

Kansas Association of Public Information Officers

Quarterly Meeting Agenda – March 5, 2008 – Leavenworth, Kan.

11 a.m. Lunch, optional

11:30 a.m. Welcome from President Mike Hall

Professional Development Session: *Open Records*

2 p.m. Regular Meeting

- A. Attendee introductions
- B. Approval of previous meeting minutes
- C. Board of Directors' reports
 - a. President
 - b. Vice-President
 - c. Secretary
 - d. Treasurer
- D. Committee reports
 - a. Awards Selection
 - b. Professional Development, please welcome Jodi Schmidt to the committee
 - c. Nominations
- E. New business
 - a. By-law amendments
- F. Next meeting
 - a. June 4 - More information soon

KAPIO CODE OF ETHICS

I will be dedicated to the concepts and principles of democratic government.

I will affirm the dignity and worth of public service and continually strive to maintain the public's confidence by serving the public interest and putting the public trust before all else.

I will respect the public's right to know the public's business and will strive to create and maintain effective relationships with the media to foster those important communications.

I will adhere to the highest standards of honesty, accuracy and truth and will be accessible, knowledgeable and credible when speaking for my agency.

I will never knowingly disseminate false or misleading information and will act promptly to correct errors.

I will make every reasonable attempt to accommodate, educate and inform others by presenting clear and concise information.

I will strive to be the best source of information for my agency and if I do not know the answer to a question, I will find it or find someone who does.

I will never speculate, guess or lie.

I will respect privileged information as it protects the public good.

I will seek no favor and believe that personal gain secured by knowledge of information is dishonest.

I will take the time to strengthen my individual capabilities, and to encourage lifetime learning and professional development for myself and others.

I will recognize that the chief function of government at all times is to serve the best interests of all people.

KANSAS ASSOCIATION OF PUBLIC INFORMATION OFFICERS

By-laws

I. Name

The name of this organization is the Kansas Association of Public Information Officers, abbreviated KAPIO.

II. Purpose

The purposes of this organization are to:

- A. Promote professionalism in the field of Public Information and among KAPIO's members.
- B. Create a network of communications professionals.
- C. Conduct and/or sponsor activities which improve communications between public sector organizations and the public their organizations serve.
- D. Serve as an information resource for government management and communications professionals.
- E. Serve as a vehicle for professional growth.
- F. Raise the consciousness of public sector management and members of the general public to the necessity for public information operations and of the ethical standards within which such operations should be conducted.

III. Membership

- A. Qualifications: Individuals who represent a public jurisdiction to the media and population they serve as working communicators, public relations or community affairs specialists, public information officers, and public administrators, including appointed and/or elected officials.
- B. Types of Membership:
 - 1. General Member: Any communication professional working for a government in the state of Kansas.
 - 2. Associate Member: Individuals employed by quasi-governmental agencies and individuals associated with organizations and entities that conduct business regularly in the area of communication with government agencies in Kansas. These individuals shall enjoy all privileges of the association, except to vote or hold office.
 - 3. Student Member: Any student/intern from community colleges or universities interested in government communication as a profession.
 - 4. Special Member: Communications persons formerly employed in government or quasi-government organizations.

IV. Rights of Membership

Every General Member is a voting member and eligible to serve on the Board of Directors.

V. Selection of Membership

Candidates are selected upon satisfactory application to KAPIO and payment of dues.

VI. Membership Dues

Dues are established by a two-thirds vote of the Board of Directors and are payable annually.

VII. Board of Directors

KAPIO activities and affairs are under the direction of the KAPIO Board of Directors, members of which are selected annually to serve in this capacity.

A. Board Composition

The Board of Directors consists of the President, **Past President**, Vice President, Secretary, and Treasurer, elected by the membership annually. Committee chairs may be appointed by the President. Committee chairs shall be approved by the Board of Directors and may participate in Board business.

B. Terms

1. Officers will serve a two (2) year term, commencing January 1, following an election at the last regular meeting of the previous calendar year.

2. The President and Secretary shall be elected in even numbered years; the Vice President and Treasurer shall be elected in odd numbered years.

~~1. Officers will serve a one year term, commencing January 1, following an election by November 30 of the previous year. In the augural year 2007 an election will not occur to allow for continuity in development of the association.~~

~~2. No more than two consecutive years in a position or title on the Board is allowed.~~

3. No more than two consecutive years in a position or title on the Board is allowed.

C. Duties & Responsibilities of the Directors

1. President: The President presides over all meetings and functions of the organization. The President is an ex-officio member of all committees. The President is the official spokesperson for KAPIO and is responsible for implementing the policies and programs of the organization. The President, along with the Treasurer and one other elected officer designated by the President and approved by the Board, shall be authorized to sign for expenditures of KAPIO funds.

