

POLICY MANUAL

OF

**THE TEXAS CHAPTER OF THE ASSOCIATION
OF PUBLIC-SAFETY COMMUNICATIONS
OFFICIALS INTERNATIONAL, INC.**



As amended by the Texas APCO Board of Officers
January 19, 2017

Further Amended
November 2023

Last Verified as Accurate by the Bylaws Committee June 2022

ARTICLE I CHAPTER POLICY MANUAL

Section 1.1 Establishment of the Policy Manual

This Policy Manual is established to define the policies, practices, and procedures that are essential to the proper conduct of the organization.

Section 1.2 Amendments

The authority to establish new policies, amend, or delete sections of this Policy Manual is generally vested in the Board of Officers unless otherwise provided in this Policy Manual. Any modifications involving Board of Officer approval shall require a simple majority of those at any meeting at which a quorum is present. Any change to the Policy Manual shall be communicated to the membership at the next general business meeting.

ARTICLE II MEETINGS

Section 2.1 Parliamentary Rules

“Robert’s Rules of Order Newly Revised” shall govern all meetings.

Section 2.2 Meeting Times and Locations

Notification of the time and location of the business meeting at each conference shall be made before the opening of the conference. Notification shall, at a minimum, be made on the Texas APCO website. Any changes to the location must be made during general sessions of the conference.

ARTICLE III REGULATORY MATTERS

Section 3.1 Regulatory Matters Defined

Regulatory Matters are defined as those issues that originate at or come before the State Legislature, the Commission on State Emergency Communications, the Texas Commission on Law Enforcement, or any other regulatory body in the State of Texas. Texas APCO shall not become involved in issues relating to employment, salaries, and benefits, or working conditions. Texas APCO shall not publicly oppose any position of APCO International.

Section 3.2 Position Determination

The Board of Officers shall establish Texas APCO's position on all regulatory matters. In doing so, they shall generally follow the process identified below and shall give due consideration to the following factors:

- The best interests of the citizens of the state to whom public safety agencies provide service.
- The best interest of the public safety community at large.
- The advice of the membership as expressed through an appropriate committee, task force, or advisory group.
- Prior positions that the organization may have taken on the same or related issues.

ARTICLE IV FINANCIAL REPORTING

Section 4.1 Fiscal Year

The fiscal year shall extend from January 1 to December 31 each year.

Section 4.2 Fiscal Reviews

The President shall perform a financial review of the account of the Treasurer annually and cause an audit of the financial records to be made every two (2) years by a Certified Public Accountant. Such an audit shall be completed within six (6) months after the end of the fiscal year. The Board of Officers, at its discretion, may order an audit of the financial records at any other time.

ARTICLE V CONFLICT OF INTEREST

Section 5.1 Definitions

The following definitions are for the purposes of this Policy Manual and the Bylaws:

- Interested Person - Any Officer of the Board, member of a committee, or anybody with Board delegated powers who has a direct or indirect financial interest in a matter under consideration.
- Significant Personal Interest – A person has a significant personal interest if the person has, directly or indirectly, through business, investment, or family:
 - a. An ownership or investment interest in any entity with which Texas APCO has a contract, transaction, arrangement, or competes for services; or
 - b. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which Texas APCO is negotiating a contract, transaction, or agreement; or
 - c. A party to any action, suit, or proceeding that is pending or has been settled within the past five years that adversely affects the interests of Texas APCO or any entity with which Texas APCO has a contract, transaction, or arrangement.
- Compensation – Direct and/or indirect remuneration as well as gifts or favors that are substantial. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the applicable body decides that a conflict of interest exists.
- Family – A “family” member means:
 - a. The interested person’s spouse, a legally recognized domestic partner, or a “significant other” person of the same household; or
 - b. A brother, sister, parent, grandparent, child, grandchild, great grandchild, niece or nephew, or the object of a guardianship by the interested person, or other individual as listed in Section A under “Family.”

Section 5.1.1 Serving on other Public Safety Non-Profit Boards

Members of the Texas APCO Board of Officers shall not serve on other Public Safety Non-Profit Boards during their term(s) on the Texas APCO Board of Officers without written permission from the Board of Officers. The Executive Board shall immediately remove any Board of Officers member found to be in violation of this policy. Candidates for office of the Texas APCO Board of Officers will be disqualified if currently holding a position or running for office for other Public Safety Non-Profit Boards.

Section 5.2 Addressing the Conflict of Interest

In connection with any actual or possible conflict of interest, an interested person must immediately disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the members of the applicable body considering the proposed transaction or arrangement. Meeting policy shall follow:

- An interested person may make a presentation at the applicable meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the

transaction or arrangement involving the possible conflict of interest.

- The presider (or in cases involving the presider, the next highest ranking disinterested person) of the applicable body shall, if appropriate, appoint a disinterested person or group of people to investigate alternatives to the proposed transaction or agreement.
- After exercising due diligence, the applicable body shall determine whether Texas APCO can obtain, with reasonable efforts, a more advantageous transaction or agreement from a person or entity that would not give rise to a conflict of interest.
- If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the applicable body shall determine by a majority vote of all disinterested persons whether the transaction or arrangement is in Texas APCO's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

Section 5.3 Violations

If the applicable body has reasonable cause to believe its member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose. If, after hearing the member's response and making further investigation, the applicable body determines the member has failed to disclose an actual or possible conflict of interest, it shall immediately inform the Board of Officers.

Section 5.4 Enforcement of Violations

Disinterested members of the Board of Officers shall render a decision regarding the failure to disclose and shall take appropriate disciplinary and/or corrective action.

ARTICLE VI MEMBERSHIP

Section 6.1 Code of Ethics

We, the members of Texas APCO, recognizing the important role Public Safety plays in improving the quality of life throughout the State of Texas, and in acceptance of this personal obligation to our profession, its members, and the communities we serve, do hereby commit ourselves to the following ethical principles:

- Abide by the laws of the United States of America, the State of Texas, and all political subdivisions of the State of Texas.
- Govern our activities by the Bylaws and the duly adopted policies of Texas APCO.
- Protect the safety, health, and welfare of the public and proactively advocate in those areas affecting the public interest.
- Manage each administrative problem objectively without discrimination.
- Refrain from seeking or dispensing personal favors.
- Broaden public knowledge and appreciation of Texas APCO and its achievements.
- Encourage colleagues and co-workers in their professional development.
- Foster respectful relationships.

Section 6.2 Code of Conduct

Members shall:

- Support Texas APCO's mission and purpose.
- Maintain the privacy and confidentiality of information where required unless disclosure is required by legal authority.
- Work to strengthen Texas APCO's programs and services.
- Enhance Texas APCO's public standing by demonstrating its goals and accomplishments through all we say and do. A cooperative spirit must be maintained when working with other professional and business organizations.
- Apply the principle of reasonableness to guide our actions.
- Ensure ethical integrity and accept responsibility for our actions.
- Serve Texas APCO in a loyal and honest manner and shall not knowingly be a party to any illegal or improper activities.
- Treat each other with mutual respect and treat all persons fairly, regardless of age, race, color, religion, national origin, political affiliation, sex, sexual orientation, marital status, or disability.

- Perform their duties in an independent and objective manner and avoid activities that impair, or may appear to impair, the independence or objectivity of Texas APCO.
- Agree to undertake only those activities that they can reasonably expect to complete with professional competence.

