

Bylaws of the Washington State Chapters of the Association of Public-Safety Communications Officials and National Emergency Number Association (AKA Washington APCO & NENA), herein referred to as the Chapter.

Contents

ARTICLE I - MEMBERS	2
Section 1: Chapter Member Rights	2
Section 2: Voting Rights	2
ARTICLE II – OFFICERS AND EXECUTIVE COMMITTEE	2
Section 1: Make-up and Authority	2
Section 2: Service Requirements	3
Section 3: Terms	4
Section 4: Executive Committee Vacancy	4
Section 5: Executive Committee Meetings and Quorums	4
ARTICLE III -OFFICERS- DUTIES AND RESPONSIBILITIES	5
Section 1: President	5
Section 2: Vice-President	5
Section 3: Secretary	5
Section 4: APCO-WA Treasurer	6
Section 5: NENA-WA Treasurer	7
Section 6: International Executive Council Representative	8
Section 7: Ambassadors	9
Section 8: Immediate Past-President	9
Section 9: Commercial Representative	9
Section 9: Election of Officers	10
Nominating Committee	10
The timeline for Nominating Committee actions are:	10
Additional Nominations	11
Elections	11
ARTICLE IV - MEETINGS	12
Section 1: Regular Meetings	12
Section 2: Special Meetings	12

Section 3: Quorums.....	12
ARTICLE V - COMMITTEES	12
Section 1: Committees	12
Section 3: Ad-Hoc Committees.....	13
Section 4: Committees and Committee Membership	13
ARTICLE VI - PARLIAMENTARY AUTHORITY	14
ARTICLE VII - OFFICIAL COMMUNICATIONS.....	14
ARTICLE VIII - AMENDMENTS	15

ARTICLE I - MEMBERS

Section 1: Chapter Member Rights

Members of either APCO-WA or NENA-WA as defined by either organization's governing documents shall be considered a member of the Chapter with all the rights associated with their membership class.

Section 2: Voting Rights

Chapter Members as defined in Section 1 and whose dues are current are eligible to vote in Chapter business, with the exception that Commercial Members are solely eligible to vote for the Commercial Representative Board position.

However, if the Executive Committee determines an issue's scope is limited to the national affairs of either APCO or NENA, the President may restrict voting to members granted voting rights by the national organization.

The voting rights granted in this document are limited to APCO-WA, NENA-WA, and local Chapter business only. Nothing in this document shall grant voting rights on behalf of either national organization.

ARTICLE II – OFFICERS AND EXECUTIVE COMMITTEE

Section 1: Make-up and Authority

The Executive Committee of the Chapter shall consist of the following elected officers: President, Vice-President, Secretary, APCO-WA Treasurer, NENA-WA Treasurer, Immediate Past-President, one Ambassador representing eastern Washington, and one Ambassador

representing western Washington, the APCO- WA Representative to the APCO International Executive Council, and a Commercial Representative.

The Executive Committee shall have full power and authority during intervals between Chapter meetings to perform all functions which the Chapter itself might perform, except those matters limited by the APCO-WA Constitution, NENA-WA Constitution, or these Bylaws.

Any action taken by the Executive Committee affecting the welfare of this Chapter shall be reported at the next Chapter meeting.

It is the responsibility of the Executive Committee to approve the budget proposed by each Treasurer and recommend adoption by the Membership.

Section 2: Service Requirements

Members in good standing in any classification may serve as an officer of the Chapter, subject to the qualifications listed below. For the purposes of this article only, a member in good standing is defined as one who has been a member in an eligible classification for at least two years prior to the date of the election or appointment, whose dues are paid in full, and who has been issued a membership number by the national organization.

- A Candidate for the position of Vice-President must be either a Full Member of APCO or a Public Sector Voting Member of NENA with at least two-years of membership in any APCO or NENA Chapter and at least one year of active participation in a Washington Chapter Committee or other Washington Chapter activities.
- A Candidate for the position of APCO-WA Treasurer must be a Full Member of APCO.
- A Candidate for the position of NENA-WA Treasurer must be A Voting Member of NENA
- A Candidate for the position of Secretary must be a Full Member of APCO and a Public Sector Voting Member of NENA
- A Candidate for the position of APCO-WA International Executive Council Representative must be a Full Member of APCO with at least four years of membership and participation in the Washington Chapter and at least one year of service on the Chapter Executive Committee.
- A Candidate for the Commercial Representative must be a Commercial member of either APCO or NENA
- A Candidate for an Ambassador position must be either a Full Member of APCO or a Public Sector Voting Member of NENA and work or reside in the area represented by that position.

