

# CALIFORNIA PUBLIC-SAFETY RADIO ASSOCIATION, INC.

Est. 1935

**The Southern California Chapter of  
The Association of Public-Safety Communications Officials-  
International, Inc. (APCO)**



## POLICY & PROCEDURES

March 2020

CALIFORNIA PUBLIC-SAFETY RADIO ASSOCIATION  
POLICY & PROCEDURES

**INDEX**

<b><u>TITLE</u></b>	<b><u>PAGE</u></b>	<b><u>APPROVED/ REVISED</u></b>
Blank Page (Reserved)	3	
Calendar of Action Items	4	07/10/2019
Chapter Meeting Agenda	9	12/09/2010
Chapter Meeting Guidelines – Attendance & Registration	11	04/12/2018
Chapter Meeting Guidelines – Hosting & Preparation	13	01/09/2013
Chapter Meeting Guidelines – Hosting & Preparation Checklist	18	12/09/2010
Chapter Sponsorship Program	19	11/07/2018
Executive Committee Meeting Agenda	25	12/09/2010
Financial Policy	27	03/19/2020
Relationships with Other Organizations	39	12/09/2010
CommLink Newsletter	41	02/15/2018
Chapter Commercial Advisory Member (CCAM)	42	03/19/2015
Chapter Awards Policy	43	07/10/2019
Wall of Fame Recognition Program	48	05/16/2013
Chapter Banner Sponsorship	49	04/04/2018
Chapter Commemorative Coin	51	02/21/2019

CALIFORNIA PUBLIC-SAFETY RADIO ASSOCIATION  
POLICY & PROCEDURES

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## CALENDAR OF ACTION ITEMS

**PURPOSE.** The purpose of this document is to identify and list the key events and suspense dates applicable to the Chapter and its activities. The items are listed on a month-by-month basis.

**POLICY.** It is the policy of CPRA to plan and provide to the CPRA membership professional level, interesting and worthwhile events throughout the calendar year. The Chapter also participates in APCO related state, regional, national, other events as approved by the Executive Committee. Finally, the Chapter is committed to meeting established APCO and other deadlines as appropriate.

**PROCEDURES.** Review, update, and prepare the annual Calendar of Action Items beginning in September. Finalize and approve the calendar in November and make it available to the Chapter membership. Provide revisions as necessary.

**Calendar.** Please see next page.

CALIFORNIA PUBLIC-SAFETY RADIO ASSOCIATION  
POLICY & PROCEDURES

**CALENDAR OF ACTION ITEMS**

**January**

- Convene Executive Committee Quarterly Workshop
- Notify APCO about key items from the Calendar of Events
- File for APCO Officer Candidacy (as applicable)
- Renew internet domain name contract (expires in 2021)
- Promote Telecommunicators Week Program – Sell Buttons/Badges
- Promote CPRA Annual Awards Program – reminders to nominate for Telecommunicator and Technology Awards (nominations due by the third Friday in January)
- Promote CPRA Technologists Awards Luncheon – release Registration Form
- Promote CPRA Telecommunicators Awards Banquet – release Registration Form
- Confirm attendees for the APCO International Conference & Exposition
- Identify and select candidates for APCO Senior Membership Awards
- Identify the location for the December Officer Installation meeting
- Coordinate meeting with CalNENA Executive Board (if attending CalNENA Conf.)
- Update APCO membership profiles for renewal process in PSConnect
- Remind members of APCO updates in the Chapter meeting and the “Podium”
- Review and approve the current year Operating Budget & Officer Travel
- Identify, select, and file candidates for APCO Life Membership Awards (to arrive NLT Feb. 1)

**February**

- Evaluate & select Annual Technologist Awards nominations by February 15
- Evaluate & select Annual Telecommunicator Awards nominations by February 15
- Submit “Early Bird” registrations for APCO International Conference & Expo
- Purchase airline tickets for APCO International Conference & Expo
- Reserve hotel rooms for APCO International Conference & Expo
- Review APCO Committee opportunities – Put reminder in CommLink
- Announce Training Conference - “Call for Papers” (if applicable)
- Identify insurance rider requirements for the Telecommunicators Awards Banquet
- Participate in CalNENA Conference as appropriate

**March**

- Submit proposals for APCO C&B changes (due NLT Apr. 1)
- Order Award Elements for Technologists Awards Recipients
- Order Award Elements for Telecommunicators Awards Recipients
- Activate Audit Committee and begin Financial Audit
- Confirm renewal of the web-hosting service contract (due Apr. 21)
- Sign up for an APCO Committee (due NLT Apr. 1)
- Attend WRC
- Announce and promote Training Conference information (if applicable)
- Plan for Technologist Awards presentations & photographs

CALIFORNIA PUBLIC-SAFETY RADIO ASSOCIATION  
POLICY & PROCEDURES

**CALENDAR OF ACTION ITEMS**

- Plan for Telecommunicator Awards presentations & photographs
- Send out Technologists Awards Luncheon & Telecommunicators Award Banquet registration reminders 10-14 days prior to event.

**April**

- Convene Executive Committee Quarterly Workshop •
- Convene the CPRA Annual Technologists Awards Luncheon
- Convene the CPRA Annual Telecommunicators Awards Banquet
- Finalize the Financial Audit (due Apr. 1)
- Deadline for submission of candidate endorsement articles-APCO PSC
- Identify and select candidates for APCO Senior Membership Awards
- Announce and promote Training Conference information (If applicable)
- Activate Nominating Committee to nominate CPRA officers for the upcoming year

**May**

- Host/Participate in Annual Training Conference (if applicable)
- File State/Federal Tax Returns or Tax Filing Extension – Treasurer (due May 15)
- Reserve Chapter meeting room at APCO International Conference & Expo (if needed)
- Appoint the committee for following year to prepare for Technologists Awards
- Appoint the committee for following year to prepare for Telecommunicators Awards
- Submit CPRA Technologist & Telecommunicator Awards photos to APCO and the CPRA Web Master
- Promote interest in serving on the CPRA Executive Committee
- Schedule attendance to the Arizona State Conference (as scheduled)
- Start promotion of the Annual October Vendor Exhibition

**June**

- Continue work of Nominating Committee to nominate CPRA Officer candidates
- Conduct Mid-Year Budget Review
- Send out first round of Vendor Registration Forms for October Vendor Exhibition

**July**

- Convene Executive Committee Quarterly Workshop
- Promote APCO on-line voting participation
- Finalize preparations for attending APCO International Conference & Expo
- Promote CPRA Officer nominations for upcoming year in the CommLink
- Identify and select candidates for APCO Senior Membership Awards
- Identify Purchase-Permit requirements for the No Ties Barbeque
- Continue promotion of the Annual October Vendor Exhibition

CALIFORNIA PUBLIC-SAFETY RADIO ASSOCIATION  
POLICY & PROCEDURES

**CALENDAR OF ACTION ITEMS**

**August**

- Attend APCO International Conference & Expo
- Adjust the August Chapter meeting date due to APCO International Conference & Expo travel (if needed)
- Appoint committee to review options for the Bert Moore Award (when applicable)
- Announce Officer Slate (Initial List)
- Send out second round of Vendor Registration Forms for the Annual October Vendor Exhibition

**September**

- Publish Slate of Officer Candidates in CPRA CommLink
- Select commercial member(s) to receive Bert Moore Award (if appropriate)
- Confirm dates and general plans for the CPRA Telecommunicators Banquet
- Confirm the location for the Officer Installation meeting
- Complete the annual archiving of the CPRA membership list
- Renew CPRA incorporation status – State of California (bi-annually on even years)
- Implement Telecommunicators Week Button Program (Chair, Design, Order)
- Remind the Western Regional Director to ensure a Consortium Meeting has been scheduled for the WRC
- Initiate preparation of the proposed Annual Operating Budget for the next year
- Notify candidates on the slate of officers that if elected to plan on attending the November Quarterly Workshop
- Continue to promote the Annual October Vendor Exhibition
- Remind Chapter members to review/update their PSConnect contacts and profile information

**October**

- Publish Slate of Officer Candidates in CPRA CommLink
- Host the Annual Vendor Exhibition and hold annual CPRA Election of Officers; announce the results
- Present Bert Moore Award(s) (if appropriate)
- Activate the Budget Committee to prepare an Annual Operating Budget draft
- Submit requests to attend upcoming Western Regional Conference
- Order new officer name badges for presentation at the Officer Installation
- Promote the Officer Installation meeting to the CPRA membership
- Request APCO publish information about Telecommunicators Week Buttons
- Notify previous purchasers of button availability
- Request and fill new appointments (committees) [incoming President]
- Invite newly elected Executive Committee members to attend the Executive Committee Quarterly Workshop
- Initiate preparations for Presidential Award presentations as necessary
- Schedule Officer orientation and training

CALIFORNIA PUBLIC-SAFETY RADIO ASSOCIATION  
POLICY & PROCEDURES

**CALENDAR OF ACTION ITEMS**

- Plan for attending the NAPCO Chapter Annual Officer Installation (designated Board Member)
- Announce and solicit a Banner Sponsor during the annual Vendor Exhibition
- Set deadline of Nov 30 to allow for payment, design, ordering and receipt by 1<sup>st</sup> meeting in January.

**November**

- Convene Executive Committee Quarterly Workshop (newly elected Officers too)
- Identify officer travel requirements for the upcoming year
- Appoint Chapter Officer(s) to attend various conferences & adjacent Chapter events
- Review the proposed Annual Operating Budget for the next year
- Confirm attendees for the Western Regional Conference (WRC)
- Submit “early bird” registrations & room reservations for the WRC
- Purchase airline tickets for the WRC
- Announce Technologists Awards process – Post/Mail Call for Nominations
- Announce Telecommunicators Awards process – Post/Mail Call for Nominations
- Confirm general plans & appoint Chair for Annual Training Conference (if applicable)
- Request and fill new appointments (committees) [incoming President]
- Publish the Officer Installation Meeting flyer in the November CommLink
- Identify and select candidates for APCO Senior Membership Awards
- Identify, select, and file candidates for APCO Life Membership Awards (to arrive NLT Feb. 1)
- Review and approve the Calendar of Action Items for the upcoming year
- Prepare New Letterhead
- Conduct Officer orientation and training
- Finalize design and order new banner (if sponsor identified)
- If banner sponsor has not been identified, send follow up message to the Commercial Membership soliciting a sponsor with a reminder of the Nov 30 deadline.

**December**

- Post/Mail Technologists Awards nomination reminders
- Post/Mail Telecommunicators Awards nomination reminders
- Conduct Officer Installation Ceremony
- Update bank signature cards as necessary
- Notify APCO of new CPRA Officers
- Renew storage facility contract (due Jan. 1 – Automatic)
- Attend NAPCO Officer Installation (designated Board member)
- Submit Statement of Information Filing to State of California (due NLT Jan. 31)
- Renew contract with the Agent for Service of Process
- Identify, select, and file candidates for APCO Life Membership Awards (to arrive NLT Feb. 1)
- Finalize design and order new banner.



## GENERAL MEMBERSHIP MEETING AGENDA

**PURPOSE.** The purpose of this document is to outline agenda topics and their sequence for conducting CPRA Chapter Meetings. It is a generic agenda and should be modified as needed. The agenda provides a logical flow of topics and serves as a reminder to include all essential items.

**POLICY.** It is CPRA policy to conduct Chapter Meetings by means of an agenda. The intent is to present Chapter Meetings that run smoothly and that stay within recommended time limits. Standard parliamentary procedures and courtesies apply.

**PROCEDURES.** Utilize all or portions of the agenda as shown depending on the specific conditions and requirements for the Chapter Meeting.

*Time: 1 Hour (Typically 10:00 – 11:00 a.m.)*

**Greeting – President.** Welcome everyone.

**Pledge of Allegiance – Board Member.**

**Acknowledgements – President.** Thank host and sponsor(s)

**Introductions – All.** Self-introductions of all in attendance. Dispense with this step for large meetings such as the Table Top.

**Membership Report – Vice-President.** Report on Chapter membership. Welcome new members by name. Present each individual with a CPRA membership pin.

**Meeting Program Review – President-Elect.** Provide information on upcoming meetings.

**Treasurer Report - Treasurer.** Provide generalized summary of income and expenses for the preceding month.

**Regional Director Report – Regional Director (if applicable).** Report on items of interest pertinent to the APCO Western Region.

