTER LIFE member is an honorary term and shall be in addition to that of the regular membership classification title held by the member.
- b. This honor is reserved for those persons who are members of any classification and who have made significant contributions toward the objectives of this organization at the level in a manner and for the purposes which are above and beyond those normally required for recognition at the Chapter level as a CHAPTER LIFE member.
- c. The criteria for consideration for CHAPTER LIFE may include one or more of the following criteria:
  - i. Minnesota APCO-NENA Chapter Member for more than 15 years;

- ii. Service on APCO, NENA or Chapter Committees cumulatively of 10 years;
  - iii. Service the Executive Board for a cumulative period of 4 years;
  - iv. Other Significant Professional Contribution
- d. This CHAPTER LIFE honor shall be bestowed upon a person in the following manner:
  - e. Nomination for CHAPTER LIFE membership shall be made at the Chapter level by request to the Minnesota Chapter Executive Board by a detailed statement of the basis upon which such nomination is believed to be justified;
  - f. Acceptance of the nomination shall be voted upon by the Chapter Membership at a business meeting.
  - g. The privileges of a CHAPTER LIFE member shall be determined by their other membership classification. An CHAPTER LIFE member shall have their dues paid for by the Chapter.

#### G. CHAPTER HONORARY Member

- A. 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 Minnesota APCO/NENA.
- b. The Minnesota Chapter Executive Board shall make a recommendation to the Chapter that such honor be bestowed; and
- c. The appropriate Chapter quorum, during one of its regularly scheduled meetings, shall approve the recommendation by a majority vote.
- d. The term of this recognition shall be at the discretion of the Chapter.
- e. HONORARY members shall not vote or hold office in any capacity, except that they may serve as Ex Officio members of any committee.
- f. HONORARY members do not hold a membership category, therefore, no dues are paid by the Chapter.

### **Section 4. Dues**

- A. The dues rate for each class of membership in this Association and Chapter, and the policies pertaining thereto, are set forth in Bylaws.

### **Section 5. Voting and Officer Restrictions**

- A. The right to vote and hold elected office at all levels and in all areas of this Association are specified by each membership classification.

## **ARTICLE II. ELECTIONS**

### **Section 1. Authority**

- A. Article IV Section 3 of the Chapter Bylaws provides that the Chapter Executive Board shall establish the procedures for the election of officers of the Chapter and to determine the results of such election.

### **Section 2. Policy**

It shall be the policy of the Chapter Executive Board, in accordance with the Bylaws of this Chapter that:

- A. Voting eligible members allowed in Chapter officer elections are outlined under Chapter Membership.
- B. Electronic balloting may be used during elections if it is a cost effective method as compared to balloting by mail.
- C. In the event electronic balloting is used, members requesting special accommodation shall be provided with a mail-in ballot.
- D. The Immediate Past President shall serve as the elections committee chair and shall supervise the elections.

### **Section 3. Procedures**

The following election procedures shall be followed:

- A. Electronic Balloting. If it is shown to be a cost effective method versus mail balloting, the Chapter shall establish a secure and confidential electronic system to allow members who are eligible to vote to cast their ballots for the Chapter Executive Board positions.
- B. Mail Balloting – with electronic balloting. Eligible members needing special accommodations may request a mail ballot. A request form for a “mail ballot” shall be available on the Chapter website. The request form, as a minimum, shall include entries for the member’s printed name and membership numbers.
  - a. Eligible members desiring to vote by “Mail Ballot” shall complete the request form and return it to the Chapter P.O. Box via U.S. Mail. It shall be postmarked by the date specified on the form.
  - b. The Election Committee shall review the Mail Ballot Request Form to ensure that each application is from a member in good standing with both Associations who is otherwise eligible to vote. Members who are eligible to vote are defined in the Association’s Bylaws.
  - c. Any “Mail Ballot Request Form” that was submitted via U.S. Mail and is rejected shall be returned to the member together with an explanation of the reason for rejecting the application.
  - d. Members shall also be informed of their right to vote electronically.
  - e. No later than the first Monday of November, the Chapter Elections Committee shall send one “Mail Ballot” form to each eligible member who has submitted a valid request. An envelope, pre-addressed for return to the Chapter P.O. Box, shall be included with the “Mail Ballot”. The outside of the return envelope shall include a space for the member to enter their printed name, signature and membership numbers. An instruction sheet explaining how to complete the “Mail Ballot” shall be enclosed with the ballot and return envelope. The instruction sheet shall include an admonishment-notifying members that failure to provide the required information on the outside of the return envelope will result in the ballot being declared invalid.
  - f. Election Committee members shall verify that returned ballots were prepared by appropriate individuals by comparing the name and membership number on the outside envelope against the names on the membership list. Any ballots that are rejected, either for failure to pass this review, having already voted electronically or for being postmarked after the third Monday of November, shall be returned to the member with an explanation of the reason for rejection, insofar that is possible.