Section 6.3 Chapter Life Member Designation

The Chapter Life Member distinction is a designation that is added to the member's current membership category title. To qualify for this distinction, a member must, as a minimum, meet the following requirements:

- Has been an APCO International member for at least fifteen years.
- Has been a Texas APCO member for at least five years.
- Be a member in good standing at the time of the award; and
- Has made at least five of the following major contributions to Texas APCO and/or APCO International:
 - Served a full term as Chapter President.
 - Served on the Board of Officers for at least four (4) years.
 - Served a two-year (2) term as Executive Council Representative.
 - Served at least two (2) years as a Group Leader.
 - Served at least four (4) years as a Commercial Advisory Council (CAC) member.
 - Served as Local Area Frequency Advisor for at least four (4) years.
 - Served as a Regional or APCO International Annual Conference Chair.
 - Served as Texas APCO Conference Chair.
 - Served as Texas APCO Conference Committee Chair, after serving on a conference committee.
 - Served as APCO International Standing Committee or as a Chair.
 - Served as Texas APCO Standing Committee Chair, after serving on one of the standing committees (A list of standing committees can be found in Article VIII, Section 8.1).
 - Made a major contribution to the field of communications at the Chapter or International Level.
 - Served at least two (2) years as an active engaged member of a committee identified in this Policy Manual. Membership on each Committee shall constitute a single contribution.

This honor shall be bestowed upon qualified members upon nomination by the Board of Officers and majority approval of the Membership Quorum. Texas APCO shall pay Chapter Life Member's annual dues to APCO International and registration to Texas APCO conferences.

Section 6.4 Chapter Honorary Membership

Chapter Honorary Member is a designation awarded to any non-member who has made a significant contribution to the objectives of Texas APCO. The term of this category shall be for a period of twelve (12) months.

This honor shall be bestowed upon qualified individuals upon nomination by the Board of Officers and majority approval of the Membership Quorum. Texas APCO shall pay the Honorary Member's dues (Member category) to APCO International for one year.

Section 6.5 Membership Dues

Each member of Texas APCO shall pay his/her dues to APCO International unless otherwise noted in this Policy Manual. Any change in Tier Levels for membership dues must be made at the Spring Conference business meeting and must be approved by a majority of the Membership Quorum.

Section 6.6 Member Financial Assistance

Texas APCO may provide financial support to current members and/or their immediate family who have experienced a life changing or life interfering event. Upon approval by majority of the Board of Officers, \$100.00 may be given to the member and/or their immediate family. Upon two-thirds (2/3) approval of the Board of Officers, up to \$250 may be given.

Section 6.7 Membership Voting Rights

Only members in the "Full Member" category may vote in the Membership Quorum, enjoy all benefits and privileges, and may serve in any capacity in the Chapter, except where otherwise limited. Proxy voting is not allowed.

ARTICLE VII BOARD OF OFFICERS

7.1 Meetings

The Board of Officers shall meet bi-annually but may convene more frequently as the body itself may agree. The Board of Officers may meet at such other times and places as necessary to conduct the business of Texas APCO. Meetings held other than at the Spring or Fall Conferences may be conducted via teleconference and/or other electronic means. A majority of the Board shall be necessary to constitute a quorum for the transaction of business.

7.2 Minutes

Minutes of all official meetings of the Board of Officers shall be recorded to provide a permanent, written record of actions taken, decisions made, and a listing of items discussed. All minutes of the Board of Officers shall be reviewed and approved by the Board utilizing the following rules:

- Within five (5) business days of the conclusion of the meeting, copies of the minutes taken shall be forwarded to each Board Officer for approval.
- Each Board Officer shall make any corrections necessary and return their corrections within five (5) business days of receipt.
- The Board of Officers shall approve the minutes, as corrected, at their next meeting. The President may allow electronic approval of the minutes.
- Provide minutes at each successive meeting and posting to the chapter website within two (2) weeks of the meeting.
- All minutes shall be retained for the life of Texas APCO, stored by the Secretary, with copies forwarded to APCO International.

7.3 Board of Officers Job Description

Texas APCO President

The President will report to the Executive Board of Officers and Texas Membership.

Job Overview

The President shall meet and conduct the business of the Chapter at such times and places as the President or a majority of the Board of Officers shall indicate. The President shall in good faith support and carry out the policies in their own good reason. The President shall advise of any updates on Chapter business and membership services.

Responsibilities and Duties

The President shall:

- Preside at all general membership and special meetings.
- Carry out the purposes of this Chapter as set forth in the TX APCO Policy and Bylaws and exercise final parliamentary decision in quorum matters.
- Report on all measures considered by the Board of Officers during intervals between regularly scheduled business meetings.
- Appoint committees and Board of Officer Liaisons.
- Authorize reasonable and proper expenses of up to \$350 for Chapter business. Any authorization over \$350 shall be reported to the full Board of Officers within 72 hours via electronic mail.
- Keep the President Elect informed on all Chapter matters.
- Establish a Special Committee(s) or Task Force to perform tasks deemed necessary during their term in accordance with Section 8.4 Special Committees and Task Force of the Texas Chapter of APCO Policy Manual.
- Make appointments to fill vacancies in offices in accordance with Texas APCO Policy and Bylaws.
- See that the Chapter Policy Manual is adequately maintained and properly adhered to in the day-to-day functioning of the Chapter.
- Set goals, policies, and pursue purpose.
- Present any proposed amendments to the Chapter Budget in effect during the term of office for consideration and approval by the Board of Officers.
- Carry out their duties as delegated by this ARTICLE and perform other duties as assigned and, in the manner, prescribed in the Texas APCO Policy Manual.
- Audit the account of the Treasurer annually.
- Perform such other duties as may be required that are not specifically assigned to others.

Qualifications

The President position on the Board of Officers must be a Full Voting-Eligible Member in good standing serving in a non-commercial capacity as set forth in the membership policy, a citizen of the United States, and subject to the individual satisfying all other eligibility criteria for the position being sought.

Texas APCO President-Elect

The President-Elect will report to the Chapter President, Executive Board of Officers, and Texas Membership.

Job Overview

The President-Elect shall meet and conduct the business of the Chapter in the absence of the President at such times and places as the President-Elect or a majority of the Board of Officers shall indicate. The President-Elect shall in good faith support and carry out the policies in their own good reason. The President-Elect shall advise of any updates on Chapter business and membership services.

Responsibilities and Duties

The President Elect shall:

- Serve in the absence of the President.
- Assist the President in performing his/her duties.
- Serve as a Board Liaison on any committee as assigned.
- Preside over the portion of the Board of Officers meeting at which the proposed budget for the ensuing year is being considered.
- Screen the Chapter membership, contact prospective committee Chairs and members, and be prepared to appoint said members immediately upon installation as President.
- Maintain the Chapter Policy Manual and ensure it is properly followed in the day-to-day functioning of the Chapter.
- Set goals, policies, and pursue purpose in preparation for their term as President.
- Ensure the membership is appropriately informed.
- Perform such other duties as may be required that are not specifically assigned to others.

Qualifications

The President-Elect position on the Board of Officers must be a Full Voting-Eligible Member in good standing serving in a non-commercial capacity as set forth in the membership policy, a citizen of the United States, and subject to the individual satisfying all other eligibility criteria for the position being sought.