**Executive Council Report – Executive Council Delegate.** Provide a brief summary of APCO Executive Council activities.

CALIFORNIA PUBLIC-SAFETY RADIO ASSOCIATION  
POLICY & PROCEDURES

**GENERAL MEMBERSHIP MEETING AGENDA**

**Technical Reports – Chair Person.** Present current status information as needed.

- FCC Matters
- CalSIEC – Southern Planning Area (SPA)
- 700 MHz & 4.9 GHz Update
- 800 MHz Update

**Operations Events – Operations Chair.** Present information as needed.

**Commercial Introductions – Commercial Advisory Committee.** Invite all Commercial Members in attendance to make a self introduction and present a brief comment on their respective products/services.

**Commercial Sponsor Presentation – Commercial Advisory Committee.** Invite the meeting sponsor to give a short presentation regarding products and/or services. (Maximum time is 10 minutes.)

**Special Events Announcements – President.** Present information as needed about upcoming events such as the Western Region Conference, APCO Conference, etc.

**Other Chapter Business – All.** Address items as necessary.

**Program Introduction – Host.** Introduce the program presenter,

**Program Presentation – Keynote Speaker.** Provide program as planned

**Speaker Recognition– Host.** Extend a Chapter “thank you” to the program speaker.

**Adjournment – President.** Thank everyone for attending. Invite them to join in the lunch meal.

*Time: 1 hour (Typically 12:00 – 1:00 p.m.)*

**Lunch – All**

*Time: 1 hour (Typically 1:00 – 2:00 p.m.)*

**Frequency Coordination – Agency Technical Representatives**

*Time: 1 hour (Typically 1:00 – 2:00 p.m.)*

**Operations Committee Meeting – Operations Chair.** Convene as needed.

## CHAPTER MEETING GUIDELINES – ATTENDANCE, REGISTRATION, AND COMPLIMENTARY REGISTRATIONS

**PURPOSE.** The purpose of this document is to identify who can attend CPRA Chapter meetings, establish registration requirements, and define the Chapter's position pertinent to complimentary registrations. This Guideline supplements related documents "Chapter Meeting Guidelines - Hosting & Preparation," and "Chapter Meeting Guidelines – Sponsorships."

**POLICY.** It is CPRA Chapter policy to hold a variety of Chapter Meetings and activities throughout the year. The goal is to present effective sessions and programs that are well planned, efficiently conducted, enhance the professional growth of the members, and foster CPRA support to the public safety community. The CPRA Chapter invites and encourages participation in all its chapter gatherings.

**PROCEDURES.** The following information and processes pertain to participation in CPRA Chapter meetings and activities.

**CPRA Chapter Meetings Are Open To Members and Non-Members.** All CPRA Chapter meetings and events are open to everyone (registration fees may apply). This includes Executive Committee Meetings, Chapter Meetings, Conferences, and Training Sessions as held by the CPRA Chapter of APCO-International. Note that membership in the Association of Public-Safety Communications Officials, International (APCO), and hence CPRA is highly encouraged.

**Meeting Registration Fee.** The registration fee for anyone attending a Chapter Meeting is currently \$25, payable at the door. (There are different arrangements for the Annual Vendor Exhibition Meeting and the Officer Installation Meeting.) The registration fee includes lunch. The registration fee does apply even if a person chooses to decline the lunch.

Note: Individuals who attend only the Frequency Advisory Committee Meetings, typically held after lunch, or attend a Round Table Workshop also typically held after lunch, may do so without paying a meeting registration fee. Individuals who wish to additionally participate in the lunch will pay the standard registration fee.

**Complimentary Registrations.** The CPRA Chapter, on occasion, provides events where members may receive a complimentary registration which may also include a meal. This includes a complimentary welcome registration for a new member's first meeting, complimentary registrations for Guest Speakers and VIP's, and for attendees at the Annual Vendor Exposition. These types of events are planned and solely funded by the CPRA Chapter of APCO-International. Even if there are Commercial Members involved in the event, this does not constitute an individual gift from a commercial vendor. These events are intended exclusively as a group benefit of the CPRA Chapter membership.

CALIFORNIA PUBLIC-SAFETY RADIO ASSOCIATION  
POLICY & PROCEDURES

**CHAPTER MEETING GUIDELINES – ATTENDANCE, REGISTRATION, AND  
COMPLIMENTARY REGISTRATIONS**

Complimentary registrations may also be provided for Chapter Award recipients for the Annual Telecommunicators Week Awards Banquet and the Annual Engineering and Technology Awards Luncheon. Complimentary registrations shall be limited for these events to one (1) complimentary registration for each individual Award Recipient or up to four (4) complimentary registrations for Award Recipients under each Group or Team Award.

All complimentary registrations must be approved by the Chapter President. The Chapter President, on limited occasion, may authorize complimentary registrations to any attendee of a Chapter Meeting or Chapter Event at his/her discretion. Chapter members may not offer complimentary registrations to attendees of any Chapter Meeting or Chapter Event without prior approval of the Chapter President.

## CHAPTER MEETING GUIDELINES-HOSTING & PREPARATION

**PURPOSE.** The purpose of this document is to define the steps to be used in hosting and preparing for Chapter meetings. Note: Please see “Chapter Meeting Guidelines – Sponsorships” for details how commercial members can offer sponsorship support for CPRA meetings.

**POLICY.** It is CPRA policy to hold monthly Chapter meetings. The goal of the meetings is to present cost-effective business sessions and programs that are well planned, efficiently conducted, and provide information that enhances the professional growth of the members. The President-Elect is responsible for overseeing the meeting arrangements.

**PROCEDURES.** There are many aspects to conducting successful and worthwhile meetings. Attention to detail is critical. Meeting Hosts are highly encouraged to observe the guidelines as shown below. There is also a quick reference “Checklist” that includes timelines. It is attached to this Guideline and should be completed in preparation for each meeting. Upon completion of the Checklist, the Meeting Host should provide a copy to the President-Elect.

**Meeting Schedule.** Beginning in September of each year, the President-Elect should begin soliciting member agencies to host chapter meetings for the upcoming year. An annual calendar of scheduled CPRA Chapter meetings should be reviewed and approved at the November Quarterly Executive Committee Meeting. Include as much detail as is available. Publish the calendar on the CPRA Web Site.

**Meeting Host.** Each Chapter meeting must have a host. Many members have hosted meetings before and therefore will be familiar with what is required to host a meeting. Others may not have hosted a meeting and will appreciate assistance in planning a meeting. The President-Elect will provide this assistance. NEVER assume that everything has been handled. It is important to ensure that the Host has maintained contact with the facility provider and that the entire Chapter's meeting requirements will be met. The President-Elect and the Meeting Host should jointly go over the Meeting Checklist. It is essential to follow the timelines shown on the Checklist.

**Meeting Notices.** The President-Elect and/or the Meeting Host must provide the meeting information to the CommLink editor NLT the cutoff date. This same information should go to the webmaster at the same time. Full information about the Meeting Program should be publicized in the CommLink in order to boost attendance.

CALIFORNIA PUBLIC-SAFETY RADIO ASSOCIATION  
POLICY & PROCEDURES

## CHAPTER MEETING GUIDELINES—HOSTING & PREPARATION

**Meeting Locations.** Typically, meetings are best held in conference rooms of hotels, restaurants, or convention centers. Hotels typically charge for the use of a meeting room, but may waive the charge if a minimum number of meals are guaranteed. This should be negotiated. The CPRA Chapter typically does not pay for room rental. Larger agencies may have their own facilities which can accommodate CPRA Chapter meetings, but may require use of catering services.

Note: There may be special occasions or an opportunity for a hosting agency to hold a meeting at a place which might be considered a tourist attraction, such as an amusement park, movie studio, park, casino, etc. These locations may help boost meeting attendance. However, most attendees are government employees who are on duty. Common sense should be used in selecting a meeting location. Avoid settings which might convey a less than professional image.

**Facility Requirements.** Selecting the right size facility is important. Meeting attendance tends to vary. Sign-in sheets from the previous year's meeting for that location may be a helpful guide. Obviously, location, program and many other factors can affect attendance

The facility should be able to accommodate at least 70 people for the meeting. Guarantees should be for no more than 40 unless there is pre-registration for a special event or if historical data for a previous year's meeting at the same location would suggest a greater number. Most facilities will allow for a small number of additional meals over their guaranteed number if necessary.

If at all possible, two rooms should be reserved. The first room will be used for the General Business Meeting, Program, Lunch, and Frequency Coordination. The second smaller room will be used for the Executive Committee Meeting. If only one room is available, it should be sufficiently large enough to allow the Executive Committee Meeting to be held with minimal disruption from members arriving for the General Business Meeting. In this instance, a large table should be made available for the Executive Committee meeting. Avoid the use of small tables grouped together.

A table for the Early Bird Refreshments should be located in an area convenient to the Executive Committee Meeting. It should also be accessible to members who arrive early for the General Membership meeting

The Meeting Host is expected to arrange for a table that is to be used by the Sergeant-at-Arms as a meeting sign-in table and for collecting the meeting registration fee.

**American Flag.** Arrange for the use of an American Flag. Either use one provided by the facility or bring one in as needed. The CPRA Chapter owns a flag and stand set. The Sergeant at Arms retains the flag set. Ask that person to provide the flag set as necessary.

CALIFORNIA PUBLIC-SAFETY RADIO ASSOCIATION  
POLICY & PROCEDURES

**CHAPTER MEETING GUIDELINES—HOSTING & PREPARATION**

**Audio Visual Systems.** Arrangements should be made with the meeting facility for a lectern, screen, and small public address system. The Chapter has its own PA system that can be used as necessary. Notify the Program Presenter that he or she is responsible for providing his/her own laptop projector system.

**Parking.** If there are parking costs, it may be possible to negotiate parking validation depending on group size; number of paid meals, etc., or seek a commercial sponsorship; otherwise parking fees will be paid individually by attendees. Be sure to include in the meeting announcements and notifications if there will be parking fee to be paid by each attendee.

**Early Bird Refreshments.** The Early Bird Refreshments are primarily for the participants in the Executive Committee meeting that is held before the Chapter/General Membership meeting. Early arrivals for the Membership meeting may help themselves to whatever refreshments may still be available.

**Sponsor for Early Bird Refreshments.** The Commercial Advisory Committee Chairperson is responsible for arranging for a commercial sponsor for the Early Bird Refreshments. The Meeting Host should coordinate with the Commercial Chairperson regarding the arrangements for the refreshments. Please refer to “Chapter Meeting Guidelines – Sponsorships” for details.

**Sponsor for the Meeting.** Please refer to “Chapter Meeting Guidelines – Sponsorships” for details.

**Meeting Registration Fee.** The registration fee for anyone attending a Chapter Meeting is \$25 payable at the door. (There are different arrangements for the Annual Table Top Meeting and the Officer Installation Meeting.) The registration fee includes lunch. The registration fee does apply even if a person chooses to decline the lunch.

Note: Individuals who attend only the Frequency Advisory Committee Meeting held after lunch or attend a Round Table Workshop also held after lunch may do so without paying a meeting registration fee. Individuals who wish to additionally participate in the lunch will pay the standard registration fee of \$25.

**Complimentary Meal For Members.** The CPRA Chapter, on occasion, provides events where members may receive a complimentary meal. This type of event is planned and solely funded by CPRA. There is nothing that constitutes commercial vendor gifting to an individual. The event is intended exclusively as a group benefit of the CPRA Chapter membership.

## CHAPTER MEETING GUIDELINES—HOSTING & PREPARATION

**Meeting Budget and Funding Support.** The general guideline for the meeting budget is to allow the Chapter to break even on the luncheon. The sum of the registrations at \$25 per person plus the proceeds from the Early Bird sponsorship should normally be sufficient to cover most of the meal expenses. This may vary slightly either way based on the cost of the food, complimentary registrations, guarantees, and other conditions. The primary objective of the Chapter meeting is to provide “good value” to the members. The CPRA Chapter supports this objective by including in its annual chapter operating budget funding to supplement meal expenses as necessary. The President-Elect is responsible for overseeing the quality of the luncheon and maintaining the costs within guidelines.

