

BYLAWS
Nebraska Joint Chapter of the
Association of Public-Safety Communications Officials (APCO) &
National Emergency Number Association (NENA)
as adopted by the membership quorum, August 2012
Amended 10/04/2106, 10/09/2020, 10/13/2022

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ARTICLE I - NAME

The name of this association is the Nebraska Joint Chapter of the Association of Public-Safety Communications Officials, (APCO) and the National Emergency Number Association (NENA), also referred to as the “Chapter”.

ARTICLE II - OBJECT

The object of this chapter shall be to assist in the fulfillment mission by:

- A. Leading in the development, availability, implementation, and enhancement of a universal emergency telephone number common to all jurisdictions through research, planning, training, and education.
- B. Foster the development and the progress of the art of public safety communications by means of research, planning, training, and education; promote cooperation between towns, cities, counties, state, tribal, private, and federal public safety agencies and policy making bodies as may be appropriate, and through its efforts strive towards the end that the safety of human life, the protection of property, and the civic welfare are benefited to the utmost degree.
- C. Enabling all citizens to have immediate access to emergency public safety services.
- D. Aiding and assisting in the timely collection and dissemination of information relating to a universal emergency telephone number and public safety communications.

ARTICLE III - MEMBERS

Section 1. Membership

Membership of the Chapter is defined as being a member in good standing of either APCO International or NENA National.

Section 2. Voting

Members of the NE Chapter of the Association of Public-Safety Communications Officials or the NE Chapter of the National Emergency Number Association in any classification who have been issued a membership number by the national organization and whose dues are current may vote to amend these bylaws, elect officers, and participate in other Chapter business.

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

ARTICLE IV - EXECUTIVE COMMITTEE

Section 1. Composition

- A. The Chapter Executive Committee shall be comprised of the officers of the chapter.
- B. Committee Chairs and Commercial Advisory Member will act as ex-officio members of the Executive Committee.
- C. Three Executive Committee members are required for a quorum. This excludes the Commercial Advisory Member and committee chairs. A quorum is required for all actions taken at Executive Committee meetings.

Section 2. Authority and Duties

- A. The business and affairs of the chapter shall be managed under the direction of the chapter Executive Committee, which shall exercise all of the powers of the chapter except those powers otherwise reserved exclusively to the members.
- B. The Chapter Executive Committee shall:
 1. Establish and maintain adequate management of the chapter's activities;
 2. Engage appropriate staff as deemed necessary to manage the administrative affairs of the chapter;
 3. Fill vacancies in accordance with these bylaws;
 - a. Should a vacancy occur on the Executive Committee, the President shall appoint, with the concurrence of the Executive Committee, a qualified member from the Chapter to complete the current term. Failing to obtain such confirmation from the Executive Committee, the President may seek ratification from the Chapter.
 - b. A majority vote of the Executive Committee shall be required for the removal from office of an officer of this Chapter, provided that the meeting notice for the meeting at which the issue will be decided must include notice that the impeachment will be considered and be delivered at least thirty days prior to the meeting.
 - c. Should an officer of the Chapter lose membership status required by said office, that officer shall either rectify the situation or resign that office within 30-days of receiving notice that they do not meet the membership requirements of their office, otherwise, they will be removed by vote of the Executive Committee.
 - d. Appoint additional committees as deemed necessary.
 - e. Issue annual financial report to the membership and report on chapter activities.

Section 3. Executive Committee Meetings

- A. The chapter Executive Committee shall meet every other month as needed.
- B. Special meetings of the chapter Executive Committee may be called by the president or any two members of the chapter Executive Committee.
- C. The chapter Executive Committee may meet by telephone conference call or other electronic means provided that all members may hear and speak to one another at the same time.
- D. Notice shall be sent to all Executive Committee members at least 10 days in advance of a regular meeting, and at least 24 hours in advance of a special meeting. Notice may be sent by electronic

mail and other methods as allowed by Executive Committee policies. Notice may be waived in writing before, during, or after the meeting.