Section 3: Terms

The President, Vice-President, Ambassadors, Commercial Representative, and the Secretary shall each serve a term of two years, or until their successors assume office; the Treasurers shall each serve a term of four years, or until their successors assume office. Consecutive terms are permitted.

The Secretary and the west side Ambassador will be elected in even-numbered years. The Commercial Representative and east side Ambassador will be elected on odd-numbered years. Should the election years not coincide for the office as described, the Executive Committee may decide to institute a one-year or three-year term to re-align.

The APCO-WA International Executive Council Representative will serve a term of four years, or until their successor assumes office.

Terms of office will begin with the installation of officers.

Section 4: Executive Committee Vacancy

Should a vacancy occur on the Executive Committee, the President shall appoint, with the concurrence of the Executive Committee, a qualified member from the Chapter to complete the current term. Failing to obtain such confirmation from the Executive Committee, the President may seek ratification from the Chapter.

If a newly elected officer is a member of only one of the national organizations and if the other national organization requires holders of that office to maintain national membership, the Chapter will pay the membership fee for that officer during their term of office. Provided that the funds of one organization will not be used to pay the membership for the other organization.

Should an officer of the Chapter lose membership status required by said office, that officer shall either rectify the situation or resign that office within 30-days of receiving notice that they do not meet the membership requirements of their office, otherwise, they will be removed by vote of the Executive Committee.

A majority vote of the Executive Committee or of a quorum of members shall be required for the removal from office of an officer of this Chapter, provided that the meeting notice for the meeting at which the issue will be decided must include notice that the impeachment will be considered and be delivered at least 30-days prior to the meeting.

Section 5: Executive Committee Meetings and Quorums

Four members of the Executive Committee shall constitute a quorum for regularly scheduled meetings. Five members of the Executive Committee shall constitute a quorum for email votes and special meetings.

The Executive Committee will generally meet once a month, with meeting dates and locations to

be self-determined, however the Executive Board may elect to cancel a meeting should there be no business. In the case of a canceled meeting, the following month's meeting must be held.

Special meetings of the Executive Committee may be convened upon request of any of its members; such requests will be addressed to the President and/or Secretary. The Secretary shall forward notices of such special meetings in the most expeditious manner to all members of the Executive Committee.

ARTICLE III - OFFICERS- DUTIES AND RESPONSIBILITIES

Section 1: President

The President shall:

- Preside at meetings of this Chapter.
- Appoint all Committee Chairs and serve as an ex-officio member.
- Act as Chairperson of the Executive Committee
- Perform other duties as may be required in the APCO-WA Constitution, the NENA-WA Constitution or requested by the Executive Committee.
- Carry out the purposes of this Chapter as enumerated in the Chapter's governing documents.

Section 2: Vice-President

The Vice-President shall:

- Serve as presiding officer for all meetings of this Chapter, and of the Executive Committee during the absence of the President; the President shall designate a member of the Executive Committee to serve as presiding officer if the President and the Vice-President are unable to serve.
- Serve as co-chair of the WA APCO-NENA Administrative Committee
- Perform other duties as may be required in the APCO-WA Constitution, the NENA-WA Constitution or requested by the Executive Committee.

Section 3: Secretary

The Secretary shall:

- Keep a current and accurate Chapter membership roster, forwarding all applicable data to APCO International and/or NENA National, receive and answer as directed all communications addressed to this Chapter.

- Prepare, in cooperation with the President, an agenda for Executive Committee meetings and Chapter meetings.
- Notify members of the time and place of Chapter meetings.
- Act as recording Secretary at official Chapter meetings, keeping the minutes of Chapter and Executive Committee meetings, and cause those minutes to be either posted to the website OR otherwise distributed to the Membership.
- Act as the official custodian of Chapter records and documents and perform such Chapter duties as may be directed by the President and/or the Executive Committee.
- Draft the annual operational report for Executive Committee approval and distribute the final version to the Membership.
- All moneys received by the Secretary shall be turned over, with documentation, to the Treasurer for proper accountability.
- The Secretary shall assist in ensuring a timely and complete election process is conducted. The Secretary will recuse themselves if running for any office.
- Promptly turn over all operational records and documents to the successor of the office.