- g. Election Committee member(s) shall provide the sealed envelopes containing the mail-in ballots to the Committee Chair, for tabulation.
- C. Elections. Elections shall be conducted either by mail balloting or electronic balloting in accordance with these procedures. Balloting shall begin no later than the first Monday of November. Balloting shall be open for two weeks. Tabulation of results for each method of voting shall be conducted in the manner described below:
- a. Electronic Balloting. If electronic balloting is authorized by the Chapter Executive Board, the Election Committee Chair will recommend selection of a secure and confidential electronic system to allow members who are eligible to vote to cast their ballots electronically. In this event the electronic ballots shall be tabulated by the elections administrator and the results provided to the Elections Committee Chair no later than one week after balloting closes. The Election Committee Chair shall verify the tabulation. The results will be released to the candidates within 24 hours of certification.
- D. The certified results of the electronic tabulation shall be combined with the mail ballots as provided below.
- a. Mail Balloting. All election ballots, sealed in the official ballot envelope, shall be delivered, unopened, to the Election Committee Chair. The Elections Committee shall begin the ballot counting no later than the Tuesday following the close of the balloting period.
  - b. A candidate may not attend but may have a representative of their choosing present at the ballot count.
  - c. Election shall be by preferential ballot if there are more than two candidates, and ties shall be broken by lot.
  - d. Challenges to the validity of any ballot shall be settled by the Election Committee. The results of the ballot count shall be forwarded to the Election Committee Chair and the candidates informed of the results as soon as practicable.
  - e. A written request for a ballot recount must be filed with the Election Committee Chair by noon on the day following candidate notification. It shall require a two-thirds vote of the executive board to deny such a request. Only those chapter executive board members who are not party to the election may participate in the recount. Any recount shall be performed at a time and place and in such a manner as determined by the chapter executive board.
  - f. If no request for recount has been filed, the results of the election shall be deemed certified at noon the day following candidate notification. If a recount is conducted, the results shall be certified at the conclusion of the recount.
  - g. The results of the election shall be announced by the Election Committee Chair either electronically or at the subsequent chapter meeting or both following certification of the results.
  - h. Ballots shall be maintained for 90 days, after which they shall be destroyed.
  - i. The Immediate Past President will verify destruction of the ballots.

## **ARTICLE III. ETHICS AND CODE OF CONDUCT**

### **Section 1. Authority**

- A. Article VI, Section 2 of the Chapter Bylaws provides that the business and affairs of the chapter shall be managed under the direction of the Chapter Executive Board, which shall exercise all of the powers of the association except those powers otherwise reserved exclusively to the members. The Chapter Executive Board shall establish and maintain adequate management of the association's activities. The Chapter Executive Board shall establish policies for the orderly conduct of business.

### **Section 2. Policy**

- A. It shall be the policy of the Executive Board in accordance with the Bylaws of this association that the members of the Executive Board and all other persons representing the organization are required at all times to act in a manner which complies with the law and applicable ethical guidelines and represents the interest of the members of the chapter in the furtherance of APCO's and NENA's mission.
- B. Any person subject to this policy engaging in self-serving, unfair, unprofessional or unethical activities, as determined by the Chapter Executive Board shall be subject to disciplinary action up to and including removal, as appropriate.
- C. Each member of the Chapter leadership shall formally acknowledge understanding and compliance with the Ethics and Code of Conduct policy on an annual basis.