**Programs.** The President-Elect has overall responsibility for obtaining and approving Program Presentations. Selecting a program should be done in close coordination with the Meeting Host. Presentations may be relevant to events or projects involving the hosting agency; thus serving as a good reason to travel to that location. It is important to strive for balance. Topics for programs should be of broad interest. Suggested topics include: regulatory activities, Law, Fire, EMS programs or technologies, 9-1-1 issues, advanced technologies (FirstNet, NextGen 9-1-1), communications operations, or other Public Safety related subjects. The topics should be presented on a level that will inform and educate, and of course, be interesting to all.

**Commercial Presentation Program.** When the program involves a commercial presentation, preference should always be given to APCO members over non-APCO members. Presentations made by Commercial Members should be at a level which may educate or inform about a new technology, but should not be presented in manner which is merely a "sales pitch."

**Speakers.** The Program Host will provide a suitable introduction for the speaker(s). It should include a brief biographical sketch pertinent to the topic being presented.

NOTE: The Chapter President may offer a complimentary registration to speakers who are representing non-commercial organizations.

**Correspondence.** It is customary for the Secretary to send letters of thanks to the Commercial Member Sponsor and Guest Speaker. The Secretary is responsible for gathering names and addresses of those individuals.

**Posting Meeting “Presentations” on the CPRA Web Site.** The CPRA web site is a vital information source for members. Thus, as a general practice, Program Presentations may be posted on the web site if there is a digital format readily available. The President-Elect is responsible for initiating this action and coordinating with the web master as appropriate. The following guidelines apply: the topic and information will be of interest to the general membership; the presentation will be posted at the discretion of the Executive Committee; and the program will be posted using standard APCO/CPRA disclaimers.



CALIFORNIA PUBLIC-SAFETY RADIO ASSOCIATION  
POLICY & PROCEDURES

**CHAPTER MEETING GUIDELINES—HOSTING & PREPARATION**

Note: The above posting procedure applies only to the program presentation. It does not apply to the product/service presentation by the commercial member who sponsored the meeting.

CALIFORNIA PUBLIC-SAFETY RADIO ASSOCIATION  
POLICY & PROCEDURES

**CHAPTER MEETING HOSTING & PREPARATION GUIDELINES CHECKLIST**

**PROCEDURES.** Please read the “Guidelines.” Complete this Checklist in planning for and hosting a Chapter Meeting. Be sure to ask the President-Elect for assistance as necessary.

**Preliminary (Complete 30 – 60 days prior to meeting)**

1. Discuss meeting location ideas with Pres.-Elect prior to scheduling.
2. Review presentation topic options or suggest possibilities with Pres.-Elect
3. Select and coordinate a tentative meeting date with Pres.-Elect


**Meeting Location/Program Planning (Complete 30 – 60 days prior to meeting)**

- 4a. Identify a suitable meeting location
  - Does the location have enough properly sized rooms?
  - Does the location have adequate parking? (free or validated)
  - Is food service available? (on-site or catered)
  - Is the meal within the target budget? (\$15-\$25 each)
  - Is an American flag available
  - Is a lectern available?
  - Is a screen available?
  - Is a public address system available?
- 4b. Identify speaker/program presentation
  - Is the topic of interest and applicable to CPRA?
  - Is the presenter available?
5. Discuss meeting location and arrangements with Pres.-Elect
- 6a. Make location reservations for:
  - Executive Committee Meeting Room (15 persons)
  - General Membership Meeting (50 – 70 persons)
  - Frequency Coordination (25 persons)
  - Operations Committee (10 persons) (Optional)
  - Table for registration & sign in
  - Early Bird coffee & rolls service (15 persons)
  - Meal service for lunch (40 – 50 persons) [Menu choice tickets as necessary]
  - Equipment requirements as appropriate
- 6b. Confirm speaker/program presentation
  - Identify A/V requirements
  - Identify any additional presenters
7. Confirm overall meeting/program arrangements with the Pres.-Elect


**Meeting Announcements (Complete 30 days prior to meeting)**

8. Submit meeting/program announcements
  - Provide all pertinent information to CommLink editor and the web master

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**Meeting Final Preparations and Meeting Day (Complete 3 – 0 days prior)**

9. Final Preparations - verify arrangements
  - Confirm meeting facilities
  - Confirm speaker/program plans
10. Meeting Day – arrive early, verify arrangements, brief attendees as needed


## CHAPTER SPONSORSHIP PROGRAM

**PURPOSE.** The purpose of this document is to define the steps to be used when a Commercial Member, or Corporate Partner, requests the opportunity to sponsor the Chapter, Chapter meetings, Early Bird Refreshments, host or provide Commercial Presentations, conduct Vendor Training, or sponsor other Chapter hosted events. This Guideline supplements “Chapter Meeting Guidelines - Hosting & Preparation.”

**POLICY.** It is CPRA Chapter policy to hold monthly Chapter Meetings. Commercial Members play a critical role within the Chapter Meeting process. The CPRA Chapter values and appreciates those who provide sponsor support. Supplementary support in the areas of Chapter Meeting Program and Chapter Meeting Host are also appreciated.

**PROCEDURES.** There are a number of concepts pertinent to Chapter sponsorships.

**Early Bird Refreshments - Sponsor.** There has been a long-standing practice that the Chapter would offer the Commercial Members the opportunity to sponsor the Early Bird Refreshments. The Commercial Committee Chair is responsible for arranging for a Commercial Member Sponsor for the Early Bird Refreshments. The Meeting Host should coordinate with the Commercial Committee Chair regarding the arrangements for the refreshments. The standard fee for sponsoring the Early Bird Refreshments is currently \$150 and is payable to CPRA on the day of the meeting.

**Early Bird Refreshments - Sponsor’s Presentation & Recognition.** In recognition for providing the Early Bird Refreshments, the Sponsor will be allowed up to five (5) minutes to make a commercial presentation which follows right after the Commercial Member’s introduction portion of the Chapter Meeting. During this time the Commercial Member may present information on company specific products and services including features and benefits of interest to the CPRA membership. Additionally, the Sponsor will receive visibility during the month of the sponsored Chapter Meeting as follows:

- Posting the company name on the meeting announcement page of the CommLink
- Highlighting in the President’s Podium in the CommLink
- Acknowledgement in the minutes of the Chapter Meeting
- Recognition on the CPRA website

**Full Meeting - Sponsor.** There are occasions when a Commercial Member may request to sponsor a full Chapter Meeting. The CPRA Chapter appreciates this level of support. This type of sponsorship will be coordinated through the Commercial Committee Chair. The standard flat rate fee for sponsoring a Chapter Meeting is \$500 and is payable to the CPRA Chapter on the day of the meeting.

**Full Meeting - Sponsor’s Presentation.** In recognition for sponsoring the full Chapter Meeting, the Commercial Sponsor will be allowed up to fifteen (15) minutes to make a commercial presentation which follows right after the Meeting Program. During this segment the Commercial Member may present information on company specific products and services

CALIFORNIA PUBLIC-SAFETY RADIO ASSOCIATION  
POLICY & PROCEDURES

## CHAPTER SPONSORSHIP PROGRAM

including features and benefits of interest to the CPRA membership. Additionally, the Commercial Sponsor will receive visibility during the month of the sponsored Chapter Meeting as follows:

- Posting of the company's logo on the CPRA Website
- Posting the company name on the meeting announcement page of the CommLink
- Highlighting in the President's Podium in the CommLink
- Acknowledgement in the minutes of the Chapter Meeting

**Early Bird and Chapter Meeting - Sponsor Payments.** Commercial Members will make payment to the CPRA Chapter for their respective sponsorship(s). The CPRA Chapter is responsible for paying for meeting facility, refreshments, and meal costs. There may be situations where it makes sense for the sponsor of the Early Bird Refreshments to pay for them directly. This will be coordinated through the Meeting Host, Commercial Committee Chair, and the Program Chair (CPRA President-Elect).

**Chapter General Meeting Program Provided by Commercial Members.** The CPRA Program Chair is always on the lookout for interesting and informative programs to be presented at a regular Chapter Meeting. Commercial Members of the CPRA Chapter of APCO-International are invited to provide a Chapter General Meeting Program as approved by the Program Chair. This endeavor is separate from any sponsorship activity. The Chapter General Meeting Program is intended to be an informative and educational type presentation pertinent to the interests of the CPRA Chapter membership. The content should focus on technology issues & solutions or other related topics, and avoid being a commercial sales message. As a standard practice for all Chapter General Meeting Programs, the Program Chair will preview the presentation outline and/or power point slides at least one week before the Chapter General Meeting. All individuals/agencies who provide a Meeting Program must abide by the additional guidance noted in the Policy & Procedure titled "Chapter Meeting Guidelines – Hosting and Preparation."

**Chapter Meeting Host Provided By Commercial Members.** Commercial Members may have company facilities that are conducive to holding a CPRA Chapter Meeting. As such, Commercial Members are invited to host within its company facilities a Chapter Meeting as approved by the Program Chair. This endeavor is separate from any sponsorship activity and is accepted by the CPRA Chapter as a courtesy service. Commercial Members who host a meeting within their company facilities will receive the standard opportunity to introduce their company during Commercial Member introductions. All individuals/agencies who host a Chapter Meeting must abide by the procedures in the Policy & Procedure titled "Chapter Meeting Guidelines – Hosting and Preparation."

CALIFORNIA PUBLIC-SAFETY RADIO ASSOCIATION  
POLICY & PROCEDURES

**CHAPTER SPONSORSHIP PROGRAM**

**Monthly Opportunities**

Monthly Meeting

- **Early Bird Sponsor:** \$150 – Includes (1) 5-minute introduction, brochure display at registration table, recognition in the meeting minutes, recognition on the CPRA website
- **Sponsored Vendor Training:** \$250 – Includes (1) 30-minute presentation, display table, meeting registration for two (2) staff, and logo presence on the CPRA website and printed Chapter Meeting Agenda
- **Full Meeting Sponsor:** \$500 – Includes both Early Bird and Sponsored Vendor Training as listed above
- **Gold Meeting Sponsor:** \$1,250 – Includes Full Meeting Sponsorship level and reduction in meeting registrations for all attendees to \$15 per person

**Annual Opportunities**

**Premiere Corporate Partner**

- Includes Gold Level Sponsor for; One (1) Monthly Meeting, CPRA Vendor Exhibition, Engineering and Technology Awards Luncheon, Telecommunicators Awards Banquet, and Officer Installation and Awards Banquet
- Prime signage at CPRA Vendor Exhibition and Awards Banquets
- Prime location of choice for two (2) display tables at the CPRA Vendor Exhibition and Telecommunicator Awards Banquet
- Company Logo and Link to appear on CPRA website as a Premiere Corporate Partner during the year of sponsorship
- Three (3) available: \$5,000/year (a \$5,250 value)

**Chapter Banner**

- Affords a Commercial Member to have their company name/logo displayed along with the Chapter and Association logos on a full color, commercially-printed 2' x 6' freestanding popup banner indicating the current year, and recognition of the support of the annual banner sponsor by being prominently displayed at all Chapter events near the entryway, check-in desk, photo opportunity areas, main meeting room, or other similar locations as may be appropriate for the individual event
- One (1) available: \$600/year

## CHAPTER SPONSORSHIP PROGRAM

### Telecommunicator Week Awards Banquet (April)

- **Platinum Sponsor:** \$2,500 – Includes four (4) seats at designated sponsor table, acknowledgement and logo in the commercially-printed banquet program, recognition during the banquet, and recognition on the CPRA website for 90 days following the event
- **Gold Sponsor:** \$1,000 – Includes two (2) seats at designated sponsor table, recognition during the banquet, acknowledgement in the commercially-printed banquet program, and recognition on the CPRA website for 60 days following the event
- **Silver Sponsor:** \$500 – Includes one (1) seat at the designated sponsor table, acknowledgement in the commercially-printed banquet program, and recognition on the CPRA website for 30 days following the event
- **Bronze Sponsor:** \$250 – Includes acknowledgement in the commercially-printed banquet program

### Engineering and Technology Awards Luncheon (April)

The Engineering and Technology Awards Luncheon is held during the April monthly Chapter meeting.

- **Gold Sponsor:** \$1,500 – Includes acknowledgement in the printed program, a 30-minute presentation\*, display table, and recognition on the CPRA website for 30 days preceding and 60 days following the event.

\*In the event a Gold Sponsor is secured, then there will not be a Sponsored Vendor Training presentation held during this meeting.