Texas APCO First Vice-President

The First Vice-President will report to the Chapter President, Executive Board of Officers, and Texas Membership.

Job Overview

The First Vice-President shall meet and conduct the business of the Chapter in the absence of the President at such times and places as the President-Elect or a majority of the Board of Officers shall indicate. The First Vice-President shall in good faith support and carry out the policies in their own good reason. The First Vice-President shall advise of any updates on Chapter business and membership services.

Responsibilities and Duties

The First Vice-President shall:

- Serve in the absence of the President and President Elect.
- Serve as a Board Liaison on any committee as assigned.
- Ensure that all election and voting procedures are carried out in accordance with the Chapter Policy and Bylaws.
- Prepare and distribute the Texas Chapter of APCO Newsletter to all members and the Chapter website.
- Obtain possible locations for the Fall Training Conference/Symposium to present to the Board of Officers.
- Schedule the Fall Training Conference/Symposium.
- Review APCO International and Chapter Policy and Bylaws.
- Perform such other duties as may be required that are not specifically assigned to others.

Qualifications

The First Vice-President position on the Board of Officers must be a Full Voting-Eligible Member in good standing serving in a non-commercial capacity as set forth in the membership policy, a citizen of the United States, and subject to the individual satisfying all other eligibility criteria for the position being sought.

Texas APCO Second Vice-President

The Second Vice-President will report to the Chapter President, Executive Board of Officers, and Texas Membership.

Job Overview

The Second Vice-President shall meet and conduct the business of the Chapter in the absence of the President at such times and places as the President-Elect or a majority of the Board of Officers shall indicate. The Second Vice-President shall in good faith support and carry out the policies in their own good reason. The Second Vice-President shall advise of any updates on Chapter business and membership services.

Responsibilities and Duties

The Second Vice-President shall:

- Serve in the absence of the President, President Elect, and First Vice President.
- Serve as a Board Liaison on any committee as assigned.
- Serve as the Chair of the Bylaws Committee thereby overseeing the maintenance of the Texas APCO Constitution and Bylaws and the Texas APCO Chapter Policy Manual.
- Arrange Chapter Meetings and assist the First Vice President with scheduling the Fall Training Conference/Symposium.
- Review APCO International and Chapter Policy and Bylaws.
- Perform such other duties as may be required that are not specifically assigned to others.

Qualifications

The Second Vice-President position on the Board of Officers must be a Full Voting-Eligible Member in good standing serving in a non-commercial capacity as set forth in the membership policy, a citizen of the United States, and subject to the individual satisfying all other eligibility criteria for the position

being sought.

Texas APCO Immediate Past President

The Immediate Past President will report to the Chapter President, Executive Board of Officers, and Texas Membership.

Job Overview

The Immediate Past President shall meet and conduct the business of the Chapter in the absence of the President, President Elect, First Vice President, Second Vice President at such times and places as the President or a majority of the Board of Officers shall indicate. The Immediate Past President shall in good faith support and carry out the policies in their own good reason. The Immediate Past President shall advise of any updates on Chapter business and membership services.

Responsibilities and Duties

The Immediate Past President shall:

- Serve in the absence of the President, President Elect, and 1st Vice President.
- Serve as a Board Liaison on any committee assigned.
- Serve as the Chair of the Bylaws Committee thereby overseeing the maintenance of the TX APCO Constitution and Bylaws and the TX APCO Chapter Policy Manual.
- Assist the 1st Vice President with scheduling the Fall Training Conference/Symposium.
- Review APCO International and Chapter Policy and Bylaws.
- Handle the annual Spring election.
- Perform such other duties as may be required that are not specifically assigned to others.

Qualifications

The Immediate Past President position on the Board of Officers must be a Full Voting-Eligible Member in good standing serving in a non-commercial capacity as set forth in the membership policy, a citizen of the United States, and subject to the individual satisfying all other eligibility criteria for the position being sought.

Texas APCO Secretary

The Secretary will report to the President, Board of Officers, and Texas Membership.

Job Overview

The Secretary shall record the meeting minutes and report/record them in the Chapter Officer community in PSConnect within 30 calendar days. The Secretary shall in good faith support and carry out the policies in their own good reason. The Secretary shall advise of any updates on Chapter business meeting minutes, Chapter website and the Chapter newsletter.

Responsibilities and Duties

The Secretary shall:

- The Secretary shall serve the Board of Officers and Chapter at all business sessions.
- Maintain minutes of all Chapter and Board of Officers meetings, providing those minutes to each Board Officer within five (5) days for approval, providing those minutes at each successive meeting and posting to the Chapter website within (2) weeks of meeting.
- Store minutes of all meetings for the life of TX APCO, with copies forwarded to APCO International.
- Maintain a complete membership roll of the Chapter including mailing addresses and/or email addresses, furnishing updated listings at frequent intervals to the Chapter President, President Elect, 1st and 2nd Vice Presidents, International Executive Council Representative, Commercial Advisory Members and Membership Committee Chair.
- Maintain physical control of Chapter records including minutes of all past meetings, Chapter Charter and any and all appropriate City, County, State or Federal documents necessary for proper operation of the Chapter and provide historical documentation to the Chair of the Historical Committee.
- Be responsible for providing the Chapter newsletter, Texas Talks, including announcement of the Chapter meetings on the Chapter website.

Qualifications

The Secretary position on the Board of Officers must be a Full Voting-Eligible Member in good standing serving in a non-commercial capacity as set forth in the membership policy, a citizen of the United States, and subject to the individual satisfying all other eligibility criteria for the position being sought.

Texas APCO Treasurer

The Treasurer will report to the President, Board of Officers, and Texas Membership.

Job Overview

The Treasurer shall meet and conduct the business of the Chapter at such times and places as the President or a majority of the Board of Officers shall indicate. The Treasurer shall in good faith support and carry out the policies in their own good reason. The Treasurer shall advise of any updates on Chapter business finances, including banking and investments services.

Responsibilities and Duties

The Treasurer shall:

- Receive all Chapter funds.
- Maintain bank accounts for the orderly processing of funds and operation of the Chapter.
- Be responsible for matters relating to billing.
- Pay from those accounts all Chapter obligations as prescribed by the Chapter or upon orders from the Board of Officers during intervals between Chapter Meetings.
- Prepare a financial written report and present it at each meeting and make financial records available to the Board of Officers for auditing purposes.
- Promptly deliver all books, monies, papers and active records to the successor or to whomever the Board of Officers may designate to receive them.
- Maintain all financial records in their original form for a minimum of five (5) years.
- Assist the President in preparing a budget for the fiscal year, which runs from January to December each year.
- Review APCO International and Chapter Policy and Bylaws.
- The Treasurer shall be bonded, at the Chapter's expense and that bond maintained, at the

Chapter's expense, throughout his/her term of office. The Bond must be renewed or applied for as soon as possible following the Annual Chapter Spring Conference. If an elected Treasurer cannot obtain a Bond, the individual must vacate the office and the President must appoint a member into the resulting vacancy. The arrangement for the Bond shall be made by the newly elected or re-elected Treasurer and must be approved by the President before the Chapter will be obligated to pay (reimburse) for the Bond.

Qualifications

The Treasurer position on the Board of Officers must be a Full Voting-Eligible Member in good standing serving in a non-commercial capacity as set forth in the membership policy, a citizen of the United States, and subject to the individual satisfying all other eligibility criteria for the position being sought.

