

NE APCO NENA Chapter Special Membership Meeting Minutes

Date: October 9, 2020

Forum: Zoom

Members in Attendance: Clare Severn, Larry Huisman, Stacen Gross, Megan Witherspoon, Jessica Loos, Spencer Conradt, Sue Krogman, Jon Rosenlund, James Almond, Ella England, Troy Cordle

President Megan Witherspoon called the Special Membership meeting to order at 1303.

1. **Information:** APCO has released a report on joint chapters with suggestions to separate treasuries among other items. Megan shared information from pre-2012 when NE APCO and NE NENA Chapters were separated and the ultimate reasons for joining chapters in 2012. At this time, the Executive Board is not planning to propose language or amendments which would change any current business practices of the NE Chapter of APCO/NENA. Members with feedback on this topic are welcome to send a message to the Executive Board.
2. **Information:** Clare prepared a ledger showing a cash balance of \$17,238.30. Last year, the board approved moving our treasury from Bank of the West to Wells Fargo following several issues and increased fees at Bank of the West. Before that could happen, there was a software crash that wiped most of our old data from the system used to keep an electronic ledger. Fortunately, all past treasury reports were approved as part of membership meetings, and this year's expenses due to the postponement of the conference have been minimal (less than 5 transactions). Clare is obtaining new software for purposes of treasury management. When that is in place, the treasury will be moved to Wells Fargo as previously approved.
3. **Information:** The second NE APCO NENA / NESCA Workshop is scheduled to take place on October 27. There has already been a lot of interest. The plan is to use a zoom webinar platform so sessions can be recorded and retrieved by those unable to attend the live event.
4. **Action Item:** Megan presented the amendment to bylaws regarding the extension of the 2nd VP's term and delayed ascension of 1st VP, President, and Immediate Past President, due to the Chapters inability to meet for an election due to the pandemic. *See proposed language following meeting minutes.*
 - James Almond suggested a future amendment to the bylaws to allow for a 100% online/remote voting mechanism with the swearing in of officers to occur at the Conference/Annual Business Meeting.
 - These proposed changes were not communicated to the chapter ahead of this meeting, therefore they cannot be proposed now, or voted on at this time. Megan advised the board would entertain the formation of a committee to review the election process in the future.
 - Clare Severn made a motion to approve the amendment to the bylaws as presented. Second by Troy Cordle. All votes were confirmed by video or voice when video was not available. None Opposed. Approved.
5. **New Business:** Megan will include discussion of a remote voting mechanism on the next Business Meeting Agenda.
6. **Action Item:** Jess Loos moved to adjourn the meeting, second by Sue Krogman. None Opposed. Approved. Meeting adjourned at 1339.

Proposed Amendments to Bylaws

ARTICLE V-OFFICERS- DUTIES AND RESPONSIBILITIES-ELECTION PROCESS

Section 1. Designation and Term of Office

- A. The Officers of this chapter are President, First Vice President, Second Vice President/ Secretary, Immediate Past-President, Treasurer, Executive Council Member, and Commercial Advisory Member.
- B. The term of the office of President, First Vice President, Second Vice President/ Secretary is one (1) year or until a successor is elected and assumes office. The term of office for the First Vice President will automatically ascend to the office of President. The term of the office for the Second Vice President/ Secretary will automatically ascend to the office of First Vice President.
- C. The position of Second Vice President/ Secretary will be filled annually through the election process and a vote of the membership.
- D. The term of office for Treasurer is three (3) years or until successor is elected and assumes office.
- E. The term of office for the Executive Council Member is three (3) years or until successor is elected and assumes office.
- F. Terms of office shall commence at the end of the annual fall conference.
- G. The Commercial Advisory Member shall be appointed by the President.
- H. If an election is cancelled, the following terms will be extended for one (1) calendar year:
 - 1. Second Vice President/Secretary
 - a) Terms of President, First Vice President, and Immediate Past President shall be extended until the Second Vice President/Secretary ascends to the Office of First Vice President.
 - 2. Treasurer, if in third year of office
 - 3. Executive Council Member, if in third year of office

Section 2. Eligibility

- A. Any APCO and/or NENA member, public or private (non-commercial), in good standing may serve as a chapter officer.

Section 3. Nomination and Election

- A. Eligible APCO International and/or NENA members who desire to declare their candidacy for an office on the Executive Committee need to submit the required form – Declaration of Candidacy, and provide a bio to the Executive Committee no later than 15 days prior to the election. The Executive Committee will screen the application to ensure candidates are eligible. All eligible candidate's bios will be sent to the membership.
- B. The Past President shall facilitate nominations and elections with the assistance of a two member Election Committee. Members of the Election Committee shall be appointed by the President to work with the Past President. No members of the committee may be nominated for

election. If a committee member desires to seek office, the President shall make an appointment to fill the role.

C. Voting Procedures ~~at the Annual Fall Conference~~

1. An election will occur during the annual business meeting held in October.

a) The annual election may only be cancelled if conditions exist which *prohibit* an in-person gathering of the membership for purposes of the October business meeting.

2. The Executive Committee shall make a list of voting eligible members available to the Election Committee. Provisions shall be made to allow members not otherwise registered to attend the annual fall conference an opportunity to cast their ballot. Eligible members may request an absentee ballot prior to the vote. All absentee ballots must be received by the Chapter 2nd Vice President/Secretary no later than 10 days prior to the first day of the fall conference. All absentee ballots received prior to the election will be turned over to the Election Committee.

- a) The Past President, together with the two members of the Election Committee, shall obtain and review the voting results.
- b) The results of the election for each office shall be announced during the business meeting at the conclusion of the annual fall conference.
- c) Ballots shall be destroyed 14 days after the result of the election has been announced unless a recount request has been formally submitted.
- d) Written request for a ballot recount must be filed with the Chapter Second Vice President/ Secretary within 10 days after the result of the election has been announced. Any recount shall be performed in accordance with policies adopted by the Executive Committee.
- e) If no candidates have declared candidacy for a particular office, nominations must be accepted from the floor at the fall business meeting. In such cases, the nominee must complete the Declaration of Candidacy Form contained within these bylaws no later than 7 (seven) days after the vote occurring at the business meeting.