

BYLAWS

OREGON ASSOCIATION FOR PUBLIC INFORMATION OFFICERS

A Special Chapter of the Oregon Peace Officers Association

ARTICLE I: NAME

The name of the organization is the **Oregon Association for Public Information Officers** (OAPIO), a special chapter of the **Oregon Peace Officers Association** (OPOA) under Article 2, Section 10 of the OPOA.

ARTICLE II: MISSION

The mission of the OAPIO is to promote professionalism, transparency, and community trust among public safety agencies, through effective communication and the dissemination of accurate information.

ARTICLE III: OBJECTIVES

The objectives of the OAPIO are:

- A. To provide resources, research, and educational opportunities for the development of public information practices among public safety agencies.
- B. To foster collaboration and information-sharing among law enforcement, fire service and government agencies across Oregon.
- C. To promote transparency and open communication between public safety agencies and the public.
- D. To educate membership on best practices and current legislation related to public information and public relations.
- E. To serve as a liaison between public safety agencies, the media, and the community in matters relating to safety and information.

ARTICLE IV: MEMBERSHIP

Membership is limited to individuals defined as either an "active member" or "associate member" as outlined in the OPOA Constitution, Article 2. Membership eligibility and disqualification shall follow the standards set forth in Article 2, Sections 7 and 8 of the OPOA Constitution.

Membership in the OAPIO is open to individuals who support the mission and objectives of the organization, regardless of whether they represent law enforcement agencies (as sworn or civilian personnel) or other public-facing entities. Members may include, but are not limited to, public information officers representing law enforcement, fire agencies, cities, transportation, corrections and professionals involved in public relations, communications, or media within the law enforcement or public safety sectors in Oregon and Southwest Washington.

Eligibility for membership is defined in accordance with the OPOA Constitution, Article 2, and members are subject to the disqualification standards outlined in Article 2, Sections 7 and 8 of the OPOA Constitution.

ARTICLE V: DUES

The membership fee structure is as follows:

- **New Members:** \$20.00
- **Annual Renewals:** \$15.00

Dues are to be paid in accordance with Article 2, Section 6 of the OPOA Constitution.

ARTICLE VI: MEETINGS

Meetings will be held at a time and place determined by the Executive Board. An annual meeting will be held in conjunction with the OPOA annual convention.

Special meetings or training sessions may be called as necessary by the Executive Board. Resolutions may be passed by a majority vote of the Executive Board.

ARTICLE VII: OFFICERS

The officers of the OAPIO shall consist of:

- President

- Vice-President
- Secretary-Treasurer
- Regional Representatives (Regions 1-4 as defined below)

The officers, along with the regional representatives, shall constitute the Executive Committee.

Regional Representatives:

- **Region 1:** Clatsop, Columbia, Tillamook, Washington, Yamhill, Multnomah, and Clackamas Counties
- **Region 2:** Polk, Marion, Lincoln, Benton, Linn, and Lane Counties
- **Region 3:** Douglas, Coos, Curry, Josephine, Jackson, Klamath, and Lake Counties
- **Region 4:** Hood River, Wasco, Sherman, Gilliam, Morrow, Umatilla, Union, Wallowa, Jefferson, Deschutes, Crook, Wheeler, Grant, Baker, Harney, and Malheur Counties

Each region shall have at least one, preferably two, representatives on the Executive Committee. A representative from a statewide agency may represent any region in need of representation.

ARTICLE VIII: TERMS OF OFFICE

Each officer and regional representative shall serve a term of two (2) years. If no candidate steps forward for a position and the current officer is willing to continue serving, they may remain in office upon consultation with the general membership.

ARTICLE IX: NOMINATING COMMITTEE

The Nominating Committee shall consist of the Vice-President and the Regional Representatives. The committee shall:

- A. Distribute a nomination notice to the membership.
- B. Receive and verify nominations for the positions of President, Vice-President, Secretary-Treasurer, and Regional Representatives.
- C. Ensure all nominees are members in good standing and willing to serve.

D. Confirm that Regional Representatives are from the region they are nominated to represent.

ARTICLE X: ELECTIONS

Elections shall be held every two years. A majority vote is required to elect an officer. If there is no majority, a second vote will be held during the annual meeting. Elections may be conducted via email, with ballots sent out 45 days prior to the annual meeting. Results will be announced by the President.

