



MISSOURI CHAPTER

ASSOCIATION OF PUBLIC-SAFETY COMMUNICATIONS

OFFICIALS-INTERNATIONAL, INC.

POLICY MANUAL

Adopted September 20, 2011

Revised November 13, 2013

Revised April 18, 2016

Revised December 19, 2016

Revised March 15, 2018

Revised January 3, 2019

Revised February 11, 2021

Revised July 30, 2021

Revised October 11, 2022

ARTICLE I MANUALS

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 Policy Manual Amendments

The authority to establish policies, amend, or delete sections of this Policy Manual shall be by majority vote of the Board of Officers.

Section 1.2.1 Procedure for Amendment

The Policy Manual may be amended. A member may present a resolution in writing to the President. The President shall then have the Secretary provide via E-mail a copy of the resolution to each Board member qualified to vote on it and post on the MOAPCO website. A proposed resolution to amend the Policy Manual must be provided to the Board members at least thirty (30) days in advance of the vote. Notice shall be deemed provided on the date the proposed resolution is emailed.

Section 1.2.2 Effective Date

All amendments passed and adopted by the Board in accordance with this section shall become effective upon the adjournment of the meeting at which it is adopted, unless otherwise provided in the adopted resolution.

Section 1.3 Resolutions

Resolutions not involving amendments to the Bylaws or to this Policy Manual shall be made in writing and presented to the Board of Officers for consideration and report at any meeting of the Chapter. Resolutions considered by the Board of Officers shall be presented to the Chapter members at the meeting for their vote, along with the recommendation of the Board of Officers.

Section 1.4 Disbursements of Assets upon Dissolution

Should MOAPCO be dissolved all assets shall be distributed to APCO, International.

ARTICLE II MEETINGS

Section 2.1 Parliamentary Rules

Meetings shall be conducted using Parliamentary procedure based upon “Robert’s Rules of Order Newly Revised”.

Section 2.2 Meeting Times and Locations

Chapter meetings of the full quorum shall be held at least twice annually in accordance with the policies of the Association. Notification shall be made, at a minimum, on the MOAPCO website. Meetings may be held in conjunction with the Missouri Public Safety Communications Conferences. The President may schedule a meeting of the Quorum at any other time or location upon providing sufficient notice.

- During these meetings, the President will give the annual report for the Board of Officers, Committee reports will be presented to the Quorum, Elections will be held, and general business will be conducted.
- A Quorum shall consist of the qualified voting members in attendance as defined in Bylaws Article II, Section 4. Membership quorum voting may be conducted by electronic means, i.e. email, online polling, or other methods approved by the Board and managed by the Election Committee.
- A simple majority of qualified members voting shall decide all issues except an amendment to the Constitution and Bylaws.
- At the discretion of the President, any meeting of the Quorum may be held on a virtual meeting platform. Additionally, meetings may be made available to the Quorum and/or the public through appropriate online technologies.

Section 2.3 Minutes

Minutes of chapter business meetings and 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. The Board of Officers shall review all minutes.

- Within ten days of the conclusion of a meeting, the Secretary shall forward copies of the draft minutes taken to each Board Officer.
- Each Board Officer shall make any corrections necessary and return their corrections with ten business days of receipt.
- Board of Officer meeting minutes shall be approved, as corrected, at the next Board of Officer meeting. The President may allow electronic approval of the minutes.
- The Board approved draft of Chapter business meeting minutes will be uploaded to PSConnect for review by the Chapter membership. The Chapter Quorum shall approve the minutes, as corrected, at the next Chapter business meeting.
- All minutes shall be retained for the life of MOAPCO. The Secretary shall upload all approved minutes to PSConnect.

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 training and education branch, or any other regulatory body in the state of Missouri. MOAPCO shall not become involved in issues relating to employment, salaries, benefits, or working conditions. MOAPCO shall not publicly oppose any position of APCO.

Section 3.2 Position Determination

The Board of Officers shall establish MOAPCO'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.

Section 3.3 Annual Registration Report - Secretary of State

The Board of Officers shall submit an annual registration report and registration fees as mandated by the Missouri Secretary of State's office normally no later than August 31 of each calendar year.

- The registered agent for the chapter charter (N00775664) shall be the President.
- Upon a change of the MOAPCO President, he or she shall submit contact information to the Secretary of State's Office.

ARTICLE IV FINANCIAL REPORTING

Section 4.1 Fiscal Year

The fiscal year shall be the calendar year.

