

CONSTITUTION AND BY-LAWS
of the
CALIFORNIA PUBLIC-SAFETY RADIO ASSOCIATION, INC.

CPRA CONSTITUTION AND BY-LAWS

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CALIFORNIA PUBLIC-SAFETY RADIO ASSOCIATION, INC.

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CONSTITUTION

CONSTITUTION - ARTICLE I

NAME, CHARTER AREA AND PURPOSE

Section 1 NAME

This organization shall be known as the CALIFORNIA PUBLIC-SAFETY RADIO ASSOCIATION, INC. (CPRA), and is the Southern California Chapter of the Association of Public-Safety Communications Officials-International, Inc. (APCO).

Section 2 CHAPTER AREA

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

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

Section 3 PURPOSE

The purposes for which this corporation is formed are:

- 3.1 To lend support to, create interest in, and foster expansion of the parent organization, APCO;
- 3.2 To foster the development and progress of the art of Public Safety communications and supporting information technologies by means of research, planning, coordination, training, education, and implementation; to promote, through example and effort, closer cooperation among all municipal and other Public Safety-concerned agencies throughout the United States and neighboring countries to the end that the safety of lives, the protection of

property, and the general welfare of all people may be benefited to the highest degree;

- 3.3 To aid in the acquisition of radio channels, implementation of techniques, development of systems, and participation in other related activities leading to improvement in the collection, exchange, and dissemination of information necessary to Public Safety agencies involved in law enforcement, fire prevention and control, medical and health services, general emergencies, and all other such services vital to a community;
- 3.4 To further the cooperation between this organization and all other Public Safety associations, and with the Federal Communications Commission;
- 3.5 To provide technical and operational expertise to Public Safety organizations by assisting them in the matter of requirements relative to communications equipment and systems and information systems and the operation thereof;
- 3.6 To participate before appropriate agencies in the framing of legislation, regulatory rules, and measures pertaining to Public Safety communications and supporting information technological policy;
- 3.7 To provide for membership in the Chapter in accordance with the present and/or future language of its Constitution and By-Laws, and in keeping with the purposes and intents of APCO;
- 3.8 To make formal petitions by way of resolutions in proper format and following established requirements, at such time as it is felt that changes are needed in the Constitution and/or By-Laws of APCO;
- 3.9 To abide by the provisions and requirements of the Constitution and By-Laws of APCO, which shall take precedence in all matters and questions in this Chapter.

CONSTITUTION - ARTICLE II

MEMBERSHIP

Section 1 GENERAL REQUIREMENTS

With the exception of the GOVERNMENTAL GROUP and CORPORATE GROUP membership categories, APCO members are individuals. The membership of APCO shall be divided into the following categories: ACTIVE member, COMMERCIAL member, and MEMBER. A Designation of LIFE, HONORARY, CHAPTER LIFE, CHAPTER HONORARY, MULTIPLE, and SENIOR may be added to a category.

Group memberships shall be divided into the following: GOVERNMENTAL GROUP membership and CORPORATE GROUP membership.

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

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

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

Section 2 CATEGORIES AND VOTING PRIVILEGES

The membership of CPRA shall be divided into the following categories: ACTIVE; GOVERNMENTAL GROUP; COMMERCIAL; MULTIPLE; CHAPTER HONORARY; and CHAPTER LIFE.

This Chapter also recognizes HONORARY, LIFE, SENIOR, and CORPORATE GROUP members as defined herein and in the By-Laws of APCO.

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

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

Section 3 ACTIVE MEMBER

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

- A. Personnel responsible for planning, organizing, staffing, directing, and controlling functions required in the design, construction, installation, maintenance, command, and/or operation of Public Safety systems and supporting information systems. Such persons must be employed by, retired from, or a volunteer of a governmental entity or a contractor of a governmental entity providing the described services. ACTIVE members must be actively engaged in or retired from the performance of the described services for the specific entity on a regular basis and may not have a conflicting commercial interest which provides a significant portion of their income. Examples of qualifying positions include, but are not limited to, engineers, technicians, managers, supervisors, and telecommunicators.