### **Section 3. Procedure**

In accordance with the policy of the Chapter Executive Board, committee members and others representing the Chapter membership shall:

- A. Represent the Chapter's membership honestly, equally, professionally, and refuse to surrender any responsibility to a special interest or partisan political group.
- B. Avoid any conflict of interest or impropriety which could result from his or her position, and refrain from using his or her status as an association officer member or chapter member for personal gain or publicity.
- C. Only exercise the authority which is lawful.
- D. Abide by the Constitution, Bylaws, policies, procedures, rules and regulations of the associations.
- E. Encourage others the free expression through proper channels and means, of opinions held by others.
- F. Faithfully and diligently perform all duties properly assigned.
- G. Disclose and refuse gift, loan, reward, or promise of future employment offered in exchange for commitment to vote or take any other action affecting association business.
- H. Follow all accounting rules and financial controls imposed by the association.
- I. Follow all laws relative to the ethical conduct of a not-for-profit corporation.
- J. Conduct themselves in a fair, honest, responsible, trustworthy and unbiased manner.
- K. Conduct the business of the association with respect for the person(s) keeping deliberations and actions free from bias, prejudice, harassment, and discrimination on the basis of race, color, sex,



sexual orientation, gender identity, religion, disability, age, political affiliation, genetic information, veteran status, ancestry, or national or ethnic origin.

- L. Remain professional, respectful and protective of APCO and NENA, their brands, services and reputations in all communications – email, list-serves, or social media.

## **ARTICLE IV. TRAVEL**

### **Section 1. Purpose**

The purpose of this policy is to:

- A. Define the requirements and process for Chapter related business travel expense and expense reimbursement.
- B. Provide efficient, reasonable and accountable guidelines for expenses associated with Chapter business travel.
- C. Delineate those expenses that are eligible for reimbursement and any limitations therein.
- D. Provide guidance to anyone incurring expense while traveling for Chapter business purposes.
- E. 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 local, state, and federal governments.

### **Section 2. Policy**

This policy applies to all chapter members.

- A. The Chapter Board recognizes that travel to conduct business affairs is a necessary, important and valued aspect of achieving the Chapter's goals and objectives. The purpose of the travel policy is to set-forth parameters to facilitate the efficient and effective use of resources while traveling on Chapter business.
- B. It is the responsibility of all Chapter members traveling on Chapter related business to fulfill the fiduciary responsibility to the membership. Further, it is the Chapter's responsibility to adopt a Travel Policy regarding the business matters of the Chapter.
- C. The application and adherence to sound travel policy dictates and validates the correct and proper conduct and use of Chapter funds and perpetuates a trust level between those in leadership roles and the Chapter membership.
- D. It shall be the policy of the Chapter Executive Board, accordance with the Bylaws, that:
  - a. Members representing the Chapter and traveling on Chapter related business shall conduct themselves professionally at all times and in accordance with all related Chapter policies.
  - b. Members shall be made aware of and make every attempt to adhere to the budgetary parameters established for airfare, hotel rates, rail travel, per diem meal and incidental expenses as developed for each fiscal year.
  - c. Those traveling on Chapter business shall strive to achieve operational efficiencies by selecting the most cost-effective options, when available and consistent with the operational needs and objectives.
  - d. The approval to travel, where required, shall be obtained from the appropriate authorities(s) prior to making any travel arrangements.

### **Section 3. Procedures**

- A. Travel planning and reservations – any Chapter member requesting reimbursement from Chapter funds for travel must present the request, in writing, with estimated expenses in advance of the travel. Travel planning, where practical, shall be utilized for comparative assessment of travel options (airfare, hotel, car rental, and other services) and in making travel reservations, where such arrangements support cost effective and efficient travel. It is recognized that there are many variables associated with travel planning that may impact the manner in which travel plans are developed.
- B. Travel related rates shall be within the current fiscal budgetary average estimates utilized for air travel, lodging, ground transportation, meals and incidental expenses, subject to the availability and discount contract rates when available.
- C. All expense items must be reconciled with the Chapter treasurer in a timely manner, not to exceed monthly, all receipts and comments must be submitted within thirty (30) calendar days of the travel.
- D. Approved Chapter travel expense items include – lodging, commercial air fare, rail transportation, taxi, shuttle, public transportation, car rental or mileage reimbursement, parking, per diem meals and incidental expenses.
- E. Chapter funds shall not be used for the purchase, for self or others, alcoholic beverages, upgrades, limousines, lodging beyond standard room rates or other items set forth in the Financial Operating Policy.
- F. All per diem rates will be commensurate with the government per diem plan.