Section 4.2 Financial Review

The President shall cause a financial review of the financial records to be made every year. Such review shall be completed by the Board of Officers no later than March 31 of the current year. This review will utilize documents prepared by the professional accountant that the Chapter utilizes for tax preparation. The Board of Officers, at its discretion, may order an audit of the financial records at any other time.

Section 4.3 Specified Expenses

The officers of MOAPCO shall be reimbursed for verifiable out-of-pocket expenses related to the performance of their duties outlined in the Bylaws of this Chapter.

Section 4.4 Budget

MOAPCO will establish an annual budget in order to prescribe a financial plan of action and monitor financial activities of the Chapter. The Board of Officers will establish funding policies that will be contained in the Chapter Policy Manual.

Section 4.5 Unspecified Expenses

The Treasurer must be authorized by the Board of Officers to disburse funds for all other expenses not specifically outlined in the Policy Manual.

Section 4.6 Chapter Property

The Board of Officers is authorized to dispose of Chapter property.

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, or 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:
 - An ownership or investment interest in any entity with which MOAPCO has a contract, transaction, arrangement, or competes for services; or
 - A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which MOAPCO is negotiating a contract, transaction, or agreement; or
 - A party to any action, suit, or proceeding that is pending or has been settled within the past five years that is adverse to the interests of MOAPCO or any entity with which MOAPCO 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:
 - The interested person’s spouse, a legally recognized domestic partner, or a “significant other” person of the same household; or
 - A brother, sister, parent, grandparent, child, grandchild, great grandchild, niece or nephew of, or the object of a guardianship by the interested person or this person listed in section “a” of this definition; or
 - The spouse, a legally recognized domestic partner, or a “significant other” person of the same household of an individual listed in section “b” of this Article.

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 MOAPCO 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 MOAPCO'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

Members shall:

- Abide by the laws of the United States of America, the State of Missouri, and all political subdivisions of the State of Missouri.
- Govern our activities by the Bylaws and the duly adopted policies of MOAPCO.
- 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 MOAPCO and its achievements.
- Encourage colleagues and co-workers in their professional development.
- Foster respectful relationships.

Section 6.2 Code of Conduct

Members shall:

- Support MOAPCO's mission and purpose.
- Maintain the privacy and confidentiality of information where required unless disclosure is required by legal authority.
- Work to strengthen MOAPCO's programs and services.
- Enhance MOAPCO'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 or actions.
- Ensure ethical integrity and accept responsibility for our actions.

- Serve MOAPCO 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 MOAPCO.
- 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 meet the following:

- Has been an APCO member for at least fifteen years.
- Has been a MOAPCO member for at least five years.
- Made three (3) of the following significant contributions toward meeting the needs of MOAPCO and/or National APCO:
 - Served a full term as Chapter President.
 - Served on the Board of Officers for at least four years.
 - Served as Local Area Frequency Advisor for at least four years.
 - Served as a Regional or APCO Annual Conference Chair.
 - Served as MOAPCO or MPSCC Conference Chair.
 - Served as MOAPCO or MPSCC Conference Committee Chair.
 - Served as APCO Standing Committee Chair.
 - Served as MOAPCO or MPSCC Standing Committee Chair.
 - Major contribution to the art of communications.

Section 6.3.1. Nominations shall be submitted in writing to the Chapter Secretary. The nomination must include a recommendation of one past Chapter President, be approved by the Board of Officers and a majority approval of the Chapter Quorum.

Section 6.3.2. Upon approval, the appointment shall be sent to the Membership Department at the Association Office. MOAPCO shall pay Chapter Life Member's annual dues to APCO at the rate of the member's qualifying category.

Section 6.4 Chapter Honorary Membership

Chapter Honorary Member is a designation awarded to any non-member made a significant contribution to the objectives of MOAPCO. The term of this category shall be for a period of twelve months.

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

Section 6.5 Membership Dues

Each member of MOAPCO shall pay their dues to APCO unless otherwise noted in this Policy Manual.

Section 6.6 Member Financial Assistance

MOAPCO may provide financial support to current members and/or their immediate family who has experienced a life changing or life interfering event. Upon approval by majority of the Board of Officers, based on the demonstrated need the Board of Officers may give a member and/or their immediate family a donation not to exceed \$500.

Section 6.7 Membership Categories

Members in MOAPCO are in accordance with the membership categories established by APCO.