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

Section 4 GOVERNMENTAL GROUP MEMBERSHIP

Any political entity qualifying under the meaning and intent of Article I, Section 3, paragraph 3.2 of this Constitution, hereinafter referred to as the Master Applicant in this category, among whose employees, two or more are eligible for membership in accordance with the other Sections of this Article whom the Master Applicant wishes to enroll as a group in this Chapter, is eligible for this category of membership with the following stipulations:

- A. The minimum number of employees in each applicant group, per each dues year, shall be in accordance with the population of the entity as outlined below; and further, at least one employee in each group shall be eligible for, and enrolled as, an ACTIVE member.

Below	50,000	2 members
50,000 to	100,000	3 members
100,000 to	350,000	4 members
350,000 to	750,000	5 members
750,000 to	1,000,000	6 members
1,000,000 to	1,500,000	7 members
1,500,000 to	2,000,000	8 members
2,000,000 to	3,000,000	9 members
3,000,000 and over		10 members

- B. All employees in each such group shall reside, live, or work within the boundaries of the CPRA Charter area.

- C. Memberships in good standing within CPRA may be transferred during a given dues period, from current employees leaving the group to new employees entering the group, upon such

CONSTITUTION - ARTICLE II
individual request by the Master Applicant directly to APCO.

- D. The individual members shall each be categorized and serve in CPRA in accordance with the appropriate membership category

requirements which are set forth elsewhere in this Article. Additionally, they shall each serve at the pleasure of the Master Applicant and the will of the Master Applicant shall be expressed within CPRA only by means of these individual members.

- E. At least one ACTIVE member must be included in each GOVERNMENTAL GROUP membership. However, any other ACTIVE member position(s) required in the population table above may be split into two individual MEMBER memberships at the discretion of the Master Applicant. If this option is selected by the Master Applicant, the aggregate dues shall conform to the individual ACTIVE member and MEMBER dues rate structure.
- F. Application for GOVERNMENTAL GROUP membership shall be submitted on the form specified and shall list all individuals and their respective categories. The application, together with sufficient funds to pay the annual dues for all applicants listed, shall be forwarded directly to APCO. The annual dues for each member includes membership in APCO and a subscription to the APCO Magazine.

Section 5 COMMERCIAL MEMBER

The following shall be eligible for COMMERCIAL membership in CPRA:

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

- 5.1 COMMERCIAL members shall not hold office, but may serve on Committees as may be permitted in accordance with the intent for this category of membership in the APCO Constitution and By-Laws. They may otherwise enjoy all benefits of this Chapter, except that COMMERCIAL members may not vote on any Chapter matter which is multi-chapter in scope and may not vote on Frequency Advisory Committee or Frequency Coordination matters.

CPRA CONSTITUTION – ARTICLE II (CONT.)

Section 6 MEMBER

The following shall be eligible for MEMBER membership in CPRA:

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

Section 7 MULTIPLE MEMBER

A paid-up member of another Chapter of APCO, in any category, who wishes to affiliate with CPRA, may do so as provided in the By-Laws of APCO.

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

Only the CPRA portion of dues shall be collected, and it shall be retained by CPRA as provided for by the By-Laws of APCO.

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

Section 8 CHAPTER HONORARY MEMBER

This honorary designation is reserved for those persons, including those who have retired due to age or physical disability, who have made significant contribution toward the objectives of CPRA or who have held membership in any category for more than ten (10) consecutive years. This honor shall be bestowed upon a person in the following manner:

- A. The Executive Committee shall make a recommendation to the Chapter Quorum that such honor be bestowed; and

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

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

8.2 Privileges of a CHAPTER HONORARY member shall be determined by the member's regular membership category, if any; provided that CPRA shall pay the regular membership annual dues in accordance with APCO By-Laws.