Texas APCO Executive Council

The Executive Council Representative will report to the President, Executive Board of Officers, and Texas Membership.

Job Overview

The Executive Council Representative shall meet and conduct the business of the Chapter at such times and places as the Executive Committee or a majority of the Board of Officers shall indicate. The Executive Council Representative shall in good faith support and carry out the policies in their own good reason. The Executive Council Representative shall advise of any updates on Chapter business and membership services.

Responsibilities and Duties

The International Executive Council Representative shall:

- Strive to promote the Texas point of view to the Association and represent the Chapter at the International APCO level.
- Attend the annual Executive Council meetings as an official representative of the TX Chapter of APCO.
- Prepare an Executive Council summary within thirty (30) calendar days of the Council meeting, submitting that report to the Chapter President.
- Report on activities of the Association and the Executive Council during Chapter meetings.
- Participate as a voting member as a Chapter Board Officer.

Qualifications

The Executive Council Representative position on the Board of Officers must be a Full Voting-Eligible Member in good standing serving in a non-commercial capacity as set forth in the membership policy, a citizen of the United States, and subject to the individual satisfying all other eligibility criteria for the position being sought.

Texas APCO CCAM

The CCAM will report to the President, Board of Officers, and Texas Membership.

Job Overview

The CCAM shall meet and conduct the business of the Chapter at such times and places as the President or a majority of the Board of Officers shall indicate. The CCAM shall in good faith support and carry out the policies in their own good reason. The CCAM shall advise of any updates on Chapter and Commercial Advisory business.

Responsibilities and Duties

The Chapter Commercial Advisory Member (CCAM) shall:

- Play an active role in the Chapter and follow the guidelines in the TX APCO Policy Manual.
- Promote goodwill between the commercial and general membership.
- Perform in a manner which promotes and improves the wellbeing of the Chapter and APCO International.
- Represent the interests of the commercial members.
- Never use the position as a means to promote their individual business or personal interests in a manner which would or could be viewed as creating a conflict of interest.
- Never use the position as a means to promote their individual business or personal interests in a manner not provided to other Chapter Commercial Members.
- Encourage commercial involvement in the Chapter and promote commercial Chapter membership.
- Be willing and giving of time and efforts relating to Chapter activity.
- Review APCO International and Chapter Policy and Bylaws.
- The CCAM must be a Commercial Member in good standing and a full member as defined in Article VI Membership, Section 6.7 of the TX Chapter of APCO Policy Manual and Article III Membership, Section 3.1 of the TX Chapter of APCO Bylaws.
- Chapter Commercial Advisory Member (CCAM) shall have one vote on the Board of Officers. This vote will be cast by the primary CCAM and in the absence of the primary CCAM, the secondary CCAM will place the vote.

Qualifications

The CCAM position on the Board of Officers must be a Full Commercial Voting-Eligible Member in good standing serving in a non-commercial capacity as set forth in the membership policy, a citizen of the United States, and subject to the individual satisfying all other eligibility criteria for the position being sought.

Texas APCO CCAM

The CCAM will report to the President, Board of Officers, and Texas Membership.

Job Overview

The CCAM shall meet and conduct the business of the Chapter at such times and places as the President or a majority of the Board of Officers shall indicate. The CCAM shall in good faith support and carry out the policies in their own good reason. The CCAM shall advise of any updates on Chapter and Commercial Advisory business.

Responsibilities and Duties

The Chapter Commercial Advisory Member (CCAM) shall:

- Play an active role in the Chapter and follow the guidelines in the TX APCO Policy Manual.
- Promote good will between the commercial and general membership.
- Perform in a manner which promotes and improves the wellbeing of the Chapter and APCO International.
- Represent the interests of the commercial members.
- Never use the position as a means to promote their individual business or personal interests in a manner which would or could be viewed as creating a conflict of interest.
- Never use the position as a means to promote their individual business or personal interests in a manner not provided to other Chapter Commercial Members.
- Encourage commercial involvement in the Chapter and promote commercial Chapter membership.
- Be willing and giving of time and efforts relating to Chapter activity.
- Review APCO International and Chapter Policy and Bylaws.
- The Secondary CCAM must be a Commercial Member in good standing and a full member as defined in Article VI Membership, Section 6.7 of the TX Chapter of APCO Policy Manual and Article III Membership, Section 3.1 of the TX Chapter of APCO Bylaws.
- Participate as a voting member as a Chapter Board Officer in the absence of the Primary Chapter Commercial Advisory Member.

Qualifications

The Secondary CCAM position on the Board of Officers must be a Full Commercial Voting-Eligible Member in good standing serving in a non-commercial capacity as set forth in the membership policy, a citizen of the United States, and subject to the individual satisfying all other eligibility criteria for the position being sought.

7.4 Procedures for Declaring Officer Candidacy

The Nominations Committee shall certify members desiring to declare their candidacy for office satisfy the minimum qualifications defined in Article V of the Texas APCO Bylaws. Members desiring to declare their candidacy shall submit a statement of their qualifications in accordance with the procedures identified below:

- Members other than current Board Officers who satisfy all of the minimum requirements for office as contained in the Bylaws and who desire to declare their candidacy for an opening on the Board of Officers shall:
 - Review the *Desirable Attributes* and *Time Commitment* documents contained in Appendices I and II herein.
 - Prepare the *Declaration of Candidacy* contained in Appendix III herein.
 - Discuss the candidacy with his/her employer with a particular emphasis on the support required from the employer. The member shall obtain concurrence from said employer, as evidenced by the employer completing the *Employer's Concurrence of Candidacy* contained in Appendix IV herein.
 - Submit the *Declaration of Candidacy* and the *Employer's Concurrence of Candidacy* to the President in any manner the candidate may find appropriate.

- An original signature is required on each document.
 - The signature on each document shall be notarized.
 - The President must receive these documents not later than forty-five 45 days prior to the Opening of the Annual Spring Conference of the year in which such member wishes to declare his/her candidacy.
- The President shall notify the Chair of the Nominations Committee in an appropriate manner, providing the following information:
 - The name of the member desiring to declare candidacy together with the individual's e-mail address and daytime telephone number.
 - The office for which the individual is declaring candidacy.
 - A statement regarding receipt of a properly executed *Employer's Concurrence of Candidacy*.
 - Verify candidate is a current active member in good standing.
- The Nominations Committee shall review the information provided by the President to ensure compliance with the Bylaws and Policy Manual and shall take the appropriate action:
 - If the application is found to be lacking some required item of information, the Chair of the Nominations Committee shall contact the member in an attempt to satisfy all requirements.
 - If the applicant is found to be unqualified, the Chair of the Nominations Committee shall so notify the member. The Chair shall also notify the President.
 - If the applicant is found to be qualified, the Chair of the Nominations Committee shall so notify the member. The Chair shall also notify the President.
- Upon notification that the member is eligible, the Board of Officers shall add that member to the list of candidates appearing on all ballots for that office and shall otherwise afford the individual all rights and privileges of a candidate.
- Upon notification that the member is eligible, such applicant may formally announce his/her candidacy for office, may begin an active campaign, and may otherwise participate in all activities as a "declared candidate".

In the event there are no eligible candidates for an office, and it becomes necessary to accept nominations from the floor at the Spring Conference, then the following procedures shall be followed.