2. **Past President: Member recruitment, Association marketing and other duties as needed.**

3. Vice President: The Vice President is responsible for coordination of the educational and peer recognition program and membership programs and

organizational marketing. In the President's absence, the Vice President shall serve as President of KAPIO.

4. Secretary: The Secretary is responsible for oversight of all published KAPIO materials. The Secretary shall also take the minutes of the Board meetings and General Meetings.

5. Treasurer: The Treasurer is responsible for oversight of KAPIO's financial affairs, including collection of dues and other credits. The Treasurer must countersign with either the President or another designated officer on all expenditures and keep financial records for KAPIO. The Treasurer reports on KAPIO's financial condition at each Board meeting and issues an annual report at the end of the Board term which shall be published and made available for public review. The Treasurer will also ensure that records are available for any audit activity as directed by the Board.

VIII. Powers and Authority

The Board of Directors controls all business and activities of the organization and shall set its policy. In case of Board vacancies, the President may nominate and the Board may approve successors as necessary to serve for the remainder of a term.

IX. Elections

The Board is elected annually by a vote of the general membership.

X. Meetings and Quorums

A. Meetings: General membership meetings shall be held at least once a year. Board meetings may be held more frequently.

B. Quorums: A quorum for the conduct of Board meetings will consist of a simple majority of the total number of voting members of the Board.

XII. Amendments

These By-laws may be amended by a majority vote of ballots received from General Members, with the proposed amendment(s).

XII. Parliamentary Authority

Robert's Rules of Order, newly revised, shall be the parliamentary authority for all matters of procedures not specifically covered by these Bylaws.

KAPIO Meeting Minutes
March 5, 2008

Board in attendance: Mike Hall, President; Tom Erickson, Vice President; Ilena Spalding, Treasurer; Melissa Mundt, Secretary

All other in attendance: 26 members and non-members, 1 presenter

1. Welcome and Introductions—
 - a. Mike Hall welcomed the group to the City of Leavenworth.
2. Lunch Information—
 - a. Mike Hall introduces Megan Scheidt with the host City of Leavenworth. She gave a background on the Community Center.
3. Professional Development Session –
 - a. Mike Hall introduces Mike Smith, Assistant Attorney General with the Kansas Attorney General’s Office to discuss the Kansas Open Records Act as it applies to local governments. He provides the group with a list of what he considers must haves in open records management.
 - i. Records request policy
 - ii. Designated and/or official records custodian
 - iii. and, a records retention and disposition scheduleHe also covered a variety of other topics including what types of records are open, what types of requirements cities can have for the type of form requests are made, timing of response, how to decline a record if closed, and ability to charge reasonable fees.

He also answered a variety of member questions including ones related to: GPS data, proprietary rights with logos, email records, and a variety of questions related to law enforcement information.
4. Regular Meeting—
 - a. Approval of Minutes
 - i. No changes recommended to the minutes of the December 5th, 2007 meeting.
 - b. Board of Directors’ reports
 - i. President—
 1. He requests the membership to let others know about KAPIO. He mentions the meeting Fort Hays State and that they have students willing to do projects for KAPIO members.
 - ii. Vice-President—
 1. Thanks Kati Bernard for work on the KAPIO website
 2. Discusses posting membership roster on website. Membership decides to post as a pdf, but confirm accuracy of information before posting, at which time a member could reduce the amount of information that would appear

on the roster to what they would like to be available to anyone on the website.

- iii. Secretary—
 - 1. Nothing to report
- iv. Treasurer—
 - 1. Ilena Spalding reported the following:
 - a. \$1630.86 cash in the bank as of 3/4/08
 - b. 57 members
 - c. \$776.26 cash in the bank at end of 2007
- c. Committee Reports
 - i. Awards Selection
 - 1. Kari Wempe reported a draft of the awards committee and discussed the types of awards with the membership and agreed to add a student award and a blooper award as part of the process.
 - ii. Professional Development
 - 1. Lisa Patterson indicates that in addition to herself, Clarin Blessing and Sharon Watson have agreed to serving on the Professional Development Committee. They are looking for feedback and ideas for upcoming meetings.
- d. New Business
 - i. By-Laws amendment—there were no objections noted to the change of the by-laws which created a position of Past President and made the terms of officers two years instead of one, to create consistency. It also staggered the term of elections with President and Secretary being the even years and the Vice President and Treasure being on the odd years. The changes also defined the Past President position as a member recruiter, marketer and other duties as needed.
- e. Next Meeting
 - i. The June 4th meeting location was to be determined due to a change in leadership in Hamilton County. Offers to host were made by Douglas County.