Section 9 LIFE MEMBER

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

This honor may only be bestowed upon nomination by the APCO Executive Council, following recommendation by a Chapter or by the APCO Board of Officers in accordance with the requirements for this category as outlined in the By-Laws of APCO, and the subsequent confirmation by a majority vote of the APCO Quorum of an Annual APCO Conference.

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

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

Section 10 CHAPTER LIFE MEMBER

This honorary designation is reserved for those qualified members of the ACTIVE, COMMERCIAL, or

MEMBER category. This honor shall be bestowed upon a person in the following manner.

A. be eligible for this recognition, the nominee will normally be expected to have:

- (1) Been a member of APCO for a minimum of fifteen (15) years, at least five (5) of which shall have been as a member of CPRA;
- (2) Held current membership in the ACTIVE, COMMERCIAL, or MEMBER category;
- (3) Made at least five (5) major contributions at the Chapter and/or International level(s) which have contributed significantly to CPRA, APCO, the commercial community, and/or the general Public Safety community. Items to be considered shall include, but not be limited to, any of the following:
 - (a) Past CPRA President, Secretary, or Treasurer;
 - (b) CPRA Executive Committee member for at least two (2) years;
 - (c) CPRA Local Frequency Advisor and/or Alternate Local Frequency Advisor for at least five (5) years;
 - (d) CPRA Commercial Committee Chair for at least five (5) years;
 - (e) APCO Executive Council Delegate for CPRA for at least four (4) years;
 - (f) APCO Regional or Annual Conference Chair;
 - (g) APCO Regional or Annual Conference Committee Chair;
 - (h) APCO Standing Committee Chair;

(i) Major contribution to the art of communications.

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

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

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

10.1 Privileges of a CHAPTER LIFE member shall be determined by the regular membership category; provided that CPRA shall pay the regular membership annual dues in accordance with APCO By-Laws.

Section 11 SENIOR MEMBER

The designation of "SENIOR" Member may be added to the categories of ACTIVE, COMMERCIAL, or MEMBER.

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

A. Membership for a minimum of ten (10) years;

B. At least four (4) significant contributions to APCO, including one on an International level, as defined in the By-Laws of APCO; and

C. Shall be a member in good standing at the time of the award.

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

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

Section 12 HONORARY MEMBER

This classification is defined in the By-Laws of APCO and may be bestowed only by the APCO Board of Officers.

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

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

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

Section 13 CORPORATE GROUP MEMBERSHIP

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

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

CORPORATE GROUP membership levels are detailed in the APCO By-Laws and the APCO Policy Manual.

Section 14 OTHER MEMBERSHIPS

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

Section 15 CHANGES IN MEMBERSHIP QUALIFICATIONS

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

Section 16 DUES

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

CONSTITUTION - ARTICLE III

OFFICERS

Section 1 DESIGNATION

The officers of this Chapter shall consist of the following:

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

Section 2 HOW ELECTED

The officers of this Chapter shall be elected in accordance with CPRA By-Laws, Article III.

Section 3 VACANCIES

Should the office of President or President-Elect of this Chapter become vacant for any reason, the office shall be filled by advancement in rank, i.e., the President-Elect shall become President and/or the Vice-President shall become President-Elect, as appropriate, leaving the position of Vice-President unoccupied until the next regular annual election of officers. In the event of an additional vacancy during the same term, the same progression shall apply, leaving the office of President-Elect vacant until the next regular annual election of officers.

If all three offices (i.e., President, President-Elect, and Vice-President) become vacant during a single term of office, the Executive Committee shall solicit a volunteer from the ranks of the Chapter Directors, beginning with the Director who has most recently vacated the office of President, to serve as President until the next regular annual election of officers. If the office of President still remains unfilled, a special

election for the office of President shall be held as expeditiously as possible.

Should the office of Secretary, Treasurer, Sergeant-at-Arms, or APCO Executive Council Delegate become vacant for any reason, it shall immediately be filled by a temporary appointment by the President. Such appointee shall serve until the next regular annual election of officers.

CONSTITUTION – ARTICLE IV

MEETINGS

Section 1 REQUIREMENTS

This Chapter is required to meet at least twice annually in accordance with the Constitution of APCO.