### Vendor Exhibition (October)

- **Diamond Sponsor (Event Sponsor):** \$1,000 each - two(2) available – Includes Sponsor signage, bold-type recognition in the Vendor Exhibition Program with company logo, and recognition on the CPRA website for 180 days following the event
- **Platinum Sponsor (lunch Sponsor):** \$750 each - three (3) available – Includes Sponsor signage, bold recognition in the Vendor Exhibition Program with company logo, and recognition on the CPRA website for 90 days following the event
- **Gold Sponsor (Show Guide Sponsor):** \$500 each - four (4) available – Includes Sponsor signage, bold recognition in the Vendor Exhibition Program with company logo, and recognition on the CPRA website for 60 days following the event
- **Silver Sponsor (Registration Sponsor):** \$350 each – five (5) available – Includes Sponsor signage, bold recognition in the Vendor Exhibition Program with company logo, and recognition on the CPRA website for 30 days following the event

CALIFORNIA PUBLIC-SAFETY RADIO ASSOCIATION  
POLICY & PROCEDURES

**CHAPTER SPONSORSHIP PROGRAM**

- **Bronze Sponsor (Refreshments Sponsor):** \$250 each – four (4) available: two (2) from 6:00 am – 9:00 am, and two (2) from 9:00 am – 12:00 pm. Includes Sponsor signage and bold recognition with company logo in the Vendor Exhibition Program

All sponsors will be announced and thanked from the podium during lunch in recognition of their support of the CPRA Chapter of APCO International.

**Officer Installation and Awards Banquet (December)**

- **Gold Sponsor:** \$1,000 – Includes two (2) seats at designated sponsor table, acknowledgement in the printed banquet program with company logo, and recognition on the CPRA website for 60 days following the event
- **Silver Sponsor:** \$500 – Includes one (1) seat at the designated sponsor table, acknowledgement in the printed banquet program with company logo, and recognition on the CPRA website for 30 days following the event
- **Bronze Sponsor:** \$250 – Includes acknowledgement in the printed banquet program with company logo

**ADDITIONAL INFORMATION.**

**Note.** The following information is also contained in the “Chapter Meeting Guidelines - Hosting & Preparation.”

**Meeting Registration Fee.** The registration fee for anyone attending a CPRA Chapter Meeting is currently \$25, payable at the door. (There are different arrangements for the Annual Vendor Exposition Meeting and the Officer Installation Meeting.) The registration fee is charged to all attendees, regardless of their decision to stay for the provided lunch. The registration fee does apply even if a person chooses to decline the lunch.

Note: Individuals who attend only the Frequency Advisory Committee Meetings, typically held after lunch, or attend a Round Table Workshop also typically held after lunch, may do so without paying a meeting registration fee. Individuals who wish to additionally participate in the lunch will pay the standard registration fee.

**Complimentary Lunches For Members.** The CPRA Chapter, on occasion, provides events where members may receive a complimentary registration/lunch. This type of event is planned and solely funded by CPRA. Even if there are Commercial Members involved in the event, this does not constitute an individual gift from a commercial vendor. The event is intended exclusively as a group benefit of the CPRA Chapter membership.

CALIFORNIA PUBLIC-SAFETY RADIO ASSOCIATION  
POLICY & PROCEDURES

**CHAPTER SPONSORSHIP PROGRAM**

**Sponsored Vendor Training presentations.** This presentation shall use the following basic guidelines:

1. Focus on the technology
2. Define the application
3. Provide case study(s)
4. Explain the vendor's role in the above

It is important to assume the audience has minimal understanding of the technology before the presentation starts. Keep your program simple, know and read your audience, and avoid using and reading from an excessive amount of PowerPoint slides.



## EXECUTIVE COMMITTEE MEETING AGENDA

**PURPOSE.** The purpose of this document is to outline agenda topics and their sequence for conducting CPRA Executive Committee Meetings. It is a generic agenda and should be modified as needed.

**POLICY.** It is CPRA policy to conduct Executive Committee Meetings using a prepared agenda. The President is responsible for preparing the agenda. The intent is to hold Executive Committee Meetings that run smoothly and that stay within recommended time limits. Standard parliamentary procedures and courtesies apply.

**PROCEDURES.** Utilize all or portions of the agenda as shown depending on the specific conditions and requirements for the Executive Committee Meeting. Abide by the basic principle: “put the big rocks in the jar first” i.e. attend to high priority items first. This agenda guidance is applicable to both the monthly Executive Committee Meetings and the Quarterly Executive Committee Workshops.

**Executive Committee/Exec Board.** The Executive Committee serves as the governing body for CPRA. It is common practice to refer to the Executive Committee as the Exec Board or just the Board. This is acceptable as long as the term is used in its proper context.

**Meetings.** Use the Executive Committee meetings as the planning, evaluation, and decision making forum for CPRA. Avoid duplicate reporting of information that is included in the agenda for Chapter meetings unless there is an issue that requires Board action.

**Agenda Topics.** Select from the following list as needed (see next page).

CALIFORNIA PUBLIC-SAFETY RADIO ASSOCIATION  
POLICY & PROCEDURES

**EXECUTIVE COMMITTEE MEETING AGENDA**

**Meeting Details** (Location, Date, Time)

**Agenda Topics** (as appropriate)

- Opening Comments, President
- Annual Calendar “Tickler” Review, Secretary
- Membership Report, Vice President
- Meetings & Programs Review, President-Elect
- Financial Report, Treasurer
- Western Region Update, Regional Director (as appropriate)
- APCO Executive Council Update, Executive Council Delegate
- CommLink Report, Editor
- Website & Telecomm Services, Webmaster
- Frequency Advisor Reports, Frequency Advisor
- Operations Program Updates, Operations Chair
- Policy & Procedures Review, Secretary
- Commercial Activities Update, Chapter Commercial Advisory Member
- Other Business - Roundtable, Board Members
- Adjournment

## FINANCIAL POLICY

**PURPOSE.** The purpose of this document is to describe the financial policies of the CPRA Chapter of APCO-International, Inc.

**POLICY.** It is CPRA policy that strict financial controls and reporting will be maintained so that Chapter funds and financial information are properly safeguarded.

**PROCEDURES.** The Chapter Treasurer (or Secretary-Treasurer, if combined), serving as the Chapter Chief Financial Officer, is responsible for the day-to-day implementation of the guidelines provided by this document.

### Financial Principles

The guiding principle is that the Chapter is an all-volunteer organization that serves the professional needs of its members by creating a platform for developing professional standards, addressing issues, provide opportunities for professional development and education, and provide other related services. As such, there is no provision for Chapter funds to be expended for the personal gain of any member or members. The general reason for expending funds is to carry out the professional purposes of the Chapter, to enhance its growth, and to provide for the good of the Chapter as a whole.

### Non-Profit Organization

The CPRA Chapter is a tax exempt 501(c)(3) non-profit charitable organization. CPRA is an all-volunteer organization, and as such, neither owns nor maintains a physical business office presence nor is an employer of any employees.

Federal Tax Identification Number: 95-4234700  
California Non-Profit Corporation ID: C0250665

### Conflict of Interest

Chapter Officers are to act in the best interest of the Chapter in all financial matters. Any voting member of the Chapter Executive Committee who may have a conflict of interest in a vote on financial matters of the Chapter must disclose the conflict, or potential conflict, prior to the vote. Members of the Executive Committee determined to have a conflict of interest are prohibited from voting on any matter which there is a conflict.

### Fiscal Year

The Fiscal Year for the CPRA Chapter is the Calendar Year: January 1 to December 31.

### Accounts

*Financial Operations.* The Chapter shall maintain a Non-Profit Checking Account to conduct its financial operations. Deposits are made to this account for cash and checks received.

CALIFORNIA PUBLIC-SAFETY RADIO ASSOCIATION  
POLICY & PROCEDURES

**FINANCIAL POLICY**

Income from credit card payments and membership fees transferred from APCO, are sent to this account via direct deposit. Checks are written from this account for the disbursement of funds. Occasionally, with approval of the Executive Committee, the Chapter may open additional short-term, specialized checking accounts for special events or other projects.

*Accounting Reports.* The checking account serves as the primary accounting tool for the Chapter's income and expenses. A year-end report from the account is provided to the CPRA Accountant for tax reporting purposes.

*Banking Services.* Currently, Union Bank provides banking services for CPRA.

*Signature Cards.* The Chapter Treasurer and the Chapter Secretary (if separate) are the designated individuals with check-writing and banking privileges. At minimum, a third individual with similar privileges should be designated by the Executive Committee. This person must be a member of the Executive Committee or be the Assistant Treasurer (as applicable). In the case of a combined Secretary-Treasurer, two similar individuals should be designated by the Executive Committee.

*Accounting System Software.* The Chapter shall provide the Treasurer a current Quicken or QuickBooks software application, which is to be used as an accounting system for checking account tracking and reporting. Reports from the software application are used during the annual audit process and for tax preparation by the Tax Accountant.

*Savings Account.* The Chapter may open a savings account for reserve funds as may be authorized by the Chapter Executive Committee and maintained by the Chapter Treasurer.

**Certificates of Deposit**

The Chapter may choose to maintain Certificates of Deposit (CDs) as savings account tools. Funds are thus distributed among the checking account and the savings accounts. The types of CD accounts are as shown below.

1-Year CD. This is an interest bearing account that is typically the primary savings account tool for Chapter funds.

90-Day CD. This is also an interest bearing account that typically serves as a savings account, but that is more easily liquidated and redeemed as necessary.

**Credit Card Operations**

The Chapter provides credit card payment services for its members and guests.

*Fee Payments.* The CPRA Chapter accepts all major credit/debit cards. Credit cards may be used to pay for meeting registrations, sponsorships, Chapter-hosted event registrations, button purchases, etc. The Chapter Treasurer, Chapter Sergeant-at-Arms, or other

CALIFORNIA PUBLIC-SAFETY RADIO ASSOCIATION  
POLICY & PROCEDURES

**FINANCIAL POLICY**

designated Chapter member, processing credit card payments through the online card processing service may provide emailed receipts for payments received by credit card when requested. There is a fee assessed for processing credit card payments by the credit card processing company. This fee is determined by a standard percentage fee of the amount of the credit card transaction, and is assessed at the time the credit card is processed for payment. If paid by a submitted form, credit card information on the form **must** include:

- (1) Card number
- (2) Expiration date (mm/yy)
- (3) Security/PIN number
- (4) Billing address Zip Code
- (5) Contact Email/Phone number

*CPRA Credit Card.* The Chapter Treasurer maintains the Chapter Credit Card. This card is used for on-line and over-the-counter purchases as functional and appropriate. Tracking of credit and debits is maintained in the Accounting Software.

**Receipts/Disbursal of Funds**

The Chapter Treasurer maintains receipts for funds expended and for disbursed payments. The Chapter Treasurer is the primary Chapter Officer designated to disburse payments, but in the absence of the Chapter Treasurer, any Chapter Officer listed on the current bank Signature Card may issue checks with proper receipts. Tracking of funds disbursed is backed by a payment record (receipt) for goods and services purchased on behalf of the Chapter. The Chapter Treasurer and Chapter Sergeant-at-Arms may issue receipts for payments received when requested. If a receipt is requested, emailed receipts shall be used whenever possible, but hand written receipts may also be issued (example: for cash payment of meeting registrations). Chapter members must generally present a receipt for expenses incurred to receive a reimbursement for approved purchases. The Chapter Treasurer shall maintain digital copies of receipts received.

**Cash Receipts**

The Chapter Sergeant-at-Arms, or a designated Chapter Member other than the Chapter Treasurer, shall collect all registration fees and donations at chapter meetings and events. Upon close of the event the Sergeant-at-Arms, or designated Chapter Member, shall hand over all funds received to the Chapter Treasurer. The Chapter Treasurer shall count the funds and provide the Sergeant-at-Arms, or designated Chapter Member, with a written Cash Receipt. The Cash Receipt shall indicate the amount received in cash, the amount received in checks, and the total thereof. Both the Sergeant-at-Arms, or designated Chapter Member, and the Chapter Treasurer shall initial/sign the Cash Receipt and each shall maintain a copy for file. The Chapter Treasurer shall maintain digital copies of all Cash Receipts issued.