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 five (5) 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 fifth year of office

Section 2. Eligibility

- A. The President, Second Vice President/Secretary, Treasurer, and Executive Council Representative may only be held by voting-eligible members (full members) of APCO. Any APCO and/or NENA member, public or private (non-commercial), in good standing may serve as a chapter officer. Candidates for Executive Council Representative are required to have two (2) years of prior Nebraska APCO NENA board experience.

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

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.

Section 4. Duties of Officers

President

The President Shall:

1. Serve as the chair of the Executive Committee and preside at all meetings of this chapter and the Executive Committee;
2. Report on the state of the chapter to the membership at the fourth quarter chapter meeting;
3. Appoint committees as allowed by these bylaws and policies;
4. Perform the duties incident to the office and such other duties as may be prescribed by the governing documents or by the Executive Committee.

First Vice President

The First Vice President shall;

1. Perform all the duties of the president in their absence or inability to act. When so acting, the Vice President shall have the powers of and be subject to all restrictions upon the president.

2. Perform the duties incident to the office and such other duties as may be prescribed by the governing documents or by the Executive Committee.
3. Perform the duties incident to the office and such other duties as may be prescribed by the governing documents or by the Executive Committee.

Second Vice President/ Secretary

The Second Vice President/ Secretary shall:

1. Oversee chapter meeting locations and speakers/presenters.
2. Perform the duties incident to the office and such other duties as may be prescribed by the governing documents or by the Executive Committee.
3. Ensure the production and distribution of accurate minutes of all meetings of the members and chapter Executive Committee.
4. Ensure that all notices are duly given in accordance with these bylaws or as required by law.
5. Ensure that there is the proper publication and distribution of official correspondence, publication, and distribution documents on behalf of the chapter.
6. Perform the duties incident to the office and such other duties as may be prescribed by the governing documents or by the Executive Committee.

Treasurer

The Treasurer shall:

1. Have general oversight authority of the books, funds, and securities of the chapter.
2. Prepare the chapter financial records for review by chapter;
3. Send or cause to be sent all financial reports required by law to NENA and APCO.
4. Perform the duties incident to the office and such other duties as may be prescribed by the governing documents or by the Executive Committee

Executive Council Representative

The Executive Council Representative shall:

1. Give quarterly reports on activities on the national level.
2. Act as a liaison between the chapter and the national associations.
3. Perform the duties to the office and such other duties as may be prescribed by the governing documents or by the Executive Committee.

Immediate Past President

The Immediate Past President shall:

1. Act as chair of the Election Committee to oversee nomination and election process of officers.
2. Oversee swearing in of elected officers at the annual fall conference.
3. Perform the duties incident to the office and such other duties as may be prescribed by the governing documents or by the chapter Executive Committee.

Commercial Advisory Member

The Commercial Advisory Member shall:

1. Establish open lines of communications with commercial members and the non-commercial members and serve as an ex-officio Executive Committee member.

2. Assist with the annual fall conference working with the chair of the vendor committee.
3. Perform the duties incident to the office and such other duties as may be prescribed by the governing documents or by the chapter Executive Committee.

ARTICLE VI - CHAPTER EXPENSES

Section 1. Specified Expenses

- A. Reasonable expenses for the attendance at APCO or NENA national or regional conferences for the President, Executive Council representative, TERT, Primary Conference Chair or other elected Executive Committee members as agreed upon by the Executive Committee. The financial status of the Chapter shall be taken into consideration before any travel expenses are paid.
- B. If a newly elected officer is a member of only one of the national organizations then the Chapter will pay the secondary membership fee for that officer during their term of office. The Chapter will pay one National membership of choice, per officer, during their term.
- C. Reasonable and proper expenses of the President, First Vice President, and Executive Council member shall be paid by the Chapter during their term of office.
- D. The Treasurer shall be authorized the necessary funds to fulfill the requirements of his/her office as outlined in the bylaws of this Chapter.

Section 2. Unspecified Expenses

- A. The Executive Committee shall be authorized to approve all other expenses or disbursements not specifically outlined in the bylaws of this Chapter.