Section 2 QUALIFYING MEETINGS

Customarily, this Chapter has twelve (12) meetings per year which qualify as the mandatory meetings. These consist of ten (10) monthly meetings, the Western Regional Conference, and the Annual Conference.

The ten (10) monthly meetings are normally held within the chartered limits of this Chapter, however, when schedules and circumstances permit, joint meetings are held once a year with each of the APCO Chapters that are adjacent to CPRA, and those meetings may be held in the chartered area of either CPRA or that adjacent Chapter.

Section 3 CHAPTER QUORUM

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

Section 4 VOTING MAJORITY

A simple majority of members present and voting at a business session of a regularly scheduled meeting shall decide all issues with the exception of amendments to the Constitution and By-Laws. Voting requirements for amendments to the Constitution shall be in accordance with Article V of the Constitution, and for amendments to the By-Laws are covered in Article VI of the By-Laws.

CONSTITUTION - ARTICLE V

AMENDMENTS

Section 1 PROVISIONS FOR AMENDMENTS

The Constitution of this Chapter may be amended as follows:

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

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

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

Section 2 EFFECTIVE DATE OF AMENDMENTS

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

BY-LAWS

BY-LAWS - ARTICLE I

ELECTION OF MEMBERS

Section 1 APPLICATIONS

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

Section 2 CATEGORY AND EFFECTIVE DATE OF MEMBERSHIP

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

Section 3 REVOCATIONS

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

CPRA BY-LAWS – ARTICLE I (CONT.)

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

BY-LAWS - ARTICLE II

DUES

Section 1 ANNUAL MEMBERSHIP DUES

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

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

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

Section 2 ACTIVE MEMBER

The annual dues for an ACTIVE member shall be one hundred twenty dollars (\$120.00) and shall include membership in APCO and a subscription to the APCO Magazine.

Section 3 GOVERNMENTAL GROUP MEMBERSHIP

The annual dues for members of this category shall be in accordance with the population of the entity as follows:

Below	50,000	\$	240
50,000 to	100,000		360
100,000 to	350,000		480
350,000 to	750,000		600
750,000 to	1,000,000		720
1,000,000 to	1,500,000		840
1,500,000 to	2,000,000		960

2,000,000 to 3,000,000	1,080
3,000,000 and over	1,200

At the discretion of the Master Applicant, additional qualifying members may be included in a GOVERNMENT GROUP membership at the following dues rates:

\$120 per ACTIVE member

\$69 per MEMBER

Section 4 COMMERCIAL MEMBER

The annual dues for a COMMERCIAL member shall be one hundred fifty-four dollars (\$154.00) and shall include membership in APCO and a subscription to the APCO Magazine.

Section 5 CORPORATE GROUP MEMBERSHIP

CORPORATE GROUP membership dues shall be uniform for all chapters in the United States as defined in the APCO By-Laws and the APCO Policy Manual.

Section 6 MEMBER

The annual dues for a MEMBER shall be sixty-nine dollars (\$69.00) and shall include membership in APCO and a subscription to the APCO Magazine.

Section 7 MULTIPLE MEMBER

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

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

Section 8 CHAPTER HONORARY MEMBER

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

CPRA BY-LAWS – ARTICLE II (CONT.)

Section 9 LIFE MEMBER

This category of membership shall be exempt from the payment of any dues at the Chapter or International level.

Section 10 CHAPTER LIFE MEMBER

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

Section 11 APCO DUES

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

BY-LAWS - ARTICLE III

ELECTION OF OFFICERS

Section 1 ELIGIBILITY

Only members who hold ACTIVE membership status in this Chapter may be considered for any elective office in this Chapter.

Section 2 POSITIONS TO BE FILLED

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

Section 3 TERMS OF OFFICE

- 3.1 The President, President-Elect, Vice-President, and Sergeant-at-Arms shall serve for a term of one year.
- 3.2 The Secretary, Treasurer, and APCO Executive Council Delegate shall serve for a term of two years. Election of these two-year-term Officers shall take place at the annual election meeting held on odd years.