ARTICLE VII BOARD OF OFFICERS

Section 7.1 Chapter Elections

- The offices of President, Vice President, Secretary, Treasurer, and Regional Ambassadors shall be elected biennially. The elected members may succeed themselves.
- The APCO-International Executive Council Representative shall be elected every four years. The elected member may succeed themselves.
- Positions in this Chapter shall be elected from completed Declarations of Candidacy and Employer's Concurrence of Candidacy submitted to the Elections Committee in accordance with this Policy Manual. Applications must be received by the Election Committee at least 45 days prior to the annual conference.
- The Secretary shall make available at least thirty days in advanced of the Annual Meeting a slate of candidates for office who have made themselves eligible, in writing, for elected office to be resolved at the Annual Meeting.
- Elections can be held by electronic means, paper ballot, mail, or other resources determined by the Board of Officers and managed by the Election Committee.
 - It is the chapter member's responsibility to contact a Board Member if they cannot participate in the method of voting decided on by the Election Committee.
 - The Election Committee will determine how to accommodate special requests in regard to casting a vote.

Section 7.2 Regions

- Regional Ambassadors will be elected for service and must reside or work within the regional areas listed below (Appendix VII: Regional Map):
 - **Central Region:** Audrain, Benton, Boone, Callaway, Camden, Cole, Cooper, Crawford, Dallas, Howard, Hickory, Gasconade, Laclede, Maries, Miller, Moniteau, Montgomery, Morgan, Osage, Pettis, Phelps, Pulaski, and Saline Counties

- **Eastern Region:** Franklin, Jefferson, Lincoln, Perry, Pike, St. Charles, St. Francois, Ste. Genevieve, St. Louis City, St. Louis County, Warren, and Washington Counties
- **Northeast Region:** Adair, Chariton, Clark, Knox, Lewis, Linn, Macon, Marion, Monroe, Putnam, Ralls, Randolph, Schuyler, Scotland, Shelby, and Sullivan Counties
- **Northwest Region:** Andrews, Atchison, Buchanan, Caldwell, Carroll, Cass, Clay, Clinton, Daviess, De Kalb, Gentry, Grundy, Harrison, Holt, Jackson, Johnson, Lafayette, Livingston, Mercer, Nodaway, Platte, Ray, and Worth Counties
- **Southeast Region:** Bollinger, Butler, Cape Girardeau, Carter, Dent, Dunklin, Iron, Madison, New Madrid, Mississippi, Oregon, Pemiscot, Reynolds, Ripley, Scott, Shannon, Stoddard, and Wayne Counties
- **Southwest Region:** Barry, Barton, Bates, Cedar, Christian, Dade, Douglas, Greene, Henry, Howell, Jasper, Lawrence, McDonald, Newton, Ozark, Polk, St Clair, Stone, Taney, Texas, Vernon, Webster, and Wright Counties

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, Elections Committee, Historical 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 MPSCC and MOAPCO'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.
 - Elections 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 ensure electronic voting methods allow only one vote per qualified member
- Committee members shall count the ballots for the election of any member as an Officer.
- Membership in the Elections 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 MOAPCO. Promote the preservation of historically significant items concerning MOAPCO and APCO International.
- Membership Committee – Assist in promoting membership to the chapter. MOAPCO Regional Ambassadors are appointed to the Membership Committee upon taking office.
- Professional Communications Human Resource & Training (MO ProCHRT) - Provide public safety communications personnel with resources, recognition, and team support for professional development.
 - Manage the Missouri Teammates in Action recognition program (Appendix V).
 - Support the membership by sharing information of interest, articles and postings through the various Chapter mediums.
 - MOAPCO Regional Ambassadors are appointed to MO ProCHRT upon taking office.

Section 8.2 Missouri Public Safety Communications Conference (MPSCC) seeks to provide numerous functions and training opportunities for Public Safety Telecommunicators and supervisors, 911 operations personnel, 911 Directors, Managers, and technologists, as well as commercial partners or vendors conducting business within the professional community of the host associations.

- The MOAPCO President and Board of Officers shall coordinate with other associations supporting the MPSCC to develop a Memorandum of Understand (MOU) between MOAPCO and the other supporting public safety communications associations.
- The President of Missouri APCO shall serve as a Co-Chief Executive Officer on the MPSCC Executive board. Duties and authorities defined in the MPSCC MOU to include selecting, in conjunction with other Associations, the Conference Chairperson.
- The Treasurer of Missouri APCO shall serve on the MPSCC Executive board. Duties and authorities defined in the MPSCC MOU.

Section 8.3 Missouri Professional Training Partnership was established to provide academic training to public safety communications professionals employed by state and local government agencies. The founding members are MOAPCO and the Missouri State Highway Patrol (MSHP) Communications Division.

- The Partnership is managed by Committee, chaired by the MOAPCO President and the MSHP Communications Division Operations Section Chief or their appointed representatives.