Section 4: APCO-WA Treasurer

The APCO-WA Treasurer shall:

- Maintain all necessary bank accounts, deposit receipts, and pay Chapter approved general operating expenses incurred by APCO-WA. The Treasurer, acting upon their own accord may expend necessary funds in accordance with the approved budget or properly executed contracts. Reimbursements to the Treasurer must be approved by the Chapter President.
- Provide written monthly financial information to the Executive Committee reporting on the health and status of APCO-WA funds.
- Any expenditure that exceeds budgeted approval by more than \$4,000 must be approved by the Membership. The Executive Committee may approve all other excess expenditures.
- The Treasurer will maintain a reasonable checking account balance based on the approved budget. Additional funds shall be deposited into an interest-bearing account or CD.
- Authorized signatures on Chapter accounts will be that of the duly elected APCO-WA Treasurer, and Executive Council Representative. The treasurer is responsible to

ensure signature authority is updated within two months of newly elected officers.

- The Treasurer shall keep full and adequate records of all Chapter fiscal transactions in compliance with generally accepted accounting principles (GAAP).
- Submit a written annual financial report to the Executive Committee or designee each June and comply with any audit requirements established by the Membership or Executive Committee.
- Cause the preparation of all Federal Tax Returns, and any other required state and federal filings, and have an audit of the fiscal records made at such time as the Executive Committee may direct.
- Assemble an annual budget and propose to the Executive Committee at least 60 days prior to the vote by members. Membership will be provided with a proposed budget no later than 30 days prior to the vote at the fall conference.
- Promptly turn over all Chapter moneys, financial records, and documents to the successor of this office.
- Perform other duties as may be required in the APCO-WA Constitution or requested by the Executive Committee.

Section 5: NENA-WA Treasurer

The NENA-WA Treasurer shall:

- Maintain all necessary bank accounts, deposit receipts, and pay Chapter approved general operating expenses incurred by NENA-WA. The Treasurer, acting upon their own accord may expend necessary funds in accordance with the approved budget or properly executed contracts. Reimbursements to the Treasurer must be approved by the Chapter President.
- Provide written monthly financial information to the Executive Committee reporting on the health and status of NENA-WA funds.
- Any budgeted expenditure that exceeds \$4,000 must be approved by the Executive Committee and will be reported to the Membership at the next general meeting.
- The Treasurer will maintain a reasonable checking account balance based on the approved budget. Additional funds shall be deposited into an interest-bearing account or CD.
- Authorized signatures on Chapter accounts will be that of the duly elected NENA WA Treasurer, and one other Executive Committee Member as designated by the President. The treasurer is responsible to ensure signature authority is updated within two months

of newly elected officers.

- The Treasurer shall keep full and adequate records of all Chapter fiscal transactions in compliance with generally accepted accounting principles (GAAP).
- Submit a written annual financial report to the Executive Committee or designee each June and comply with any audit requirements established by the Membership or Executive Committee.
- Cause the preparation of all Federal Tax Returns, and any other required state and federal filings, and have an audit of the fiscal records made at such time as the Executive Committee may direct.
- Assemble an annual budget and propose to the Executive Committee at least 60 days prior to the vote by members. Membership will be provided with a proposed budget no later than 30 days prior to the vote at the fall conference.
- Promptly turn over all Chapter moneys, financial records, and documents to the successor of this office.
- Serve as liaison between the Chapter and the NENA National Staff and Board of Directors.
- Represent Chapter interests as directed by the Executive Committee, at meetings of NENA National.
- Report to the Executive Committee and the Chapter Membership on a regular basis issues of NENA interest.
- Perform other duties as may be required in the NENA-WA Constitution or requested by the Executive Committee.

Section 6: International Executive Council Representative

The APCO-WA International Executive Council Representative shall:

- Serve as liaison between the Chapter and the APCO International Board of Directors.
- Represent Chapter interests as directed by the Executive Committee at all meetings of the APCO International Executive Council.
- Report to the Executive Committee and the Chapter Membership on a regular basis all issues of APCO International or Chapter interest.
- If APCO-WA budget capacity allows, the Chapter will finance the expenses required to attend the International APCO conference.

Section 7: Ambassadors

One ambassador from the east and one ambassador from the west side of the Cascade mountains will be elected by the membership. Ambassadors shall:

- Serve as primary contacts for members on the respective side of the state
- Serve as conduits of information, outreach and engagement
- Encourage participation in Chapter events and initiatives
- Serve as co-chairs of the WA APCO-NENA Engagement Committee

Section 8: Immediate Past-President

- Participate in meetings of the Executive Committee
- Perform such other duties as may be required that are not specifically assigned to others
- Serve as co-chair of the WA APCO-NENA Administrative Committee

Section 9: Commercial Representative

The Commercial Representative is elected from the Commercial membership rolls of APCO-WA or NENA-WA. Only Commercial Members of the Chapter¹ may vote for or serve as the Chapter Commercial Representative.