- The President shall make an announcement during the opening event of the Spring Conference that nominations will be accepted from the floor during the business meeting.
- Candidates nominated and elected following this procedure must show proof of meeting the eligibility requirements and furnish the necessary documents within thirty (30) days of the conclusion of the Spring Conference.

ARTICLE VIII COMMITTEES AND TASK FORCES

Section 8.1 Standing Committees

The Board of Officers shall establish at the beginning of each fiscal year the Standing Committees, to include Awards Committee, Bylaws Committee, Nominations Committee, Historical Committee, Technical Committee, Educational Committee, and Membership Committee. The Board of Officers shall establish the goals and appoint the members of each committee at the beginning of each fiscal year. In appointing members to serve on these committees, the Board of Officers should consider the advantages of both maintaining a historical perspective of the committee's activities by appointing members with prior experience on the committee and providing for a fresh perspective toward the committee's activities by appointing new members. In making such appointments, the Board of Officers should endeavor to seek members from geographically diverse areas of the state; members from a variety of jurisdictions including state, county, and local agencies and to include large, medium, and small agencies; and members from a variety of disciplines to include all types of public safety agencies.

The general goals and objectives of each committee are as stated:

- Awards Committee – Coordinate and promote Texas APCO's annual awards programs.
- Bylaws Committee – Maintain the Bylaws and Policy Manual to ensure the documents are up to date and that they properly reflect the actions of the Membership Quorum and/or the Board of Officers.
- Nominations Committee – Review the qualifications of individuals seeking to be a candidate for election as a Board Officer and certify the eligibility of such members. Serve as "Sergeant-at-arms" at all official meetings of the Membership Quorum to ensure that only members eligible to vote participate in a voting process; committee members shall count the ballots for the election of any member as an Officer. Membership in the Nominations Committee is restricted to members who have served a full term as a Chapter President.
- Historical Committee – Provide guidance and support to the Board of Officers on matters related to preserving items of historical significance to Texas APCO. Promote the preservation of historically significant items concerning Texas APCO.

- Technical Committee – Provide pertinent information to the membership concerning technical issues as they apply to public safety communications. The committees shall encourage professional development and innovations in the field of public safety communications and develop conference programs of benefit to the membership.
- Educational Committee – Assist in the solicitation, evaluation, and scheduling of programs for Texas APCO conferences. Develop, aid, and oversee special programs such as radio technician certification, dispatcher training, and others of benefit to public safety communications.
- Membership Committee – Encourage active membership in Texas APCO, recruit new members and member organizations to publicize the benefits of the affiliation.

Section 8.2 Special Committees and Task Forces

The President may establish special committees and task forces as he/she may determine necessary. The President shall notify the Board of Officers when he/she creates or disbands a special committee or task force. In general, the difference between a “special committee” and a “task force” is the amount of time the group is expected to be in existence. A special committee may be expected to be in existence for a period greater than two years. A task force may be expected to be in existence for a period of less than two years.

Section 8.3 Committee Chairs

The Board of Officers shall appoint a Chair for each Standing Committee. The Chair is empowered to:

- Divide the committee into sub-committees, task groups, or other sub-divisions as a means of furthering the business of the committee.
- Exclude the participation of any committee member in the activities of the committee when, in the Chair’s opinion, a conflict of interest will exist. The Chair shall discuss this with the affected member and, if there is a disagreement, seek the advice of the President or President-Elect, both of whom may seek advice from all remaining Board Members.

Each Chair shall also submit a report to the President and Board of Officers bi-annually or at any other time as requested by a Board Member on the progress of the Committee.

ARTICLE IX TRAVEL GUIDELINES

Section 9.1 General Travel Policy

It is Texas APCO's policy to provide payment and/or reimbursement for reasonable and proper travel expenses incurred by Board members while conducting official business. However, the Board of Officers may suspend or restrict this policy as necessary due to budget constraints. The following guidelines define reasonable and proper expenses that may be reimbursed:

- Transportation expenses will cover travel to participate in meetings/conferences both within the State of Texas and outside the State of Texas as deemed necessary.
 - Board members shall utilize the most economical mode of transportation consistent with the purpose of the travel.
 - Travel via commercial airline shall be reimbursed for the actual amount based upon coach class airfare. Extending a trip an extra day or two in order to qualify for cheaper airfare is permitted provided the airfare savings will offset the extra cost for lodging.
 - Travel via commercial carrier other than commercial airline (bus, train, etc.) shall be reimbursed for the actual amount subject to a requirement that the amount shall not exceed the amount that would have been paid if travel had been via commercial airline.
 - Travel via bus/subway/taxi/share rider services/rental car shall be reimbursed if required to participate in the meeting/conference. Taxi service to and from the airport/hotel will be reimbursed.
 - The use of rental vehicles is discouraged but will be reimbursed if necessary to carry out Texas APCO business.
 - The use of privately-owned vehicles is permitted except that the cost of such travel shall not exceed the amount that would have been paid if such travel had been made via commercial airline. Per-mile reimbursement will be equal to the state/federal requirements/given to government employees.
- Lodging expenses shall be reimbursed for in and out-of-state travel.
 - Lodging expenses shall be reimbursed based upon a standard room in a facility providing reasonable comfort, security, and cleanliness either at or near the place of the business being conducted. Officers are encouraged to use "government rate" whenever available. The President is permitted the use of an upgraded room at Texas APCO conferences. This room shall include a sitting area within which small meetings may be conducted and a sleeping area that is separated from the sitting area by a closable door.
 - If a family member or other person not eligible for travel reimbursement accompanies the Officer, the Officer shall pay any increase in the room rate resulting from that person's occupancy.
 - The length of stay shall be based upon the needs of Texas APCO business being conducted consistent with the availability of transportation. Officers may extend a stay for purposes of travel when the total length of the business being conducted plus travel time to/from their home on that same day will exceed fifteen (15) consecutive hours.
- Meal expenses shall be reimbursed for Board-related activities only.
 - In recognition of the need for the Board of Officers to participate in meal functions that provide

“good will” relationships, Board members may purchase meals for other individuals, if they are promoting Texas APCO business. Board Officers are expected to exercise prudent judgment in their expenditures.

- Receipts for any and all expenses charged to a Texas APCO credit card shall be submitted to the Treasurer within ten (10) business days of purchase. Use of the Texas APCO credit card for personal expenses is prohibited; should such expense occur, the purchaser will reimburse Texas APCO within three (3) business days of the charge. Texas APCO credit cards are subject to surrender at any time for reasons deemed necessary by a majority vote of the current and active Board.
- Incidental expenses shall be reimbursed for event registration only.
- Expenses not allowed include, but are not limited to:
 - Personal telephone usage.
 - Laundry and dry cleaning
 - Television movies
 - In-room internet access.
 - Exercise facility usage.
 - Tours and entertainment except as an official part of Texas APCO business being conducted.

Section 9.2 Board Approved Conference Expenses

At the discretion of the Board of Officers, certain expenses for dignitaries who attend Texas APCO conferences may be reimbursed. Examples of dignitaries include the Texas APCO Frequency Advisor, APCO International Board Officers, APCO International staff, officers of other APCO chapters, or officers of other public safety organizations. Taking the budget and reasonableness of the expenses into consideration, the Board may approve any or all of the following expenses:

- Lodging at the conference hotel.
- Meals while attending the conference.
- Conference registration.