Section 4 ELECTION PROCEDURE

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

The slate of candidates selected by the Nominating Committee shall be published in the CPRA meeting notice for the meeting preceding the annual election meeting.

- 4.2 At the annual election meeting, the President shall call for nominations from the floor, at

which time any member may present the name of any ACTIVE member of the Chapter for any office to be filled.

- 4.3 Officers shall be elected by secret ballot in the event of more than one candidate for a particular office.

Section 5 DATE FOR TAKING OFFICE

Candidates elected at the annual election meeting shall be installed in their respective offices and assume the authority and duties of their offices at the December Chapter meeting.

BY-LAWS - ARTICLE IV

OFFICERS - AUTHORITY AND DUTIES

Section 1 AUTHORITY

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

Section 2 PRESIDENT

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

The President shall appoint an ACTIVE member of this Chapter as Chair of all Committees, with the exception of the Commercial Committee (see By-Laws, Article V, Section 2.10).

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

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

Section 3 PRESIDENT-ELECT

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

The President-Elect shall, during the term of office, screen the Chapter membership, contact prospective Committee Chairs for the following year, and have Committee Chair appointments ready for presentation when taking office as President.

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

Section 4 VICE-PRESIDENT

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

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

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

Section 5 SECRETARY

It shall be the duty of the Secretary to keep concise and accurate records of all Chapter meetings, to receive and answer all communications directed to the Secretary, and to perform such other duties as may be required by the Executive Committee.

The Secretary shall be secretary of the Executive Committee and shall make an annual report to the Executive Committee of the activities of the Secretary.

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

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

Section 6 TREASURER

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

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

The Treasurer shall forward to APCO new member applications and appropriate dues at the time of membership approval.

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

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

Section 7 SERGEANT-AT-ARMS

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

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

Section 8 APCO EXECUTIVE COUNCIL DELEGATE

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

CPRA BY-LAWS – ARTICLE IV (CONT.)

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

BY-LAWS - ARTICLE V

COMMITTEES

Section 1 DESIGNATION

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

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

Section 2 STANDING COMMITTEES

The Standing Committees of this Chapter shall be the Executive, Frequency Advisory, Membership, Audit, Regulatory Review, Resolutions and By-Laws, Emergency Medical Services, Engineering and Research, Nominating, Commercial, Operations, Program, Professional Liaison and Member Services, and Historical Committees.

2.1 EXECUTIVE COMMITTEE

The Chapter President shall be the Chair of this Committee, and the membership shall consist of all elected officers and the Chair of the Commercial Committee, plus the three most recent Past Presidents (Directors) who are willing and able to serve. In the event that there are not three Past Presidents who are willing and able to serve, the President shall appoint, with the approval of the Executive Committee, ACTIVE member(s) to fill the

vacant Past President position(s). If a vacancy occurs for any reason among the Past President members, the President may fill such vacancy by appointment, and such appointment shall remain in effect until the next annual election.

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

2.2 FREQUENCY ADVISORY COMMITTEE

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

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

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

2.3 MEMBERSHIP COMMITTEE

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

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

2.4 AUDIT COMMITTEE

The President shall appoint an ACTIVE member of this Chapter, other than the Treasurer, as

Chair of this Committee.

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

2.5 REGULATORY REVIEW COMMITTEE

The President shall appoint an ACTIVE member of this Chapter as Chair of this Committee.

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

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

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

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

2.6 RESOLUTIONS AND BY-LAWS COMMITTEE

The President shall appoint an ACTIVE member of this Chapter as Chair of this Committee.

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

It shall also prepare resolutions of various types, including resolutions for presentation at

APCO Conferences when requested to do so by the President.

2.7 EMERGENCY MEDICAL SERVICES COMMITTEE

The President shall appoint an ACTIVE member of this Chapter as Chair of this Committee.