- Serve as the primary contact for the Commercial membership
- Engage Commercial members in the activities and initiative of the Chapter
- Seek Commercial sponsorships for the Chapter
- Serve as contact for the annual Conference vendor floor planning and execution

¹ "A "Commercial Member of the Chapter" is a person who has been issued a membership number by APCO International (Commercial membership type) or NENA (Private membership type) who has been issued a membership number by the national organization, has designated Washington Chapter, and whose dues are current.

Section 9: Election of Officers

Election of all officers except as otherwise provided herein will take place prior to the business meeting during the annual state conference. A Vice-President who has been elected to that office by the membership shall automatically assume the office of President at the completion of the preceding President's term of office. If no state conference will occur, elections may be held between October 1 and December 31 of that year.

Nominating Committee

The Administrative Committee shall act as the Nominating Committee. The Nominating Committee shall consist of between three and five members. Appointments must be confirmed by the Executive Committee. If the Commercial Representative is to appear on the ballot the nominating committee must include at least one commercial representative. Alternatively, the President may appoint a separate nominating committee for the Commercial Representative position.

The Secretary shall furnish a Chapter roster to each member of the Nominating Committee for their use.

The Nominating Committee is responsible for:

- Reviewing the chapter roster for qualified candidates for each expiring or open position listed in Article I
- Contacting incumbents to learn if they are interested in running
- Ensuring identified candidates will consent to serve if elected
- Propose a list of qualified candidates for each expiring Chapter office to be considered for the ballot
- Contact all qualified candidates to obtain a voluntary campaign statement

The timeline for Nominating Committee actions is:

Confirmation of Nominating Committee	No later than 90 days before election
Report to Executive Committee	No later than 60 days prior to election
Election announcement and call for additional nominations	No later than 60 days prior to election
Closing of additional nominations	At least 45 days prior to the date ballots will

	be counted
Electronic voting open	At least 30 days prior to election
Addition of nominees by request of at least 4 members	No later than 30 days prior to the election
Electronic voting closes	No sooner than 1 day prior to the business meeting at Fall Conference.
Results to candidates	Prior to announcing results to membership
Results to membership	Prior to the end of the Fall Conference

Additional Nominations

Additional nominations shall be added to the ballot upon request of four Active Members delivered to the Secretary no less than 45 days prior to the election.

Elections

Electronic voting shall be the primary method of conducting elections.

The Secretary will supervise the election, except that if the incumbent is running for re-election or for another office the election must be supervised by another officer who is not running for office. In the event that no officer is eligible and able to receive the ballots the Executive Committee may appoint a Past-President to conduct the election. The Secretary or election supervisor may require compliance with any procedures necessary for conducting a fair election as long as such procedures do not conflict with the requirements contained in these Bylaws or those adopted by the Executive Committee.

The Nominating Committee shall communicate an election announcement to the Membership at least 60 days prior to the ballots being counted. The announcement must include:

- a list of candidates nominated by the Nominating Committee,
- instructions for submitting additional nominations,
- the date and time nominations will close,
- a voluntary "campaign" statement from each nominated candidate,
- the date and time voting will open,
- instructions for submitting a vote, and

- the date and time voting will close

If electronic voting is not practical the Executive Committee may authorize mail in balloting or in person voting, provided the membership is provided notice of the change at least 90 days prior to the election. Policies for conducting mail in or in person balloting may be adopted by the Executive Committee as long as they comply with the minimal requirements set out in these Bylaws and are distributed to the membership prior to commencement of the election.

ARTICLE IV - MEETINGS

Section 1: Regular Meetings

This Chapter will hold regular Membership meetings at such times and places determined by the President; any scheduled meeting may be suspended or rescheduled by a vote of the Executive Committee.

The Annual State Conference and Membership meeting shall be scheduled each year as close to the month of October as practical.

Section 2: Special Meetings

Special meetings of this Chapter may be called by the President and/or the Executive Committee by two-thirds affirmative majority vote, or by the lesser of 5% or twenty members of the Membership, each of whom shall signify in writing the reason for calling the special meeting. The Secretary shall notify all Chapter members of the special meeting and provide the date, time, location and reason for the meeting.