ARTICLE XI: RECALL AND VACANCIES

An officer may be recalled by a two-thirds majority of the Executive Board. If a vacancy occurs, it will be filled by a vote of the appropriate electorate.

ARTICLE XII: DUTIES OF OFFICERS

- **President:** Presides over all meetings, acts as the chairperson of the Executive Board, and generally represents OAPIO at monthly OPOA board meetings. The President also takes the lead role in organizing and developing the OAPIO Annual Conference, which is generally held over two days in April. The President may appoint committees and fill officer vacancies, except for the Vice-President position, which must be filled by a vote of the Executive Board.
- **Vice-President:** Serves as the chair of the Nominating Committee. The Vice President also takes an instrumental role in supporting the organization and development of the OAPIO Annual Conference. Also performs the duties of the President in their absence and assumes the role of President if the President resigns or retires.
- **Secretary-Treasurer:** Keeps records of all financial transactions, oversees the collection of dues, and provides financial reports at each meeting. The Secretary-Treasurer will also keep records of Executive Board proceedings, via either note taking or virtual recording. Takes a lead role in coordinating with OPOA for financial records and needs related to the OAPIO Conference (registration fees, speaker fees, conference room fees, etc.) and provides the Executive Board with updates.

- **Regional Representatives:** Coordinate with representatives of their given region at least twice a year (either via virtual meetings, emails or in-person gatherings) to build the OAPIO membership throughout the state, foster relationships and gather input from members regarding their needs. Regional Representatives will also be responsible for coordinating and/or providing at least one conference agency topic each year.

ARTICLE XIII: EXECUTIVE BOARD

The Executive Board shall consist of the President, Vice-President, Secretary-Treasurer, and the Regional Representatives. It is responsible for governing the OAPIO, executing its objectives, and overseeing its financial and organizational activities. The Board will meet regularly and keep records of its proceedings.

ARTICLE XIV: COMMITTEES

The President may appoint committees as authorized by the Executive Board or by resolution.

ARTICLE XV: AMENDMENTS

These bylaws may be amended by a majority vote of the Executive Board.

ARTICLE XVII: ONLINE VOTING PROCEDURES

To facilitate participation and ensure that all members can vote, the OAPIO shall adopt the following procedures for online voting. This process may be used for the election of board members, approval of new rules, amendments to bylaws, and other matters as determined by the Executive Board.

A. Voting Platform

Online voting will be conducted through a secure platform selected by the Executive Board, which ensures the confidentiality and integrity of the voting process.

B. Voting Eligibility

All members in good standing (i.e., those who have paid their dues and meet the criteria for membership) are eligible to vote.

C. Notification and Voting Process

1. Notice of Election or Vote:

- The Executive Board will send out a notice of the election or vote at least **30 days** prior to the voting period. The notice will include detailed instructions on how to participate in the online voting process.
- For amendments to the bylaws, new rules, or major decisions, the proposed changes or rules must be shared with members at least **45 days** prior to the vote.

2. Voting Period:

- The online voting period shall remain open for **14 days** to allow all members ample time to cast their votes.

3. Submission of Votes:

- Members may submit their votes electronically through the secure platform, which will track the votes and ensure that each member votes only once.
- Votes must be submitted by the designated deadline, after which the voting process will be closed.

D. Certification of Results

- The results of the online vote shall be certified by the Secretary-Treasurer and one other member of the Executive Board.
- The results will be communicated to the membership within **7 days** of the vote closing.
- For elections, the candidate with the majority of votes will be declared the winner. In the event of a tie, a runoff election will be held as soon as possible.

E. Validity of Online Votes

- A quorum, defined as at least **25** voting members participating in the online voting process, is required for the vote to be valid.
- For amendments or new rules to pass, a simple majority of votes cast is required unless otherwise specified in these bylaws.

ARTICLE XVII: DISSOLUTION

Upon dissolution of the OAPIO, the Executive Board shall first settle all liabilities, then transfer any remaining assets to the Oregon Police Officers Association with a full financial report.