CALIFORNIA PUBLIC-SAFETY RADIO ASSOCIATION  
POLICY & PROCEDURES

**FINANCIAL POLICY**

**Checks/Purchase Orders**

The CPRA Chapter accepts valid checks and money orders as payment. Checks must be made payable to: “**California Public-Safety Radio Association.**” No abbreviations (example: CPRA) or other variations will be accepted by the financial institutions. Chapter members creating flyers, forms, or other solicitations must indicate on the form or flyer the correct “Make Payable To:” information and note that no abbreviations will be accepted.

**Petty Cash**

The Chapter Sergeant-at-Arms and the Chapter Treasurer shall both maintain a petty cash box not to exceed \$100 each. Petty Cash will be used primarily to make change for meeting registration payments paid in cash. Petty Cash may also be utilized to purchase minor office supplies, pay delivery tips, parking fees, or other appropriate items as necessary. Petty cash will be kept in a lockboxes. The Sergeant-at-Arms and the Chapter Treasurer shall have keys to the lockboxes. When cash is used for other than making change, a record must be entered into the petty cash spreadsheet along with a receipt or details of the transaction. Receipts for all petty cash purchases are kept in the petty cash lockboxes. When cash is low, the Sergeant-at-Arms will submit a request to the Treasurer, including all receipts, for additional cash to bring the amount in petty cash back to approximately \$100. The Sergeant-at-Arms will ensure that the cash level in the petty cash lockbox is at, or as near as possible, to the \$100 amount prior to turning in any meeting registration cash to the Treasurer. Petty cash should be kept in small bills (\$1, \$5, \$10) whenever possible.

**Approval of Expenditures**

Expenditures, other than routine payments for meeting related meals and/or facilities, must be approved. The Chapter President may approve expenditures up to \$250 per expenditure at his/her discretion and must notify the Chapter Treasurer of the approval. Expenditures of \$250-\$500 may be approved by the Chapter President with concurrence of the Chapter Treasurer. Expenditures exceeding \$500 must be approved by a simple majority vote of the Executive Committee. Emergency expenditures may be approved between scheduled Chapter meetings by use of email, text, or voice vote of a simple majority of the members of the Chapter Executive Committee. The Executive Committee approves the obligations and expenditure of funds for meeting luncheons, Awards Banquets, Vendor Exhibition, etc., by approving the event itself. The meeting hosts and Banquet Chair shall keep the Executive Committee informed of funds obligated for these events as appropriate.

**Expenditure Guidelines**

*Awards* – The Chapter gives out a variety of awards designed to recognize and show appreciation for contributions to the Chapter. The standard award elements are of nominal value. They may include plaques, trophies, framed citations, engraved desk accessories, etc. The expense range for these items is generally \$5 to \$50.

CALIFORNIA PUBLIC-SAFETY RADIO ASSOCIATION  
POLICY & PROCEDURES

**FINANCIAL POLICY**

*Donations* – The Chapter may make donations on occasion to a number of different organizations. Typically, this pertains to the music programs of local student groups which may include instrumental/vocal groups to full band/orchestra/choir organizations that perform at meetings. The expense range for these types of programs is generally \$100 to \$150 for small groups, and generally \$150 to \$300 for large groups.

*Sunshine Services* – On behalf of the Chapter, the Executive Committee may send “get well” cards to members who experience illness, surgeries, accidents, etc. This is done on an “as-occurs” basis and as notified. Flowers may be sent for serious or extended recovery conditions. The expense range for these services is generally \$50 to \$75.

*Bereavements* – On behalf of the Chapter, the Executive Committee may send “condolence” cards to the next of kin of a member (or former member) who passes away. Flowers are usually sent as well. Gifts in lieu of flowers may be sent to a charity as requested by the family of the deceased. The expense range for these services is generally \$75 to \$150.

Note: The Executive Committee may also send “condolence” cards to Chapter members who experience the loss of a loved one due to death. This is done on an “as occurs basis” and as notified.

*Honorariums* – It is customary practice for the Chapter to have individuals speak at the Chapter meetings without a fee. A complimentary meal may be provided to the presenter(s). There may be occasions when an invited speaker for a Chapter meeting requests support for travel/hotel expenses. The Executive Committee will review and approve/disapprove these arrangements on an individual basis. The Executive Committee will also negotiate the payment of an actual speaking honorarium should such a special circumstance arise. The expense range for meals is generally \$25 to \$75 (1 to 3 persons). The expense range for travel/hotel/honorarium is generally \$100 to \$500.

Note: The above guidance applies to Chapter events. When the Chapter hosts a Western States Regional Conference (WRC), the WRC procedures will apply for paid speakers when necessary.

*APCO Donations* – The Chapter occasionally receives “contribution opportunities” from APCO-International regarding Sunshine support for an APCO officer or other types of special situations. The Executive Committee will consider these events on an “as-occurs” basis. The expense range for these services is generally \$75 to \$150.

*Summary* – The above provisions serve as general guidelines for the Executive Committee. The Executive Committee has the final prerogative as to their application.

**Official Travel Expenditures**

It is Chapter policy that the Executive Committee will properly fund Chapter Officers and approved members for authorized Chapter travel expenses. Approved members are

CALIFORNIA PUBLIC-SAFETY RADIO ASSOCIATION  
POLICY & PROCEDURES

**FINANCIAL POLICY**

members who have received Executive Committee approval for conducting official Chapter business.

*Travel Allowance Request Form* – Individuals seeking funding support will submit a Travel Allowance Request form to the Chapter President. This form will be used to document estimated and/or actual travel expenses. The Chapter Treasurer will use the Travel Allowance Request form as the basis for issuing advance travel/reimbursement funding.

*Funding Considerations* – The individual requesting funding shall first determine if his/her agency will provide any or all of the cost of the travel. This information shall be indicated on the Travel Allowance Request form.

*Benefit to the Chapter* – If it is determined that Chapter funding assistance is necessary, the individual shall submit his/her Travel Allowance Request form to the Chapter President who will make the determination as to the benefit of the travel to the Chapter. The President shall consult with the other members of the Chapter Executive Committee with regard to the request. If the Executive Committee approves the funding request, either in its entirety or partially, the Chapter Treasurer shall issue the approved funds to the requestor as noted below.

*Travel Arrangements* – It shall be the responsibility of the requester to make all travel plans, reservations, and related purchases.

*Advance Travel Funding* – The Chapter Treasurer may issue, upon request, advance travel funding to individuals approved for travel. Advance funding will be designated to cover conference registrations, estimated air travel and ground transportation expenses to/from the destinations, hotel expenses, and other expenses as necessary.

*Travel Expenditures* – When at all possible, airline travel should be planned and tickets purchased far enough in advance to take advantage of any “advance purchase” discounted fares available. When at all possible, conference registrations should be purchased at the “Early Bird” rate.

*Travel reimbursements* – When traveling for authorized Chapter business, reimbursement may not exceed the cost of the lowest available form of travel for the same points of origin and destination. Example: Airfare including airport parking, travel to/from airport, destination shuttle service is \$325 and driving mileage is \$287, then the maximum reimbursement allowed is \$287. Exceptions may be approved by the Chapter Executive Committee based on individual circumstances.

*Travel Allowances* – Air travel to the APCO-International and Western States Regional Conferences will be based on “average” airline fares. Each attendee will be individually approved by the Executive Committee for air fare as fees vary depending on the airline and airport utilized. Lodging shall be reimbursed at the actual single-occupancy rate. Receipts shall be provided. Reimbursement for necessary local transportation (taxi, Uber, etc.) shall be



CALIFORNIA PUBLIC-SAFETY RADIO ASSOCIATION  
POLICY & PROCEDURES

**FINANCIAL POLICY**

for actual costs based on receipts provided to include reasonable tips. Except in special circumstances, reimbursement for rental cars will not normally be authorized. Event registration for the Officer or approved member shall be reimbursed. Additional expenses, such as Chapter related phone calls, FAX expenses, etc., shall be reimbursed based on receipts provided. The Chapter generally will not reimburse for personal meal expenses, but in some extenuating cases, meal and incidental expenses may be approved. Reimbursement for meals shall be at the current U.S. General Services Administration (GSA) rate. No meal receipts are required when approved expenditures fall within GSA rates. Meals which are included as part of a conference or event (Breakfast, Lunch, and Dinner) shall not be included in any meal allowance request and are not considered as an allowable reimbursement. Receipts are required whenever actual meal costs are claimed which exceed the current GSA daily allowance.

*Payment of Funds* – Upon completion of travel by an Officer or approved member, a Travel Allowance Request form indicating exact expenditures will be submitted within thirty (30) days to the Chapter Treasurer along with all required receipts and any excess advance funds. In the event funds are due to the Officer or approved member, the Chapter Treasurer shall issue a check for the balance due. Any overpayment shall be returned to the Chapter.

**Forms of Payment**

The Chapter Treasurer, or authorized Chapter Officer (listed on the current bank signature card), shall make full payment of invoices received for authorized goods or services incurred by the Chapter from Chapter funds. Payment shall be in the form of cash (Petty Cash), check, or credit card. Payments in the form of a Cashier's Check or Money Order may only be made under special circumstances (event deposits for Convention Centers, Hotels, Event Facilities, etc.) and such form of payment must have prior approval by a simple majority vote of the Chapter Executive Committee before issue. The Chapter shall not issue any payments in the form of a bank Wire Transfer, MoneyGram, Western Union, prepaid Cash Card, Gift Card, Bitcoin, or other such forms of payment.

**Financial Record Retention**

The Chapter Treasurer shall maintain all required financial documentation and records (receipts, bank statements, check registers, tax returns, etc.) as may be required by the California State Franchise Tax Board and the U.S. Internal Revenue Service (IRS). These shall be maintained in digital form and routinely archived to reduce risk of loss from equipment or software failure. Quarterly, the Chapter Treasurer shall create a full digital backup copy of the financial software program records, archiving these files to either the digital cloud or other external backup device. The Chapter Treasurer and Chapter Secretary shall have full access to these archived files. Original receipts and documents may be destroyed once they have been digitally archived with backup. The Chapter shall retain these digital documents for a minimum of three (3) years after the date of filing as prescribed by the IRS. Should any records become the subject of a California State or IRS Tax Audit, or other legal action, the specified retention period shall be extended as appropriate. Financial records, monthly

CALIFORNIA PUBLIC-SAFETY RADIO ASSOCIATION  
POLICY & PROCEDURES

**FINANCIAL POLICY**

financial reports, or other related financial documents exceeding five (5) years may be destroyed.

**Request for Taxpayer Identification Number (W9)**

The Chapter Treasurer shall have a current Request for Taxpayer Identification Number (IRS W9) form available for distribution when requested. The Chapter Treasurer shall update and sign a new W9 form in January of each calendar year.

**Asset Inventory**

The Chapter Treasurer shall maintain an Asset Inventory list of all Chapter items of value. A separate Equipment Inventory list of all items owned by the Chapter, both of value and non-value (depreciated), shall also be maintained. The minimum value of an “asset” is \$500. All items valued under \$500, or which have been depreciated to below \$500, shall not be listed on the Asset Inventory. Annual depreciation rates shall be the rates currently approved by the IRS. The Asset Inventory will be reviewed annually by the Audit Committee during the Annual Audit.

**Executive Committee Reports**

The Chapter Treasurer provides a Financial Report (30-Day Activity) to the Executive Committee during monthly meetings and Quarterly Workshops. This Report is a detailed breakdown of account balances, income, and expenditures. Copies of the Report are provided to the Chapter President and Chapter Secretary and are made available for Executive Committee Members upon request.

**Chapter Meeting Reports**

The Chapter Treasurer provides a Financial Report (30-Day Activity) to the Chapter during its regular monthly business meetings. This report is an “overview” or summary report only. Copies of the full report are available to Chapter Members upon request.

**Annual Financial Report**

The Treasurer, or outgoing Treasurer if being replaced, shall present an “end-of-year” Financial Report to the Chapter Executive Committee at its meeting held in January of each year. The “end-of-year” report shall provide a summary review of the Chapter’s income and expense during the just-completed fiscal year based upon the Annual Budget for that fiscal year. The “end-of-year” report shall clearly identify the amount of income or expense that was budgeted for the fiscal year, the total amount of actual income or expense for the fiscal year, and any variance between the budgeted amounts of income or expense versus the actual income or expense. The “end-of-year” report shall include a brief “executive summary” in which the overall financial position of the Chapter is discussed and in which any significant

CALIFORNIA PUBLIC-SAFETY RADIO ASSOCIATION  
POLICY & PROCEDURES

**FINANCIAL POLICY**

variance is discussed. This report may be included within the Chapter Annual Report presented at the January Executive Committee Meeting in lieu of a separate report.