ARTICLE VII - MEMBERSHIP MEETINGS

Section 1. Regular Membership Meetings

This Chapter will hold a minimum of two regular Membership meetings annually, one of which must occur at the annual Conference, or in October of each year if no state conference is held, with such times and places determined by the President.

- a. The Chapter shall upload a copy of the minutes of its meetings to the Nebraska APCO PSConnect e- community within thirty (30) days after approval (with main folder to be named "Chapter Minutes" with subfolders sorted by calendar year).

Section 2. Special Meetings

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

Section 3. Quorum

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

Section 4. Committee Quorum

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

ARTICLE IX - COMMITTEES

Section 1. Standing Committees

The standing committees of this Chapter shall be Awards and Scholarship and Conference Committee. The Executive Committee may amend this article by majority vote without any further authorization from the Membership, but must notify the Membership that they have done so. This includes the formation of additional committees.

The President, with concurrence of the majority of the Executive Committee will appoint all Committee Chairs. All other Committee Members will be appointed by each Committee Chair, while ensuring participating members have the support of their employing agency to participate.

Section 2. Standing Committee Terms

Members of the Standing Committees shall serve until their successors are appointed.

Section 3. The Awards and Scholarship Committee

The Awards and Scholarship Committee will make recommendations to the Executive Committee, the allotment of funds to assist members with participation in the annual Conference. This Committee will also maintain a list of Chapter Life Member Status.

Section 4. The Conference Committee

The Conference Committee will provide and coordinate an Annual Conference for the Chapter. The objective of this Committee is to provide quality education and training on current events that impact public safety communications by hosting high quality instructors, product vendors and allowing attendees adequate time to network.

The President will ensure all members of the Executive Committee shall serve on a Conference Committee in some capacity.

Section 5. Special Committee Terms

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

Section 6. Eligibility

There shall be no restrictions as to membership class for service on any standing or special committee. Committee Chairs must be Chapter members.

ARTICLE X - PARLIAMENTARY AUTHORITY

Chapter business will be conducted according to Roberts Rules of Order, Newly Revised.

ARTICLE XI - OFFICIAL COMMUNICATIONS


A report, nomination, amendment, special meeting announcement or other issues requiring notice to the Membership shall be deemed communicated after it has been posted on the chapter website AND either presented at a regular or special membership meeting OR delivered to the Chapter Membership by any customary communications method commonly used to communicate Chapter business. Such communication is the responsibility of the Second Vice President/ Secretary, or if unable to fulfill this responsibility, it shall belong to the President.


ARTICLE XII - AMENDMENTS

The Chapter shall have full power at any meeting to alter, amend, or revise these Bylaws or any portions thereof, by majority vote of the Membership at a regular or special business meeting provided that notice that a Bylaw revision will be considered has been communicated to the Membership in advance of the business meeting. No changes to the Bylaws may occur without a vote of the Membership.


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

Bylaws adopted by a majority vote of the active members present at the August 28, 2012 business meeting of the Nebraska Chapter of APCO and by a majority vote of the active members present at the September 18, 2012 business meeting of the Nebraska Chapter of NENA.


Marilyn Gable _____ Date: 9/18/12
2011-2012 APCO President


Megan Ellis _____ Date: 9/18/12
2011-2012 NENA President

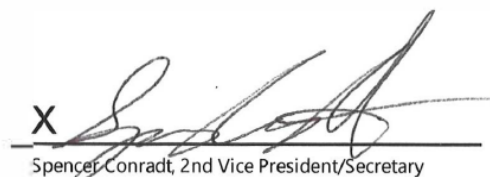
Amended October 4, 2016


Sharon Codr, President


Kimberly Kuzak, 2nd Vice President/Secretary

Amended October 9, 2020

X 
Megan Witherspoon, President

X 
Spencer Conradt, 2nd Vice President/Secretary

Amended October 13, 2022

X 
Spencer Conradt, President

X 
Heidi Gillespie, 2nd Vice President/Secretary