ARTICLE X AWARDS

Section 10.1 Purpose

Texas APCO has established an awards program to recognize individuals for accomplishments in pursuit of the goals of the Chapter, supporting public safety communications and/or to show appreciation to those who have performed outstandingly in the field of public safety and related communications.

Section 10.2 President's Award

The Chapter President may select, with sole discretion and choice, one (1) individual who has made an outstanding contribution to the Chapter, Association or Public Safety Communications for recognition. This award shall be known as the "President's Award" and is presented at the Chapter's Annual Conference.

Section 10.3 General Awards

The Texas APCO Awards Committee shall solicit, review, and evaluate nominations for general awards. The committee shall establish the nomination procedures to include appropriate timelines to ensure final recommendations are presented to the Board of Officers no later than thirty (30) days in advance of the Chapter's Annual Conference. General awards shall be presented at the Chapter's Annual Conference and may include a commemorative item of nominal value in addition to the award plaque.

Section 10.3.1 Supervisor of the Year Award

Award Description: The Communications Supervisor of the Year Award is presented to a supervisor of a public safety agency who encourages and demonstrates teamwork, inspires others, and leads by example.

Award Selection: The Awards Committee shall review and evaluate each nominee criteria established by the committee. Expected qualities include:

- Participates in the administration of a Communications Center and supervises one (1) or more employees.
- Familiar with all operations and functions expected of subordinates and demonstrates that knowledge on a regular basis.
- Monitors and evaluates staff performance for completeness, accuracy and compliance with established policies and procedures.
- Quickly prioritizes and organizes operational functions and makes sound decisions in stressful situations.
- Recognizes potential issues within, or affecting, the Communications Center and quickly finds and implements solutions.
- Always Maintains a professional attitude.
- Promotes a positive working relationship with subordinates as well as supervisors, coworkers, and other professional entities.

Section 10.3.2 Telecommunicator of the Year Award

Award Description: The Telecommunicator of the Year Award is presented to a telecommunicator in recognition of the exemplary handling of a specific emergency situation or a 9-1-1 call for emergency assistance.

Award Selection: The Awards Committee shall review and evaluate each nominee criteria established by the committee. Expected qualities include:

- Functions as a front-line dispatcher or call taker for police, fire, and/or EMS agencies.
- Operates radio equipment to dispatch first responder units to request emergency services, receives radio traffic from first responders, and monitors emergency and support radio frequencies.
- Practices both exemplary decision-making during critical incidents and multitasking skills.
- Operates computer equipment to assist both first responders and citizens with the retrieval of information.
- Maintains appropriate security and confidentiality of information created or encountered in the performance of assigned duties.
- Nurtures a teamwork environment and serves as a mentor to his or her peers.
- Assesses situations from callers and ascertains pertinent information for dispatching a call.

Section 10.3.3 Telecommunicator Team of the Year Award

Award Description: The Telecommunicator Team of the Year Award is presented to a group of three (3) or more telecommunicators in recognition of the exemplary handling of a specific emergency situation or 9-1-1 call for emergency assistance.

Award Selection: The Awards Committee shall review and evaluate each nominee criteria established by the committee. Expected qualities include:

- Functions as a front-line dispatcher or call taker for police, fire, and/or EMS agencies.
- Operates telecommunications equipment to receive emergency and non-emergency phone calls.
- Assesses situations from callers and ascertains pertinent information for dispatching of a call.
- Operates radio equipment to dispatch first responder units, receives radio traffic from first responders, and monitors emergency and support radio frequencies.
- Excels in decision-making in critical situations and multitasking skills.
- Operates computer equipment to assist both officers and citizens with the retrieval of information.
- Practices and nurtures a teamwork environment in the communications center.

Section 10.3.4 Technical Professional of the Year Award

Award Description: The Technical Professional of the Year Award is presented to an individual whose contributions are instrumental in both knowledge and application of technical advances for a public safety agency in the field of radio communications and/or information technology.

Award Selection: The Awards Committee shall review and evaluate each nominee criteria established by the committee. Expected qualities include:

- Knowledgeable of and manages the installation, operation, and maintenance of radio equipment.
- Knowledgeable and maintains and manages the critical applications that deliver core public safety services.
- Maintains applications and communications and conducts testing, troubleshooting, and reporting of server infrastructure.
- Possesses the ability to provide information to assist in grant writing.
- Prepares and maintains various records of maintenance and operation as required by the FCC including renewal of FCC licensing.
- Stays abreast of current technology in state-of-the-art electronic equipment repair.
- Plans for infrastructure additions, site expansions and improvements as necessary to insure coverage, systems reliability, and security.
- Develops and presents written and oral recommendations, budgets, and schedules for upgrading existing systems.

Section 10.3.5 Trainer of the Year Award

Award Description: The Public Safety Communications Trainer of the Year Award is presented to an individual whose contributions are instrumental in the excellence and success of a training program within a public safety agency.

Award Selection: The Awards Committee shall review and evaluate each nominee criteria established by the committee. Expected qualities include:

- Plans, develops, schedules, and conducts training for telecommunicators, CTOs, supervisors and/or management personnel within the profession.
- Evaluates trainees' and/or trainers' performance.
- Assists with developing and enhancing trainees' professional knowledge and skill level through continuing education.
- Provides and seeks out ways to improve public safety professionals in developing their knowledge in this profession.

Section 10.3.6 GIS Professional of the Year Award

Award Description: The GIS Professional of the Year Award is presented to an individual whose contributions are instrumental in both knowledge and application of Geographic Information Systems advances for a public safety agency in the field of GIS database maintenance, quality assurance, quality control, and routine mapping functions. This nominee has been identified through their innovative use of GIS technology, successful integration of major projects, procedures, or initiatives, the transferability of ideas to other organizations or applications, education and training initiatives, and community outreach.

Award Selection: The Awards Committee shall review and evaluate each nominee criteria established by the committee. Expected qualities include:

- Understand fundamentals of GIS and GPS concepts including geographic datums, map projections, data transformations, coordinate systems, georeferencing, resolution, and accuracy of spatial data.
- Knowledgeable of geodatabase design and creation, data editing, topology, data conversion and metadata implementation.
- Understand data models including aerial photography and Pictometry interpretation.
- Knowledge and use of GIS software and hardware interfaces; familiar with ESRI ArcGIS Desktop, GIS products, and ArcSDE Enterprise Geodatabase.
- Knowledge of geo-coding process for locating addresses and routing capability.
- Knowledge of geographic and cartographic principles, surveying techniques, platting process, addressing and street networks.
- Knowledge of the current planning aspect, the municipality platting process from raw land to development including tax office procedures, land surveying, civil engineering, and comprehensive design.
- Knowledge of multi-faceted discipline which contributes to the implementation of the GIS application, such as emergency preparedness, infrastructure, transportation, and local government.

Section 10.4 Other or Special Awards

- The Chapter Board of Officers may create other or special awards based on specific events or activities.
- The Board of Officers may award committee chairs and members, special committee members and task force members with a certificate of recognition commemorating their service on the committee or task force. Such an award should recognize the effort put forth by the member in supporting the chapter activity. The Board of Officers may approve the award of a commemorative item of nominal value in addition to or in place of the certificate of recognition.
- The President may also recognize contributions made by members and non-members of the Chapter to the public safety communications at any time during his/her tenure of office subject to concurrence of the remaining members of the Board of Officers.