**Distribution of Financial Documents and Reports**

All financial documents and reports are considered internal documents of the Chapter. These documents and reports shall not be posted on the Chapter Website, included in the monthly newsletter, or distributed publically. Official requests for financial documentation shall be directed to the Chapter Treasurer and the Chapter President. Members shall not distribute or share copies of financial documents without prior approval. The Treasurer shall maintain copies of all financial documents and reports for the required retention period. A redacted version of the Chapter Annual Report with financial summaries may be openly distributed and posted on the Chapter website.

**Audit Committee**

The Chapter President appoints the Chapter Audit Committee which will be comprised of at least three (3) Chapter members plus the Chapter Treasurer. The Chapter President shall appoint a FULL Member of this Chapter, other than the Treasurer, as Chair of this Committee. At least two additional members of the Chapter (including one from the Executive Committee) that are knowledgeable of the Chapter's financial policies and activities will be appointed to serve on the Audit Committee.

**Annual Audit**

The Chapter Treasurer shall implement an Annual Audit. The audit is conducted during the month of March for review of the preceding calendar year. The Treasurer notifies the Audit Committee Chair that the Chapter financial records are ready for audit. The Audit Committee Chair convenes the Audit Committee jointly with the Treasurer. The Committee audits the records of the Treasurer. This includes a review of the Chapters financial operations, asset list, and account balances. The audit serves as an independent verification action prior to submitting financial records to the accountant for tax preparation. Upon completion of the audit, the Audit Committee Chair summarizes the audit findings a in a written report to the Executive Committee.

**Annual Tax Return Submission**

The CPRA Chapter operates on a Calendar Year (January 1 to December 31) for financial recordkeeping. The Chapter Treasurer will engage the services of a qualified tax accounting individual/company to prepare and submit all required CPRA Annual Tax Returns and forms for the State of California Franchise Tax Board and the U.S. Internal Revenue Service (IRS). The financial records will be verified via the Annual Audit as noted above prior to submitting them to the accountant. The IRS filing deadline for Non-Profit Organizations is May 15<sup>th</sup> of each year unless a formal extension is filed. The required tax filing documents and supporting records shall be submitted by the Chapter Treasurer to the tax accounting firm by no later

CALIFORNIA PUBLIC-SAFETY RADIO ASSOCIATION  
POLICY & PROCEDURES

**FINANCIAL POLICY**

than April 1<sup>st</sup> of each year. The Treasurer will advise the Executive Committee when the tax return filings are properly completed.

**Finance and Budget Committee**

The Treasurer serves as the Chair of the Chapter Finance and Budget Committee. The Committee supports the Treasurer in preparing the Annual Budget, and advises the Executive Committee on the Budget throughout the year. The Committee assists with long-term financial planning and other financial matters as appropriate. Annually, the incoming Chapter President will appoint Chapter members to the Finance and Budget Committee with recommendations from the Chapter Treasurer.

**Annual Operating Budget**

The CPRA Chapter conducts its business within the guidelines of an Annual Operating Budget. This Budget is relatively stable from year to year. Income and Expense categories are generally fixed. The exception is a year in which the CPRA Chapter would host a Western States Regional Conference (WRC). A separate Operating Budget will be created solely for the WRC. The Treasurer presents a proposed Annual Operating Budget for review at the November quarterly meeting of the Executive Committee. The Annual Operating Budget for the current year is approved during a January meeting of the Executive Committee. As an example, typical categories for the Annual Operating Budget are depicted in the attached spreadsheet (Appendix A). This is an informational listing only and categories are not restricted to those listed in the example. The Treasurer selects and uses the appropriate budget categories as necessary.

**Special Event Budgets and Reporting**

The Chapter Treasurer, working with the event Chair(s), shall establish individual operating budgets for all special events, such as the Annual Telecommunicators Week Awards Banquet, Annual Engineering and Technology Awards Luncheon, and the APCO Western States Regional Conference when the Chapter is the event host. All special event budgets must be approved by the Chapter Executive Committee before Chapter funds may be utilized.

The Chapter Treasurer, working with the event Chair(s), shall provide detailed financial reporting on these events in a timely manner to the Chapter Executive Committee at the conclusion of each event. If the event is a long-term event (such as the APCO Western States Regional Conference), then the Chapter Treasurer shall provide quarterly budget and financial reports to the Chapter Executive Committee and the event Chair(s). Special event financial reports shall indicate all income and expenses for the event, a budget analysis, and indicate the number of participants or registered attendees.

**Financial Correspondence**

The CPRA Chapter shall maintain an official mailing address (P.O. Box) for receipt of mail for

CALIFORNIA PUBLIC-SAFETY RADIO ASSOCIATION  
POLICY & PROCEDURES

**FINANCIAL POLICY**

the Chapter and for general correspondence. This address shall appear on the Chapter Letterhead, Chapter Newsletter, Chapter Website, and serve as the primary address for APCO-International. In order to prevent significant delay of action on time sensitive financial items, the Chapter shall also provide a secondary mailing address (P.O. Box) for receipt of payments, bank statements, invoices, event registrations, and other financially related items if the Treasurer (or Secretary-Treasurer) resides approximately more than 15 miles from the official mailing address location. The Treasurer may use the secondary address for the return address on financial correspondence of the Chapter when appropriate. This secondary address may also be used on event registration forms, button sales flyers, or other solicitations where processing of payments is required.

**Notifications**

Any member of the Chapter, who may become aware of a financially related incident (fraud, theft, loss, misuse of Chapter funds, etc.), shall notify the Chapter President in the most expedient time possible, and without unreasonable delay. The Chapter President shall review the facts of the report, and if determined to be legitimate, shall promptly notify all other members of the Chapter Executive Committee of the incident. Notification may be by email, phone call, or in person as may be appropriate based on the circumstances of the incident. Confidentiality of such incidents, and the member(s) involved, shall be maintained until verified. Upon verification of an incident, the Chapter President, with concurrence of the Chapter Executive Committee, shall notify the Chapter Membership of the incident (generally at the next scheduled Chapter meeting) while maintaining reasonable member confidentiality. The Chapter President, Chapter Treasurer, or the Chapter member who was the victim of the incident, shall ensure that incident reports are filed with the appropriate Law Enforcement agency as may be applicable based on the circumstances of the incident.

**Confidentiality**

All documents and forms received by the Chapter that may contain financial information (credit card information, etc.) are to be considered highly confidential and must be safeguarded. All personal, or corporate, financial information submitted to the Chapter for payments shall not be maintained, copied, or shared by members of the Chapter. Forms sent by email for processing shall be addressed to: **treasurer@cpra.org** only. Faxed forms may be faxed to the official CPRA Chapter phone number. For the protection of personal and financial information, members shall not have payments or completed payment forms mailed to their personal home or work address, or sent to their associated email accounts. Exceptions may be approved by the Chapter President or Chapter Treasurer for special circumstances, but these must include a means to safeguard the sensitive information. Chapter members receiving forms containing credit card information should immediately delete/destroy/shred all copies of such documents once they have been forwarded to, and receipt acknowledged by, the Chapter Treasurer. The Chapter Treasurer shall delete/destroy/shred all submitted forms containing payment information upon completion of successful payment processing, bank deposit verification, and recording of the payment in financial records.

CALIFORNIA PUBLIC-SAFETY RADIO ASSOCIATION  
POLICY & PROCEDURES

**APPENDIX A**

**ANNUAL OPERATING BUDGET EXAMPLE CATEGORIES**

**INCOME CATEGORY**

APCO-International Conference (*as applicable*)  
APCO Dues  
Chapter Shirt Sales  
Interest Income  
Monthly Meeting Registrations  
NTW Banquet Door Prize Tickets  
NTW Banquet Registrations  
NTW Button Sales  
Sponsorships/Donations  
Vendor Exhibition Booth Registrations  
Western States Regional Conference (*as applicable*)

**EXPENSE CATEGORY**

Awards/Presentations  
Bank Fees (Checking)  
Bank Fees (Credit Card)  
CA Business Fees  
Chapter Banner  
Computer Equipment  
Computer Software  
Donations  
Dues Paid to APCO  
Insurance  
Legal Services  
Monthly Meetings  
NTW Banquet  
NTW Buttons  
Officer Travel  
Postage/Shipping  
Quarterly Workshops  
Roundtable events (*as applicable*)  
Storage Space Rental  
Tax Preparation/Filing  
Utilities (*RingCentral, PO Box Rentals, 1and1.com, Network Solutions, etc.*)  
Vendor Exhibition  
Web Hosting  
Western States Regional Conference (*as applicable*)

## RELATIONSHIPS WITH OTHER ORGANIZATIONS

**PURPOSE.** The purpose of this document is to describe the relationships that Chapter has with other organizations and commercial entities in the public safety & communications technology arenas.

**POLICY.** It is Chapter policy that the Chapter will focus on the purposes of the organization as established in the Constitution & By Laws (C & Bs). In so doing, it is important to recognize the importance and value in maintaining favorable working relationships with other organizations and commercial entities that share common interests with the Chapter.

**PROCEDURES.** There are professional/trade organizations and commercial entities that have common interests with the Chapter. They can be a valuable resource for exchange of technology and operations information, membership support ideas, and leadership concepts. It is common for Chapter members to hold membership in one or a variety of professional/trade organizations.

### Organizations (common examples).

- ***National Emergency Number Association (NENA) & CalNENA.*** There is a close relationship between the Chapter and CalNENA in that both organizations are committed to supporting the 9-1-1 community. The Chapter participates in the CalNENA conference and there are ongoing efforts to share in training opportunities.
- ***International Association of Chiefs of Police (IACP).*** This is a professional association that supports law enforcement and first responder agencies. The CPRA Chapter has on occasion participated in its annual conference by sharing a booth with APCO International.
- ***National Sheriff's Association.*** This is an additional law enforcement professional association.
- ***International Wireless Communications Expo (IWCE).*** This is a trade organization with which many of the Chapter Commercial members participate. The annual trade show for the western U.S. is usually held in February in Las Vegas. The show is a wealth of information on wireless technologies and equipment.
- ***National Public Safety Telecommunications Council (NPSTC).*** This is a federation of organizations whose mission is to improve public safety communications and interoperability through collaborative leadership.
- ***International Association of Fire Chiefs (IAFC).*** This is a professional association that supports fire protection and first responder agencies. The Chapter has been involved with some of their events.

### Passing on Information.

*Organizations.* There are times when public safety oriented organizations will have conferences, trade shows, and other professional events. They may ask us to pass on the event information to our Chapter membership.

CALIFORNIA PUBLIC-SAFETY RADIO ASSOCIATION  
POLICY & PROCEDURES

## RELATIONSHIPS WITH OTHER ORGANIZATIONS

*Vendors/Corporations.* There are times when vendors/corporations within the public safety arena will hold professional level events that feature training, technology advancements, and product information. The companies may ask us to pass on the event information to our Chapter membership.

*Passing On Information.* All requests by an organization or a vendor/corporation will be considered on a case-by-case basis. Criteria for, and methods of dissemination are noted below.

*Criteria To Consider Include:*

- Does the event topic fit within the interests of public safety communications?
- Dates of the event? (Do they conflict with a Chapter/APCO event?)
- Does the organization/vendor reciprocate?
- Do we have Chapter Commercial members that participate/support the event?
- Do we have Chapter Members that are also members of the organization?
- Did we receive the request on timely basis?

*Dissemination Of Information Options Include:*

- Providing an announcement at Chapter Meetings
- Sending an email to the membership with a flyer attached
- Posting an announcement/link on the Chapter website
- Mailing an announcement via mail-ready material (charges to be according to current rates)

### **Principles.**

*Membership Rosters and Event Attendance Lists.* Chapter Membership Rosters and Attendance Lists for Chapter Events will not be released to any organization or commercial entity for any reason.

*Board Approval.* All requests to disseminate information will be reviewed and approved by an official action of the Chapter Executive Committee.