Section 3: Quorums

A quorum for the transaction of official Chapter business at any regular or special meeting shall consist of twelve voting members.

A committee quorum shall include the Chairperson or delegate and shall be a majority of that committee.

ARTICLE V - COMMITTEES

Section 1: Committees

Committees are formed as necessary to further the Chapter's mission and goals. A committee may be formed or dissolved by a majority vote of the Membership or of the Executive Committee at any regular or special meeting provided that notice of the proposed change is included on the agenda and distributed in accordance with these Bylaws. If the Executive Committee forms or dissolves a committee, they must notify the Membership that they have done so.

The President will appoint all committee chairs. Committee members will be appointed by the

committee chair.

Except as provided below, chairs and members of the committees shall serve until their successors are appointed.

Section 3: Ad-Hoc Committees

Ad hoc committees may be appointed by the President at any time, subject to ratification by the Executive Committee.

No ad hoc committee shall serve for a longer term than its appointing authority, except as may be necessary to fulfill the objectives causing the committee's appointment or until appointment of successors.

Section 4: Committees and Committee Membership

Except as provided below there shall be no restrictions as to membership class for service on any committee. Committee chairs must be Chapter members. The President or Executive Committee can require that committee chairs obtain a specific membership classification prior to appointment. All members of the Nominating Committee must be APCO members in the Full Member classification or NENA members in the Public Safety Voting Member classification.

A list and description of all committees will be posted on the Chapter's website. Current committees are listed below. Duties are generally as follows:

Administrative –

- Bylaws and other Chapter documents
- Audit Chapter finances
- Nominations and elections
- Sponsorships
- Fundraising events
- Scholarships
- Committee health and connectivity

Engagement –

- Compassionate care
- Celebrate successes and achievements
- Historical documentation
- New member welcome
- Member engagement

Awards –

- Oversee award process

Events –

- Oversee Chapter events and activities
- Coordinate audio video needs

Marketing –

- Oversee social media presence on all platforms
- Coordinate and promote member participation
- Create video and other content.

Public & Government Affairs (PGAC) –

- Legislative issues

Professional Development –

- Oversee training classes
- Develop training calendar and schedules

Telecommunicator Emergency Response Taskforce Committee –

- Oversees training and deployment of TERT members.

ARTICLE VI - PARLIAMENTARY AUTHORITY

Chapter business will be conducted according to the current edition of Robert's Rules of Order Newly Revised.

ARTICLE VII - OFFICIAL COMMUNICATIONS

A report, nomination, amendment, special meeting announcement or other issues requiring notice to the Membership shall be deemed communicated after it has been posted on the Chapter website AND either presented at a regular or special membership meeting OR delivered to the Chapter Membership by any customary communications method commonly used to communicate Chapter business.

ARTICLE VIII - AMENDMENTS

The Chapter shall have full power at any meeting to alter, amend, or revise these Bylaws or any portions thereof, by majority vote, at a regular or special business meeting provided that notice that a Bylaw revision will be considered has been communicated to the Membership at least 60-days prior to the meeting.

Change notices must list the articles and sections which will be considered for amendment and should include the text of the proposed amendment. However, the quorum may only consider floor amendments to the articles and sections listed in the meeting notice as well as amendments to correct typographical errors.

Adopted by a majority vote of the Active Members present at the June 22, 2010, business meeting of the Washington Chapters of APCO & NENA.

Article III, Section 7 was amended by a majority vote of the Active Members present at the June 21, 2011 business meeting of the Washington Chapters of APCO & NENA.

Article V was amended by a majority vote of the Active Members present at the October 16, 2012 business meeting of the Washington Chapters of APCO & NENA.

Article 11, Section 3, was amended by a majority vote of the Active Members present at the June 18, 2013 business meeting of the Washington Chapters of APCO & NENA.

Articles 2, 3, and 4 were amended and various typographical errors corrected by a vote of the Active Members present at the March 17, 2015 business meeting of the Washington Chapters of APCO & NENA.


Articles 3 and 5 were amended by a vote of the Active Members present at the June 21, 2016 business meeting of the Washington Chapters of APCO & NENA.

Article 3 was amended by a vote of the Active Members present at the August 17, 2021 business meeting of the Washington Chapters of APCO & NENA.

These Bylaws were amended by a vote of the Active Members present at the August 6th, 2023 business meeting of the Washington Chapters of APCO & NENA.



Katy Myers,
President



Lora Ueland,
Secretary