Section 10.5 Award Process

- Award nominations shall be solicited from the membership during a window of time determined by the Award Committee. The nomination period and process will be promoted to the membership via Texas APCO social media platforms, Texas APCO website and other official communications methods chosen by the chapter.
- Award nominations will be for performance during a specific period, typically the previous calendar year. The nomination period shall conclude at a specific date/time and no nominations will be accepted after the deadline.
- The Award Committee recommendations will be submitted to the Board of Officers no later than thirty (30) days in advance of the Chapter's Annual Conference. The board shall vote to ratify or reject the recommendation of the Award Committee. Once the award has been ratified, the President shall send a "congratulatory letter" to the Award Recipient including an invitation to attend the Annual Conference Award Luncheon.
- Following presentation of the awards, all recipients will be acknowledged via the Texas APCO website and social media platforms.
- As part of the award process Texas APCO will provide lodging for one night, and tickets to the networking party and the awards luncheon for the following award winners:
 - Telecommunicator of the Year
 - Communications Supervisor of the Year
 - Technical Professional of the Year
 - Public Safety Communications Trainer of the Year
 - Up to four (4) recipients of the Telecommunicator Team of the Year award
- If an award winner's agency has already registered and paid for their attendance at the annual conference, the agency will be reimbursed for the events mentioned above.

Section 10.6 Nomination Form

The Nomination Form shall be used as a guide for submitting general award nominations (Appendix V).

ARTICLE XI SCHOLARSHIPS

11.1 Purpose

The Texas APCO Board of Officers has established annual scholarships in order to provide financial assistance to xxxx@xxx.com.

Name:	
Agency & Job Title:	
Agency Address:	
City, State & Zip Code:	
Agency Phone Number (including area code):	Email Address:
Name:	
Agency & Job Title:	
Agency Address:	
City, State & Zip Code:	
Agency Phone Number (including area code):	Email Address:

- Communications Supervisor of the Year Award
- Telecommunicator of the Year Award
- Telecommunicator Team of the Year Award
- Technical Professional of the Year Award
- Public Safety Communications Trainer of the Year Award

1. Public safety communication professionals. Active members of Texas APCO are eligible to apply for state scholarships and may be used toward one of the state events. Scholarships are available to members whose agencies cannot or will not cover the cost of the event for the employee.

11.2 Funding

Scholarships may be awarded to individuals to attend the Spring conference and the Fall training symposium, which will provide up to \$2000 for registration, travel, and lodging for a first-time attendee.

11.3 State Events

SPRING CONFERENCE

The Texas APCO Spring conference is an event for all public safety communication.

professionals. This conference provides an agenda that is focused on how to enrich professional development, learn current strategies that are working for others and enhance skills. The Spring conference provides an opportunity to:

- Hear from Subject Matter Experts
- Learn New Skills
- Engage in Innovation and Forward Thinking
- Stay Current on Industry-specific Trends and Patterns
- View and Learn about Cutting Edge Technology
- Experience Thought-provoking Product Presentations
- Meet with Vendors and Suppliers
- Develop a Network that you can re-connect with once you return to work.

FALL SYMPOSIUM

The Texas APCO Fall Symposium is an event dedicated to providing training to meet the state requirement for continuing education. It is a full two days of learning from some of the industry's top instructors.

11.4 Criteria

The following criteria will apply to any scholarship request.

- The applicant's employing agency must be financially unable to pay the cost of attending the Texas Public Safety Conference.
- Applicant must be employed on a full-time basis by a public safety agency, 9-1-1 administrative organization or official 9-1-1 planning board.
- Applicant must not have received a scholarship in the previous program year.
- The scholarship is available to Texas APCO members and non-members.
- Any associated meals and incidentals are the responsibility of the recipient.
- The scholarship will cover the cost of conference registration, travel to and from the conference, and lodging up to \$2000.
- Applications are received by the Texas APCO Board of Officers and reviewed for qualifications and a recipient.

ARTICLE XII TOTES OF LOVE

12.1 Purpose

During times of critical incidents, telecommunicators are often deeply impacted but are seldom considered when the communities and other agencies reach out to show support. The Totes of Love program is designed to show agencies that the TX APCO chapter cares about them when they are impacted by tragic events.

12.2 Notification

Upon learning of a need that meets the criteria established below, the Regional Coordinator will:

- Notify the Communications Committee Chair of the request and provide a copy of the application (Appendix I).
- Notify the President, Vice President, and Treasurer of the deployment along with brief information as to the nature of the deployment.

12.3 Deployment

The responsible Regional Coordinator will:

1. Determine if the event meets the criteria for deployment.
 - a. Totes should be deployed in the following situations (not all-inclusive):
 - i. A sudden or unexpected death of an active member of the communications center staff,
 - ii. Line of duty death of a responder,
 - iii. Tragic call involving the death of a child,
 - iv. Major critical incidents that impact the entire center (active shooter, natural disasters, etc.)
 - b. Stressful routine events such as pursuits and manhunts may or may not qualify, depending on the circumstances involved.
 - c. It is the responsibility of the impacted agency's Regional Coordinator to determine if the event qualifies for deployment. If needed, the Regional Coordinator may ask the Board for assistance in making the decision.
2. Contact the Director/Manager/Supervisor of the impacted center and:
 - a. Issue TX APCO's formal condolences/thoughts/well wishes,
 - b. Provide a brief overview of the Totes of Love program,
 - c. Determine if the Director/Manager/Supervisor feels their center would benefit from a tote deployment and if they would like the tote to be deployed to their center,
 - d. Set a time and place to deliver the tote,
 - e. Determine if the agency would like a brief description of the event and their address to be shared on TX APCO's social media presence in order for other centers to send cards and items to them.
3. Prior to deployment the Regional Coordinator may, if needed, restock the tote with not more than \$50/\$75 of merchandise.
 - a. This will be done only if the tote was not restocked by the previous receiving agency.
 - b. The Regional Coordinator will follow the procedures included in *Section 4 Record Keeping* to request any reimbursement.
4. Include a Totes of Love Letter of Introduction that displays correct contact information for the Regional Coordinator.
5. Deliver or coordinate the tote's delivery to the impacted agency.

- a. Communication center contacts throughout the region may be utilized to expedite deployment and reduce travel expenses for any one person or center.
- b. The final handler of a relay should be trusted to make the delivery as personal and heartfelt as possible, realizing they are representing every member of TX APCO and Texas' emergency communication family.

12.4 Post Deployment

1. Approximately two weeks following the deployment, the Regional Coordinator will contact the center and make arrangements for the tote to be returned.
2. The tote should be returned to the Regional Coordinator no later than forty-five (45) days following the initial deployment unless there is a reason to delay the return. This will be the Regional Coordinator's decision.
3. When returned the Regional Coordinator will notate the collection following the procedure listed in *Section 4, subsection 1, part b.*

12.5 Record Keeping

Each coordinator has access to TX APCO Google documents. All Totes of Love deployment records are maintained through this online platform.