*Pursue “Win-Win” Relationships.* The primary purpose of the CPRA Chapter of APCO International is to provide the membership with quality programs and opportunities to grow professionally in the public safety communications field. Keeping this mind, it makes sense to pursue “win-win” relationships as appropriate with other organizations, and commercial entities sharing common interests with the Chapter.



## COMMLINK NEWSLETTER

**PURPOSE.** The purpose of this document is to describe the Chapter newsletter, establish content guidelines, and define sponsorship opportunities.

**POLICY.** It is Chapter policy to publish and distribute a monthly newsletter to the Chapter membership. The newsletter is entitled “CommLink.” The monthly newsletter is one of the benefits of membership in the Chapter.

**PROCEDURES.** The Editor of the CommLink is responsible for the production of the newsletter. A full version of the CommLink is posted on the Chapter website each month. The Chapter Webmaster shall send out a notification to the Chapter membership when the latest version of the CommLink has been posted to the Chapter website. This notification shall include a direct link to the newsletter.

**Content.** The content of the Chapter newsletter should include, but is not limited to, the following topics:

- Announcement and information for the upcoming Chapter meeting
- Chapter President’s Podium
- Minutes of the previous Chapter meeting
- APCO & CPRA Chapter calendar information
- Technical & Operational information articles as appropriate
- Chapter Officer Nominees (September)

**Submitted Content.** Submitted content may include any item that may be of interest to the Chapter membership at both local and national levels. The CommLink Editor shall exercise reasonable editorial judgement and may reject any content at any time for any valid reason. Editorial decisions to publish or not publish shall be based on factors including but not limited to: relevance to the Public Safety industry, interest to readers, timeliness and caliber of content, and the social acceptability of the content or topic. Submitted content cannot serve to promote a commercial product or service (see Sponsorships).

**Sponsorships.** There are sponsorship opportunities in the CommLink newsletter for Commercial Members to promote their products or services. Examples are ¼ page, ½ page, or full page advertisements. The Commercial Advisory Committee (CAC) Chair handles this portion of the newsletter and submits the sponsorship information to the CommLink Editor.

**Deadlines.** The CommLink Editor establishes the deadlines for submitting items for the newsletter. Individuals submitting items for the newsletter must abide by these deadlines.

**Options.** Flyers are occasionally used to announce special events such as the Annual Officer Installation and the Annual Telecommunicators Week Banquet. They may be included as a “rider” in the newsletter. Coordinate with the Editor to use this resource.

**Disclaimer.** The views expressed in newsletter articles are those of the individual authors and do not necessarily reflect the official positions or policies of the Chapter.

## CHAPTER COMMERCIAL ADVISORY MEMBER (CCAM)

**PURPOSE.** The purpose of this document is to outline the responsibilities of the Chapter Commercial Advisory Member (CCAM).

**POLICY.** It is Chapter policy to foster and sustain a strong Commercial Committee as part of the Chapter membership. The Commercial Committee is vital to the operations and activities of the Chapter. All Commercial Members of the Chapter are automatically members of the Commercial Committee. The Chair of the Committee serves as an advisor to and an integral part of the Chapter Executive Committee. This individual is known as the Chapter Commercial Advisory Member (CCAM). The CCAM will be a member of and elected by the Commercial Committee in accordance with the Chapter Bylaws.

**PROCEDURES.** The responsibilities of the CCAM focus on promoting the growth of the Commercial Committee, encouraging Commercial Member participation in Chapter activities, assisting Chapter meetings with sponsorship support, and serving as the Commercial Chair on the committee for Chapter hosted Western Regional Conferences.

**Responsibilities.** The CCAM will serve in a leadership role as an ambassador between the vendor community, the CPRA Chapter, the APCO Commercial Advisory Council and APCO International. The actions and conduct of the CCAM must always represent the best interests of all parties. The greatest reward for a CCAM will be realized through the respect gained and satisfaction achieved through performing in this manner, rather than by any specific activities. General responsibilities are as shown below:

- Promote commercial membership in the Chapter
- Encourage Commercial Member involvement in the Chapter
- Promote good will between the Commercial Members and the General Membership
- Represent the interests of the Commercial Membership to the Executive Committee
- Provide Commercial Membership candid feedback to the Executive Committee
- Assist with obtaining sponsorship support for Chapter activities as needed
- Identify “non-sales pitch” presentations for possible use at Chapter activities
- Serve on the planning committee for Chapter hosted Western Regional Conferences
- Contribute time and effort relating to Chapter activities
- Avoid using the CCAM position in a way that could be viewed as a conflict of interest
- Become knowledgeable regarding Chapter and APCO International policies

**Resources.** Information regarding the CCAM position is contained in the Chapter Constitution & Bylaws, the APCO Officers Training Manual, and the APCO Policy Manual. Also, the President and the rest of the Chapter Executive Committee are readily available to serve the Commercial Membership and work as team to enhance the Chapter.

## CHAPTER AWARDS

### **PURPOSE**

To establish Chapter policy with regards to awards made for significant accomplishments.

### **POLICY**

Consistent with the stated Mission of APCO International, the Chapter may make awards at all levels of the membership, including non-members, as evidence of appreciation to those who have performed outstandingly in the field of public safety and related communications. Such awards will be at the sole discretion of the Chapter's Executive Committee, which will establish eligibility, criteria, selection process and venue of presentation.

### **PROCEDURES**

1. The Chapter shall have a designated Chapter Telecommunicator Awards Committee and Chapter Engineering and Technology Committee which will be watchful for opportunities to recognize the contributions made by its members, and committees; by individuals who may not be members of the Association; and by other entities who have performed outstanding service to the Chapter and/or to the field of public safety and related types of communications. Any such recommendations shall be forwarded to the Chapter Executive Committee for review and possible further action.
2. Eligibility of the awards identified herein is restricted to individuals, agencies, or companies who work, reside, or do business within the boundaries of the Charter Area of the Chapter as established by APCO International.
3. The Chapter Executive Committee shall, on a periodic basis, review all such forms of recognition to ensure each remains viable, appropriate and free of external influence
4. The Chapter Executive Committee may create awards in accordance with the following process:

Individual(s) proposing the creation of a new award shall submit a proposal to the Chapter Executive Committee. The proposal should include the following items:

- 4.1.1 The reason(s) that a new award is needed.
- 4.1.2 "Name" for the new award.
- 4.1.3 The "Purpose" of the new award.
- 4.1.4 The "Criteria" to be used in selecting award recipients.
- 4.1.5 A recommendation with regards to how nominations should be submitted and the review process for such nominations.
- 4.1.6 A recommendation with regards to the type of award to be presented, i.e. a plaque, a certificate, a commemorative item, etc.

CALIFORNIA PUBLIC-SAFETY RADIO ASSOCIATION  
POLICY & PROCEDURES

**CHAPTER AWARDS**

- 4.1.7 A recommendation with regards to how and when the award should be presented.
5. The Chapter Executive Committee shall review the proposal. They may make whatever changes they deem appropriate. The Chapter Executive Committee may seek advice from the Awards Committee; from the Credentials Committee; or, from some other entity, as they deem appropriate. As part of their review, the Executive Committee shall estimate the fiscal impact of the new award. Such estimate shall include the cost of soliciting and reviewing nominations, the cost of the award itself, and any possible travel cost for the recipient and/or presenter in making the award presentation if applicable.
  6. The Chapter Executive Committee shall vote to either accept the proposal or deny the proposal. Such action shall require a two-thirds majority vote of the Chapter Executive Committee.

**CHAPTER RECOGNITION AWARDS**

Chapter recognition awards are presented as deemed appropriate and as such have no requirement to be awarded.

**Presidential Service Award** - A chapter award by the Chapter President is the highest level of recognition presented for contributions of support or achievement, occurring during the president's term of office. The President may recognize contributions made by members and non-members of the Chapter for their support of the President, the Chapter, or for contributions to the art of public safety communications at any time during his/her tenure of office. Award is subject to concurrence by a majority of the remaining members of the Chapter Executive Committee. Such awards may be in the form of a "Presidential Service Award Certificate", a plaque/acrylic trophy, or other item of nominal value.

**Chapter Service Award** - A chapter award by the Chapter President given in recognition of services in support of the overall chapter. The President may recognize outstanding contributions made by members of the Chapter at any time during his/her tenure of office. Nominations for this award may also come from any Chapter Member submitted to the Chapter President for his/her consideration. Award is subject to concurrence by a majority of the remaining members of the Chapter Executive Committee. Such awards may be in the form of a "Chapter Service Award Certificate", a plaque/acrylic trophy, or other item of nominal value.

**Spirit of CPRA Award** - The Spirit of CPRA Award is a chapter award by the Chapter President given to recognize and show appreciation to members, and non-members, of the chapter that have contributed an above-and-beyond attitude of enthusiasm and support to CPRA. This award is often used to recognize contributions that raise the esprit de corps of CPRA. The Chapter President has total discretion on how he or she wishes to use it. This

CALIFORNIA PUBLIC-SAFETY RADIO ASSOCIATION  
POLICY & PROCEDURES

**CHAPTER AWARDS**

award may be given at any time, but typically the award(s) are presented at the Officer Installation Ceremony and such awards may be in the form of a “Spirit of CPRA Certificate”, a plaque/acrylic trophy, or other item of nominal value.

**The Bert Moore Award** - A chapter award by the Chapter Commercial Committee in recognition of support and dedication to the Chapter’s goals, programs, and activities by a member(s) of the Association’s Commercial Membership. The award is named after Bert Moore a long-time CPRA Chapter Commercial Member. The Bert Moore Award is the Chapter’s ultimate recognition of the sustained contributions of a Commercial Member, signifying that the recipient has demonstrated the highest level of professionalism and cooperation to enhance the Chapter’s service to its membership. Nominations for this award may come from any member of the Chapter Commercial Committee. Award is subject to concurrence by a majority of the members of the Chapter Executive Committee. Such awards may be in the form of a “Bert Moore Award Certificate”, a plaque/acrylic trophy, or other item of nominal value.

**ANNUAL CHAPTER AWARDS**

**Telecommunicator Awards**

Annual Chapter Awards are presented during the established National Public Safety Telecommunicators Week held in April of each year. Nominations for these awards are solicited annually by the Chapter Telecommunicator Awards Committee from individuals, agencies, companies, or other outside sources. Nominees are not required to be a member of the Chapter or APCO International to be eligible to receive the awards. The Chapter Telecommunicator Awards Committee will designate an Awards Selection Sub-Committee to select the award recipients in each category from the nominations received, including award winner, runner-up, and honorable mention levels when applicable. Awards may further be divided into discipline such as Law Enforcement, Fire Service, or Emergency Medical Services by the selection committee if deemed necessary. Awards shall be selected by February 15 of each year. Awards are subject to concurrence by a majority of the members of the Chapter Executive Committee. Such awards may be in the form of a “Professional Achievement Certificate”, a plaque/acrylic trophy, or other item of nominal value.

**Telecommunicator of the Year** – This award affords recognition to a Telecommunicator/Dispatcher who consistently performs at a superior level. This individual should have several years of service, will have a documented positive attitude towards peers, Supervisors, and members of the public and will have a positive work ethic that can be partially demonstrated by maintaining an above average attendance record.

**Supervisor/Manager of the Year** – This award affords recognition to a communications Supervisor/Manager who consistently performs at a superior level. This individual will generally have at least two years of service as Supervisor; will have a documented positive attitude towards his/her subordinates, peers, Supervisors and members of the public. This

CALIFORNIA PUBLIC-SAFETY RADIO ASSOCIATION  
POLICY & PROCEDURES

**CHAPTER AWARDS**

person will be a good leader and motivator. He/she will have a positive work ethic that can be partially demonstrated by maintaining an above average attendance record.

**Note:** Telecommunicators who routinely perform the duties of a supervisor (may be called “Lead Dispatcher/Telecommunicator”) and meet the criteria for nomination in this category.

**Communications Trainer of the Year** – This award affords recognition to a communications Trainer who consistently performs at a superior level. This individual will generally plan, develop, schedule and conduct on-the-job and/or classroom training for 911 and public safety communications Call Takers and Telecommunicators. Typically this individual will also evaluate trainees' skills and job performance, and assist in the planning and/or development of advanced training for 911 public safety communications Call Takers and Telecommunicators through in-service training or career development training.