- Partnership Committee Members will include Partnership Certified Instructors and Host Agency Representatives.
- Members of the MOAPCO Board of Officers and the MSHP Communications Division assigned to general headquarters serve as ex officio members of the Partnership Committee.

Section 8.4 Scholarship Committee shall be comprised of the Chapter President, Treasurer, and Regional Ambassadors.

- The chapter will award one scholarship to both the Spring and to the Fall Missouri Public Safety Communications Conference. The following assistance will be provided:
 - Full Conference Registration (only for training symposium portion of Fall MPSCC).
 - Hotel accommodations enabling recipient to attend conference training opportunities.
 - Travel allowance for mileage to-and-from the conference site (approved MOAPCO rate).
 - Meals and other incidental expenses are the responsibility of the recipient and/or their agency.
 - MOAPCO and MPSCC, will not be held responsible for injury, death, damage, loss, or additional expense incurred during travel or attendance which are outside of our control.
- The committee shall review all applications (Appendix VI) received and make recommendations to the Board of Officers for final approval. All applicants shall meet the following eligibility criteria:
 - Be currently employed in Public Safety Communications working as a dispatcher, telecommunicator or call taker (public or private).
 - Have accumulated at least one (1) year of experience within their chosen field with at least eight (8) months of continuous service.
 - Demonstrate commitment to continuing education and self-improvement.
 - Submit a completed application endorsed by supervisor or agency head supporting the request within the prescribed time frame.

Section 8.5 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 8.6 Committee Chairs

The President 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 Board Liaison.
- Request funding from the Board of Officers to support the objectives of their Committee. Each Chair shall also submit a report to the Board of Officers bi-annually on the progress of the Committee.

ARTICLE IX TRAVEL GUIDELINES

Section 9.1 General Travel Policy

It is MOAPCO's policy to provide payment and/or reimbursement for reasonable and proper travel expenses incurred by Chapter Members while conducting official business approved by the Board of Officers. 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 and lodging expenses outside the state of Missouri.
 - Chapter 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.
 - Local travel via bus, rail, taxi, shuttle, and/or subway shall not be reimbursed.
 - The use of rental vehicles is discouraged and shall require the prior approval of the President. Use of a rental vehicle shall only be reimbursed if it is deemed essential to the conduct of official 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. The President shall establish "per-mile" reimbursement based on federal guidelines.
 - Lodging, meals, and miscellaneous expenses will be reimbursed in accordance with Federal Per Diem rates for the state or region of travel.
- MOAPCO shall reimburse or pay all-inclusive travel expenses for the President of Missouri APCO to attend the National APCO Conference as long as the financial state of the MOAPCO Chapter is not compromised.
 - Expenses will be reimbursed as detailed in the above paragraph for Transportation and lodging expenses.

- MOAPCO shall reimburse or pay all reasonable expenses for the Missouri Chapter Executive Council Representative to attend required meetings at the annual APCO International Conference.
 - Expenses will be reimbursed as detailed in the above paragraph for Transportation and lodging expenses.
- Transportation expenses covered within the state of Missouri are:
 - Transportation to Board meetings by the Board of Officers.
 - Training Partnership Instructor travel according to the Training Partnership Guidelines.
 - Conference Committee travels as approved by the Board of Officers.
- Lodging expenses within the state must be approved prior to travel.
 - The length of stay shall be based upon the needs of MOAPCO business being 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 15 consecutive hours.
 - 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. Members are encouraged to use “government rate” whenever available.
 - The President is permitted the use of an upgraded room at state 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 Member, the Member shall pay any increase in the room rate resulting from that person’s occupancy.
- Meal expenses shall be reimbursed for approved activities only.
 - In recognition of the need for the Member to participate in meal functions that provide “good will” relationships, Members may purchase meals for other individuals, if they are promoting MOAPCO business.
 - Members are expected to exercise prudent judgment in their expenditures and use the Federal per Diem as a guideline.
- Incidental expenses may be reimbursed for event registration when approved.
 - Expenses not allowed include, but are not limited to:
 - Personal telephone usage.
 - Laundry and dry cleaning.
 - Television movies.
 - Exercise facility usage.
 - Tours and entertainment except as an official part of MOAPCO business being conducted.

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:** MOAPCO is a sizable not-for-profit organization. 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:** MOAPCO has a 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. **Meeting Skills:** Officers on the Board either conduct meetings or represent MOAPCO 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 MOAPCO in a variety of ways. These may include speaking to both large and small groups of people; presenting MOAPCO 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 MOAPCO at a variety of meetings and other functions which require travel throughout the state of Missouri and the United States.

