

## **ARTICLE V: COMMITTEES AND TASK FORCES**

### **SECTION 5.2: TELECONFERENCE POLICY**

#### **PURPOSE**

To provide guidelines for the use of teleconference resources by Illinois APCO Executive Board and the committees.

#### **AUTHORITY**

The authority for the use of teleconference resources is established in Article IV, Section 2.1 of the Chapter's Bylaws.

#### **POLICY**

1. Only Illinois APCO Committee Chairs and Executive Board members will be allowed to use the Chapter's teleconference accounts to conduct committee and/or Chapter business.
2. Other uses of the Chapter's teleconference accounts will have to be approved by the Illinois APCO President. Should the Chapter President not be available to approve a teleconference request, the First Vice President will be notified and given the discretion to approve.
3. When an Illinois APCO Committee Chair wishes to hold a teleconference meeting, they will contact the Illinois APCO Treasurer. The Chapter Treasurer will give the Committee Chair the procedure to conduct the teleconference.
  - 3.1 The Committee Chair shall provide the Chapter Treasurer with the name of the committee, the date, time, approximate number of people attending the teleconference, and the purpose of the teleconference.
4. If the Executive Board requires teleconference facilities, the Chapter President will contact the Chapter Treasurer to set up this teleconference
  - 4.1 The President shall provide the date, time and approximate number of people attending the teleconference.
  - 4.2 The Chapter Treasurer will e-mail the teleconference information to the Chapter's Executive Board.
5. After receiving a teleconference request, the Chapter Treasurer shall e-mail or fax to the requestor the needed documentation to document the teleconference.

- 5.1 The documentation sheet will contain the access telephone number, the meeting number, the P.I.N., the Committee name and the name of the requestor.
- 5.2 The documentation sheet will also contain instructions for the requestor and committee members on how to participate in the teleconference call.
- 5.3 When the teleconference is completed, the requestor will complete the form with the time the call started, time the call ended and the name of the committee members that attended. This form will be faxed or e-mailed back to the Chapter Treasurer.
- 5.4 The Chapter Treasurer will keep the documentation sheets in a file. When the Chapters taxes are prepared, this documentation will be removed from the file, and kept with the tax papers.