**Note:** Sample job titles (Not all-inclusive) may be a Communications Training Officer (CTO), Field Training Officer (FTO), Communications Training Instructor, Career Development Coordinator, or Training Specialist that meets the criteria for nomination in this category.

**Outstanding Performance (Individual or Team)** – This award affords recognition to a Telecommunicator, Supervisor (performing the duties of a Telecommunicator), who handled a situation involving a critical incident under unusual circumstances. This individual(s) will generally have performed “above and beyond the call of duty” in handling a life threatening or extraordinary incident. This individual(s) will generally have shown uncommon initiative and/or creativity in dealing with limited information, and in coordinating varied resources.

**Engineering and Technology Awards**

These awards are used by the chapter to recognize individuals who have provided exemplary and beyond-the-call-of-duty service in support of their respective public safety organizations. Individuals are nominated by his/her organization. Nominees are not required to be a member of the Chapter or APCO International to be eligible to receive the awards. The Chapter Engineering and Technology Committee conduct the Chapter Engineering and Technology Awards Program and select the award recipients. The Committee is responsible for planning and holding the Annual Engineering and Technology Awards luncheon during the April Chapter meeting of each year. The awards are presented during the luncheon to recognize contributions from the technical community. Awards shall be selected by February 15 of each year. Awards are subject to concurrence of the members of the Chapter Executive Committee. Such awards may be in the form of a “Professional Achievement Certificate”, a plaque/acrylic trophy, or other item of nominal value.

**Geographic Information Systems (GIS) Technologist of the Year**

This award affords recognition of outstanding performance to a Geographic Information Systems (GIS) Technician and or GIS Analyst.

CALIFORNIA PUBLIC-SAFETY RADIO ASSOCIATION  
POLICY & PROCEDURES

**CHAPTER AWARDS**

This individual will generally provide technical support and perform professional work related to the operation and support of geographical information systems computer hardware, peripherals, and software applications. He/she typically performs routine to complex level application support work or performs advanced level mapping or GIS analyst work, and performs technical work gathering, analyzing, and summarizing various types of GIS data.

**Information Technology (IT) Technologist of the Year** - This award affords recognition of outstanding performance to a Systems Administrator, Information Specialist, Information Technologist, Network Administrator, Systems Engineer, Senior Computer Analyst, CAD Administrator, Network Services Supervisor, NCIC/CAD System Manager, 9-1-1 Systems Technician, Information Technology Coordinator, Senior Project Manager, Records Technician (Master Addressing Guide - MSAG Coordinator), Mobile/CAD System Administrator, Information Technology Specialist 4, Address/Mapping Coordinator, Operations Support Technician, etc.

This individual will generally provide technical support and perform professional work related to the operation and support of computer hardware, peripherals, and software applications. He/she typically performs routine to complex level application support work or performs advanced level telecommunications work, and performs technical work gathering, analyzing, and summarizing various types of data.

**Radio Frequency (RF) Technologist of the Year** - This award affords recognition of outstanding performance to a Radio Frequency Director, Electronics Communications Technician, Telecommunications Engineer, Communications Technician Supervisor, Senior Communications Technician, Radio Lead Technician, Radio Technician, Technical Systems Administrator, etc.

This individual will generally perform work in, or manage, the installation, operation, and maintenance of equipment, including knowledge of 800 MHz, 900 MHz, and P25 radio communications systems and equipment. He/she should possess experience in UHF/VHF radios, repeaters, digital/analog microwave and an extensive network of mobile radios. Job duties may include assisting and receiving training in analyzing, troubleshooting and maintaining the communications network and computer based systems to ensure interoperability with other government agencies and offsite access in emergencies. Individual may also install and/or oversee the installation of radio site ground, antenna systems, security systems, carrier equipment (T1, DS3), emergency power generators, fuel systems, towers, transmission lines, and site alarm status reporting equipment.

**Radio Frequency (RF) Engineer of the Year** - The "RF Engineer" is a subcategory of "RF Technologist" and nominations shall use the "RF Technologist" format. Nominations for this award shall reflect the nominee's use of engineering terminology, as well as engineering responsibilities, and achievements. The nomination will be automatically considered for the Chapter "RF Engineer of the Year" Award if deemed appropriate by the Awards Committee.

## WALL OF FAME RECOGNITION PROGRAM

**PURPOSE.** The purpose of this document is to describe the Chapter recognition program for deceased Chapter Members (Silent Keys) who have made extraordinary contributions to the Chapter and the overall APCO community.

**POLICY.** It is Chapter policy that the Chapter recognizes its members who have made over their lifetime significant and noteworthy contributions to the chapter.

**PROCEDURES.** The Chapter Executive Committee will select and recognize individuals for inclusion in the Wall of Fame Recognition Program via the following provisions.

**Eligibility.** This recognition program is for deceased members of the Chapter (Silent Keys). All categories of membership are eligible.

**Selection Criteria.** The inclusion of a person in the Wall of Fame should be nearly self-evident. Individuals who have made highly noteworthy and significant contributions in some or all of the areas noted below may be selected accordingly.

- Leadership
- Service to the Association
- Technical and Operational
- Membership support
- Commercial support
- Public relations
- Esprit de Corps
- Sustained and committed service
- Public safety communications
- Others as determined

**Nomination and Confirmation.** Nomination and confirmation will, of course, take place on an as occurs basis. Any member in good standing may nominate an individual to be included in the Wall of Fame, subject to the qualifications above. The Executive Committee will review and approve, as appropriate all nominees. This will be done annually in the month of February.

**Wall of Fame Month - March.** The month of March will be designated by the Executive Committee as the Wall of Fame Month. Appropriate recognition will be highlighted on the CPRA website. The President will provide comments to reflect upon and honor the individual(s) added into the Wall of Fame at the March Chapter Meeting.

**Wall of Fame Description.** The Wall of Fame will be maintained on the Chapter website as a special page. It will include the name of the individual, a brief bio of noteworthy contributions, years of membership in the Chapter, and a photograph. Individuals will be listed alphabetically.



## CHAPTER BANNER SPONSORSHIP

**PURPOSE.** The purpose of this document is to describe the Chapter Banner sponsorship program for Commercial Members.

**POLICY.** The Chapter shall offer an annual sponsorship opportunity for a Commercial Member to have their company name/logo displayed along with the Chapter and Association logos on a commercially-printed two feet by six feet (2' x 6') freestanding popup banner. The banner shall be in full color and shall include the current year. The Chapter Banner is used to promote the Association, the Chapter, and recognize the support of the annual banner sponsor.

**PROCEDURES.** The Chapter Executive Committee will annually approve the Commercial Member sponsor for the Chapter Banner under the following guidelines.

The final Chapter Banner design, including placement of all artwork, text fonts, logo sizes, wording and or company names will be at the sole discretion of the Chapter Executive Committee.

The Chapter Banner shall be prominently displayed at all Chapter events near the entryway, check-in desk, photo opportunity areas, main meeting room, or other similar locations as may be appropriate for the individual event. The Chapter Sergeant-at-Arms shall maintain the banner and the Chapter President and/or the Chapter Sergeant-at-Arms shall have sole authority as to the placement of the banner for display at events.

Whenever possible, the Chapter Banner should also be prominently displayed at other Chapter promotional events held during the year, such as banquets, installations, exhibitions, other public safety events (NorCal APCO, WRC, CALNENA, CCUG, etc.) as may be appropriate, or as allowed by the event host.

### **Expense**

The cost of producing the banner shall be approximately \$200 annually and shall be paid from Chapter funds with approval of the Chapter President.

### **Sponsorship**

The cost to sponsor the Chapter Banner, including the Commercial Member company name and or logo in full color, for a one (1) year period is \$600 (\$50/month value). In the event that several competing Commercial Members wish to sponsor the Chapter Banner for the upcoming year, the Commercial Member that submits first shall be selected. If multiple submissions are received at the same time, the Chapter President shall select the sponsor by random draw. Requests to sponsor shall be submitted to the Chapter President by no later than 5 pm on October 31 of each year.

CALIFORNIA PUBLIC-SAFETY RADIO ASSOCIATION  
POLICY & PROCEDURES

## CHAPTER BANNER SPONSORSHIP

The Chapter reserves the right to reject any or all submissions to sponsor the Chapter Banner for reasonable cause (conflict of interest, inappropriate artwork or wording, non-payment, unethical business practices, etc.). The selected sponsor must be approved by the Chapter Executive Committee prior to the ordering of the new Chapter Banner.

### Process Timeline

1. The annual Chapter Banner sponsorship opportunity shall be announced during the Annual Vendor Exhibition luncheon held in October of each year. Sponsorship submissions will be accepted beginning at 1 pm the day of the event.
2. In the interest of providing an equal opportunity for all Commercial Members to participate in sponsoring the Chapter Banner, the current year Banner sponsor must wait until others have had the opportunity to submit to sponsor the upcoming year first.
3. In the event that there are no new sponsorship proposals submitted for the upcoming year by the submission deadline, the current year sponsor may again submit to sponsor the Chapter Banner for the upcoming year beginning November 1 of each year. There is no limit to the number of consecutive years a Corporate Partner may sponsor the Chapter Banner.
4. If a sponsor has not been identified for the upcoming year after November 1, the Chapter Commercial Advisory Committee (CCAM) Chair shall send a follow up message to the Commercial Membership soliciting a sponsor.
5. The deadline for payment, submission of artwork, and finalized design is November 30 of each year.
6. If there is no sponsor identified by November 30, the Chapter shall order a new Banner without a vendor sponsor name/logo and year.
7. The Chapter shall order the new sponsored Chapter Banner by December 15 of each year.
8. The Chapter Banner sponsorship is for one calendar year; January 1 – December 31.

### Retired Chapter Banners

As the Chapter Banner design shall include the current year printed along with the Commercial Member sponsor company name/logo, outdated Banners shall be presented to the Commercial Member sponsor for that past year, once the new replacement Banner for the upcoming year has been delivered. Generally, this presentation, and recognition of sponsorship, shall be done at the January Chapter meeting.

## CHAPTER COMMEMORATIVE COIN

**PURPOSE.** The purpose of this document is to describe the Chapter Commemorative Coin Policy.

**POLICY.** The Chapter may have a “Chapter Commemorative Coin” (or “Chapter Coin”) available as an award for outstanding service or performance of duty to the Chapter. Chapter Coins may also be presented to visiting dignitaries, guest speakers, presenters, or others in recognition of their participation at a Chapter event/program, or to recognize their outstanding support of, or service to, public safety, APCO International, or the CPRA Chapter. As such, they shall be used as a tool to build comradery and morale.

**PROCEDURES.** The Chapter President shall approve the issue and/or presentation of Chapter Commemorative Coins when presented on behalf of the Chapter. Whenever possible, the Chapter President shall perform the formal presentation of the Chapter Coin. The Chapter President may assign the formal presentation of the Chapter Coin to another member of the Chapter Executive Committee as may be deemed appropriate, or in his/her stead.

The Chapter President shall maintain a small number of Chapter Coins for presentations. The Chapter Treasurer shall maintain the primary supply of Chapter Coins and keep an accurate inventory record. With the approval of the Chapter Executive Committee, the Chapter Treasurer may reorder additional coins as necessary to maintain a reasonable supply.

Members shall be allowed to acquire additional Chapter Coins from the Chapter as a Chapter fundraiser and to help offset the cost of producing the coins. A minimum donation amount to the Chapter in order to acquire a Chapter Coin shall be set by the Chapter Executive Committee. Members may exchange or gift Chapter Coins with others as they see fit.

### **Presentation**

Traditionally, Chapter Coins given as awards or recognition for accomplishments are normally presented to the recipient during a handshake, passing from the right hand of the presenter to the right hand of the awardee. During the presentation, the presenter shall offer a brief explanation of the reason for awarding the Chapter Coin.

### **Design**

The Chapter Commemorative Coin shall be identical in size, material, and thickness as the current APCO International Coin. The Chapter Coin shall have the same APCO insignia, design, and colors as the APCO Coin on the obverse. Using a similar design and font as the obverse, the reverse shall have the full color CPRA insignia split by the wording “Est.” and “1935” on a white background, and “California Public-Safety Radio Association / Southern California APCO” wording around the outer edge.

CALIFORNIA PUBLIC-SAFETY RADIO ASSOCIATION  
POLICY & PROCEDURES

CHAPTER COMMEMORATIVE COIN

Example:



Obverse Side



Reverse Side