APPENDIX II TIME COMMITMENT

To effectively serve MOAPCO, 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 MOAPCO at various meetings and functions held by others. Candidates should consider the following:

1. Participation in the required meetings may consume various periods of time. Most are of one or two days in length; some are for an entire week; and a few are for a longer period of time.
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 using telephone conference call facilities. Nonetheless, these meetings require time out of an Officer's Day and may last for a period of two or more hours.
4. The scheduling of most of these meetings is not a matter that can be controlled by the Officer. The Officers, however, have some flexibility as to which Officer(s) should attend a specific meeting or function
5. Officers on the Board are required to review large volumes of e-mail, regular mail, and other printed material. Officers are expected to respond to such material in a timely manner.
6. The commitment of time will extend over the entire period of time for which the Officer will serve. Normally, the time commitment is less while serving in the lower offices and increases as one moves upward toward becoming the President.
7. In considering the time commitment, members should include an evaluation of how it will affect their normal job duties, how it will affect their employer, and how it will affect their family and loved ones.

APPENDIX III

DECLARATION OF CANDIDACY

I have read Article V of the MOAPCO 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 Officer. I believe I possess most, if not all, of those desirable attributes.

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

Furthermore, 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 evidence 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 OCCURRING IN THE YEAR: _____

Candidates for President and Executive Council Representative are required to have prior Missouri APCO Board experience. Provide a brief description of the most recent offices held and the terms of office satisfying this requirement:

List the most recent Annual Conference 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 Missouri Chapter of the Association of Public-Safety Communications Officials. As the candidate's employer, I am keenly aware of the value in Missouri 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 Officer on the Board. 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 Officer. 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 an Officer on the Board.
2. The need for the candidate to have access to telephone, facsimile, and mail service 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 MOAPCO and, if elected, serving a full term as an Officer on the Board.

SIGNED: _____ **DATE:** _____

PRINTED NAME OF AGENCY REPRESENTATIVE: _____

AGENCY NAME: _____

APPENDIX V

MISSOURI TEAMMATES IN ACTION PROGRAM GUIDELINES

1. Nominees need not be a member of any professional public safety association. Anyone working in or with a public safety communications center or answering point is eligible to be nominated. Including, but not limited to:
 - a. public safety telecommunicators
 - b. supervisors
 - c. managers
 - d. directors and/or administrators
 - e. trainers and coordinators
 - f. quality assurance personnel
 - g. IT personnel
 - h. radio technicians.
2. Anyone can be the nominator (Co-worker, supervisor, manager, director, etc.). The nominator need not be a member of any professional public safety association. MOAPCO will accept these nominations through electronic means shared on Chapter media outlets.
3. The Regional Ambassadors shall comprise the recognition workgroup.
 - a. When a recognition nomination is received, the workgroup shall assign a member to:
 - Contact the direct supervisor and/or director at the center to confirm the actions.
 - Confirm in writing what details of the story are approved for publication.
 - Request additional materials such as photos, newspaper articles, etc. which may be added to the social media recognition article.
 - b. When the workgroup determines recognition is warranted they shall:
 - Request an article be published recognizing the teammate on Chapter media outlets.
 - Create a certificate of recognition to be presented personally to the teammate by the Regional Ambassador or other MOAPCO officer.
4. The Chapter ProCHRT chairperson will ensure teammates recognized by MOAPCO are submitted to APCO ProCHRT for consideration by the national Teammates in Action program.

APPENDIX VI**SCHOLARSHIP APPLICATION****MUST be received by January 15, 2019****Applicants notified by February 15, 2019**

Nominees DO NOT have to be a member of APCO.

APPLICANT

Name:		
Job Title/Position/Duties:		
Agency:		
Years with Agency:	Full or Part Time:	
Years in Public Safety Communications:		
Agency Address:		
City:	MO	Zip Code:
Email address:	Phone/Extension:	

AGENCY HEAD/SUPERVISOR

Name:	
Job Title:	Direct Phone/Extension:
Email address:	
Will agency fund training/travel requested? If NO, does agency support request?	

Add comments or submit a separate document:

1. Describe your reasons for applying for this scholarship:
2. Tell us what you hope to achieve if a scholarship is awarded:
3. Where do you see yourself professionally in five years? Ten years?
4. Describe significant contributions you have made or would like to make to Public Safety Communications.
5. What area(s) would you like to help change in Public Safety Communications?

Submit application by email to **Zachary Dykes** <zachary.dykes@outlook.com>

You will receive a return email confirming receipt of your application.

APPENDIX VII

Missouri APCO Region Map