1. Regional Deployment Record
 - a. In order to maintain an accurate count of deployments and the impact the program has on Texas centers; the Regional Coordinator shall log the following information in the Tracking Sheet (Appendix II):
 - i. Date of request
 - ii. Status of request (received, pending approval, declined)
 - iii. Date deployed
 - b. The Regional Coordinator will update that entry with the following information when the tote is returned from the agency:
 - i. Date returned
 - ii. Restocked by (agency, TX APCO)
 - iii. Amount of TX APCO funds spent to restock the tote
 - iv. Any comments or notes that should be recorded.
2. Request for Reimbursement
 - a. Regional Coordinator
 - i. When a Regional Coordinator spends out of pocket money to stock the tote, they shall submit a request for reimbursement to the Chapter Treasurer utilizing the TX APCO expense report.
 - ii. TX APCO will refund up to \$50/\$75 restocking fee per tote deployment depending on box size.
 - iii. A copy of any receipts shall be included with the expense report for transparency and accurate financial record keeping.
 - b. TX APCO Treasurer
 - i. Upon receiving notification of a request for reimbursement, the TX APCO Treasurer shall:
 1. Issue a check for the amount requested but not exceeding \$50/\$75 per restock depending on box size, unless approved by the Board.

Mail the check to the requesting regional coordinator using the mailing address included in the request.

APPENDIX I

DESIRABLE ATTRIBUTES

To effectively serve the organization, candidates should consider their background, education, and experience with regard to the following desirable attributes:

1. **Leadership Skills:** Texas APCO is a sizable not-for-profit corporation. Many of the Association's members volunteer their time and talent toward helping the Association achieve its goals. Candidates should consider their ability to serve as a top-level executive of such an organization.
2. **Budgeting Skills:** Texas APCO has a large budget that supports widely varied goals and objectives. Candidates should consider their ability to develop and administer such a budget.
3. **Contracting Skills:** Officers on the Board should be familiar with the development of contracts for goods and/or services to include negotiating such contracts. They also should be familiar with the administration and enforcement of such contracts.
4. **Interpersonal Skills:** Officers on the Board either conduct meetings or represent Texas APCO in various meetings. Candidates should consider their interpersonal skills, negotiating skills, ability to work with a varied group of individuals, and ability to bring such a varied group to consensus.
5. **Communication Skills:** Officers on the Board represent Texas APCO in a variety of ways. These may include speaking to both large and small groups of people; presenting Texas APCO's viewpoint to elected and appointed officials both verbally and in writing; and preparing statements and articles for publication in magazines, newspapers, and other media. Candidates should consider both their public speaking and writing skills.
6. **Ability to travel:** Officers on the Board represent Texas APCO at a variety of meetings and other functions which require travel throughout the state of Texas and the United States.

APPENDIX II

TIME COMMITMENT

To effectively serve Texas APCO, the Officers on the Board must dedicate a significant amount of time to the endeavor. In addition to frequent meetings with other Officers and various committees to discuss business matters, Officers are required to represent Texas APCO at various meetings and functions held by others. Candidates should consider the following:

1. Participation in required meetings events may last from one (1) day up to a week or longer.
2. Participation in the required meetings may require travel on Saturdays, Sundays, and/or Holidays.
3. To help minimize travel, some meetings may be conducted via telephone conference call. However, these meetings require time out of a Board Member's Day and may last for a period of two (2) or more hours.
4. The Board of Officers is required to review large volumes of e-mail, regular mail, and other printed material and is expected to respond to such material in a timely manner.
5. The commitment of time will extend over the entire period of time for which the Board Member will serve. The time commitment is dependent upon the position.
6. In considering the time commitment, members should evaluate the effect to their job duties, their employer, and their family.

APPENDIX III

DECLARATION OF CANDIDACY

I have read Article V of the Texas APCO Bylaws and satisfy all requirements for serving as the _____ contained therein.

Furthermore, I have read Appendix I (Desired Attributes) and fully understand the background, education, and experience necessary to serve as a Board Member. I believe I possess most, if not all, of those desirable attributes.

In addition, I have read Appendix II (Time Commitment) and fully understand the time commitment required as a Board Member and hereby commit to satisfying those requirements over the term of my office.

I have discussed my candidacy with my supervisor and/or manager including a discussion of the support required from my employer. My employer has acknowledged its willingness to provide that support as evidenced by the attached *EMPLOYER'S CONCURRENCE OF CANDIDACY*.

Therefore, I hereby submit my name as a candidate for the office identified below for election in the year listed.

PRINTED NAME: _____

MEMBERSHIP NUMBER: _____

E-MAIL ADDRESS: _____ DAYTIME TELEPHONE
NUMBER: _____ OFFICE FOR

WHICH I DESIRE TO BE A CANDIDATE: _____

FOR THE ELECTION OCCURING IN THE YEAR: _____

Candidates for Executive Council Representative are required to have held elected office within a Chapter for a minimum period of two (2) years. Provide a brief description of the most recent offices held and the terms of office satisfying this requirement:

List the most recent Annual Conferences attended:

I am a member of the Association in good standing and I am a citizen of the United States of America.

SIGNED: _____ DATE: _____

APPENDIX IV

EMPLOYER'S CONCURRENCE OF CANDIDACY

_____ has discussed the desire to declare candidacy for election as the _____ of the Texas Chapter of the Association of Public-Safety Communications Officials. As the candidate's employer, I am keenly aware of the value in Texas APCO's mission and the honor of APCO service.

During our discussion, we reviewed the candidate's need for strong support from the employer to effectively serve as an elected Board Member. This support includes, but may not be limited to, the following:

1. The commitment of a significant amount of time to the performance of one's duties as a Board Member. This may include travel away from the workplace. It also may include time during the normal workday while at the workplace. The commitment of time will extend over the entire period that an individual serves as a Board Member.
2. The need for the candidate to have access to telephone, facsimile, and mail services at the workplace during normal work hours.
3. The need for the candidate to have access to an e-mail account during normal work hours that allows for incoming messages with attachments to be delivered to the candidate individually.

I hereby agree to provide the support identified above. I concur with my employee becoming a candidate for office in Texas APCO and, if elected, serving a full term as a Member on the Board of Officers.

SIGNED: _____ **DATE:** _____

PRINTED NAME OF AGENCY REPRESENTATIVE: _____

AGENCY NAME: _

APPENDIX V



Texas APCO Award Nomination Form

Instructions:

- Save a copy of the downloaded version of this document. **Nominations will only be accepted using this form.**
- Provide the required information directly into the saved version of the document.
- Be sure to include information for *all* requested sections.
- Include specific facts or examples.
- Email the completed Microsoft Word nomination form as an attachment to.
- You will receive emailed confirmation of receipt within five business days.
- All nominations must be received by _____, **5:00 PM.**

Award Nominee Information:

Nomination Made By:

Award Category:

Submission:

Please answer **all** questions individually. You may do so by expanding the space after each question or adding additional pages as needed to answer each question separately.

2. Describe the nominee's public safety communications agency. Please include staffing levels, size, and discipline (law, fire, EMS, PSAP only, etc.).
3. Describe the nominee's daily duties and responsibilities.
4. How long has the nominee been at this job and any previous public safety communications position?
5. Describe how the nominee functions as a team player.

6. Provide an example of how the nominee goes above and beyond what may be required of an individual in this position.
7. Describe the nominee's ability to interact with others and successfully forge a positive relationship within and outside the agency.
8. Describe the nominee's overall performance throughout the year.
9. Explain how the nominee exemplifies and practices exemplary customer service skills that often define successful telecommunicators.
10. In one page or less, describe why the candidate should receive the award.