This Committee shall institute and maintain research and study and make recommendations in areas concerned with emergency medical communications services, with particular emphasis being placed on the relationship of total Public Safety communications needs with those of emergency medical communications needs.

The Committee shall act in the capacity of an advisory group which can be consulted for the purposes of systems planning, identifying communications requirements, and providing technical guidance.

2.8 ENGINEERING AND RESEARCH COMMITTEE

The President shall appoint an ACTIVE member of this Chapter as Chair of this Committee.

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

2.9 NOMINATING COMMITTEE

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

This Committee shall actively study the Chapter membership by observing individuals in an effort to evaluate interest in, and willingness to work

at, promoting the goals of APCO, both at the Chapter and International levels, and consider the qualifications and agency support of potential candidates.

This Committee shall present its recommendations to the President in sufficient time to allow their publication in the CPRA meeting notice for the meeting preceding the annual election meeting. Its slate of candidates shall be in accordance with Article III of these By-Laws.

2.10 COMMERCIAL COMMITTEE

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

The Chair of this Committee shall be elected by the Committee and shall be a COMMERCIAL member of this Chapter. The Chair shall schedule Committee meetings as often as the Committee deems necessary, and at times and places convenient to the members.

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

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

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

2.11 OPERATIONS COMMITTEE

The President shall appoint an ACTIVE member of this Chapter as Chair of this Committee.

This Committee shall propose ways of increasing the professional image of Public Safety operations, and of stimulating the professional growth of operational personnel. It shall

encourage operational representatives to attend CPRA meetings and to get involved with CPRA and its activities and issues.

This Committee shall be responsible for planning and holding the Annual Dispatcher Awards Banquet during National Public Safety Telecommunications Week in April of each year, and for planning and holding the Annual Operational Seminar in the fall of each year. The Chair of this Committee shall recruit and employ whatever Chapter members, outside of the Committee, are necessary to assist in the execution of these major events. The Chair shall provide regular, periodic status reports to the Executive Committee on the planning efforts for these events.

2.12 PROGRAM COMMITTEE

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

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

2.13 PROFESSIONAL LIAISON AND MEMBER SERVICES COMMITTEE

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

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

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

limited to, procurement of a plaque for the outgoing President.

This Committee shall also coordinate Chapter-level advertising, promotional activities, and CPRA booth usage, maintenance, transport, and attendance at conferences designated by the Executive Committee, and conduct liaison with other organizations.

2.14 HISTORICAL COMMITTEE

The President shall appoint an ACTIVE member of this Chapter as Chair of this Committee.

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

Section 3 SPECIAL COMMITTEES

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

Section 4 DUTIES OF COMMITTEES

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

BY-LAWS - ARTICLE VI

AMENDMENTS

Section 1 PROVISION FOR AMENDMENTS

The By-Laws of this Chapter may be amended as follows:

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

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

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

Section 2 EFFECTIVE DATE OF AMENDMENTS

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

BY-LAWS - ARTICLE VII

EXPENSES

Section 1 GENERAL EXPENSES

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

Section 2 SPECIFIED EXPENSES

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

At minimum, the following subsidies shall be provided.

- A. APCO-International Annual Conference
 - (1) Chapter President
 - (2) Chapter APCO Executive Council Delegate
- B. APCO Western States Regional Conference
 - (1) Chapter President
- C. Any additional duly-convened APCO Executive Council meeting
 - (1) Chapter APCO Executive Council Delegate

After these specified officers' expenses are provided for, the Executive Committee shall evaluate available resources and may allocate additional funds to subsidize, in varying degrees, any other member of the Executive Committee and/or

Chapter, up to one hundred (100) percent, based on benefit to the Chapter and any other subsidy available to the member (employer, etc.).

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

Section 3 UNSPECIFIED EXPENSES

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

BY-LAWS - ARTICLE VIII

POLICY AND PROCEDURE MANUAL

Section 1 POLICY AND PROCEDURE MANUAL

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

Section 2 POLICY

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

Section 3 PROVISION FOR AMENDMENTS

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